



**UNIVERSITY OF  
MANSFORD**

# CATALOG

**16262 Whittier Blvd #1  
Whittier, CA 90603  
Telephone: 1-562-777-5913  
<http://www.umansford.us>**

**January 1<sup>st</sup> 2017 until December 31<sup>st</sup> 2017**

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### **3 School Location**

University of Mansford  
16262 Whittier Blvd. # 1  
Whittier, CA 90603

### **4 BPPE Approval**

University of Mansford is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) "Approved" means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code.

### **5 Questions**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897

### **6 Review Documents**

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.

### **7 Complaints**

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).

### **8 Address of Instructional Location**

University of Mansford  
All programs are delivered via indirect instruction.

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

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

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program•
- Achieve accreditation candidacy or ire-accreditation, as defined in regulations, by February 1, 2019, and full accreditation by July 1, 2024.

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

## 9 Programs

Name of Program	Advanced Diploma in Business Management
Program Description	University of Mansford focuses on the principal areas essential to management, providing a solid grounding in corporate operations, the theory and practice of leadership, professional communication, finance, economics, organizational behavior, business law and marketing.
Program Mission & Objectives	This program aims to provide students with a solid foundation in business studies covering general management theories and practices. The syllabi which include the breadth and depth of the major business disciplines in economics, management, business law, and quantitative and communication skills aim to prepare students to adopt an analytical problem-solving approach in business management.
Graduation Requirements	To complete this program the student must: <ul style="list-style-type: none"> <li>• Students must complete 36 semester units / 540 clock hours.</li> <li>• Satisfactory completion of all required modules with a passing grade.</li> <li>• Students must apply for graduation and meet all academic and financial requirements.</li> </ul>
Total Clock Hours	This program is 36 semester units or 540 clock hours in length
Final Tests or Exams	Final Exams are administered for each of the courses in this program of study.
Required Internship or Externship	None

Module #	Course Name	Course Description	Semester Units/Hours
BA441	Business Law	This course introduces students to the basic principles and functions of business law and explains the evolutionary stages of the U.S. legal system.	3 Units/ 45 Hours
BA464	Principles of Financial Accounting	This course introduces students to the fundamentals of accounting. It provides a basic overview of accounting components, concepts and principles and examines how these relate to actual business situations.	3 Units/ 45 Hours
BA416	Principles of Finance	This course provides students with the fundamentals of finance theory, the fundamentals of allocating scarce resources over time under conditions of uncertainty.	3 Units/ 45 Hours
BA444	Principles of Management	This course introduces students to the concepts, functions and processes of management. The focus of the course is on managerial responsibilities and how these tasks have evolved over the last century. Management Theory serves as a basic introduction to more advanced management courses, and is designed to provide a broad foundation in management theory and practice.	3 Units/ 45 Hours
BA461	Organizational Theory and Behavior	This course presents the theory and practical applications of organizational behavior. The course analyzes the manner in which individuals relate to one another in the workplace, and how group and organizational structures affect individual behaviors and personality.	3 Units/ 45 Hours
BA448	Principles of Marketing	This course introduces students to the essential role marketing plays in today's business environment. The course provides a detailed	3 Units/ 45 Hours

		description of the various components involved in marketing, and also provides tangible examples demonstrating how marketing can augment customer satisfaction and ensure consumer loyalty.	
BA472	Business Communication	This course examines communication techniques and strategies that contribute to success in the contemporary business environment. Students will acquire a general understanding of the essentiality of good communication skills in business, and learn how technology affects communication in the business environment.	3 Units/ 45 Hours
BA418	Essentials of Economics	This is a comprehensive course in economic theory covering the basic principles of microeconomics and macroeconomics. Students will review various economic concepts and gain experience using traditional economic measurement tools. Students will be provided with a number of opportunities to use the skills learned to solve critical economic questions.	3 Units/ 45 Hours
BA411	Business Ethics	This course is designed to acquaint students with the major ethical issues affecting business decisions, and instill a sense of social responsibility. The course examines the relationship between business ethics and social responsibility in both the domestic and the global arena. Students will be provided with an opportunity to explore and discuss the ethical and moral considerations of specific examples of corporate (mis)conduct.	3 Units/ 45 Hours
BA421	Human Resources and Development	This course provides students with an understanding of the functions of the office of Human Resources Management in organizations. The focus is on current theories of human resource development and how HRM managers support and help realize business objectives. The course offers a complete, comprehensive review of the primary personnel management concepts and techniques.	3 Units/ 45 Hours
BA455	Entrepreneurship	This course presents entrepreneurship as one of the driving forces behind any successful small business. Entrepreneurs with good business plans and a willingness to assume market risks of the market are the heart and soul of U.S. capitalism. The course focuses on the critical steps required for starting and maintaining a business operation.	3 Units/ 45 Hours
BA419	Money and Banking	The focus of this course is Money, Banking and Financial Markets, three of the most exciting areas in the fields of finance and economics. The course examines the various aspects involved in managing a commercial bank, skills that are readily transferable to a number of other types of financial institutions as well.	3 Units/ 45 Hours
		Total Semester Units / Clock Hours	36 Units/ 540 Hours

