



## Table of Contents

<b>Section 1: Introduction.....</b>	<b>6</b>
OUR VISION.....	6
OUR MISSION.....	6
OUR CORE VALUES.....	6
OUR INSTITUTIONAL PURPOSES.....	6
<b>1.1 History.....</b>	<b>6</b>
<b>1.2 Instructional Location.....</b>	<b>7</b>
<b>1.3 BPPE Approval.....</b>	<b>7</b>
<b>1.4 Notice to Prospective Degree Program Students.....</b>	<b>8</b>
<b>1.5 Financial Stability Bankruptcy History.....</b>	<b>8</b>
<b>1.6 Accreditation Status.....</b>	<b>8</b>
<b>1.7 Description of the Facilities &amp; Type of Equipment Used for Instruction.....</b>	<b>9</b>
<b>1.8 Learning Resources.....</b>	<b>9</b>
<b>1.9 Student Rights under FERPA.....</b>	<b>10</b>
<b>Section 2: Admission Process.....</b>	<b>14</b>
<b>2.1 Bachelor of Science in Business Administration (2-year degree completion program)</b>	
<b>Admission criteria:.....</b>	<b>14</b>
2.1.1 BS Admissions Process.....	14
2.1.2 BS Admission Submission Instruction.....	15
<b>2.2 Master of Business Administration (MBA) Admission Criteria:.....</b>	<b>15</b>
2.2.1 MBA Admission Process.....	16
2.2.2 MBA Submission Instruction.....	16
<b>2.3. Application Decision.....</b>	<b>16</b>
<b>2.4. Scholarship Policy.....</b>	<b>17</b>
<b>Section 3: Graduation Requirements.....</b>	<b>18</b>
<b>3.1 Graduation Requirements.....</b>	<b>18</b>
3.1.1 BS Program.....	18
3.1.2 MBA Program.....	18
<b>3.2 Validity of Coursework.....</b>	<b>18</b>
3.2.1 BS Program.....	18
<b>3.2.2 MBA Program.....</b>	<b>19</b>

<b>Section 4: Transfer Policy</b> .....	<b>20</b>
<b>4.1 BS Program</b> .....	<b>20</b>
<b>4.2 MBA Program</b> .....	<b>20</b>
<b>Section 5: Non-Matriculated Student Policy</b> .....	<b>21</b>
<b>5.1 Non-Matriculated Student Admission Criteria</b> .....	<b>21</b>
5.1.1 Students to take courses offered by Bachelor of Science in Business Administration.....	21
5.1.2 Students to take courses offered by Master of Business Administration .....	21
<b>5.2 Non-Matriculated Student Application Process</b> .....	<b>22</b>
<b>Section 6: International Degrees &amp; English Requirements</b> .....	<b>23</b>
<b>6.1 Admission Requirements</b> .....	<b>23</b>
<b>6.2 Regarding Student Visas</b> .....	<b>24</b>
<b>Section 7: Credit Hour Policy</b> .....	<b>25</b>
<b>7.1 Notice Concerning Transferability of Credits &amp; Credentials Earned at our Institution</b>	<b>25</b>
<b>7.2 Credit Hour Definition and Policy</b> .....	<b>25</b>
<b>Section 8: Academic Policies</b> .....	<b>26</b>
<b>8.1 Attendance Policy and Procedure</b> .....	<b>26</b>
8.1.1 Attendance Policy.....	26
8.1.2 Attendance Procedure.....	26
<b>8.2 Academic Probation and Dismissal Policies</b> .....	<b>26</b>
<b>8.3 Leave of Absence Policy and Procedure</b> .....	<b>27</b>
8.3.1 Leave of Absence Policy .....	27
8.3.2 Leave of Absence Procedure .....	27
<b>8.4 Incomplete Grade Policy and Procedure</b> .....	<b>27</b>
8.4.1 Incomplete Grade Policy .....	27
8.4.2 Incomplete Grade Procedure .....	27
<b>8.5 Add/Drop Policy and Procedure</b> .....	<b>28</b>
8.5.1 Add/Drop Policy.....	28
• 8.5.1a Add or drop within the first 10 working days of the semester.....	28
• 8.5.2b Add or drop AFTER the first 10 working days and BEFORE the last 10 working days of the semester (Late add/drop) .....	28

- 8.5.3c Dropping a class within the last 10 working days of the semester ..... 28
- 8.5.2 Add/Drop Procedure..... 28
- 8.5.2a Add or drop WITHIN the first 10 working days of the semester ..... 28
- 8.5.2b Add or drop AFTER the first 10 working days and BEFORE the last 10 working days of the semester ..... 28
- 8.5.2c Add or drop WITHIN the last 10 working days of the semester..... 29
- 8.6 Student Records and Transcripts Policy and Procedure..... 29**
  - 8.6.1 Student Records and Transcripts Policy ..... 29
  - 8.6.2 Student Records and Transcripts Procedure ..... 29

**Section 9: Grading Scale and Standards ..... 30**

- 9.1 Grading Scale ..... 30**
- 9.2 Grading Standards ..... 30**
- 9.3 Grading Policy ..... 32**
  - 9.3.1 Grading Policy for BS Programs ..... 32**
  - 9.3.2 Grading Policy for MBA Program ..... 33**
- 9.4 Grade Appeal Policy and Procedure ..... 33**
  - 9.4.1 Grade Appeal Policy..... 33
  - 9.4.2 Grade Appeal Procedure..... 33
- 9.5 Credit/Non-Credit Policy..... 33**

**Section 10: Tuition, Fee Schedule and Related Policies ..... 36**

- 10.1 Tuition for BS & MBA programs (2021-2022 Academic Year)..... 36**
- 10.2 Standard Fees ..... 36**
- 10.3 Additional Fees ..... 38**
- 10.4 Application Fee Policy..... 38**
- 10.5 Student’s Rights To Cancel Policy..... 38**
- 10.6 Refund Policy ..... 39**
- 10.7 Tuition Refund Schedule..... 39**

**Section 11: Policies and Regulations Regarding Financial Aid..... 41**

- 11.1 Financial Aid Policy ..... 41**
- 11.2 Loan Repayment Policy..... 41**
- 11.3 STRF Disclosure ..... 42**

**Section 12: Other Policies and Regulations ..... 44**

<b>12.1 Equal Opportunity Policy and Procedure .....</b>	<b>44</b>
12.1.1 Equal Opportunity Policy .....	44
12.1.2 Equal Opportunity Procedure .....	44
<b>12.2 Disability and Accommodation Policy .....</b>	<b>44</b>
12.2.1 Documentation Guidelines .....	45
12.2.2 Temporary Injuries & Illnesses .....	45
12.2.3 Confidentiality .....	45
<b>12.3 Student Grievance Policy and Procedure.....</b>	<b>46</b>
12.3.1 Student Grievance Policy .....	46
12.3.2 Student Grievance Procedure .....	46
<b>12.4 Student Conduct Policy.....</b>	<b>46</b>
<b>12.5 Faculty and Student Research Policy .....</b>	<b>47</b>
<b>12.6 Cheating and Plagiarism Policy.....</b>	<b>48</b>
12.6.1 Cheating Definition .....	48
12.6.2 Plagiarism Definition.....	49
<b>12.7 Academic Freedom Policy .....</b>	<b>49</b>
<b>12.8 Jeanne Clery Act Policies .....</b>	<b>50</b>
<b>12.9 Student Services .....</b>	<b>50</b>
<b>12.10 Placement Services .....</b>	<b>50</b>
<b>12.11 Student Housing .....</b>	<b>50</b>
<b>12.12 Privacy Act.....</b>	<b>51</b>
<b>12.13 Distance Learning .....</b>	<b>51</b>
<b>Section 13: Disclosures .....</b>	<b>52</b>
13.1 Other BPPE Required Disclosures.....	52
13.2 Catalog Disclosures.....	53
<b>Section 14: GE Requirements for BS Program.....</b>	<b>54</b>
Transferable General Education Course Descriptions.....	54
<b>Section 15: Program Description for BS and MB .....</b>	<b>66</b>
15.1 Program Description For BS Program .....	66
15.2 Program Description for MBA Program.....	68
<b>Section 16: Course Descriptions .....</b>	<b>70</b>
16.1 Bachelor of Science in Business Administration .....	70

<b>16.2 Master of Business Administration.....</b>	<b>80</b>
<b>Section 17: Articulation Agreements.....</b>	<b>87</b>
<b>Appendix A: The Sexual and Gender-based Harassment Policy.....</b>	<b>88</b>
<b>A1. Sexual and Gender-Based Harassment Policies.....</b>	<b>88</b>
<b>A2. Sexual and Gender-Based Harassment Policy.....</b>	<b>89</b>
<b>A3. Other Sexual and Gender-based Misconduct.....</b>	<b>94</b>
<b>A4. Conduct in Relationships between Individuals of Different University Status .....</b>	<b>94</b>
<b>A5. Information Sharing and Confidentiality .....</b>	<b>97</b>
<b>Appendix B - Procedures for Handling Complaints against Virscend Students Pursuant to the Sexual and Gender-based Harassment Policy .....</b>	<b>99</b>
<b>B1. Procedures for Handling Complaints Involving Students Pursuant to the Sexual and Gender-Based Harassment Policy .....</b>	<b>99</b>
<b>B2. Procedures for Formal Complaints .....</b>	<b>101</b>
<b>B3. Special Circumstances .....</b>	<b>105</b>
<b>B4. Student Disciplinary Proceedings Following the Resolution of a Formal Complaint of Harassment or Misconduct That Results in a Finding of a Policy Violation .....</b>	<b>107</b>
<b>Appendix C: Procedures for Handling Complaints against Virscend Staff Members Pursuant to the Sexual and Gender-based Harassment Policy .....</b>	<b>110</b>
<b>C1. Procedures for Handling Complaints against Virscend Staff members Pursuant to the Sexual and Gender-Based Harassment Policy .....</b>	<b>111</b>
<b>C2. Procedures for Formal Complaints .....</b>	<b>113</b>
<b>C3. Special Circumstances .....</b>	<b>117</b>
<b>C4. Staff Disciplinary Proceedings Following the Resolution of a Formal Complaint of Harassment or Misconduct That Results in a Finding of a Policy Violation .....</b>	<b>119</b>
<b>Appendix D:.....</b>	<b>121</b>
<b>Addendums from the 2020-2021 Catalog .....</b>	<b>121</b>

# Section 1: Introduction

## OUR VISION

Virscend University will be the University of choice for aspiring business professionals who are dedicated to succeed in the business world.

## OUR MISSION

Inspire students with innovative ideas and business intelligence to prepare them to excel in a dynamic global environment.

## OUR CORE VALUES

Innovation, Inspiration, and Intelligence.

## OUR INSTITUTIONAL PURPOSES

1. To provide equal educational opportunities for all students with educational needs
2. To develop student's rich knowledge, personality and cooperativeness to create opportunities for their future success
3. To inspire students with innovative and state-of-the-art technologies
4. To prepare students to engage in a diverse global environment

## 1.1 History

Our mission is to inspire students with innovative ideas and business intelligence to prepare them to excel in a dynamic global business environment. The university aspires to attain its mission by offering small size classes with less than 20 students that are taught by professors and leading industry professionals with years of experience. Our curriculum is up-to-date to meet today's business needs. Currently, our professors hold Ph.D. degrees and have taught at accredited universities. This pairing of small classes with quality professors creates an ideal learning environment that supports a curriculum built on developing a highly skilled and versatile business professional.

Virscend University offers a Master's in Business Administration (MBA) program. The MBA program is designed to meet the personal needs of currently working professionals who require convenient school hours and a pace that can accommodate their ambitious goals. Therefore, our program offers evening courses with a 12-month pace (Students must enroll in the fall semester and take all of the courses (three in fall, three in spring, four in summer) to complete the MBA program in one year). Our Bachelor of Science in Business Administration (BS) program is also designed with the students in mind. Our

undergraduate 2-year program accommodates the financial concerns of talented students who are seeking to invest in their growth but who may be deterred by the high cost in quality education. In order to support talent, the university has made a conscious effort to deliver quality with an affordable price. As a result, the university has a financially competitive program.

Virscend University is part of Virscend Education Company Limited schools. Virscend Education Co Ltd currently owns a total of 16 educational institutions including fifteen K-12 schools and 1 four-year college with a total student population of more than 38,000 (Feb. 14, 2019). Virscend Education Co Ltd is the largest private educational organization in southern China with nationwide recognition for its innovative and high performing graduates. Many schools of Virscend Education Co Ltd have placed students in renowned universities in China and all over the world, which include Beijing University, Tsinghua University, Harvard University, MIT, UC-Berkeley, UC-Irvine, CSU-Long Beach, CSUF, UCLA and many others.

As part of Virscend Education Co Ltd, Virscend University aspires to fulfill its parent company's commitment to quality education. Therefore, Virscend University prides itself on its effort of building a high-quality education validated by WSCUC. As we speak, our leadership team is working hard on obtaining its accreditation and we are confident in our efforts. Our leadership team also ensures that we comply with the California Bureau for Private Post-Secondary Education.

## **1.2 Instructional Location**

Virscend University  
16490 Bake Parkway  
Irvine, CA 92618

## **1.3 BPPE Approval**

This institution is a private institution approved to operate by the California Bureau for Private 7) Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with 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.



## **1.4 Notice to Prospective Degree Program Students**

This institution is provisionally approved by the Bureau for Private Postsecondary Education (BPPE) 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 initial accreditation, as defined in regulations, by **November 1, 2019** and full accreditation by **November 18, 2021**.

If this institution stops pursuing accreditation, it must:

Stop all enrollment in its degree programs, and

Provide a teach-out to finish the educational program or provide a refund.

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

As of June 4, 2019, Virscend University has met its first deadline by passing the Eligibility status with WSCUC and is currently pursuing the Initial Accreditation.

## **1.5 Financial Stability Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has it 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.

## **1.6 Accreditation Status**

Virscend University has applied for Eligibility from the WASC Senior College and University Commission (WSCUC). WSCUC has reviewed the application and determined that the University is eligible to proceed with an application for Candidacy and Initial Accreditation. A determination of Eligibility is not a formal status with the WASC Senior College and University Commission, nor does it ensure eventual accreditation. It is a preliminary finding that the institution is potentially accreditable and can proceed within five years of its Eligibility determination to be reviewed for Candidacy or Initial

Accreditation status with the Commission. Questions about Eligibility may be directed to the institution or to WSCUC at [wscuc@wscuc.org](mailto:wscuc@wscuc.org) or (510) 748-9001.

It is a huge honor for a school to receive accreditation, so our team of staff and faculty is working diligently to obtain an official seal of approval from WASC.

In addition, Virscend University is in agreement with the Bureau of Private Postsecondary Education (BPPE) to achieve the following deadline:

Achieve accreditation candidacy or initial accreditation, as defined in regulations, by November 1, 2019 and full accreditation by November 18, 2021.

As of June 4, 2019, Virscend University has met its first deadline.

## **1.7 Description of the Facilities & Type of Equipment Used for Instruction**

The school is located on a major thoroughfare in the city of Irvine, in a stand-alone building that is approximately 10 years old. The school facility is 5,000 square feet in size with 3 standard classrooms, a computer lab, a library/conference room, an administrator's and admissions' office. The classrooms are equipped with white boards, teacher and student desks, and a projector with HDMI and mini-display adapters. The computer lab has 14 brand new HP desktops, a projector with a HDMI and mini-display adapter, a white board and 14 modern office chairs. The administrator's and admissions' office have personal computers and servers along with standard peripherals.

## **1.8 Learning Resources**

Virscend University provides internet access, an online course management system, a physical library and eLibrary with access to IBIS World. These resources supplement the university's curriculum. Students may access the internet using their laptops or a desktop computer from the computer lab during operational hours. The online course management system, Moodle, supports classroom instruction. By using Moodle, students can send a message to their instructor regarding a missed assignment.

They can access PowerPoint slides and lecture videos for assignments missed or simply to revisit for further study. The university's physical library houses books, periodicals, journals, and other supporting material that supplement the university's curriculum. In

addition, the library offers a communal space for students to work on homework or projects either individually or as a group.

Regional Business News - Regional Business News provides full-text regional business publications for the United States and Canadian provinces. Users can search newspapers, magazines and other resources from trusted news sources. Furthermore, students are encouraged to access and use materials from the nearby public libraries and various online digital resources.

## **1.9 Student Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student’s education records within 45 days after the day Virscend University receives a request for access. A student should submit to the Office of Student Success a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask Virscend University to amend a record should write to the Office of Student Success and clearly identify the part of the record the student wants changed, and specify why it should be changed. If Virscend University decides not to amend the record as requested, Virscend University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before Virscend University discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Virscend University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by

Virscend University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Virscend University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Virscend University.

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

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

- FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —
  - To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
  - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes

- related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
  - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
  - To organizations conducting studies for, or on behalf of, the school, in order to: (a)develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
  - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§ 99.31(a)(10))
  - Information the school has designated as "directory information" under §99.37. (§ 99.31(a)(11))
  - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
  - To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and

the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## 1.9 Faculty

- Robert Chi                      Ph.D University of Texas, Austin - MIS
- Melody Kiang                      Ph.D University of Texas, Austin - MIS
- Ping Lin                              Ph.D University of California, Irvine - Accounting
- Jasmine Austin-Yur              Ph.D University of California, Irvine - Finance
- Banafsheh Behzad              Ph.D University of Illinois at Urbana - IE
- Mohamed Abdelhamid              Ph.D University at Buffalo – MIS
- Christopher Medina              MBA Azusa Pacific
- Steven Fisher                      DBA - Accounting
- Sean Jasso                          Ph.D Claremont University – Political Science

## **Section 2: Admission Process**

### **2.1 Bachelor of Science in Business Administration (2-year degree completion program) Admission criteria:**

This is a new program that Virscend University plans to start in the fall of 2021. This program is designed for students with an Associate Degree that are looking to receive a Bachelor's Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (909) 502-6252 or email [admission@virscend.com](mailto:admission@virscend.com).