<b>Name of Program</b>	<b>Master of Science in Business Administration</b>
Program Description	The Program is broad-based with due emphasis on theoretical constructs and practical applications. It is a program designed for professionals or para-professionals who are often employed as managers or management trainees in business organizations. Students develop, hone and refine and acquire decision-making skills that are crucial to effective management of an organization and its personnel.
Program Mission & Objectives	The mission of the Master of Science in Business Administration degree program prepare students for leadership within a broad spectrum of business and business-related arenas, by demonstration of process and organizational mastery. The graduate will be able to apply advanced research skills, report writing competency and group process skills and influence the organization within the global business environment.
Graduation Requirements	To complete this program the student must: <ul style="list-style-type: none"> <li>• Students must complete 36 semester units / 540 clock hours.</li> <li>• Satisfactory completion of all required course work with a cumulative G.P.A. of 3.0 on a 4.0 scale. Students must apply for graduation and meet all academic and financial requirements.</li> <li>• Satisfactory completion of Graduation Thesis/Dissertation</li> </ul>
Total Clock Hours	This program is 36 semester units in length or 540 clock hours
Final Tests or Exams	Final Exams are administered for each of the courses in this program of study. Every candidate for graduation must submit thesis/dissertation after the completion of all semester units of prescribed curriculum.
Required Internship or Externship	None

Course #	Course Name	Course Description	Semester Units/Hours
BA682	Financial Management	This course focuses on the foundations of business finance utilizing the latest in analytical techniques. A balanced presentation of financial theory and its application to solving practical problems is maintained throughout the course. Topics include; determinants of valuation, capital investment decisions, cost of capital, leverage and financial structure decisions. Focus is on the evaluation of risk and return in the financial decision-making process.	3 Units/ 45 Hours
BA638	Marketing and E-Commerce Management	This course exposes students to modern concepts of marketing as they apply to both traditional and Internet commerce. Emphasis will be placed on the uses and effects of the Internet, demand-chain and supply- chain management, customer relationship management, alternative go-to market channels, brand building, and brand asset management.	3 Units/ 45 Hours
BA653	Strategic Planning and Policy	This course examines specific examples of the development and use of strategic management concepts in successful organizations within dynamic and diverse environments.	3 Units/ 45 Hours
BA642	Quality and Operations Management	The role of the operations function is to integrate sequentially an organization's resources to allow for more efficient development, production and distribution of a service or product. Tasks range from designing products to process analysis, improved reliability	3 Units/ 45 Hours

		and customer service. This course examines strategies to optimize and streamline systems that will improve business performance in these areas.	
BA631	Leadership and Organizational Development	This course introduces students to the basic principles of human behavior in order to better enable supervisors to manage and control individuals and groups in organizations. Topics covered include: the field of organizational behavior; group behavior and interpersonal influence; organizational processes; organizational structure; design, change, and innovation.	3 Units/ 45 Hours
BA623	Managerial Economics	Managerial Economics deals with the efficient utilization of limited resources to help meet unlimited human demand. Topics covered in the course include: economic theory, mathematical programming, and statistical concepts such as probability, estimation, and forecasting. It has been demonstrated that a manager's ability to understand the basic principles of economics and his/her willingness to apply these principles are primary determinants in the success or failure of any business.	3 Units/ 45 Hours
BA620	Managerial Accounting	Managerial accounting systems provide offer excellent tools for decision-making and financial planning. This course examines strategies for completing the essential tasks managers are routinely called upon to perform such as: creating budgets and standards, job and process cost accounting, and conducting performance reviews.	3 Units/ 45 Hours
BA665	Global Business Management	This course is about international business and the role of multinational businesses in today's global economy. It focuses on international business theories, the economic environment, the significant institutions, and the impact of culture, ethics and operations on business.	3 Units/ 45 Hours
MIS637	Information Technology for Management	This course surveys the key concepts underpinning information system and technologies. It introduces students to the ever-changing world of information technology (IT) and is designed to provide an overview of IT resources and techniques. Knowledge gained in this course will allow students to better manage such resources and will increase students' ability to develop and strategically use information systems and technology in achieving their organization's business goals.	3 Units/ 45 Hours
BA601	Psychology and Human Relations	This is a cross-listed course concentrating on theories of behavior, especially as they relate to labor management relationships. Students will examine how these theories are put to practical application by managers to accomplish tasks such as: improving on-the-job attitudes, increasing motivation, implementing change, establishing teamwork, and developing relationships in a diverse work environment.	3 Units/ 45 Hours
BA641	Management Competition	This course analyzes some of the economic and strategic management problems confronting the modern corporation in an increasingly competitive environment. It is designed to provide students with an understanding of how managers use various economic concepts and economic tools in the decision-making process.	3 Units/ 45 Hours