- An entering student must have earned an Associate Degree from an accredited institution in the United States or Canada; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
- Students must have been awarded an Associate degree or have completed a minimum of 60 units of lower division coursework with a GPA of 2.5 or higher.
- Students must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- This institution does not accept Ability to Benefit (ATB) students.
- This institution has articulation agreements with domestic and international universities

#### **2.1.1 BS Admissions Process**

Virscend University accepts admissions year-round. Admissions decisions are made by the Admissions Committee which consists of the Director of Admissions, faculty and staff. Submission Instruction (Bachelor of Science Application)

1. Fill out the application form online <https://virscend.com/apply-for-vu/>
2. Upload all needed document
3. Pay for the application fee (nonrefundable)

### 2.1.2 BS Admission Submission Instruction

- Complete personal essay answering one of the following prompts:
  - Describe a time you encountered a problem and resolved it and explain its significance to you.
  - Describe a problem that you would like to resolve and explain how you would resolve it and why it is of significance to you.
- Official transcripts from all colleges attended (Unofficial Transcripts accepted during application process)
- Pending BPPE Approval: If applying for the **online program**, please also include your completed Information Competency Assessment, which is available on our website with all admission forms.

<https://virscend.com/wp-content/uploads/2020/05/Information-Competency-Assessment.pdf>

\*Please note that the Bachelor of Science program only accepts transfer students who are at the Junior level of college or higher.

- TOEFL/IELTS Score: minimum of 500 pb or 61 ib or 6.0 (IELTS) (ONLY for students with an international degree)

## 2.2 Master of Business Administration (MBA) Admission Criteria:

- Student must have earned a Bachelor's Degree from an accredited institution in the United States or Canada; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
- Students must have been awarded a bachelor's degree with a grade of 2.75 or higher. Students with a grade lower than 2.75 must demonstrate additional qualifications such as extensive work experience in related fields, or special awards.
- Students must pay all applicable fees, as per the current published fee scheduled at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.



- This institution has articulation agreements with domestic and international universities.

### 2.2.1 MBA Admission Process

Virscend University accepts admissions year-round. Students must enroll in the fall semester and take all of the courses (three in fall, three in spring, four in summer) to complete the MBA program in one year. Admissions decisions are made by the Admissions Committee which consists of the Director of Admissions, faculty and staff.

Submission Instruction (Master of Business Admission Application)

1. Fill out the application form online <https://virscend.com/apply-for-vu/>
2. Upload all necessary documents
3. Pay for the application fee (nonrefundable)

### 2.2.2 MBA Submission Instruction

- Complete personal essay answering one of the following prompts:
  - Describe a time you encountered a problem and resolved it and explain its significance to you.
  - Describe a problem that you would like to resolve and explain how you would resolve it and why it is of significance to you.
- Official transcripts from all colleges attended (Unofficial Transcripts accepted during application process)
- Pending BPPE Approval: If applying for the **online program**, please also include your completed Information Competency Assessment , which is available on our website with all admission forms.

<https://virscend.com/wp-content/uploads/2020/05/Information-Competency-Assessment.pdf>

- GMAT or GRE SCORE (Optional)
- Two (2) letters of recommendation from school or work (Optional)
- TOEFL/IELTS Score: minimum of 525 pb, 71 ib, or 6 (IELTS) (ONLY for students with an international degree)

## 2.3. Application Decision

Once the application has been processed (for either BS or MBA applicants), those candidates who meet the initial requirements will be invited to an on-campus/virtual interview. After the interviews have been completed, the selection process will begin, and acceptance/rejection letters will be made thereafter.

## 2.4. Scholarship Policy

1. Virscend University offers three types of scholarships for qualified students
2. Scholarship application must be submitted with program application
3. Type of scholarships
  - a. Presidential scholarship (only applicable to domestic students)
    - i. All tuition is waived for 6 consecutive semesters, after which you must reapply for your scholarship.
    - ii. Scholarship receivers must maintain a minimum cumulative GPA of 3.5 or higher to continue receiving the scholarship
    - iii. Your bachelor's GPA must be at least 3.25 from an accredited university to apply.
  - b. Academic Scholarship
    - i. 75% tuition waived for 6 consecutive semesters, after which you must reapply for your scholarship.
    - ii. Scholarship receivers must maintain a minimum cumulative GPA of 3.25 or higher to continue receiving the scholarship
    - iii. Your bachelor's GPA must be at least 3.0 from an accredited university to apply.
  - c. Professional Scholarship
    - i. 50% tuition waiver within 6 consecutive semesters, after which you must reapply for your scholarship.
    - ii. Scholarship receivers must maintain a minimum cumulative GPA of 3.00 or higher to continue receiving the scholarship
    - iii. Your bachelor's GPA must be at least 2.75 from an accredited university to apply.
4. If an applicant's GPA is below the admission or scholarship requirement, educational/industry experience, test scores, or a personal statement can be used in addition to GPA in application consideration. Applications will be reviewed on a case-by-case basis by the Admissions Committee.
5. Scholarship cannot be carried over after leave of absence, unless necessary courses are not available. You must reapply for the scholarship upon return.
6. Full scholarships are not available to students that drop below the minimum GPA that was stipulated in the Scholarship Agreement (3.0 for BS, 3.5 for MBA). If an extenuating circumstance affects a student's performance, the student may petition to maintain their scholarship status utilizing the "Scholarship Petition" form online.

## **Section 3: Graduation Requirements**

### **3.1 Graduation Requirements**

#### **3.1.1 BS Program**

This is a new program that Virscend University plans to start in the fall of 2021. This program is designed for students with an Associate Degree that are looking to receive a Bachelor's Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (909) 502-6252 or email [admission@virscend.com](mailto:admission@virscend.com).

To earn a Bachelor of Science Degree, students must have completed a total of 120 credit units, among them a maximum of 60 lower-division units from the college/university previously attended and, in addition, completed a minimum of the 20 required courses (60 units) with a GPA of 2.0 or higher from Virscend University.

#### **3.1.2 MBA Program**

To earn a Master of Business Administration degree, students must complete 10 required courses with a GPA of 3.0 or higher. Students are required to submit the final project issued in MBA 650. Once the project is submitted, the turnaround time for evaluation is a 2-4 week period.

### **3.2 Validity of Coursework**

#### **3.2.1 BS Program**

This is a new program that Virscend University plans to start in the fall of 2021. This program is designed for students with an Associate Degree that are looking to receive a Bachelor's Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (909) 502-6252 or email [admission@virscend.com](mailto:admission@virscend.com).

Students have an 8-year period from the date they sign the enrollment agreement and/or register for classes (whichever comes first) to complete the program. Students re-entering the program after the 8-year period must restart the program and retake all courses. Students who under extreme circumstances cannot complete the program within the 8-year period may file for an extension. Upon review of the request, the Academic Committee will make the final decision.

### **3.2.2 MBA Program**

Students have a 5-year period from the date they sign the enrollment agreement and/or register for classes (whichever comes first) to complete the program. Students re-entering the program after the 5-year period must restart the program and retake all courses. Students who under extreme circumstances cannot complete the program within the 5-year period may file for an extension. Upon review of the request, the Academic Committee will make the final decision.

## **Section 4: Transfer Policy**

### **4.1 BS Program**

This is a new program that Virscend University plans to start in the fall of 2021. This program is designed for students with an Associate Degree that are looking to receive a Bachelor's Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (909) 502-6252 or email [admission@virscend.com](mailto:admission@virscend.com).

Virscend University only takes transfer students for our Bachelor of Science in Business Administration program. Applicants must have an associate degree from a community college or two-year equivalent study from either a two-year or four-year college with a minimum of 60 units and a minimum GPA of 2.5 or other consideration deemed valid by the Admissions Committee. The student will follow our admissions process and submit an application along with official transcripts and an application fee to the Office of Admissions (See Admissions). For further assistance, call the Office of Admissions at (949)502-6252.

Virscend University accepts up to 60 lower division units transferred from an accredited institution based on case-by-case consideration or articulation agreements. The Admissions Committee will evaluate and make judgments about the equivalency of the transfer of credits. The evaluation criteria include the course level (upper or lower division), the course title and content, the number of units, the accreditation status of the school where the course was taken, the student's grade earned, and the mode of instruction.

### **4.2 MBA Program**

The transfer policy is not applicable to the MBA program unless it is from a school with an articulation agreement (please refer to Articulation Agreements). Otherwise, students must be awarded a bachelor's degree from an accredited university, and if, it is an international degree must have their credentials evaluated by a NACES recognized agency that validates the equivalency of the international degree to that of a United States degree.

## **Section 5: Non-Matriculated Student Policy**

Non-matriculated students are students who take courses with non-degree related objectives. Non-Matriculated students are not required to apply for admission to the university. Non-Matriculated students register directly for courses. Virscend University allows non-matriculated students to register for fall, spring and summer classes (upon availability and meeting the Non-Matriculated Student Criteria). However non-matriculated students will not be granted a Degree/Diploma and the credits earned cannot be counted towards a degree as indicated on the student's transcript. Only matriculated students may receive a degree/diploma from Virscend University. If non-matriculated students decide to pursue a degree, they must apply for admission and credits earned under non matriculated status may be applied towards the degree. This applies to both the BS and MBA programs. Note that the 8-year (B.S. program)/ 5-year (MBA program) Validity of Coursework policy applies.

### **5.1 Non-Matriculated Student Admission Criteria**

#### **5.1.1 Students to take courses offered by Bachelor of Science in Business Administration**

This is a new program that Virscend University plans to start in the fall of 2021. This program is designed for students with an Associate Degree that are looking to receive a Bachelor's Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (909) 502-6252 or email [admission@virscend.com](mailto:admission@virscend.com).

- High School Diploma
- Prerequisite of coursework (if applicable for the desired course taken)
- TOEFL (for international degrees): minimum score 500 (ppb) or 61 (ib) or meet one of the listed English Proficiency Requirements (See International Degrees & English Requirements)

#### **5.1.2 Students to take courses offered by Master of Business Administration**

- Bachelor's Degree (Accredited Institution)
- Prerequisite of coursework, (if applicable for the desired course taken)
- TOEFL(for international degrees): minimum score 525 (ppb) or 71 (ib) or meet one of the listed English Proficiency Requirements (See International Degrees & English Requirements)

## 5.2 Non-Matriculated Student Application Process

1. Fill out the application form online <https://virscend.com/apply-for-vu/>
2. Upload all needed document
3. Pay for the application fee (nonrefundable)

# Section 6: International Degrees & English Requirements

All instructions will be delivered in English. Virscend University does not provide any English Language services such as ESL.

## 6.1 Admission Requirements

For students who have obtained their undergraduate/graduate coursework from an institution outside of the United States, the following additional steps must be taken in order to satisfy the application requirements for both the BS and MBA programs:

1. Degree Validation from either WES (World Education Services) or IERF (International Education Research Foundation) or NACES
  - Students must submit their transcripts, degree and any other documents to either one of the above listed agencies or recognized NACES approved agency. The agency will verify that all documentation is accurate and that it meets the accreditation criteria necessary to transfer their degree into the equivalent of a bachelor's degree, coursework, and/or certificate from an accredited institution of the United States. The agency will report their findings to our school.
2. English Proficiency Requirement

Students who have an international degree must provide proof of English proficiency in either of the following ways:

- Medium of Instruction Letter (MIL): Students may obtain a MIL letter from the respective university in which they have completed their coursework. The MIL letter serves as a legal document that certifies that all instruction in the foreign institution has been delivered in the English Language Only.
- Completion and a minimum score as listed below for either of the following exams:

BS Program (2-year degree completion program)

1. TOEFL: Paper-based: 500, Internet-based 61
2. IELTS EXAM: 6.0

MBA Program:

1. TOEFL: Paper-based: 525, Internet-based 71
2. IELTS EXAM: 6.5



Students who do not have a TOEFL/IELTS nor a MIL may be provisionally admitted to the university upon review of a candidate's work experience and/or English related coursework, and in-house English test.

- If the student has acquired work experience where English language was the primary language used within their work environment, the student may submit their resume/employer's letter emphasizing the length of employment and department contact information where confirmation of English usage during employment may be verified. Please note that the student must have had a minimum of one year of employment.
  - Students submitting work experience to meet the English Proficiency requirement are subject to an interview and written assessment.
- If the student has completed an English program from an accredited institution, the student may submit transcripts/certificates showing English language coursework taken within the trajectory of a year.
- Candidates undergo an interview that allows the candidate to demonstrate his/her speaking and listening skills.
- The written assessment assesses reading comprehension and conventional grammar rules.

Both the interview and written assessment have been carefully crafted to assess a candidate's readiness for the program in which he/she is applying. Once conducted the results are assessed and communicated to the Admission Committee.

Further, Virscend University recognizes that second language acquisition is a lifelong endeavor. Students who satisfy the requirements for admission will be monitored periodically to ensure that the students receive language support when necessary. Virscend University may require students to partake in a language development course/program to further assist their English development. Currently, the university sponsors Irvine Project Manager Toastmasters. Irvine Project Managers Toastmasters is part of an international educational organization. It is recognized for its focus in communication and leadership development. Students may consider registering for Irvine Project Managers Toastmasters or other language development programs upon approval from the Academic Program Director.

## **6.2 Regarding Student Visas**

Virscend University does not provide visa related services to students.

## **Section 7: Credit Hour Policy**

### **7.1 Notice Concerning Transferability of Credits & Credentials Earned at our Institution**

As mandated by BPPE under E. Code 94909:

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

### **7.2 Credit Hour Definition and Policy**

Under federal regulations effective July 1, 2011, credit hour must comply with the following definition:

"Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours."

In compliance with the federal law stated above our BS program adopts a semester system and the MBA program adopts a trimester system of 16 weeks in length with 15 weeks as part of the required instructional hours and 1 week reserved for final exams. Each course offers 3 credit units and requires a total of 3 instructional hours per week for a total of 45 hours plus the final exam in a semester per class. As of now, both of our BS and MBA programs are delivered through direct faculty instruction.

## **Section 8: Academic Policies**

### **8.1 Attendance Policy and Procedure**

#### **8.1.1 Attendance Policy**

Students are expected to attend classes regularly. Classroom participation is often one of the necessary and important requirements to learning and in many cases is essential to the educational objectives of the course. Students are required to attend more than 70% of the scheduled sessions throughout the entire program.

#### **8.1.2 Attendance Procedure**

When a student falls below 80% of attendance, they will receive a verbal warning from their instructor. When a student falls below 70% of attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Academic Program Director or student advisor. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor.

### **8.2 Academic Probation and Dismissal Policies**

The Academic Program Director may place a student on academic probation if the student is not making satisfactory academic progress as per Virscend University's GPA requirement. The student's grade point average will be monitored at the end of each semester when grades are posted. Should the student's GPA fall below 3.0 for MBA program students and 2.0 for BS program students, a student may be placed on academic probation. This will result in a formal advisory note, which will be sent to the student by mail or email, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the Administrative Office:

Virscend University, 16490 Bake Parkway, Irvine, CA 92618

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. The Academic Program Director will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program.

## 8.3 Leave of Absence Policy and Procedure

### 8.3.1 Leave of Absence Policy

- Students who find it necessary to take time away from their studies for any reason (personal, medical, emergency, etc.) may request to take a Leave of Absence with the Office of Academic Programs.
- Leave of Absence application is reviewed by the Director of Academic Programs.
- Upon approval, Leave of Absence is valid for 2 years.

### 8.3.2 Leave of Absence Procedure

- Should circumstances be such that a leave of absence is to be requested, a student must fill out and submit the [Leave of Absence application online](#)
- The application will be reviewed by the Director of Academic Programs and a decision is normally made within 5 working days.

Once a decision has been made, the student must then confirm the decision and the leave of absence may commence as planned.

## 8.4 Incomplete Grade Policy and Procedure

### 8.4.1 Incomplete Grade Policy

- If a student cannot complete the course work due to medical emergency or other emergency, the incomplete status gives a student a semester/trimester extension, at no additional tuition cost.
- Students need to finish the remaining course work within a semester and the final grade will be given based on the course work completed.

### 8.4.2 Incomplete Grade Procedure

- Email the faculty teaching the course that needs the do an Incomplete status
- Once you have the faculty's approval (a simple email response from the faculty will suffice as approval), send the approval to the Office of Student Success (admissions@virscend.com).
  - Fill out and submit the [Incomplete Grade form online](#).
- The Office of Student Success will send you a confirmation email, typically within 5 business days of submission.
- If an incomplete is granted, the student must submit all coursework required to the instructors within the following semester.

## 8.5 Add/Drop Policy and Procedure

### 8.5.1 Add/Drop Policy

- **8.5.1a Add or drop within the first 10 working days of the semester**
  - Students may add/drop course(s) within the first 10 working days of the semester/trimester without any administrative consequence. No instructor signature is required. However, the university encourages students to meet with the instructor or academic advisor to evaluate whether dropping a course is the best course of action
- **8.5.2b Add or drop AFTER the first 10 working days and BEFORE the last 10 working days of the semester (Late add/drop)**
  - A late fee will be charged for a late add/drop.
  - A late add/drop requires the acceptance and signature of the professor teaching the course.
  - A late drop will appear on transcripts as a “W”. In addition, the student will need to retake the course.
- **8.5.3c Dropping a class within the last 10 working days of the semester**

Only done in special circumstances and need permission from the Director of Academic Programs

### 8.5.2 Add/Drop Procedure

- **8.5.2a Add or drop WITHIN the first 10 working days of the semester**
  - If you wish to add or drop a class, complete and submit the [online add/drop form](#)
- **8.5.2b Add or drop AFTER the first 10 working days and BEFORE the last 10 working days of the semester**
  - Email the faculty teaching the course you wish to add or drop.
  - Once you have the faculty’s approval (a simple email response from the faculty will suffice as approval), send the approval to the Office of Student Success ([admissions@virscend.com](mailto:admissions@virscend.com)).
  - Fill out and submit the add/drop form online.
  - The Office of Student Success will send you a confirmation email, typically within 5 business days of submission.
  - Refunds are processed via the refund policy if applicable.

- **8.5.2c Add or drop WITHIN the last 10 working days of the semester.**
  - If you need to add or drop a class within the last 10 business days of a semester, please follow procedure and a special review by the Director of Academic Programs will be required to approve your add/drop request.

## **8.6 Student Records and Transcripts Policy and Procedure**

### **8.6.1 Student Records and Transcripts Policy**

Student records for all students are kept for ten years. Transcripts and diplomas are kept permanently. Students may inspect and review their educational records.

### **8.6.2 Student Records and Transcripts Procedure**

- Submit a [Transcript Request Form online](#)
- Make the [payment online](#)
- The turnaround time is typically 5 to 10 business days

## Section 9: Grading Scale and Standards

### 9.1 Grading Scale

The following grading scale is adopted for use in all University courses.

Grade	Equivalent	Grade Points	Grade Scale
A	Excellent	4.0	90-100
B	Good	3.0	80-89
C	Below Average	2.0	70-79
D	Poor	1.0	60-69
F	Fail	0	0-59
W	Withdrawal	N/A	
AW	Administrative Withdrawal	N/A	
WU	Withdrawal Unauthorized	0	
I	Incomplete	N/A	

### 9.2 Grading Standards

- A = Excellent
  - The student demonstrates advanced knowledge of all of the content and skills presented in the course and is able to use professional or personal experience to contribute to class knowledge in a unique and insightful manner. The student has excellent writing skills and participates actively in all aspects of the learning process.
- B = Good
  - The student demonstrates knowledge of most of the content and skills presented in the course and often uses relevant professional or personal experience to contribute to class knowledge. The student has very good writing skills and participates frequently in the online classroom.
- C = Below average
  - The student demonstrates below-average knowledge of the content and skills presented in the course. The student somewhat applies relevant

professional or personal experience to class topics. There may be deficiencies in writing skills and course participation may be inadequate.

- D = Poor
  - The student fails to demonstrate sufficient knowledge of the content and skills presented in the course and poorly applies relevant professional or personal experience to class topics. There are deficiencies in writing skills and course participation may be inadequate.
- F = Fail

The student has presented an unacceptable quality and/or quantity of work that does not meet with the expectations and/or number of assignments specified by either the university and/or professor.

If the student has not completed the coursework and earned a grade, the student may petition for one of the following grading marks, if and when, the student follows the appropriate guidelines. NOTE: THE FOLLOWING GRADING MARKS MAY IMPACT A STUDENT'S GPA.

- I = Incomplete Grade
  - If the course has not been completed the instructor may grant an "I" for incomplete. This incomplete status gives a student a semester/trimester extension, at no additional tuition cost. The reasons for requesting an incomplete are vast, such as illness that precludes you from attending class or studying, general hardships, or family emergencies; Virscend is willing to work with students in their specific situation.
  - In order to be eligible for an incomplete, the student must be satisfactorily progressing in the course (two thirds of the coursework with a passing grade of C or higher) and the instructor must have a valid reason to believe that an extension of time will permit satisfactory completion. Instructor and student must meet and complete the Incomplete Grade Form. After receiving the Instructor signature, the form should be turned in to the Director of Academic Programs ([admissions@virscend.com](mailto:admissions@virscend.com)), who will then review and approve the incomplete status. The student can expect a response within five business days, but it will usually be sooner (as we understand typically these are time sensitive issues). The form must be signed by both the instructor and the Director of Academic Programs before discontinuing classwork.
  - If an incomplete is granted, the student must submit all coursework required to the instructors within the following semester/trimester. If the instructor



does not receive the agreed upon coursework within the extension, the student will receive the grade indicated by the instructor on the Incomplete Grade Form. If the instructor does not indicate a grade to be assigned, the student will receive an F. In addition, the student may not take a full load of coursework during the granted semester/trimester extension.

- **AW = Administrative Withdrawal**
  - During the first two weeks of the course, if a student is absent, an instructor may withdraw a student from their course. It is the responsibility of the student to contact their instructor prior to the first week of class to notify him/her about any absence. Yet, it is at the discretion of a professor to determine whether the absence can be excused. If a student is administratively withdrawn, a student will have to retake the course. Since an administrative withdrawal only occurs at the beginning of the semester, the student will receive full tuition reimbursement, less administrative fees such as deposit or application fee that will not exceed \$250. NOTE: While an AW may appear on students' transcript, an administrative withdrawal is not calculated in a student's GPA.
- **W = Withdrawal**
  - The student may withdraw from any course after 15 days or 3 weeks before the end of the semester (refer to Add/Drop Policy for more information). A pro rata refund may be reimbursed if the withdrawal falls under the qualifying deadline, as specified by the academic calendar (See refund policy for more detail). The student will be responsible for a new tuition payment for the repeated course of study. A student who withdraws will have to retake the course.
- **WU= Withdrawal Unauthorized**
  - If the student discontinues the study without filing the withdrawal application. He/she will receive the grade of WU. The WU will appear on the transcript and the GPA of WU is "0".

## **9.3 Grading Policy**

### **9.3.1 Grading Policy for BS Programs**

Students that receive a D or F must retake the course. Courses may be repeated.

### 9.3.2 Grading Policy for MBA Program

Students that receive a C are placed in probation and do not have to retake the course, unless their cumulative GPA is lower than the graduation requirement. Students that receive a C- or lower must retake the class to graduate. Courses may be repeated.

## 9.4 Grade Appeal Policy and Procedure

### 9.4.1 Grade Appeal Policy

- Grade appeals are designed for disputed academic evaluations only.
- Communication between the student and the teaching faculty should be the first step taken. If an agreement cannot be reached, the student can file the Grade Appeal form online
- The Grade appeal will be reviewed by the Office of Academic Programs and forwarded to the Grievance Committee for recommendations.

### 9.4.2 Grade Appeal Procedure

- The student can file the [Grade Appeal online](#) within 5 working days after the final grade is posted.
- The Office of Academic Programs will review the Grade Appeal and forward it to the Grievance Committee for recommendations.
- The Grievance Committee will review the grade appeal and make recommendations to the Office of Academic Programs for final decision.
- A written decision will be given to the student by Email by the Office of Academic Programs normally within 10 business days after the Grade Appeal is filed.

## 9.5 Credit/Non-Credit Policy

Credit/Non-Credit is the denomination of a CR/NC for a passing/non-passing grade in lieu of a course letter grade.

Below is a chart used for both the Bachelor Degree and Master Degree Program. Students will receive credit/non-credit (CR/NC) according to the table below. It is important to note that program/course restrictions may apply. Questions may be directed to the Office of Academic Programs.

BS and MBA Program	
Grades: A, B, C	Credit (CR)

Grades: D, F	No Credit (NC)
--------------	----------------



## Section 10: Tuition, Fee Schedule and Related Policies

### 10.1 Tuition for BS & MBA programs (2021-2022 Academic Year)

Programs	2021-2022 Tuition
Bachelor of Science	\$400 per unit
Master of Business Administration	\$800 per unit

### 10.2 Standard Fees

Please note that all fees on this page are only for the current catalog year and may change in the future. All fees are reviewed annually and may be subject to increase.

Description	Amount
Application Fee	\$20 per application
Registration Fee (including Student Activity Fee)	\$470 per semester
Transcript Fee (students pick up)	\$10 per copy
Transcript Fee (standard mail)	\$10 per copy plus \$20 postage
Transcript Fee (express mail)	\$10 per copy plus \$30 postage
Transcript Fee (international mail)	\$10 per copy plus \$40 postage
Late Payment Fee (if paid after 14 days of Semester or late based on installation plan)	\$50
Late Registration Fee (if register after 14 days of Semester)	\$100 per course

Late Drop Fee (if submitted the drop form after 14 days of Semester)	\$100 per course
Returned Check Fee	\$100
Degree Conferral Fee (BS)	\$150
Degree Conferral (Master)	\$250

### Charges: Tuition & Fees

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

Program Name	Tuition	Registration Fee (per semester)	STRF	Books & Materials	Total Program Charges
Bachelor of Arts Business Administration (degree completion program)	\$20,000	\$800	0	\$3000	\$23,800
Master of Business Administration (MBA)	\$12,000	\$600	0	\$1500	\$14,100

#### Bachelor of Arts Business Administration

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$5700  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$23,800

#### Master of Arts Business Administration (MBA)

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$4,300  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$14,100

### **10.3 Additional Fees**

Students should be prepared to meet additional costs of their degree program. These can include travel, accommodations, food, textbooks, learning guides, course readers, conference call charges, dissertation editors, computer software and hardware, courses at other institutions, commercial database searches, professional meetings, conferences, and workshops. Learning consultants or other editors are the sole responsibility of the students using their services.

### **10.4 Application Fee Policy**

All application fees are non-refundable. An application fee is required with every application. If an applicant is unable to fully complete the application form for the intended semester, he or she can request that the application review be extended until the next semester. Such a one-time, one-semester extension of application review will incur no additional application fee. If an applicant is rejected, the file will be closed by the Admissions Office and the applicant will be required to complete a new application and submit a new application fee if he or she still wishes to pursue an education at Virscend University.

### **10.5 Student's Rights To Cancel Policy**

The student has the right to cancel the enrollment agreement and obtain a refund on tuition if it is requested on the first-class session, or the seventh day after enrollment, whichever is later. In such a case, 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). NOTE: If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school's Admissions Office, 16490 Bake Pkwy, suite 100, Irvine, CA 92618 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

In addition, the school may withdraw a student from a course, if within the first two weeks of class the student has not reported to class nor communicated his intent to the instructor and admission office.

## 10.6 Refund Policy

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the BPPE code shall be applied to students who have completed 60% of the clock hours of instruction in any given period of attendance. The amount refunded will be the total amount paid by the student for the academic semester minus the portion of the educational program that was provided. The calculation is as follows:

- The amount owed equals the total amount paid for tuition minus the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.
- No refunds are due once the student has received more than 60% (9 weeks) of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy.
- If an institution has collected money from a student for transmittal documents in order to act on behalf of the student to pay a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, then the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.
- This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

## 10.7 Tuition Refund Schedule

Time the class is dropped	Refund
1 <sup>st</sup> week	14/15 of the tuition only
2 <sup>nd</sup> week	13/15 of the tuition only



3 <sup>rd</sup> week	12/15 of the tuition only
4 <sup>th</sup> week	11/15 of the tuition only
5 <sup>th</sup> week	10/15 of the tuition only
6 <sup>th</sup> week	9/15 of the tuition only
7 <sup>th</sup> week	8/15 of the tuition only
8 <sup>th</sup> week	7/15 of the tuition only
9 <sup>th</sup> week	6/15 of the tuition only
10 <sup>th</sup> week and beyond	No refund is applicable

# **Section 11: Policies and Regulations Regarding Financial Aid**

## **11.1 Financial Aid Policy**

While Virscend is working on acquiring financial options for students, at the moment, Virscend university is not affiliated with any private or government financial institution. Students enrolled in an unaccredited institution are not eligible for federal financial aid programs. There are no loan programs or federal financial aid. Students must finance their own tuition or apply for Virscend University's academic scholarships. Currently, Virscend offers 3 types of scholarships: Presidential Scholarship, Academic Scholarship and Professional-Scholarship to qualified students. The Presidential Scholarship allows the student to waive 100% of the cost of tuition. The Academic Scholarship allows students to waive 75% of the full cost of tuition and Professional Scholarship allows students to waive 50% of the full cost of tuition. All scholarships do not waive any applicable fees such as the registration fee. Candidates who apply for scholarships are evaluated based on individual qualifications which may include the following criteria: GPA, standardized test scores, and work experience. Students must maintain satisfactory academic progress to remain eligible for the scholarships. For more information on our scholarship, email us at [admission@virscend.com](mailto:admission@virscend.com).

To finance their own tuition, students either pay in-person at the Office of Admissions office or online by visiting our website: [www.virscend.com](http://www.virscend.com). In person, students may pay either using cash, visa, master or American express or a check payable to: Virscend University. Online students pay using credit cards only.

## **11.2 Loan Repayment Policy**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Also, as established in BPPE Ed. Code §94911 the following actions may take place:

“An enrollment agreement shall include, at a minimum, all of the following:

(g) A statement specifying that, if the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, 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 the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.”

## **11.3 STRF Disclosure**

Student Tuition Recovery Fund Disclosures:

In compliance with BPPE code, Virscend University provides the following regulations regarding STRF.

5 CCR §76215(a)

“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.”

5 CCR §76215(b)

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd #225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of 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.”

## **Section 12: Other Policies and Regulations**

### **12.1 Equal Opportunity Policy and Procedure**

#### **12.1.1 Equal Opportunity Policy**

This institution is committed to providing equal opportunities to all program applicants and employment applicants and current students and employees. Therefore, no act of discrimination shall occur against prospective and current students and employees in any program or activity 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 uses biases to preclude the acceptance and/or participation of a qualified individual. We do not tolerate any form of harrassment based on race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer (CEO) who is assigned the responsibility for ensuring that this policy is followed.

#### **12.1.2 Equal Opportunity Procedure**

To file a report against a discrimination act, a student should submit a written report to the Grievance Committee at Virscend University 16490 Bake Parkway, Irvine, CA 92618. The written report must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents, if any, which contain information regarding the problem. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the Administrative Office if you require additional information.

PLEASE SEE APPENDIX A FOR INFORMATION ABOUT DISABILITY ACCOMODATIONS AND B, C, AND D FOR MORE INFORMATION ABOUT POLICIES AND PROCEDURES RELATED TO SEXUAL OR GENDER DISCRIMINATION.

### **12.2 Disability and Accommodation Policy**

Generally Virscend University is committed to providing equal and integrated access for students with disabilities to academic, social, cultural and recreational programs. This resolve is grounded not only in the law, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, but also in Virscend's own commitment to the inclusion of all members of the community.

### **12.2.1 Documentation Guidelines**

The Office of Student Success and Distance Education conducts individualized assessments of accommodation requests that include the review of relevant documentation. We emphasize the value of the student's experience, history, and perspective in conjunction with the review of supporting medical documentation, and therefore meet with every student before finalizing accommodation plans.

When submitting documentation, the following elements are requested universally:

- A signature of a licensed, treating physician, therapist, or other qualified care provider is required for all documentation.
- A signed, dated, typewritten narrative written in English (or translated into English by a certified translator) provided on letterhead
- Current disability and history of diagnosis (Although we do not set a limit on the age of the documentation, it must still be accurate and relevant to the student's current diagnostic profile.)
- Information regarding current treatment plan (if relevant to accommodation planning)
- Functional impact of diagnosis (e.g., learning, concentrating, walking, seeing, etc.)
- Any recommendations or strategies that will mitigate the Impact of the described limitations.

### **12.2.2 Temporary Injuries & Illnesses**

The Deputy Director of Student Success works with students experiencing temporary injuries and illnesses in order to facilitate short-term accommodations. Temporary injuries refer to non-recurring medical conditions of short duration (generally six months or less). Examples of temporary injuries and illnesses include broken limbs, manual injuries, concussions, and impairments resulting from surgical recovery.

Students requesting accommodations for a temporary injury should contact the Deputy Director of Student Success directly in order to schedule an access meeting with a member of our staff. Additional documentation to support your request for accommodations may be requested.

Documentation from students with temporary injuries and illnesses should indicate the current impact of the condition and provide an estimated time of recovery.

### **12.2.3 Confidentiality**

The Deputy Director of Student Success operates under the Family Educational Rights and Privacy Act (FERPA), and all information and medical documentation submitted to the office is protected under the parameters of this law.

## **12.3 Student Grievance Policy and Procedure**

### **12.3.1 Student Grievance Policy**

Problems or complaints that students may have about students, faculty, staff or the institution can be resolved by directing the concern to the Grievance Committee (composed of one faculty and one staff). The Grievance Committee is in charge of investigating and providing a resolution to the grievance.

### **12.3.2 Student Grievance Procedure**

In order to process their grievance/complaint, the grievant must submit the online form (<https://virscend.com/student-forms/#1590010040100-8cf6a558-7f38>). The committee will send an acknowledgment by email/mail and schedule a meeting with the student within 10 days from which the letter was received.

However, if the grievant disapproves of the Committee's response, the grievant may submit a complaint to the Director of Academic Programs. The complaint may be sent via email ([admission@virscend.com](mailto:admission@virscend.com)) or letter to the following name and address: Virscend University, Office of Academic Programs, Virscend University 16490 Bake Parkway, Irvine, CA 92618. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents, if any, which contain information regarding the problem, evidence (if any) demonstrating that the institution's grievance/complaint procedure was properly followed, and the student's signature. Upon review, the Director of Academic Programs will send a written response to the individual within 10 business days. Please note that the University expressly forbids anyone to take any form of retaliatory action against any member of the Virscend community who in good faith voices concerns, seeks advice, files a complaint or grievance, testifies or participates in investigations, compliance reviews, proceedings or hearings, or opposes actual or perceived violations of Virscend's University's policy or unlawful acts.

## **12.4 Student Conduct Policy**

Students are always expected to behave professionally and respectfully. Students are subject to dismissal for any inappropriate or unethical conduct including any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.

- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to another person(s).
- Disobedient or disrespectful behavior to other students, an administrator and/or instructor.
- Stealing or damaging the property of another.

Any student(s) found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer (CEO) of this institution and such determination will be made within 10 days after meeting with both the corresponding department chair and the student in question.

## **12.5 Faculty and Student Research Policy**

Virscend University encourages faculty and students to conduct applied research in the domain of Business Administration. The research topics include:

- Management, Human Resources Management and Operational Management
- Accounting
- Finance
- Information Systems and E-commerce
- Marketing Management
- International Business'
- Supply Chain Management
- Other Business Administration related topics

Virscend University may sponsor up to 50% of the domestic travel expenses for Faculty and students to present research papers in academic conferences and project competitions.

In order to be considered for the travel support, the applicant needs to submit the travel request at least one month before the travel and include the following information:

- Name of Conference
- Accepted paper for presentation and the acceptance notice
- Estimated travel cost including transportation, lodging, meals, and conference registration fee
- Brief description of the purpose and impact of the conference presentation



## 12.6 Cheating and Plagiarism Policy

Students are expected to maintain high standards of academic integrity. Acting in good conscience is integral to our mission statement. Academic dishonesty is willful and intentional fraud used to deceive in order to improve a grade or obtain course credit. It includes all student behavior intended to gain unearned academic advantage by fraudulent and/or deceptive means.

- The instructor shall contact the student with evidence of the cheating/plagiarism in writing within one week of discovery of the event.
- At faculty's discretion, cheating/plagiarism may result in an "F" grade on the assignment or examination, or in the course. If a student denies the charge of cheating/plagiarism, he/she will be permitted to remain in the class until it has been resolved by the Grievance Committee.
- The Grievance Committee shall determine if any further disciplinary action is required. Disciplinary actions might include, but are not limited to, requiring special counseling, loss of membership in organization(s), disciplinary probation, suspension or expulsion from Virscend University.

### 12.6.1 Cheating Definition

Cheating is defined as obtaining or attempting to obtain or aiding another in obtaining or attempting to obtain credit for work or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to:

- Copying graded homework assignments from another student.
- Working with others on a take-home test or homework when specifically prohibited by the instructor.
- Looking at another student's paper or screen during an examination.
- Looking at text, notes or electronic devices during an examination when specifically prohibited by the instructor.
- Accessing another student's electronic device and taking information from the device.
- Allowing another person to complete assignments or an online course on behalf of you.
- Giving one's work to another to be copied or used in an oral presentation.
- Giving answers to another student during an examination or for a take-home test.
- After having taken an exam, informing another person in a later section about questions appearing on that exam.
- Providing a term paper to another student.