BA611	Managerial Negotiations	This course is an introduction to the theory and processes of negotiation as practiced in a variety of organizational settings. It is designed to expose students to a variety of negotiation issues and to provide insights into the complex task of applying negotiation theory to specific managerial situations. Negotiating is the art and science of creating and securing an agreement between two or more interdependent parties.	3 Units/ 45 Hours
		Total Semester Units/ Hours	36 Units/ 540 Hours

<b>Name of Program</b>	<b>Master of Science in Psychology</b>
Program Description	The program provides student with a business based training program, designed to equip them for service in organizational and institutional settings. This unique integration of psychology and business will prepare students to impact individuals, colleagues, and communities with counseling skills and psychological tools. This degree (Non-Licensure Track) is designed for students who want to gain the counseling skills and learn the scientific research provided by psychology without desiring licensure in California as a psychologist.
Program Mission & Objectives	Upon successful completion of the Master of Science in Psychology the student will be able to: <ul style="list-style-type: none"> <li>• Describe and compare the basic characteristics of psychological approaches.</li> <li>• Integrate in-depth psychological knowledge to the professional practice of business and financial world.</li> <li>• Demonstrate values such as integrity and ethical standards of conduct throughout the academic process.</li> </ul>
Graduation Requirements	To complete this program the student must: <ul style="list-style-type: none"> <li>• Students must complete 36 semester units / 540 clock hours.</li> <li>• Satisfactory completion of all required course work with a cumulative G.P.A. of 3.0 on a 4.0 scale.</li> <li>• Students must apply for graduation and meet all academic and financial requirements.</li> <li>• Satisfactory completion of Graduation Thesis/Dissertation</li> </ul>
Total Clock Hours	This program is 36 semester units in length or 540 clock hours
Final Tests or Exams	Final Exams are administered for each of the courses in this program of study. Every candidate for graduation must submit thesis/dissertation after the completion of all semester units of prescribed curriculum.
Required Internship or Externship	None

<b>Course #</b>	<b>Course Name</b>	<b>Course Description</b>	<b>Semester Units/Hours</b>
PSY501	Psychology in Integral Studies	This course offers students an overview of psychology, human behavior and their application. Students are expected to master a considerable body of information about the principles of psychology, its methodologies, contributors, and terminology.	3 Units/ 45 Hours
PSY503	Counseling Psychology	This course takes a personal approach to the field of counseling. Believing that human development is multi-sided, we have chosen textbooks that recognize and include physical, cognitive-behavioral, social, emotional, and spiritual development. Our primary text includes sections on stress management, career choices, responsibilities of counselors, learning counseling skills, theory and practice, and specific foundation areas like group, family, school and community.	3 Units/ 45 Hours
PSY617	Ethics and Law in Psychology	Professional law and ethics helps future and current professionals deal with ethical issues that they confront	3 Units/

		at the various stages in their career. This course will offer an in depth focus on the relevant knowledge, awareness and skills necessary to practice safely and responsibly in counseling and school psychology. Students will engage in dialog throughout the course and work in peer consultation teams to identify and resolve ethical dilemmas and adopt sound ethical and professional practices.	45 Hours
PSY509	Developmental Psychology	This course will focus on biological, social, emotional and psychological developmental stages in infancy, childhood, adolescence, and adult; hereditary, environmental and cultural influences will be explored as they relate to the evolving family structure, moral development, personality, and social behavior; consideration of dying, death and bereavement issues.	3 Units/ 45 Hours
PSY522	Cross-Culture Psychology	This course will explore the psychology of the different cultures: psychology of the subcultures of blacks, chicanos, women, homosexuals, and the disabled; their development, uniqueness and inter-relatedness. Cultural patterns and behaviors are explored and clinical issues related to these patterns are presented.	3 Units/ 45 Hours
PSY504	Communication Skills in Psychology	This course will focus on the Clinical Interview, exploring the Clinical Interview and its components from the perspective of the micro-skills approach developed over many years by Allen E. Ivey and colleagues. You will have the opportunity to integrate parts of this approach with your counseling style, if you choose. You will have the opportunity to re-examine your counseling style, which is always valuable, and to enhance your way of communicating with clients, perfecting the techniques that work, and acquiring new ones.	3 Units/ 45 Hours
BA601	Psychology and Human Relations	This is a cross-listed course concentrating on theories of behavior, especially as they relate to labor management relationships. Students will examine how these theories are put to practical application by managers to accomplish tasks such as: improving on-the-job attitudes, increasing motivation, implementing change, establishing teamwork, and developing relationships in a diverse work environment.	3 Units/ 45 Hours
BA611	Managerial Negotiations	This course is an introduction to the theory and processes of negotiation as practiced in a variety of organizational settings. It is designed to expose students to a variety of negotiation issues and to provide insights into the complex task of applying negotiation theory to specific managerial situations. Negotiating is the art and science of creating and securing an agreement between two or more interdependent parties.	3 Units/ 45 Hours
BA631	Leadership and Organizational	This course introduces students to the basic principles of human behavior in order to better enable supervisors to	3 Units/ 45 Hours