- Taking an exam, writing a paper, or creating a computer program or artistic work for another.

### **12.6.2 Plagiarism Definition**

Plagiarism is defined by using someone else's content either by paraphrasing or using word for word or exact image(s) without giving the content writer, creator, maker, owner etc... credit. Whenever the student utilizes material borrowed either from but not limited to the web, books, videos, and podcast, the student must consult Purdue OWL and/or copyright laws to ensure that they have attributed the proper credit to the corresponding person/people/agency/artist etc.... Plagiarism includes, but is not limited to:

- Using online or written content without giving proper credit.
- Taking someone else's content without properly providing citation.
- Taking either clauses, paragraphs and or paraphrasing without any reference to the content from where it was obtained.

## **12.7 Academic Freedom Policy**

Virscend University is committed to ensuring full academic freedom to all faculty and students.

In Research and Publication, faculty and students have the right to choose methodologies, draw conclusions, and assert the value of their contributions based on evidence, but does not protect against critiques of their claims.

In Teaching and Learning, faculty has the right to select course materials and content, pedagogy, make assignments and assess student performance germane to the subject matter, provided that these judgments align with the context of the course descriptions as currently published, and the instructional methods are those officially sanctioned by the institution. Limits may arise when the manner of instruction substantially impairs the rights of others or demonstrates that the instructor is professionally ignorant, incompetent, or dishonest with regard to their discipline or fields of expertise. Faculty should be careful not to introduce into their teaching controversial matters which have no relation to their subject.

Both faculty and students have the right to express their views - in speech, writing, and through electronic communication, both on and off campus - without fear of censorship or retaliation. No political, religious, or philosophical beliefs of politicians, administrators, and members of the public can be imposed on students or faculty. If faculty or students feel

their rights have been violated, he/she reserves the right to file a complaint to the Grievance Committee.

## **12.8 Jeanne Clery Act Policies**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. This includes amendments implemented with the Campus SaVE Act as pertains to the Violence Against Women Act (VAWA).

Additional information may be obtained from the U.S. Department of Education Campus Safety and Security website at <http://ope.ed.gov/security/>. Crime statistics are reported to the Department of Education annually.

## **12.9 Student Services**

Should a student encounter a personal problem that interferes with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community. For more information contact the Office of Student Success and Distance Education.

## **12.10 Placement Services**

Career advising is provided by the Faculty of Student Advisor and Director of Student Success. Students are advised on career pathways and potential employment opportunities. In addition, faculty can provide additional career advising to the student.

## **12.11 Student Housing**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two-story walkup and garden apartments.

Currently the average rent for a studio apartment in Irvine is around \$1,800 per month, and one bedroom is around \$1,900, and \$2,700 for a two bedroom apartment.

## **12.12 Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We 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.

## **12.13 Distance Learning**

Virscend University offers distance education. There will be approximate 5 working days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.

## Section 13: Disclosures

### 13.1 Other BPPE Required Disclosures

- 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.
- The policy of this institution is to update the official school catalog annually, in August 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, and/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.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's admissions office.
- Any questions a student may have regarding information that is not covered may direct their concern to the admissions office.
- Any questions unsatisfactorily answered by the catalog or admissions office may be directed to our Grievance Committee.
- If a student does not conform with how the Grievance Committee responded to their concern(s), the student may direct their concern to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818P (916) 574-8900 F (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)
- 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 Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).
- This institution currently does not offer visa related services.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd #225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897. 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 toll free or by completing a complaint form, which can be obtained on the Bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

## 13.2 Catalog Disclosures

- “Catalog Rights” define a student’s right to the set of requirements, conditions and policies in which he/she was admitted into the program. Both undergraduate and graduate students acquire “Catalog Rights” through their continuous attendance. Continuous attendance is defined as maintaining uninterrupted enrollment in the program and adhering to the attendance policy (See 8.1 Attendance Policy). A student impacted by circumstances beyond their control may request the Office of Academic Programs to consider his/her situation and allow to maintain “Catalog Rights”. The Academic Program Committee will review and make the final decision.
- As we continue to improve our program and services to meet the educational needs of the 21st century, policies might be created, edited and/or renamed. As part of the enrollment agreement, it is the obligation of the student to become familiar with the latest catalog’s content from Virscend University. Furthermore, while we make every effort to ensure that we provide students with the most updated information, there may be instances where this may not be so. In such cases, we ask students to contact the office in charge of their respective concerns.
- A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

## Section 14: GE Requirements for BS Program

### Transferable General Education Course Descriptions

The BS Program is a new program that Virscend University plans to start in the fall of 2021. This program is designed for students with an Associate Degree that are looking to receive a Bachelor's Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (909) 502-6252 or email [admission@virscend.com](mailto:admission@virscend.com).

Students must have earned GE credits in each of the categories before being admitted to the BS Program at Virscend University. The GE course does not count toward meeting the major requirements. Must have a "C" or better to earn credit in GE.

CATEGORY	SUB-CATEGORY	GE COURSE	Units	
A: ENGLISH LANGUAGE AND COMMUNICATION  (15 UNITS REQUIRED)	A1: WRITTEN COMMUNICATION (6 UNITS REQUIRED)	A1.1 ENGLISH COMPOSITION	3	
		A1.2 ANALYTICAL COLLEGE WRITING	3	
		A1.3 ENGLISH COMPOSITION 2	3	
	A2: ORAL COMMUNICATIONS (6 UNITS REQUIRED)	A2.4 INTERPERSONAL COMMUNICATIONS	3	
		A2.5 PUBLIC SPEAKING	3	
		A2.6. COMMUNICATION SKILLS	3	
	A3: CRITICAL THINKING (3 UNITS REQUIRED)	A3.7 CRITICAL THINKING IN THE DIGITAL AGE	3	
	B: SCIENCE, INFORMATION LITERACY, QUANTITATIVE REASONING  (21 UNITS REQUIRED)	B1: SCIENCE (6 UNITS REQUIRED)	B1.1 INTRODUCTORY NUTRITION	3
			B1.2 THE GLOBAL ENVIRONMENT	3
B2: INFORMATION LITERACY (6 UNITS REQUIRED)		B2.3 COMPUTER LITERACY	3	
		B2.4 INTRODUCTION TO PROGRAMMING	3	
		B3.5 COLLEGE ALGEBRA	3	

	B3: QUANTITATIVE REASONING (9 UNITS REQUIRED)	B3.6 CALCULUS FOR BUSINESS	3
		B3.7 INTRODUCTION TO BUSINESS STATISTICS	3
C: ARTS AND HUMANITIES (12 UNITS REQUIRED)		C1.1 FOUNDATION ART HISTORY	3
		C1.2 WORLD LITERATURE	3
		C1.3 DIGITAL ARTS	3
		C1.4. BUSINESS ETHICS	3
		C1.5. MUSIC AND FILM	3
D: SOCIAL SCIENCE (12 UNITS REQUIRED)		D1.1 CIVIL RIGHTS AND LAW	3
		D1.2 MODERNIZATION IN GLOBAL PERSPECTIVE	3
		D1.3 BUSINESS ETIQUETTE	3
		D1.4 CULTURE AND COMMUNICATIONS	3
		D1.5 INTERNATIONAL ECONOMICS	3
		D1.6 CYBERSPACE CITIZENSHIP	3
		D1.7 SOCIAL PSYCHOLOGY	3

**Category A** (15 units, English Language Communications and critical thinking)

A1. Written Communications (6 units)

1. English Composition I (3 units)

Prerequisites: Virscend University General Education Written Communication Placement Exam.

Course Description: A basic course in writing, offering intensive practice in every stage of the writing process from generating ideas to final proofreading, as well as to the development of stronger reading comprehension for specific writing tasks.



Letter grade only (A-F). (Lecture 3 hours)

2. Analytical College Writing (3 units)

Prerequisite: None

Course Description: Introduction to college writing focusing on composing as a recursive process for generating meaning and communicating effectively. Emphasizes short analytical essay writing based on reading, media, film and other relevant discourse, including selections that examine issues of diversity.

Letter grade only (A-F). (Lecture 3 hours)

3. English Composition II (3 units)

Prerequisite: English Composition I

Course Description: An advanced course in writing. Expository writing based upon the close reading and study of selected examples from fiction, poetry, and drama. The course emphasizes written analytical interpretations which include recognition of the traditional techniques, forms, and rhetorical devices used by writers of literature.

Letter grade only (A-F). (Lecture 3 hours)

A2. Oral Communications (6 units)

4. Interpersonal Communications (3 units)

Prerequisite: None

Course Description: Basic characteristics of processes underlying the formation, maintenance and termination of interpersonal relationships; theoretical and practical implications of these characteristics in various forms of interpersonal communication. Workshop: Planned exercises and activities to develop interpersonal communications skills.

Letter grade only (A-F). (Lecture 2 hours, Workshop 1 hour).

5. Public Speaking (3 units)

Prerequisite: None

Course Description: Help students for a variety of academic and other situations in which formal presentations are required. Topics will include cultural conventions and speech, perceptions of others, verbal and nonverbal messages, and techniques of oral presentation and persuasion. Students will learn how to research, outline, and deliver short, informal presentations as well as longer speeches.

Letter grade only (A-F). (Lecture 2 hours, Workshop 1 hour).

6. Communication Skills (3 units)

Prerequisite: None

Course Description: Help students with strategies and practices to develop the written, verbal, non-verbal, and technical communication skills of the middle-level learner. Also examines the culture and dynamics of communication within the classroom and the school. Foci will include: process writing; writing in all areas of the curriculum; communication assessment; communicating with technology; and how to guide the middle-level learner in asking critical questions.

Letter grade only (A-F). (Lecture 2 hours, Workshop 1 hour).

A3. Critical Thinking (3 units)

7. Critical thinking in Digital Information Age (3 units)

Prerequisite/Corequisite: English Composition I

Course Description: Help students develop critical thinking skills using technical software. Main topics include: identifying engineering issues for investigation, developing planning and problem-solving strategies, locating pertinent information and examples, critically analyzing these sources, forming and testing hypotheses, synthesizing and organizing results for effective communication, and developing transferable problem-solving skills.

Letter grade only (A-F). (Lecture 2 hours, laboratory 1 hour)

**Category B** (21 units, Science, Information Literacy and Quantitative Reasoning)

**B1. Science** (6 units)

1. Introductory Nutrition (3 units)

Prerequisite: None

Course Description: Essential nutrients, their physiological functions and human needs during the life cycle; food sources as applied to selection of an adequate diet; problems encountered providing food to meet nutritional needs; food additives and consumer protection.

Letter grade only (A-F). (Lecture 3 hours)

2. The Global Environment (3 units)

Prerequisite: None

Course Description: An introduction to the Earth's principal human-environmental relationships and biogeographic processes with a focus on how human actions impact the geography of living things from the local to the global scale.

Letter grade only (A-F). (Lecture 3 hours)

B2. Information Literacy (6 units)

3. Computer Literacy (3 units)

Prerequisite: Course design assumes familiarity with computers.

Course Description: Gain practical, hands-on experience in installing hardware and software on a PC. Learn what a computer network is and how it is similar to the telephone network. Learn the parts that make up a computer and a network.

Letter grade only (A-F). (Lecture 2 hours, laboratory 1 hour)

4. Introduction to Programming (Python) (3 units)

Prerequisite: Computer Literacy (or equivalent)

Course Description: An introduction to basic concepts of computer science and fundamental techniques for solving problems using the Python programming language. Variables, data types, conditional statements, loops and arrays. Programming style. Applications to numerical and non-numerical problems.

Letter grade only (A-F). (Lecture 2 hours, laboratory 1 hour)

B3. Quantitative Reasoning (9 units)

5. College Algebra (3 units)

Prerequisite: None

Course Description: Fundamental algebraic concepts and with the necessary skills needed to solve and formulate algebraic problems, apply and make connections of algebraic concepts to real life applications. Topics include laws of exponents, factoring, inequalities, polynomials, roots, linear and quadratic equations, complex numbers, rational functions, systems of equations, exponential, logarithmic functions, and inverse functions.

Letter grade only (A-F). (Lecture 2 hours, laboratory 1 hour)

6. Calculus for Business (3 units)

Prerequisite/Corequisite: College Algebra

Course Description: Functions, derivatives, optimization problems, graphs, partial derivatives. Applications to business and economics. Emphasis on problem-solving techniques.

Letter grade only (A-F). (Lecture 2 hours, laboratory 1 hour)

7. Introduction to Business Statistics (3 units)

Prerequisites/Corequisites: Calculus for Business

Course Description: Sampling methods, data collection, organizing and visualizing, descriptive statistics, random variables, probability distributions, point and interval estimation, hypothesis testing, correlation, regression, contingency tables, applications in business, finance, econometrics, and marketing research.

Letter grade only (A-F). (Lecture 3 hours)

Category C (12 units, Arts and Humanities)

1. Foundation Art History (3 units)

Prerequisites: English Composition I & Interpersonal Communications

Course Description: Students learn from guest artists and arts scholars about their work, and how they have established and sustained a practice and career. Invited from across the spectrum of visual arts, each guest represents a case study in presentation and professionalism.

(Letter grade only (A-F). (Lecture 3 hours)

2. World literature (3 units)

Prerequisites: English Composition I & Interpersonal Communications

Course Description: Readings in translation from world literature. Emphasis on how literature engages unique cultural elements around the world as well as cross-cultural comparisons.

Letter grade only (A-F). (Lecture 3 hours)

3. Digital Arts (3 units)

Prerequisites: English Composition I & Interpersonal Communications

Course Description: Techniques and concepts involved in the production of visual effects, computer animation, and interactive media. Through screenings, field trips and hands-on production, students explore art and science of digital graphics, 2D-compositing, and 3D-animation. Culminates in the development of digital elements for student production.

Letter grade only (A-F). (Lecture 3 hours)

4. Business Ethics (3 units)

Prerequisites: English Composition I & Interpersonal Communications

Course Description: Various types of ethical dilemmas that take place in business organizations and acquire concepts and tools needed to manage these complex value conflicts for the well-being of individuals, organizations, and society.

Letter grade only (A-F). (Lecture 3 hours)

5. Music and Film (3 units)

Prerequisites: English Composition I & Interpersonal Communications

Course Description: Study of interrelationships of dramatic, visual, and musical arts in film, with special emphasis on the role of music.

Letter grade only (A-F). (Lecture 3 hours)

Category D-upper division (12 units, Social Sciences and Citizenship)

1. Civil Rights and Law (3 units)

Prerequisite: Category A GE courses

Course Description: Designed to provide the student with a basic understanding of the interaction between the American legal system and civil rights of African Americans, other minorities, women and the general citizenry.

General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.

Letter grade only (A-F). (Lecture 3 hours)

2. Modernization in Global Perspective (3 units)

Prerequisites: Category A GE courses

Course Description: Exploration of psychological and material problems in modern society (both western and Third World) due to accelerating change beginning with the advance of technology, rise of capitalism, abandonment of "old values," increasing

complexity of bureaucracy, and lowering of social barriers.  
Letter grade only (A-F). (Lecture 3 hours)

3. Business Etiquette (3 units)

Prerequisites: Category A GE courses

Course Description: Basic concepts for understanding/practice of communication in world of business for managers and professionals. Language/conversations in business and role in coordinating actions. International, technical, and linguistic developments in business communication.

General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.

Letter grade only (A-F). (Lecture 3 hours)

4. Culture and Communications (3 units)

Prerequisites: Category A GE courses

Course Description: Culture and its influence on the communication process; practical application to intercultural and multicultural situations; cultural patterns in America and abroad and their effect on verbal and nonverbal communicative behavior; cultural dimensions of ethnocentrism, stereotypes, and prejudices and their effect on communication; multicultural approaches to human interaction.

General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.

Letter grade only (A-F). (Lecture 3 hours)

5. International Economics (3 units)



Prerequisites:	Category	A	GE	courses
<p>Course Description: Covers selected issues concerning the international economy from an interdisciplinary perspective. Topics include: International trade theory, globalization production, political economy of trade policy, international economic institutions, bi-lateral and multilateral trade negotiations, and foreign exchange markets.</p> <p>General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.</p> <p>Letter grade only (A-F). (Lecture 3 hours)</p>				

6. Cyberspace Citizenship (3 units)

Prerequisites:	Category	A	GE	courses
<p>Course Description: The role of internet in politics, society, and economy. Development of cyberspace, virtual communities, online commerce, Web free speech fora. Evolving governmental institutions for managing property rights, Internet expansion and resolving cyberspace conflicts. Multiple dimensions of participatory citizenship in cyberspace.</p> <p>General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.</p> <p>Letter grade only (A-F). (Lecture 3 hours)</p>				

7. Social Psychology (3 units)

Prerequisites:	Category	A	GE	courses
<p>Course Description: Examines the origins and development of the self through the socialization process. Emphasis is on the social influence of small groups (family, peers, reference groups and subcultures) and societal organization and institutions on identity, role behavior and attitudes.</p>				

General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.

Letter grade only (A-F). (Lecture 3 hours)

# Section 15: Program Description for BS and MB

## 15.1 Program Description For BS Program

The BS Program is a new program that Virscend University plans to start in the fall of 2021. This program is designed for students with an Associate Degree that are looking to receive a Bachelor’s Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (909) 502-6252 or email [admission@virscend.com](mailto:admission@virscend.com).

Program Name	Bachelor of Science (BS) in Business Administration
Program Description	This program is designed to help students obtain business administration knowledge and skills. Students develop competencies in the rapidly changing economy with new opportunities arising daily in the business world. The students will acquire tools to prepare them to meet the challenges of a global marketplace in a wide variety of industries.
Program Mission	Our mission is to inspire business professionals to be intellectually prepared for the fast-changing global business environment.
Program Objectives	<p>After completing the Business Administration program, students will be able to:</p> <ul style="list-style-type: none"> <li>● Demonstrate knowledge of the strategic management process and an ability to assess industry attractiveness and the competitive environment.</li> <li>● Explain how effective leaders use their interpersonal skills to promote change, communicate vision, provide a sense of direction, and inspire employees.</li> <li>● Successfully utilize the tools and techniques of managerial accounting to make decisions about both day-to-day operations and long-term tactics and strategies.</li> <li>● Utilize the tools and methodologies needed to solve marketing problems, including developing marketing plans and the use of various marketing strategies.</li> <li>● Identify and analyze the pertinent concepts and theories of law, ethical issues that arise, and the principles of legal reasoning.</li> <li>● Apply fundamental processes, theories, and methods to business communication in the workplace and the overall writing initiative.</li> </ul>

	<ul style="list-style-type: none"> <li>● Demonstrate proficiency in English composition, including the ability to use appropriate style, grammar, and mechanics in writing assignments and to conduct academic research.</li> <li>● Demonstrate an understanding of computer applications and proficiency in the managerial applications of Internet technology, including the application of management principles to business-to-consumer, business-to-business, and intra-business commercial ventures.</li> <li>● Identify and apply fundamental math concepts for operations and problem solving and apply basic statistical concepts and tools in order to correctly interpret the results of statistical analyses.</li> </ul>
Learning Outcomes	<ol style="list-style-type: none"> <li>1. Critical Thinking: Students will demonstrate conceptual learning, critical thinking and problem-solving skills.</li> <li>2. Business Ethics: Students will demonstrate awareness and knowledge of social responsibility, ethical leadership and citizenship issues in the local, national and world communities.</li> <li>3. Team Skills: Students will demonstrate interpersonal skills for working in a dynamic and diverse world including in a team.</li> <li>4. Communication Skills: Students will demonstrate effective oral and written communication skills in English.</li> <li>5. Business Functions: Students will demonstrate an understanding of all business functions, practices and related theories and integrate this functional knowledge to address business problems.</li> <li>6. Quantitative &amp; Technical Skills: Students will demonstrate quantitative and technology</li> </ol>
Semester Units	60 semester units
Is an Externship or Internship Required?	No
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a cumulative 2.0 grade point average.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments in each course taken in this program of study.

Required Internship or Externship	No
-----------------------------------	----

### 15.2 Program Description for MBA Program

Program Name	Master of Business Administration
Program Description	The MBA program provides students with a strong foundation in content and competencies that will support their development as effective managers in many different types of settings. Students develop and utilize analytical tools to assist in decision making, to acquire organizational skills, to assist in their effective implementation of operational policies, to acquire a body of knowledge in the functional areas of business so that they develop leadership and supervisory skills, communication skills, and an understanding of the role of technology as an aid to effective management.
Program Mission	Our mission is to inspire business professionals to be intellectually prepared for the fast-changing global business environment.
Program Objectives	<p>Students who successfully complete the Master of Business Administration degree program will acquire the following competencies:</p> <ul style="list-style-type: none"> <li>● Critical Thinking: solve managerial problems using critical thinking skills and quantitative analysis;</li> <li>● Ethical Reasoning: evaluate the moral and ethical principles practiced in the organizational setting;</li> <li>● Team Development: analyze the use of managerial and leadership skills to develop productive teams;</li> <li>● Decision Making and Execution: research business information to support the decision-making process; and</li> <li>● Global Thinking: analyze business opportunities and challenges from a global perspective.</li> <li>● Graduates will incorporate social, political and environmental factors in their assessment of business problems</li> </ul>
Learning Outcomes	<ol style="list-style-type: none"> <li>1. Critical Thinking Skills: Students will learn conceptual skills, critical thinking and problem-solving.</li> <li>2. Interpersonal &amp; Team Skills: Students will develop interpersonal skills to work in a dynamic and diverse team environment.</li> </ol>

	<p>3. Business Ethics: Students will develop awareness and knowledge of ethical decision making.</p> <p>4. Business Functions Skills: Students will demonstrate integrative knowledge of business functional areas to solve business problems.</p> <p>5. Quantitative &amp; Technical Skills: Students will learn quantitative and technical skills enabling them to analyze and interpret business information effectively.</p> <p>6. Domestic &amp; Global Environment: Students will develop their knowledge of today's domestic and global business environment (e.g. legal, regulatory, political, cultural and economic).</p>
Semester Units	30
Is an Externship or Internship Required?	No
Graduation Requirements	To be awarded the Master of Business Administration degree, all students must complete 30 core program credits with a 3.0 minimum cumulative grade point average. Students in the programs should expect to take 12 months to complete the MBA program, provided that there is an uninterrupted and normal progression through their enrollment (Students must enroll in the fall semester and take all of the courses (three in fall, three in spring, four in summer) to complete the MBA program in one year).
Final Tests or Exams	Students are evaluated through written and performance assessments in each course taken in this program of study.
Required Internship or Externship	No

## Section 16: Course Descriptions

### 16.1 Bachelor of Science in Business Administration

The BS Program is a new program that Virscend University plans to start in the fall of 2021. This program is designed for students with an Associate Degree that are looking to receive a Bachelor's Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (909) 502-6252 or email [admission@virscend.com](mailto:admission@virscend.com).

Course #	Course Name	Course Description & Objectives
BA 300	Introduction to Economics (3 units)	<p>Economics terms, concepts, theories, models and practice. Money and banking, price changes, national income analysis, business cycles, economic growth, fiscal and monetary policy, international trade.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of the definitions of the concepts, theories and models of economics.</li> <li>- Solving problems by applying the principles, theories of economics.</li> <li>- Examine and analyze different economic impacts, consumers' behavior using economic theories and concepts.</li> </ul> <p>Letter grade only (A-F).</p>
BA 301	Introduction to Business Communications (3 units)	<p>Analysis of principles of collecting, organizing, analyzing, and presenting business information. Written and oral communications involving problem solving in the business management process.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of the uses of written and oral communication in the business organization.</li> <li>- Solving problems through collecting, evaluating, organizing, analyzing, and presenting information using proper style and form.</li> <li>- Examine and analyze different alternatives by conducting research using a broad range of sources, synthesizing and judging the quality of collected information and collaborate</li> </ul>

		productively in a team environment to produce written documents and deliver oral presentations.
BA 302	Introduction to Business Statistics (3 units)	<p>Application of statistics to business problems. Data collection and organization, probability theory, measures of central tendency and dispersion, hypothesis testing and estimation, simple regression, and correlation. Use of statistical software.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of statistical terms, definitions, terminologies and to teach the basic concepts of business statistics. A prime objective is to develop the ability to understand the real-world statistical data.</li> <li>- Solving problems by communicating intelligently with statisticians and other experts in the field. And, to enable students to use statistical procedures.</li> <li>- Examine and analyze management problems in order to make intelligent, optimal business decisions.</li> </ul> <p>Letter grade only (A-F).</p>
BA 303	Introduction to Management (3 units)	<p>Principles and theories of management, organization theory, planning and control techniques. Management of the overall organization and the production/operation systems of organizations.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Solving problems by using Critical Thinking skills.</li> <li>- Demonstrate the understanding of Ethical Practices.</li> <li>- Solving problems by applying Business Functions learned in class.</li> <li>- Demonstrate the understanding of Domestic and Global Environment.</li> </ul> <p>Letter grade only (A-F).</p>
BA 304	Introduction to Management Information Systems (3 units)	<p>Information systems concepts and components, contemporary organizational applications, development and management of information systems, and future trends. Computer-based team projects requiring integration and application of conceptual and skills-oriented information systems knowledge in business environment.</p> <p>Objectives:</p>



		<ul style="list-style-type: none"> <li>- Identify potential applications of Information technology to benefit their organization.</li> <li>- Demonstrate understanding of how to apply information technology to support various business functions and to understand the fundamental principles on which new applications can be developed.</li> <li>- Demonstrate the selection for their organization an information system of effectiveness, reliability and flexibility.</li> <li>- Solving problems by the usage of planning and implementing team projects. Plus integrating database and Internet applications for a completed project.</li> </ul> <p>Letter grade only (A-F).</p>
BA 305	Introduction to Accounting (3 units)	<p>The use and reporting of accounting data for managerial planning, cost control, and decision-making purposes. Includes broad coverage of concepts, classifications, and behaviors of costs.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of managerial accounting concepts and how they relate to decision making in the business world.</li> <li>- Solving problems by applying Accounting is a complex subject that requires a substantial time investment.</li> <li>- Examine and analyze the practice of accounting in a business environment.</li> </ul> <p>Letter grade only (A-F).</p>
BA 306	Introduction to Finance (3 units)	<p>Introductory course for all business majors. Integration of computer applications and management information systems in (1) Time Value of Money, Risk, Valuation, Cost of Capital; (2) Capital Budgeting; (3) Long-Term Financing Decisions; (4) Working Capital Policy and Management; (5) Financial Analysis and Planning; (6) International Finance; (7) Special topics including Mergers, Acquisition and Bankruptcy.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of basic principles and practices in the real-life financial management of U.S. corporations.</li> </ul>

		<ul style="list-style-type: none"> <li>- Solving problems by applying basic mathematics involved in corporate finance and how to deal with the major aspects of corporate finance.</li> <li>- Examine and analyze the company's long-term investment affairs and financing policies as well as overseeing the management of short-term working capital.</li> </ul> <p>Letter grade only (A-F).</p>
BA 307	Introduction to Marketing (3 units)	<p>Buyer behavior, marketing research, pricing, distribution, promotion, product strategies, and the influence of external factors. Ethic, corporate social responsibility, and public policy that are intrinsic to marketing decision making in global environments are explored. Human Subject Pool participation required.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of Marketing concepts including marketing mix, marketing segmentation and positioning strategies, and pricing strategies.</li> <li>- Solving problems by applying marketing functions in a business environment.</li> <li>- Examine and analyze the various steps that consumers and organizations go through in the decision-making process.</li> </ul> <p>Letter grade only (A-F).</p>
BA 308	Introduction to International Business (3 units)	<p>Introduction to nature, dimensions, and environment of international business. Emphasis on business functions, practices, and decisions as influenced by cultural, political, economic, social, and institutional factors in various parts of world.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of Global Business Functions in terms of how accountancy, finance, marketing, and HRM adjust internationally and how strategic management, organizational design, manufacturing, and supply chain management operate in a multinational firm.</li> <li>- Solving problems by applying the theories and practice of international business.</li> <li>- Examine and analyze different strategies in a Globalized Environments in terms of How historical, geographic, environmental, socio-cultural, economic, political, legal, labor,</li> </ul>

		<p>and competitive factors affect the conduct of international business.</p> <p>Letter grade only (A-F).</p>
BA 309	Business Law (3 units)	<p>Law and the American legal system in today's business world. Contracts, sales, and commercial paper. Examination of the role and function of the judiciary, elements of civil and criminal lawsuits, and other emerging areas of the law, including alternative dispute resolution.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of basic concepts of law including procedure, torts, crimes and contracts.</li> <li>- Solving problems by applying learned knowledge of business law, legal concepts and procedures.</li> <li>- Examine and analyze legal choice selection and decision making as an employee or executive.</li> </ul> <p>Letter grade only (A-F).</p>
BA 310	Introduction to Human Resources Management (3 units)	<p>Overview of the dynamics of human behavior in organizations and implications for management. Motivation, personality and attitudes, human perception, groups and teams, norms, power and politics, conflict, learning, communication, job design, organizational culture, organizational change, leadership and cross-cultural issues.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of basic concepts and theories in organizational behavior to work situations including theories and concepts of personality, learning, motivations, teams/groups, and leadership.</li> <li>- Solving problems by applying team &amp; interpersonal skills including team/group development in organizations, common errors in team/group decision-making basic principles of team/group management.</li> </ul> <p>Letter grade only (A-F).</p>
BA 401	Database Management Systems (3 units)	<p>Introduction to database requirements, analysis and specification. SQL query formulation. Database implementation using relational database management system software, such as Oracle. Design of computerized business forms and reports.</p> <p>Objectives:</p>

		<ul style="list-style-type: none"> <li>- Demonstrate the understanding of the knowledge in database management theory and concepts, database modelling and database management systems with an emphasis on the relational database model.</li> <li>- Solving problems by using the relational database models, Normalization, Entity-Relationship Diagram and Structured Query Language (SQL).</li> <li>- Examine and analyze database alternatives for effective data management.</li> </ul> <p>Letter grade only (A-F).</p>
BA 402	Intermediate Accounting (3 units)	<p>Accounting theory including recording, valuation, and statement presentation of assets, liabilities, capital, and earnings. Funds statements, financial analysis, compound interest theory, and applications.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of the knowledge of accounting theory including recording, valuation, and statement presentation of assets, liabilities, capital, and earnings.</li> <li>- Solving problems by applying learned knowledge in accounting theory.</li> <li>- Examine and analyze managerial decisions based on the result of the accounting practice.</li> <li>- Letter grade only (A-F).</li> </ul>
BA 403	Cost Accounting (3 units)	<p>Theory and practice of cost accounting. Managerial use of cost accounting data for planning, controlling and decision making. Emphasis on cost accumulation and management information systems.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of the role of accounting information in management decision making and how management accounting contributes to business strategy development.</li> <li>- Solving problems by applying a normal costing system to determine overhead application rate, allocate overhead to</li> </ul>

		<p>products and services, and dispose under or over-applied overhead.</p> <ul style="list-style-type: none"> <li>- Examine and analyze managerial decisions based on break-even and cost-volume-profit analysis for both single and multiple products; and to determine margin of safety and operating leverage.</li> </ul> <p>Letter grade only (A-F).</p>
BA 404	Investment Principals (3 units)	<p>Investment markets and transactions; sources of investment information; return vs. risk; margin trading and short selling; investment planning; investing in equities and fixed income securities; speculative tax-sheltered investments; gold and other tangibles; portfolio management. Demonstrations and use of microcomputer technology.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of a variety of investment concepts such as the nature and operations of security markets, risk analysis, modern portfolio theory, the capital asset pricing model, valuation models for stocks and bonds, option trading, investment strategies in equity and fix income securities and the various aspects of investment companies.</li> <li>- Solving problems by applying risk analysis, modern portfolio theory, and the capital asset pricing model.</li> <li>- Examine and analyze the alternatives of investments through investment research in security analysis and portfolio management.</li> </ul> <p>Letter grade only (A-F).</p>
BA 405	International Marketing (3 units)	<p>The study of global marketing theory and practice. The historical, economic, cultural, political, and legal factors that affect marketing decision-making in an international context. How to develop and present plans for exploiting global marketing opportunities.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of the managerial aspects of historical, economic, political, legal, and cultural environments that impact decision making globally.</li> <li>- Solving problems by applying the international marketing strategies.</li> </ul>

		<ul style="list-style-type: none"> <li>- Examine and analyze the alternatives of international marketing strategies in critical success factor analysis and the application of concepts and techniques.</li> <li>● Letter grade only (A-F).</li> </ul>
BA 406	Leadership and Motivation in Organizations (3 units)	<p>Determinants of effective leadership and successful methods of motivating employees to achieve organizational goals. Identification of appropriate styles of leadership and methods for developing and applying leadership skills. Case studies, research, and simulation exercises.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of team dynamics and personal strengths and weaknesses relevant to individuals in leadership positions.</li> <li>- Solving problems by applying leadership management techniques.</li> <li>- Be able to make decision for behaviors to enact in given situations based on leadership theory and knowledge.</li> </ul> <p>Letter grade only (A-F).</p>
BA 407	Operations Planning and Control (3 units)	<p>Strategic principles and tactical practices related to operations planning. Topics include process selection, facilities layout, work systems design, inventory management, aggregate planning, master scheduling, MRP and ERP, scheduling and JIT production activity.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of long, medium and short-term planning within organizations and particularly within operations.</li> <li>- Solving problems by applying appropriate methods and techniques within the development of operations planning.</li> <li>- Examine and analyze integrating planning and control tactics across business functions within a company and across businesses within a supply chain. Demonstrate critical awareness of emerging issues and unique planning and control practices in service operations organizations.</li> <li>● Letter grade only (A-F).</li> </ul>
BA 408	Supply Chain	<p>Management of value creation and the dynamic interaction of companies within a supply chain. Topics include supply chain drivers</p>

	<p>Management (3 units)</p>	<p>and performance, network planning, inventory positioning, supply chain coordination, and information sharing. Contemporary practices are discussed.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of the key links in a supply chain that drives performance.</li> <li>- Solving complex supply chain management problems by applying theories, models and practice of supply chain management.</li> <li>- Examine and analyze different supply chain management solutions and propose rational, sensible, practical recommendations to problems based on analysis.</li> <li>- Letter grade only (A-F).</li> </ul>
<p>BA 409</p>	<p>Intermediate Financial Management (3 units)</p>	<p>An intermediate-level, lecture-discussion course in corporate finance. Topics include: cash budgeting, capital budgeting, business acquisition and mergers, cost of capital, and international finance.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of the definitions of finance theories and applications of financial management.</li> <li>- Solving problems by applying financial management models.</li> <li>- Examine and analyze different proposals or long-term investment opportunities (capital budgeting decisions) and about how a corporation should raise and allocate long-term funds (long-term financing decisions or capital structure choice).</li> <li>- Letter grade only (A-F).</li> </ul>
<p>BA 410</p>	<p>Project Management (3 units)</p>	<p>Selection of project ideas and implementation of projects. Roles of team member and project manager. Project planning and organization. Budgeting, scheduling, monitoring and controlling, including computerized network models and project management software packages. Final project analysis and termination.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of Project Management analytical functions, practices and tools and be able to integrate this functional knowledge to address project issues.</li> </ul>

		<ul style="list-style-type: none"><li>- Solving problems by applying quantitative and technological skills that are required to enable them to analyze and interpret project data to improve project performance.</li><li>- Examine and analyze different projects based on project data collected.</li></ul> Letter grade only (A-F).
--	--	--



## 16.2 Master of Business Administration

Course #	Course Name	Course Description & Objectives
MBA 500 Core course	Management Information Systems (3 units)	<p>Foundation and infrastructure of information technology applied to strengthen competitiveness. Effective utilization of strategic information systems, telecommunications, system development process, database concepts and electronic commerce to enhance organizations' operations.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of various management information Systems concepts and practice including database, telecommunications, information security, e-commerce and enterprise systems.</li> <li>- Solving problems by applying information models and technologies to improve business efficiency and effectiveness.</li> <li>- Examine and analyze different MIS alternatives based on system analysis and design process.</li> </ul> <p>MBA 500 mode of instruction: Face-to-Face Letter grade only (A-F).</p>
MBA 501 Core course	Decision Technologies and Statistics (3 units)	<p>This course provides statistical tools and concepts that aid managerial decision making in business. Statistical analysis includes probability, estimation, hypothesis testing, forecasting, and decision process. Management Science includes quantitative modeling, math programming, decision support systems and simulation applicable to various business functions.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of basic principles and techniques of applied mathematical modeling for managerial decision making.</li> <li>- Solving problems by applying decision technologies and mathematical modeling.</li> <li>- Examine and analyze different alternatives by decision tools, models and research.</li> </ul> <p>MBA 501 mode of instruction: Face-to-Face Letter grade only (A-F).</p>

<p>MBA 502 Core course</p>	<p>Management Strategies (3 units)</p>	<p>Principles and theories of management, organization theory, planning and control techniques. Management of the overall organization and the production/operation systems of organizations.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of the definitions, theories of management, organization theory, planning and control techniques.</li> <li>- Solving problems by applying theories of strategic management.</li> <li>- Examine and analyze different alternatives by using management, organization theory, planning and control techniques.</li> </ul> <p>MBA 502 mode of instruction: Face-to-Face Letter grade only (A-F).</p>
<p>MBA 503 Core course</p>	<p>Financial Management (3 units)</p>	<p>Introduction of Financial Management. Theories, models and practice in Financial management. Integration of computers, management information systems and cases to: (1) time value of money, risk, valuation, cost of capital, capital structure; (2) capital budgeting; (3) long-term financing decisions; (4) working capital policy and management; (5) financial analysis and planning.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of the theories, models and practice of finance management.</li> <li>- Solving problems by applying theories of finance management</li> <li>- Examine and analyze different alternatives in financial decisions based on financial analysis and planning technologies.</li> </ul> <p>MBA 503 mode of instruction: Face-to-Face Letter grade only (A-F).</p>
<p>MBA 504 Core course</p>	<p>Accounting Management (3 units)</p>	<p>The use and reporting of accounting data for managerial planning, cost control, and decision-making purposes. Includes broad coverage of concepts, classifications, and behaviors of costs.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of the theories and practices of accounting information in investing and lending decisions and how accounting information impacts business strategy.</li> </ul>

		<ul style="list-style-type: none"> <li>- Solving problems by applying accounting theories and practices in a business environment.</li> <li>- Examine and analyze different accounting solutions based on accounting theories and practices.</li> </ul> <p>MBA 504 mode of instruction: Face-to-Face Letter grade only (A-F).</p>
MBA 505 Core course	Marketing Management (3 units)	<p>The theories and practice of marketing management. Buyer behavior, marketing research, pricing, distribution, promotion, product strategies, and the influence of external factors. Ethic, corporate social responsibility, and public policy that are intrinsic to marketing decision making in global environments are explored. Human Subject Pool participation required.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of all marketing functions, practices, and related theories.</li> <li>- Solving problems by applying marketing mix (product, price, place, and promotion); marketing research, e-commerce/Internet marketing and explain how marketing decisions are made using the basic business functions in a marketing context.</li> <li>- Examine and analyze different marketing decisions based on quantitative analysis using performance metrics and analyzing financial performance including a pro forma analysis and their performance in two examinations which involve quantitative analysis of marketing issues.</li> </ul> <p>MBA 505 mode of instruction: Face-to-Face Letter grade only (A-F).</p>
MBA 631 Elective course	Investment Principals (3 units)	<p>Investment markets and transactions; sources of investment information; return vs. risk; margin trading and short selling; investment planning; investing in equities and fixed income securities; speculative tax-sheltered investments; gold and other tangibles; portfolio management. Demonstrations and use of microcomputer technology.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of a variety of investment concepts such as the nature and operations of security markets, risk analysis, modern portfolio theory, the capital</li> </ul>

		<p>asset pricing model, valuation models for stocks and bonds, option trading, investment strategies in equity and fix income securities and the various aspects of investment companies.</p> <ul style="list-style-type: none"> <li>- Solving problems by applying risk analysis, modern portfolio theory, and the capital asset pricing model.</li> <li>- Examine and analyze the alternatives of investments through investment research in security analysis and portfolio management.</li> </ul> <p>MBA 631 mode of instruction: Face-to-Face Letter grade only (A-F). (Not currently offered at Virscend University)</p>
MBA 520 Core	Data Analytics using Excel (3 units)	<p>Learn to perform big data analysis using Excel's most popular features such as Excel Macros, Visual Basic, Pivot Tables, and the other intermediate-to-advanced Excel functionality. The ability to analyze big data is a powerful skill that helps you make better decisions. Microsoft Excel is one of the top tools for data analysis and data visualization. This course will prepare you to design and implement advanced Excel formulas that aggregate data to create meaningful reports.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Fluent in Excel's most commonly used business functions such as VLOOKUP, HLOOK, LOOKUP, INDEX and MATCH, summarize data in flexible ways, enabling quick exploration of data and producing valuable insights from the accumulated data.</li> <li>- Demonstrate understanding of how pivot tables, pivot charts and slicers work together for analyzing big data and help in creating automated dynamic dashboards/reports.</li> <li>- Become proficient in Excel macros and VBA user forms.</li> </ul> <p>MBA 520 mode of instruction: Face-to-Face Letter grade only (A-F). Prerequisite: MBA500* Corequisite: MBA501**</p>
MBA 601 Core	Database Management Systems using SQL (3 units)	<p>Introduction to database design and creation using a DBMS product such as MS SQL Server. Develop SQL programming proficiency. Emphasis is on data dictionary, data manipulation, data integrity, data normalization, data control statements as well as on report generation. Upon completion, students should be able to write</p>

		<p>Structured Query Language (SQL) programs which create, update, and produce computerized business forms and reports.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of essential database management theory and concepts, database design and implementation with an emphasis on the relational database model.</li> <li>- Utilize database design techniques such as Entity-Relationship Diagram, normalization, and data warehouse.</li> <li>- Develop SQL programs to create complex forms and reports that integrate data from multiple sources.</li> </ul> <p>MBA 601 mode of instruction: Face-to-Face Letter grade only (A-F). Prerequisite: MBA 500*</p>
<p>MBA 612 Elective course</p>	<p>Big Data Analytics using Programming Language (3 units)</p>	<p>Introduction to the powerful open source language R. The course covers practical issues in statistical data analysis and computing, and explores many different types of data using R. Learn to prepare data for analysis, compute various statistical measures, create meaningful data visualizations, create reusable R functions, create R models to predict future outcomes. how to use R for effective data analysis.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Proficient in basic R programming including reading data into R, accessing R packages, writing function, debugging, and commenting R code.</li> <li>- Familiar with R Console, data types and structures in R, programming structures, functions, and data relationships in R.</li> <li>- Perform statistical data analysis through R programs to explore and visualize data.</li> </ul> <p>MBA 612 mode of instruction: Face-to-Face Letter grade only (A-F). (Not currently offered at Virscend University)</p>
<p>MBA 621 Course</p>	<p>Digital Marketing (3 units)</p>	<p>Introduction to E-Commerce and Internet Marketing concepts and technologies. Examines the concepts of media marketing and the role that digital technology plays in making marketing more effective. The course demonstrates how social media and digital technology can improve marketing strategy formulation and execution, in</p>

		<p>understanding and utilizing the many tools and techniques of media marketing. The focus will be on Facebook and Google Analytics.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Understand internet users, e-business models, and identify profitable E-Marketing strategies.</li> <li>- Describe marketing strategies of segmenting, targeting, positioning, and differentiation.</li> <li>- Analyze digitally based market research techniques, such as FaceBook and Google Analytics</li> <li>- Identify features of successful websites.</li> <li>- Evaluate and assess the context and content that is interesting to the target audience and increases traffic to the website.</li> <li>- Design a marketing plan for a product that will effectively advance customers from awareness to commitment.</li> </ul> <p>MBA 621 mode of instruction: Face-to-Face Letter grade only (A-F). Corequisite: MBA505**</p>
MBA 632 Elective course	Corporate Financial and Financial Certificate (3 units)	<p>Introduction to the theory, the methods, and the concepts of corporate finance. Understand the corporate environment, create values for shareholders through strategic planning and effective corporate financial management to maximize return based on specific competitive, regulatory, and financial market conditions.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Understand the optimal capital structure, the corporate finance decision making, and the financial markets and processes.</li> <li>- Familiarize with the time value of money, capital budgeting techniques, valuation of bonds and stocks, the cost of capital, initial public offerings, uncertainty and the trade-off between risk and return, security market efficiency, and dividend policy decisions.</li> <li>- Discover the complex interaction between the economy, the financial markets, and psychology.</li> </ul> <p>MBA 632 mode of instruction: Face-to-Face Letter grade only (A-F). (Not currently offered at Virscend University)</p>
MBA 650	Project Management	Theory and applications of electronic commerce including issues such as E-cash, E-banking, E-tailing, SCM, E-marketing, B2C, B2B,

Core	t and Internship (3 units)	<p>C2C, E-government, Internet business opportunities, Internet security homepage maintenance, Internet database interface and cooperative computing.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>- Demonstrate the understanding of Project Management analytical functions, practices and tools and be able to integrate this functional knowledge to address project issues.</li> <li>- Solving problems by applying quantitative and technological skills that are required to enable them to analyze and interpret project data to improve project performance.</li> <li>- Examine and analyze different projects based on project data collected.</li> </ul> <p>MBA 650 mode of instruction: Face-to-Face  Letter grade only (A-F).  Prerequisite: MBA 500, MBA501*, MBA505*, MBA621*, either MBA503 or MBA504*, and at least six courses (60% of the program)</p>
------	----------------------------	--

\*Prerequisites may be waived in lieu of professional or academic experience

## Section 17: Articulation Agreements

Virscend University partners with local and international universities to further support students' educational pursuits.

Articulation agreements with universities allow students to transfer their credits/units to universities that have signed articulation agreements with Virscend University. It offers students options to take courses not offered during a trimester or to transfer to other university programs.

Below we list the schools that have articulation agreements with Virscend University. If you have questions regarding transferring your credits/units to another university, contact the admission department of the university you wish to attend. If you are a university wanting to establish an articulation agreement, contact the Director of Admissions, at [admissions@virscend.com](mailto:admissions@virscend.com) (949) 502-6252.

We accept up to three courses (nine units) for the MBA program from schools in which we have an articulation agreement, pending approval from the Director of Academic Programs.

We currently have articulation agreements with the following schools:

- Apolos University
- Humphrey's University
- Texas Health and Science University
- Taiwan FuJen University



# **Appendix A: The Sexual and Gender-based Harassment Policy**

## **A1. Sexual and Gender-Based Harassment Policies**

Virscend University is committed to fostering an open and supportive community that promotes learning, teaching, research, and discovery. This commitment includes maintaining a safe and healthy educational and work environment in which no member of the community is excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity on the basis of sex, sexual orientation, or gender identity. Because sexual and gender-based harassment – including, but not limited to, sexual violence – interfere with an individual’s ability to participate fully in or benefit fully from University programs or activities, they constitute unacceptable forms of discrimination. While this Policy focuses on sexual and gender-based harassment, it is important to recognize the ways in which all forms of discrimination reduce our potential as a community of learners and teachers.

Sexual and gender-based harassment can take many different forms and encompass a range of behaviors including (but not limited to) unwelcome sexual conduct, such as sexual advances, coerced sexual activity, and dating violence, and persistent disparagement based on sex, sexual orientation, or gender identity. What links all forms of sexual and gender-based harassment is the fundamental undermining of a person’s ability to enjoy the programs or resources provided by our University. To tolerate restrictions of any individual’s access to the University’s programs or resources because of sex, sexual orientation or gender identity is to diminish the vitality of our entire community and is contrary to the values of inclusiveness and open inquiry that undergird true learning.

Sometimes a person may make incorrect assumptions about another person’s sex, sexual orientation, or gender identity. Harassment based on incorrect assumptions about sex, sexual orientation, or gender identity is prohibited under this Policy. For example, the University does not allow harassment based on the belief that someone is gay whether or not that person is actually gay.

Because some sexual harassment can take the form of speech, it is important to reiterate the Free Speech Guidelines (“Guidelines”) adopted by the Harvard Faculty of Arts and

Sciences on February 13 and May 15, 1990. These Guidelines pertain not only to “speakers, protestors, and audience,” but also to our interactions with one another inside and outside of the classroom. They are designed to safeguard freedom of speech and inquiry for all members of our community, including those whose participation could otherwise be marginalized by ostracism or harassment. As the Guidelines note, “free speech is uniquely important to the University because we are a community committed to reason and rational discourse.” It is therefore imperative that freedom of expression, including unpopular and even obnoxious speech, be protected. At the same time, however, the guidelines note, “There are obligations of civility and respect for others that underlie rational discourse. Racial, sexual, and intense personal harassment not only show grave disrespect for the dignity of others, but also prevent rational discourse. Behavior evidently intended to dishonor [a person because of] such characteristics as race, gender, ethnic group, religious belief, or sexual orientation is contrary to the pursuit of inquiry and education. Such grave disrespect for the dignity of others can be punished under existing procedures because it violates a balance of rights on which the University is based. It is expected that when there is a need to weigh the right of freedom of expression against other rights, the balance will be struck after a careful review of all relevant facts and will be consistent with established First Amendment standards.” Within a university, to be discriminated against can itself be a curtailment of freedom of expression.

An individual’s freedom of expression relies on both freedom from censorship and freedom from discrimination – including harassing speech – based on sex, sexual orientation, or gender identity. The University is committed to maintaining this balance: it is difficult to achieve, but it is a goal we all embrace. This Policy is intended to safeguard members of our community from invidious discrimination, not to regulate the content of protected speech.

## **A2. Sexual and Gender-Based Harassment Policy**

Virscend University is committed to maintaining a safe and healthy educational and work environment in which no member of the University community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual’s ability to participate in or benefit from University programs or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the University's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Massachusetts laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other University or School policies.

It is the policy of the University to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the University's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this Policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the School or unit.

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the University's educational mission.

### **Definitions**

**Sexual Harassment** -- Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities (hostile environment).

- Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.
- A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this Policy:
  - Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties
  - Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
  - Sexual advances, whether or not they involve physical touching
  - Commenting about or inappropriately touching an individual's body
  - Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment
  - Lewd or sexually suggestive comments, jokes, innuendoes, or gestures
  - Stalking
  - Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the University's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.
- Unwelcome Conduct
  - Conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.
  - Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination:

statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to have made false allegations against others; information about the Complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.

- In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's impairment or incapacity. The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for sexual or gender-based harassment under this Policy.
- Gender-Based Harassment
  - Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy.

### **Jurisdiction**

This Policy applies to sexual or gender-based harassment that is committed by students, faculty, staff, Virscend appointees, or third parties, whenever the misconduct occurs:

- On University property
- Off University property, if:
  - the conduct was in connection with a University or University-recognized program or activity
  - the conduct may have the effect of creating a hostile environment for a member of the University community.

### **Monitoring and Confidentiality**

Individuals considering making a disclosure to University resources should make sure they have informed expectations concerning privacy and confidentiality. The University is committed to providing all possible assistance in understanding these issues and helping individuals to make an informed decision.

It is important to understand that, while the University will treat information it has received with appropriate sensitivity, University personnel may nonetheless need to share certain information with those at the University responsible for stopping or preventing sexual or gender-based harassment. For example, University officers, other than those who are prohibited from reporting because of a legal confidentiality obligation or prohibition against reporting, must promptly notify the School about possible sexual or gender-based harassment, regardless of whether a complaint is filed. Such reporting is necessary for various reasons, including to ensure that persons possibly subjected to such conduct receive appropriate services and information; that the University can track incidents and identify patterns; and that, where appropriate, the University can take steps to protect the Virscend community. This reporting by University officers will not necessarily result in a complaint; rather, the School or unit Deputy Director of Student Success and Distance Learning, in consultation with the Deputy Director of Student Success and Distance Learning, will assess the information and determine what action, if any, will be taken. Information will be disclosed in this manner only to those at the University who, in the judgment of the Deputy Director of Student Success and Distance Learning or School have a need to know.

Should individuals desire to discuss an incident or other information only with persons who are subject to a legal confidentiality obligation or prohibition against reporting, they should ask University officers for information about such resources. University officers are available to discuss these other resources and to assist individuals in making an informed decision.

### **Violations of other Rules**

The University encourages the reporting of all concerns regarding sexual or gender-based harassment. Sometimes individuals are hesitant to report instances of sexual or gender-based harassment because they fear they may be charged with other policy violations, such as underage alcohol consumption. Because the University has a paramount interest in protecting the well-being of its community and remedying sexual or gender-based harassment, other policy violations will be considered, if necessary, separately from allegations under this Policy.

### **A3. Other Sexual and Gender-based Misconduct**

The University Policy defines sexual and gender-based harassment within the context of preventing discrimination within our community. It is the expectation of Virscend University that all students, whether or not they are on campus or are currently enrolled in a degree program, will behave in a mature and responsible manner. Consistent with this principle, sexual and gender-based misconduct are not tolerated even when, because they do not have the effect of creating a hostile environment for a member of the University community, they fall outside the jurisdiction of the University Policy. Because sexual and gender-based misconduct are in direct opposition to our community values, cases involving such conduct may be referred by the relevant Administrative Council.

Sexual and gender-based misconduct go beyond the University Policy to encompass behaviors that are in direct opposition to our educational and community values. That is, these behaviors constitute a failure to meet expectations of its students as citizens and citizen leaders within a larger community beyond the borders of our campus and therefore may be subject to discipline. These provisions indicate our commitment to expecting behavior consistent with our values in our interactions with members of our broader community, as well as in our nonacademic activities on campus.

The above provisions are necessary because there are instances when we must demonstrate – to the broader world as well as to our own community – that sexual and gender-based misconduct are not consistent with the values we expect all members of Virscend to uphold.

### **A4. Conduct in Relationships between Individuals of Different University Status**

In the academic context, sexual harassment often involves the inappropriate personal attention by an instructor or other officer who is in a position to exercise professional power over another individual. This could include an instructor who determines a student's grade or who can otherwise affect the student's academic performance or professional future; or a tenured professor whose evaluation of a junior colleague can affect the latter's professional life. Sexual harassment can also occur between persons of the same University status. An example would be persistent personal attention from one colleague to another in the face of repeated rejection of such attention. Both types of

harassment are unacceptable. They seriously undermine the atmosphere of trust essential to the academic enterprise.

Amorous relationships that might be appropriate in other circumstances have inherent dangers when they occur between an instructor or other officer of the University and a person for whom he or she has a professional responsibility (i.e., as instructor, advisor, evaluator, supervisor). Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or staff there is an element of power. It is incumbent upon those with authority not to abuse, nor to seem to abuse, the power with which they are entrusted.

The consequences of asymmetries can be felt in many different contexts and types of relationships. What constitutes “power” varies according to context and individual. For example, although the university may not recognize a student in an extracurricular organization to have power over a student who would like to join that organization, one or both of the students in question may perceive their relationship to be affected by a power dynamic. As members of a community characterized by multiple formal and informal hierarchies, it is incumbent upon each of us to be aware of and sensitive to the ways in which we exercise power and influence and to be judicious in our relationships with others.

### **Prohibited Sexual Relations With Students**

No Faculty member shall request or accept sexual favors from, or initiate or engage in a romantic or sexual relationship with, any undergraduate student.

Furthermore, no Faculty member, instructor, teaching assistant, teaching fellow, researcher, tutor, graduate student, or undergraduate course assistant, shall request or accept sexual favors from, or initiate or engage in a romantic or sexual relationship with, any student who is enrolled in a course taught by that individual or otherwise subject to that individual’s academic supervision before the supervision has concluded and, if applicable, a final grade on the student’s supervised academic performance has been submitted to the University. Academic supervision includes teaching, advising a thesis or dissertation, supervising research, supervising teaching, or grading.

### **Relationships Between Individuals of Different University Status**

Amorous relationships between individuals of different University status that occur outside the instructional context can also lead to difficulties. In a personal relationship between



an instructor or other officer and an individual for whom the instructor or other officer has no current professional responsibility, the instructor or other officer should be sensitive to the possibility that he or she may unexpectedly be placed in a position of responsibility for that individual's instruction or evaluation. This could involve being called upon to write a letter of recommendation or to serve on an admissions or selection committee involving the individual. In addition, one should be aware that others may speculate that a specific power relationship exists even when there is none, giving rise to assumptions of inequitable academic or professional advantage for the student involved. Although graduate students, teaching fellows, tutors, researchers, and undergraduate course assistants may be less accustomed than Faculty members to thinking of themselves as being in a position of greater authority by virtue of their professional responsibilities, they should recognize that they might be viewed as more powerful than they perceive themselves to be.

Even when both parties have consented at the outset to the development of a romantic or sexual relationship between individuals of different University status, it is the person in the position of greater authority who, by virtue of his or her special responsibility and the core educational mission of the University, will be held accountable for unprofessional behavior.

## **A5. Information Sharing and Confidentiality**

All University Staff, other than those who are prohibited from making such notifications because of a legal confidentiality obligation, must promptly notify the relevant Deputy Director of Student Success and Distance Learning about possible sexual or gender-based harassment. This means that if Staff learn about a possible incident of sexual or gender-based harassment, they need to contact the Deputy Director of Student Success and Distance Learning, who will know what steps, if any, to take next.

It is imperative that this expectation not interfere with the advising, teaching, and mentoring relationships that are foundational to our community. Some Staff may believe that any expectation that they share allegations of sexual or gender-based harassment with a Deputy Director of Student Success and Distance Learning may force them to violate the trust of those who come to them for support and guidance. The University believes the notification of Deputy Director of Student Success and Distance Learning significantly serves our efforts to maintain a safe and healthy environment for our community. It makes available to vulnerable individuals people with training and experience in this area; it moves the University towards greater consistency in handling cases; and it enables us to see instances of repeated behavior that would not likely be known to any individual member of the community. While certain individuals are expected to notify the Deputy Director of Student Success and Distance Learning when an instance of sexual or gender-based harassment is brought to their attention, there are certain resources who are privileged under the law and who, therefore, are generally prohibited from disclosing information they receive even in a legal proceeding. Mental health clinicians, OSAPR staff providing services as rape crisis counselors, lawyers providing legal advice to clients, and clergy hold such a privilege. They do not have to make such a notification, and, absent special circumstances, they are prohibited from disclosing even in a legal proceeding.

Staff who cannot offer confidentiality should direct those who come to them seeking confidential conversation to confidential resources. Even when Staff do not have a confidentiality privilege, they are required to protect and respect students' and colleagues' privacy to the greatest extent possible and to share information only on a need-to-know basis.

## **Introduction to the Procedures for Implementing Sexual and Gender-Based Harassment Policy, Including for Discipline**

Virscend students, faculty, staff, other Virscend appointees, or third parties (collectively, “Initiating Parties”) wishing to report a violation of this Policy should begin by contacting the Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or any member of the Administrative Council. In the event that the first Staff contacted by an Initiating Party is not the appropriate Deputy Director of Student Success and Distance Learning, it is that Staff’s responsibility to forward the matter to the Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or any member of the Administrative Council.

University Deputy Director of Student Success and Distance Learnings will receive diversity and implicit bias training. They will be sensitive to cultural factors that may affect the way members of our community may experience interactions with representatives of the University – whether those cultural factors involve sexual orientation, gender identity, race, ethnicity, nationality, socio-economic status, or citizenship.

As set forth below and in the University Procedures, interim measures designed to support and protect the Initiating Party or the University community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding. Consistent with policy, interim measures might include, among others: restrictions on contact; course-schedule or work-schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus. Interim measures are subject to review and revision throughout the processes described below.

Based on data supplied by the appropriate Deputy Director of Student Success and Distance Learnings, an annual report will be prepared for the Administrative Council on the number and type of complaints. Every fifth year a summary will be prepared for the Faculty on the disposition of complaints filed over the preceding five years.

**\*\*Please note: Informal mediation is not an option for Sexual Assault complaints, even if voluntarily chosen\*\***

This policy was adapted and modified from Harvard University.

# **Appendix B - Procedures for Handling Complaints against Virscend Students Pursuant to the Sexual and Gender-based Harassment Policy**

## **B1. Procedures for Handling Complaints Involving Students Pursuant to the Sexual and Gender-Based Harassment Policy**

Virscend students, faculty, staff, other Virscend appointees, or third parties who believe they are directly affected by the conduct of a Virscend student (collectively “Initiating Parties”) may: request information or advice, including whether certain conduct may violate the Policy; seek informal resolution; or file a formal complaint. These three options are described below. Initiating Parties are encouraged to bring their concerns to the Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or Administrative Council, but may, if they choose, contact another School or University officer, who will refer the matter as appropriate.

As set forth below, interim measures designed to support and protect the Initiating Party or the University community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding. Consistent with School or unit policy, interim measures might include, among others: restrictions on contact; work-schedule alteration; changes in work locations; leaves of absence; or increased monitoring of certain areas of the campus. These interim measures are subject to review and revision throughout the processes described below.

### **Requests for Information or Advice**

Anyone seeking information or advice can expect to learn about resources available at the University and elsewhere that provide counseling and support. They also will be advised about the steps involved in pursuing an informal resolution or filing a formal complaint. The Deputy Director of Student Success and Distance Learning has information about any companion policies or procedures that may apply at the local School or unit. The Deputy Director of Student Success and Distance Learning, any

member of the Grievance Committee, or Administrative Council may discuss with Initiating Parties whether any interim measures are appropriate at this stage.

### **Requests for Informal Resolution**

Initiating Parties may make a request, either orally or in writing, for informal resolution to the Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or Administrative Council. The request should identify the alleged harasser (if known) and describe the allegations with specificity. The Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or Administrative Council will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

Upon determining that informal resolution is appropriate, the Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or any member of the Administrative Council will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others, as indicated. The Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or Administrative Council also may put in place any appropriate interim measures to protect the educational and work environment. The Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or Administrative Council will attempt to aid the parties in finding a mutually acceptable resolution. A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the School or Deputy Director of Student Success and Distance Learning.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

At any point prior to such resolution, the Initiating Party may withdraw the request for informal resolution and initiate a formal complaint under these Procedures.

Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request.

## **B2. Procedures for Formal Complaints**

### **Initiating a Complaint**

An Initiating Party may file a formal complaint alleging a violation of the Policy. A complaint of sexual or gender-based harassment against a staff member should be filed directly with the Grievance Committee. The Grievance Committee will inform the Deputy Director of Student Success and Distance Learning(s) for the Complainant and the Respondent that a complaint has been received, and, if indicated, Deputy Director of Student Success and Distance Learning will put in place any appropriate interim measures.

A formal complaint must be in writing and signed and dated by a Complainant or a third party filing on behalf of a potential Complainant (Reporter). It should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the Complainant or Reporter's own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence, records, and the like) that the Complainant or Reporter believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

The Grievance Committee will not investigate a new complaint if it has already adjudicated a formal complaint based on the same circumstances or if the parties and the School or Deputy Director of Student Success and Distance Learning already have agreed to an informal resolution based on the same circumstances. Whether or not a complaint is filed with the Grievance Committee, any person may file a complaint of discrimination with California Commission Against Discrimination, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education Office of Civil Rights, or any other state or federal agency having jurisdiction.

### **Timeframe for Filing a Complaint**

The University does not limit the timeframe for filing a complaint. The University encourages complaints to be filed as soon as reasonably possible following an alleged Policy violation because the University's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing

of a complaint. Further, the University's ability to complete its processes may be limited with respect to Respondents who are no longer employed by the University.

### **Initial Review**

Once a complaint is received by the The Grievance Committee, Deputy Director of Student Success and Distance Learning will begin an initial review. Virscend may designate an additional individual to work jointly with the Investigator (collectively, the "Investigative Team"). Investigators will have appropriate training, so that they have the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations.

The Investigative Team will contact the Complainant or Reporter in an attempt to gather a more complete understanding of the allegations, as well as any related conduct that may implicate the Policy. When a complaint is brought by a Reporter, the Investigative Team will endeavor to meet with the person identified as the potential Complainant both to gather information and to discuss his or her interest in participating in an investigation.

Based on the information gathered, the Investigative Team will determine whether the information, if true, would constitute a violation of the Policy such that an investigation is warranted or whether the information warrants an administrative closure. The Investigative Team will convey this determination to: the Complainant (and the Reporter, if there is one); the Grievance Committee, the President of Virscend, and the Director of Academic Programs. The Investigative Team will work with the Grievance Committee to implement any appropriate interim measures to be put in place by the School pending the completion of the case (or to revise as necessary any measures already in place).

Ordinarily, the initial review will be concluded within one week of the date the complaint was received.

### **Investigation**

Following the decision to begin an investigation, the Investigative Team will notify the Respondent in writing of the allegations and will provide a copy of the Policy and these procedures. The Respondent will have one week in which to submit a written statement in response to the allegations. This statement must be in the Respondent's own words; Respondents may not submit statements authored by others, including family members, advisors, or attorneys. Attached to the statement should be a list of all sources of information (for example, witnesses, correspondence, records, and the like) that the Respondent believes may be relevant to the investigation.

If the decision is made to begin an investigation in a case where a Reporter filed the complaint, and the Complainant is unwilling to participate but the School has assessed the severity of the harassment and the potential risk of a hostile environment for others in the community and has determined to proceed, then, for the purposes of these Procedures, the School or Deputy Director of Student Success and Distance Learning (or a designee) will be considered the Complainant.

The Investigative Team will request individual interviews with the Complainant and the Respondent, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the School or University or others. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character.

When a complaint involves allegations that, if true, also might constitute criminal conduct, Respondents are hereby advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but Respondents might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

After the collection of additional information is complete but prior to the conclusion of the investigation, the Investigative Team will request individual follow-up interviews with the Complainant and the Respondent to give each the opportunity to respond to the additional information.

### **Personal Advisors**

In cases of alleged domestic violence, dating violence, sexual assault, or stalking, both the Complainant and the Respondent may bring a personal advisor to any interviews with the Investigative Team. A personal advisor may not be related to anyone involved in the complaint or have any other involvement in the process.

In cases where the Respondent is also a member of a collective bargaining unit and requests a union representative, in accordance with a union member's right to request representation during investigatory interviews that may reasonably lead to discipline, the Complainant may bring a personal advisor to any interviews with the Investigative Team.



Personal advisors may view a redacted version of the complaint or other documents provided to the parties, offer feedback on their advisee's written statements, and provide general advice. During interviews, personal advisors may not speak for their advisees, although they may ask to suspend the interviews briefly if they feel their advisees would benefit from a short break.

### **Confidentiality**

The Grievance Committee, personal advisors, and others at the University involved in or aware of the complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the Complainant or Reporter, the Respondent, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they therefore keep such information – including any documents they may receive or review – confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory. Retaliation of any kind is a separate violation of the Policy and may lead to an additional complaint and consequences.

The parties remain free to share their own experiences, though to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

### **Coordination with Law Enforcement Authorities**

In all cases, the Investigative Team will have completed the initial review without delay and, as appropriate, will have proposed interim measures to the School. In the event that an allegation includes behavior or actions that are under review by law-enforcement authorities, the Investigative Team will, in light of status updates from law-enforcement authorities and the Deputy Director of Student Success and Distance Learning, assess and reassess the timing of the investigation under the Policy, so that it does not compromise the criminal investigation.

### **Conclusion of the Investigation and Issuance of Final Report**

At the conclusion of the investigation, the Investigative Team will make findings of fact, applying a preponderance of the evidence standard, and determine based on those findings of fact whether there was a violation of the Policy.

The Investigative Team will provide the Complainant and the Respondent with a written draft of the findings of fact and analysis and will give both parties one week to submit a written response to the draft. The Investigative Team will consider any written responses before finalizing these sections of the report and the final section of the report, which will outline any recommended measures to be taken by the School or unit to eliminate any harassment, prevent its recurrence, and address its effects. The Deputy Director of Student Success and Distance Learning and the School or unit will work jointly to put in place such measures as they determine are appropriate. Consistent with School policies, measures imposed at this stage might include, among others: restrictions on contact; work- schedule alteration; leaves of absence; or increased monitoring of certain areas of the campus.

The investigation will be completed and the final report provided to the Complainant, the Respondent, the School, Deputy Director of Student Success and Distance Learning, and the appropriate officer in the School or unit, ordinarily within six weeks of receipt of the complaint. The imposition of disciplinary sanctions will be considered separately by the Board of Trustees and the President of Virscend.

### **B3. Special Circumstances**

#### **Request for Anonymity**

If a potential Complainant asks to remain anonymous, then the Investigative Team, as appropriate, will consider how to proceed, taking into account the potential Complainant's wishes, the University's commitment to provide a non-discriminatory environment, and the potential Respondent's right to have specific notice of the allegations. The Investigative Team may conduct limited fact finding to better understand the context of the complaint. In some circumstances, a request for anonymity may mean an investigation cannot go forward, or the Investigative Team may determine that further investigation is necessary, in which case the potential Complainant will be informed that his or her identity will be disclosed as necessary for the investigatory process. In other circumstances, the Investigative Team may determine that the matter can be appropriately resolved without further investigation and without revealing the Complainant's identity.

#### **Administrative Closure**

If, after conducting the initial review of a formal complaint, the Investigative Team finds that the allegation, if true, would not constitute a violation of the Policy, then the Grievance

will administratively close the case and notify the Complainant (and the Reporter, if there is one), the Deputy Director of Student Success and Distance Learning and the Grievance Committee.

Where the Complainant is unwilling to participate in further investigation, the Grievance Committee will assess the severity of the alleged harassment or the potential risk of a hostile environment for others in the community and will determine whether administrative closure is appropriate or whether the University should proceed with an investigation.

Within one week of the decision to close a case administratively, the Complainant or Reporter may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The Deputy Director of Student Success and Distance Learning will consider requests for reconsideration and inform the Complainant or Reporter of the outcome, ordinarily within one week of the date of the request.

In cases where the Grievance Committee concludes that the alleged conduct, while not a violation of the Policy, might implicate other University conduct policies, the Grievance Committee may refer the complaint to the appropriate School or University official.

### **Request to Withdraw the Complaint**

While every effort will be made to respect the Complainant's wishes to withdraw a formal complaint, the University must be mindful of its overarching commitment to provide a non-discriminatory environment. Thus, in certain circumstances, the Grievance Committee may determine that investigation is appropriate despite a Complainant's request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined, where, for example, a request to withdraw is made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

### **Request for Informal Resolution After a Complaint has Been Filed**

Once a complaint has been opened for investigation and before the final report has been provided to the parties, a party may request informal resolution as an alternative to formal resolution of the complaint, but that disposition requires agreement of the Complainant and the Respondent and the approval of the Grievance Committee.

If such a request is approved, the timeframes will be stayed, and the Investigator or a designee will take such steps as he or she deems appropriate to assist in reaching a resolution. If the parties cannot reach an informal resolution within two weeks from receipt of the request, then the Investigative Team will resume the investigation of the complaint in accordance with the formal complaint procedures.

## **Appeal**

Both the Respondent and the Complainant may appeal the decision of the Investigative Team to the Deputy Director of Student Success and Distance Learning or designee based on the following grounds:

1. A procedural error occurred, which may change the outcome of the decision; or
2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.

Disagreement with the Investigative Team's findings or determination is not, by itself, a ground for appeal.

Appeals of the Investigative Team's decision must be received by the Deputy Director of Student Success and Distance Learning within one week of the date of the final report. Likewise, appeals of decisions to administratively close a case or to deny a request to withdraw the complaint must be received by the Deputy Director of Student Success and Distance Learning Within one week of the date of the decision under appeal. Ordinarily, appeals will be decided within two weeks and the parties will be informed of the outcome in writing.

## **B4. Student Disciplinary Proceedings Following the Resolution of a Formal Complaint of Harassment or Misconduct That Results in a Finding of a Policy Violation**

Whenever the final report concludes that a student has violated this Policy, the Deputy Director of Student Success and Distance Learning shall forward the report to the Administrative Council. The representative of the Administrative Council shall notify the Respondent and the Complainant that the final report has been received. Both the Respondent and the Complainant will be notified about the nature of the Administrative

Council's disciplinary process; they will, furthermore, be informed about the speed with which the Grievance Committee will act following the disposition of any appeals. The representative of the Administrative Council will meet with the Respondent to explain the disciplinary process and the range of sanctions. The Complainant will be invited to meet with the Administrative Council representative, but is not required to do so.

If either party invokes the right to appeal a decision contained in a final report, granted by the University Procedures, the Grievance Committee will notify the Deputy Director of Student Success and Distance Learning. In accordance with University Policy, the Grievance Committee will allow one week for the Complainant and Respondent to lodge an appeal of the finding before it begins any deliberations.

- If an appeal is filed, the Grievance Committee will wait until it is resolved. Within three calendar days of either the end of the appeal waiting period or the resolution of the appeal, as appropriate, the Complainant and the Respondent may each submit a written statement reflecting their views about suitable discipline. Neither is required to do so. Both the Complainant and the Respondent will be provided with instructions regarding the allowable nature, length, and format of the written statement. The representative of the Grievance Committee will furnish copies of each filing to the other party. A Complainant or Respondent who chooses to submit a written statement must keep the following in mind: 1) the written statement may not challenge the validity of the findings and conclusions contained in the final report; and 2) the written statement may not introduce facts that could have been presented to the Investigator or that conflict with any of the findings in the final report. In writing such a statement, the Complainant and Respondent should keep in mind that the Administrative Council's function is limited to determining whether to discipline the Respondent and, if so, the form that discipline should take.

Sanctions shall take into account the severity and impact of the conduct, the Respondent's previous disciplinary history (based on consultations), any written statements submitted by the parties relevant to sanctions, and the goals of this Policy.

Any disciplinary action requires at least a majority vote and, in the case of a requirement to withdraw, at least a two-thirds vote of the Administrative Council members present and eligible to vote. Rules for eligibility are determined by each Administrative Council.

If the Administrative Council votes to impose discipline, it will notify in writing the Respondent and, as appropriate, the Complainant of the discipline imposed. Following an investigation of sexual violence, both the Complainant and the Respondent will be informed of the outcome and all the sanctions. For cases of sexual harassment that do

not involve sexual violence, the Complainant will be informed of the outcome and those sanctions that pertain to the Complainant, and the Respondent will be informed of the outcome and all the sanctions.

A degree will not be granted to a student who is not in good standing, or against whom a disciplinary charge is pending. A student on a leave of absence, whether voluntary or involuntary, is ordinarily not allowed to return and register until any pending disciplinary case is resolved.

The Administrative Council may take a number of disciplinary actions, including admonish; place on probation, with or without requirements or restrictions; and require to withdraw with or without a recommendation to dismiss or expel. The nature of the sanction will vary depending on, among other things, the severity of the violation. This Policy does not specify minimum or maximum sanctions, but a severe violation will ordinarily require that the Respondent observe some period of absence from the University.

### **Conclusion of the Case**

Once an outcome has been reached, the representative of the Administrative Council will notify the Complainant and Respondent of the decision. The proceedings and decisions are communicated only to those with a need to know, including the Respondent and the Complainant.

After the case has been decided, regardless of the outcome, a copy of the final report and the notice of decision of the Administrative Council and related materials will be placed in a separate envelope in the Deputy Director of Student Success and Distance Learnings files and in the file of the Complainant, if relevant.

Ordinarily, the file will be redacted to protect the identity and personal information of those involved in the case other than the student in whose file the documents are placed. These documents are part of the Respondent's and, if relevant, the Complainant's educational record, as defined and protected by federal law.

### **Appeals**

Students may appeal the Administrative Council recommendation of specific sanctions, including the sanction of requirement to withdraw with a recommendation to dismiss or expel. The decision to dismiss or expel itself is made by the President himself and not the Administrative Council; it cannot be appealed.

Both the Complainant and the Respondent have the option to appeal disciplinary decisions made by the Administrative Council regarding violations of this Policy, including any decision not to impose discipline. Allowable grounds for appeal are:

- The Administrative Council made a procedural error that may change the determination of discipline
- Based upon a review of the Administrative Council annual disciplinary statistics, as available, the sanction imposed by the Administrative Council was inconsistent with its usual practices and therefore inappropriate.

All appeals must be filed with the Grievance Committee, who will promptly respond to the appeal. Appeals are then screened by the Secondary Administrative Council, a group of three unbiased faculty representatives (none of which are on the Administrative Council). The Secondary Administrative Council may grant or deny the appeal. In the event the Secondary Administrative Council grants the appeal, it will remand the matter to the Administrative Council for action consistent with its decision. There are no circumstances under which a student may appeal a decision made by the Secondary Administrative Council. Once a student has been awarded a degree, the option to reconsider a decision or to appeal is closed.

Following the decision on appeal, documentation of the appeal decision and materials related to the appeal will be included in the sealed envelope in the Respondent's and Complainant's files. Ordinarily, student names and other private identifying information other than the name of the student in whose file the documents are placed will be redacted.

*This policy was adapted and modified from Harvard University.*

## **Appendix C: Procedures for Handling Complaints against Virscend Staff Members Pursuant to the Sexual and Gender-based Harassment Policy**

## **C1. Procedures for Handling Complaints against Virscend Staff members Pursuant to the Sexual and Gender-Based Harassment Policy**

Virscend students, faculty, staff, other Virscend appointees, or third parties who believe they are directly affected by the conduct of a Virscend staff member (collectively “Initiating Parties”) may: request information or advice, including whether certain conduct may violate the Policy; seek informal resolution; or file a formal complaint. These three options are described below. Initiating Parties are encouraged to bring their concerns to the Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or Administrative Council, but may, if they choose, contact another School or University officer, who will refer the matter as appropriate.

As set forth below, interim measures designed to support and protect the Initiating Party or the University community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding. Consistent with School or unit policy, interim measures might include, among others: restrictions on contact; work-schedule alteration; changes in work locations; leaves of absence; or increased monitoring of certain areas of the campus. These interim measures are subject to review and revision throughout the processes described below.

### **Requests for Information or Advice**

Anyone seeking information or advice can expect to learn about resources available at the University and elsewhere that provide counseling and support. They also will be advised about the steps involved in pursuing an informal resolution or filing a formal complaint. The Deputy Director of Student Success and Distance Learning has information about any companion policies or procedures that may apply at the local School or unit. The Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or Administrative Council may discuss with Initiating Parties whether any interim measures are appropriate at this stage.

### **Requests for Informal Resolution**

Initiating Parties may make a request, either orally or in writing, for informal resolution to the Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or Administrative Council. The request should identify the alleged harasser (if known) and describe the allegations with specificity. The Deputy Director of



Student Success and Distance Learning, any member of the Grievance Committee, or Administrative Council will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

Upon determining that informal resolution is appropriate, The Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or any member of the Administrative Council will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others, as indicated. The Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or Administrative Council also may put in place any appropriate interim measures to protect the educational and work environment. The Deputy Director of Student Success and Distance Learning, any member of the Grievance Committee, or Administrative Council will attempt to aid the parties in finding a mutually acceptable resolution. A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the School or Deputy Director of Student Success and Distance Learning.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

At any point prior to such resolution, the Initiating Party may withdraw the request for informal resolution and initiate a formal complaint under these Procedures.

Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request.

## **C2. Procedures for Formal Complaints**

### **Initiating a Complaint**

An Initiating Party may file a formal complaint alleging a violation of the Policy. A complaint of sexual or gender-based harassment against a staff member should be filed directly with the Grievance Committee. The Grievance Committee will inform the Deputy Director of Student Success and Distance Learning(s) for the Complainant and the Respondent that a complaint has been received, and, if indicated, Deputy Director of Student Success and Distance Learning will put in place any appropriate interim measures.

A formal complaint must be in writing and signed and dated by a Complainant or a third party filing on behalf of a potential Complainant (Reporter). It should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the Complainant or Reporter's own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence, records, and the like) that the Complainant or Reporter believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

The Grievance Committee will not investigate a new complaint if it has already adjudicated a formal complaint based on the same circumstances or if the parties and the School or Deputy Director of Student Success and Distance Learning already have agreed to an informal resolution based on the same circumstances. Whether or not a complaint is filed with the Grievance Committee, any person may file a complaint of discrimination with California Commission Against Discrimination, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education Office of Civil Rights, or any other state or federal agency having jurisdiction.

### **Timeframe for Filing a Complaint**

The University does not limit the timeframe for filing a complaint. The University encourages complaints to be filed as soon as reasonably possible following an alleged Policy violation because the University's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing

of a complaint. Further, the University's ability to complete its processes may be limited with respect to Respondents who are no longer employed by the University.

### **Initial Review**

Once a complaint is received by the The Grievance Committee, Deputy Director of Student Success and Distance Learning will begin an initial review. Virscend may designate an additional individual to work jointly with the Investigator (collectively, the "Investigative Team"). Investigators will have appropriate training, so that they have the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations.

The Investigative Team will contact the Complainant or Reporter in an attempt to gather a more complete understanding of the allegations, as well as any related conduct that may implicate the Policy. When a complaint is brought by a Reporter, the Investigative Team will endeavor to meet with the person identified as the potential Complainant both to gather information and to discuss his or her interest in participating in an investigation.

Based on the information gathered, the Investigative Team will determine whether the information, if true, would constitute a violation of the Policy such that an investigation is warranted or whether the information warrants an administrative closure. The Investigative Team will convey this determination to: the Complainant (and the Reporter, if there is one); the Grievance Committee, the President of Virscend, and the Director of Academic Programs. The Investigative Team will work with the Grievance Committee to implement any appropriate interim measures to be put in place by the School pending the completion of the case (or to revise as necessary any measures already in place).

Ordinarily, the initial review will be concluded within one week of the date the complaint was received.

### **Investigation**

Following the decision to begin an investigation, the Investigative Team will notify the Respondent in writing of the allegations and will provide a copy of the Policy and these procedures. The Respondent will have one week in which to submit a written statement in response to the allegations. This statement must be in the Respondent's own words; Respondents may not submit statements authored by others, including family members, advisors, or attorneys. Attached to the statement should be a list of all sources of

information (for example, witnesses, correspondence, records, and the like) that the Respondent believes may be relevant to the investigation.

If the decision is made to begin an investigation in a case where a Reporter filed the complaint, and the Complainant is unwilling to participate but the School has assessed the severity of the harassment and the potential risk of a hostile environment for others in the community and has determined to proceed, then, for the purposes of these Procedures, the School or Deputy Director of Student Success and Distance Learning (or a designee) will be considered the Complainant.

The Investigative Team will request individual interviews with the Complainant and the Respondent, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the School or University or others. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character.

When a complaint involves allegations that, if true, also might constitute criminal conduct, Respondents are hereby advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but Respondents might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

After the collection of additional information is complete but prior to the conclusion of the investigation, the Investigative Team will request individual follow-up interviews with the Complainant and the Respondent to give each the opportunity to respond to the additional information.

### **Personal Advisors**

In cases of alleged domestic violence, dating violence, sexual assault, or stalking, both the Complainant and the Respondent may bring a personal advisor to any interviews with the Investigative Team. A personal advisor may not be related to anyone involved in the complaint or have any other involvement in the process.

In cases where the Respondent is also a member of a collective bargaining unit and requests a union representative, in accordance with a union member's right to request representation during investigatory interviews that may reasonably lead to discipline, the Complainant may bring a personal advisor to any interviews with the Investigative Team.

Personal advisors may view a redacted version of the complaint or other documents provided to the parties, offer feedback on their advisee's written statements, and provide general advice. During interviews, personal advisors may not speak for their advisees, although they may ask to suspend the interviews briefly if they feel their advisees would benefit from a short break.

### **Confidentiality**

The Grievance Committee, personal advisors, and others at the University involved in or aware of the complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the Complainant or Reporter, the Respondent, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they therefore keep such information – including any documents they may receive or review – confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory. Retaliation of any kind is a separate violation of the Policy and may lead to an additional complaint and consequences.

The parties remain free to share their own experiences, though to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

### **Coordination with Law Enforcement Authorities**

In all cases, the Investigative Team will have completed the initial review without delay and, as appropriate, will have proposed interim measures to the School. In the event that an allegation includes behavior or actions that are under review by law-enforcement authorities, the Investigative Team will, in light of status updates from law-enforcement authorities and the Deputy Director of Student Success and Distance Learning, assess and reassess the timing of the investigation under the Policy, so that it does not compromise the criminal investigation.

### **Conclusion of the Investigation and Issuance of Final Report**

At the conclusion of the investigation, the Investigative Team will make findings of fact, applying a preponderance of the evidence standard, and determine based on those findings of fact whether there was a violation of the Policy.

The Investigative Team will provide the Complainant and the Respondent with a written draft of the findings of fact and analysis and will give both parties one week to submit a written response to the draft. The Investigative Team will consider any written responses before finalizing these sections of the report and the final section of the report, which will outline any recommended measures to be taken by the School or unit to eliminate any harassment, prevent its recurrence, and address its effects. The Deputy Director of Student Success and Distance Learning and the School or unit will work jointly to put in place such measures as they determine are appropriate. Consistent with School policies, measures imposed at this stage might include, among others: restrictions on contact; work- schedule alteration; leaves of absence; or increased monitoring of certain areas of the campus.

The investigation will be completed and the final report provided to the Complainant, the Respondent, the School, Deputy Director of Student Success and Distance Learning, and the appropriate officer in the School or unit, ordinarily within six weeks of receipt of the complaint. The imposition of disciplinary sanctions will be considered separately by the Board of Trustees and the President of Virscend.

### **C3. Special Circumstances**

#### **Request for Anonymity**

If a potential Complainant asks to remain anonymous, then the Investigative Team, as appropriate, will consider how to proceed, taking into account the potential Complainant's wishes, the University's commitment to provide a non-discriminatory environment, and the potential Respondent's right to have specific notice of the allegations. The Investigative Team may conduct limited fact finding to better understand the context of the complaint. In some circumstances, a request for anonymity may mean an investigation cannot go forward, or the Investigative Team may determine that further investigation is necessary, in which case the potential Complainant will be informed that his or her identity will be disclosed as necessary for the investigatory process. In other circumstances, the Investigative Team may determine that the matter can be appropriately resolved without further investigation and without revealing the Complainant's identity.

#### **Administrative Closure**

If, after conducting the initial review of a formal complaint, the Investigative Team finds that the allegation, if true, would not constitute a violation of the Policy, then the Grievance

will administratively close the case and notify the Complainant (and the Reporter, if there is one), the Deputy Director of Student Success and Distance Learning and the Grievance Committee.

Where the Complainant is unwilling to participate in further investigation, the Grievance Committee will assess the severity of the alleged harassment or the potential risk of a hostile environment for others in the community and will determine whether administrative closure is appropriate or whether the University should proceed with an investigation.

Within one week of the decision to close a case administratively, the Complainant or Reporter may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The Deputy Director of Student Success and Distance Learning will consider requests for reconsideration and inform the Complainant or Reporter of the outcome, ordinarily within one week of the date of the request.

In cases where the Grievance Committee concludes that the alleged conduct, while not a violation of the Policy, might implicate other University conduct policies, the Grievance Committee may refer the complaint to the appropriate School or University official.

### **Request to Withdraw the Complaint**

While every effort will be made to respect the Complainant's wishes to withdraw a formal complaint, the University must be mindful of its overarching commitment to provide a non-discriminatory environment. Thus, in certain circumstances, the Grievance Committee may determine that investigation is appropriate despite a Complainant's request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined, where, for example, a request to withdraw is made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

### **Request for Informal Resolution After a Complaint has Been Filed**

Once a complaint has been opened for investigation and before the final report has been provided to the parties, a party may request informal resolution as an alternative to formal resolution of the complaint, but that disposition requires agreement of the Complainant and the Respondent and the approval of the Grievance Committee.

If such a request is approved, the timeframes will be stayed, and the Investigator or a designee will take such steps as he or she deems appropriate to assist in reaching a resolution. If the parties cannot reach an informal resolution within two weeks from receipt of the request, then the Investigative Team will resume the investigation of the complaint in accordance with the formal complaint procedures.

## **Appeal**

Both the Respondent and the Complainant may appeal the decision of the Investigative Team to the Deputy Director of Student Success and Distance Learning or designee based on the following grounds:

1. A procedural error occurred, which may change the outcome of the decision; or
2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.

Disagreement with the Investigative Team's findings or determination is not, by itself, a ground for appeal.

Appeals of the Investigative Team's decision must be received by the Deputy Director of Student Success and Distance Learning within one week of the date of the final report. Likewise, appeals of decisions to administratively close a case or to deny a request to withdraw the complaint must be received by the Deputy Director of Student Success and Distance Learning within one week of the date of the decision under appeal. Ordinarily, appeals will be decided within two weeks and the parties will be informed of the outcome in writing.

## **C4. Staff Disciplinary Proceedings Following the Resolution of a Formal Complaint of Harassment or Misconduct That Results in a Finding of a Policy Violation**

The administration of discipline in cases against Virscend Faculty is subject to the authority of the President or his or her designee (hereby will be referred to as President); thus, as appropriate, having received the report, the President separately will consider the imposition of discipline and notify the parties, as appropriate. Sanctions may range from reprimand to dismissal.



Procedures concerning alleged harassment by staff will mirror those established by the University Procedures. Some modifications are necessary to reflect the different nature of the relationship between the University and employees compared with the relationship between the University and students. The University intends that all members of our community will abide by the same Policy and, in principle, that violations of that Policy will be investigated and adjudicated using the same basic procedures.

Decisions about the imposition of disciplinary sanctions in cases against Staff will be made by the President and the Director of Academic Programs, in consultation with the Board of Trustees as appropriate. Disciplinary action may range from a verbal warning up to and including termination. The President will notify the parties of any disciplinary action, as appropriate.

If the investigation reveals, by a preponderance of the evidence, that the complaint was not submitted in good faith, that either party provided false or misleading information, or that either party retaliated against the other, this will be reported to the President as a separate violation of the Policy and may result in discipline.

The Deputy Director of Student Success and Distance Learning for Staff will ensure that any action determined by the President is carried out.

*This policy was adapted and modified from Harvard University.*

## Appendix D:

### Addendums from the 2020-2021 Catalog

- **Added transparency (page 7, 17, 65):** Students must enroll in the fall semester and take all of the courses (three in fall, three in spring, four in summer) to complete the MBA program in one year
- **Added transparency (pages 76-82):** Note for electives not currently offered
- **Added prerequisites & corequisites (pages 76-82):** Added prerequisites to **MBA650** (MBA501, MBA505, either MBA503 or MBA504, completion of at least 60% of the program) and corequisites to **MBA520** (MBA501) and **MBA 621**(MBA505)
- **Update to the Grievance Policy (page 44):** Include the procedure with an online form
- **Update the Minimum GPA to Apply (page 16):** Raised the minimum GPA to apply to the MBA Program (2.7 to 2.75)
- **Update to the Scholarship Policy (page 18):**
  - Full scholarships are not available to students that drop below the minimum GPA that was stipulated in the Scholarship Agreement (3.0 for BS, 3.5 for MBA). If an extenuating circumstance affects a students performance, the student may petition to maintain their scholarship status utilizing the “Scholarship Petition” form online
  - Minimum GPA to apply for a scholarship was raised for Academic (2.5 to 3.0) and Professional (none to 2.75)
  - **Added:** If an applicant’s GPA is below the admission or scholarship requirement, educational/industry experience, test scores, or a personal statement can be used in addition to GPA in application consideration. Applications will be reviewed on a case-by-case basis by the Admissions Committee.