	Development	manage and control individuals and groups in organizations Topics covered include: the field of organizational behavior; group behavior and interpersonal influence; organizational processes; organizational structure; design, change, and innovation.	
BA640	Organizational Transformation and Change	The course offers an in-depth examination of organization(al) theory (and, within that sphere, the multiple theoretical models that underpin organizational/structural models, transformation and change. Course participants will study, scrutinize and assess the multiplex components (and compelling consequences) of organizational effectiveness, stakeholder concerns, managerial decisions, ethical practices, and relevant to each, the changing global environment.	3 Units/ 45 Hours
BA626	Knowledge Management in Organizations	This course examines issues in data management that have implications for creation and management of organizational knowledge -- in particular, system choices about access to, use of, and responsibility for data, information, and knowledge.	3 Units/ 45 Hours
BA653	Strategic Planning and Policy	This course examines specific examples of the development and use of strategic management concepts in successful organizations within dynamic and diverse environments.	3 Units/ 45 Hours
		Total Semester Units/ Hours	36 Units/ 540 Hours

## 10 Professions – Requirements for Eligibility for Licensure

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

## 11 Faculty

### Dr. Joseph Lam

Alliant International University,  
Doctor of Psychology

### Dr. Han Chang, MBA

Drake University  
Doctor of Education

### David Lam

Pepperdine University  
Master of Business Administration

### Theresa Owen

Alabama Agricultural and Mechanical University  
Master of Science in Business Education

### Tik Lo

University of Massachusetts  
Bachelor of Business Administration

## 12 Admissions Policies & Recognition of Credits

- Personal application form, including an identification picture. The application for admission must be accompanied by a \$100.00 non-refundable application fee.
- Student 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 challenge or achievement examinations. This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- An assessment is required prior to admission, in order to determine whether each student has the skills and competencies to succeed in a distance education environment.
  - a. This institution utilizes The Wonderlic Admissions Risk Profile. It assists administrators and guides the admissions process by providing insight into potential risk factors that often contribute to a student's decision to drop out of a college level program. The results of this test identify areas where additional support from school advisors could be helpful, directing students towards alternative programs that seem more suitable, and in some cases, to delay or deny admission when too many risk factors are present.
  - b. This interactive questionnaire focuses on:

Schedule Management	Program Commitment
Motivation	Academic Confidence
Communication Skills	Internet Access
Tech Knowledge	Transportation

The flexibility in this product allows it to be used for distance learning, campus-based and blended programs, and it can be administered prior to the admissions interview.

### **Advanced Diploma in Business Management**

- Education: A minimum of 60 semester units or 90 quarter units of coursework is required for admission. All coursework or degrees must be earned at an accredited institution, or foreign equivalent. Candidate must completed coursework in following areas: English Composition (6 semester units) Mathematics (6 semester units) – one course in statistics\* and one course in calculus

\*Statistics course should include quantitative methods and statistics as applied to business and economics including decision/optimization methods, descriptive statistics, probability & statistical inference, sampling and statistical inference; hypothesis testing; regression and correlation analysis; and analysis of variance.

### **Master of Science – Business Administration**

- Education: The University requires evidence of an earned bachelor degree in business, management, or administration. Other disciplines may be acceptable and shall be reviewed on a case-by-case basis. This applies to students with two years relevant working experiences or postgraduate certificate/diploma holders in related disciplines. A college/university transcript is required for the Admissions Office.

### **Master of Science - Psychology**

- Education: The University requires evidence of an earned bachelor degree in psychology. Other disciplines may be acceptable and shall be reviewed on a case-by-case basis. This applies to students with two years relevant working experiences or postgraduate certificate/diploma holders in related disciplines. A college/university transcript is required for the Admissions Office.

## **13 Student's Right to Cancel**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 16262 Whittier Blvd. # 1, Whittier, CA 90603 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **Refund Policy**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended

prior to withdrawal. No refunds are due once the student has received 60% 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 stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to 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, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 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 (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).

#### **14 Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. 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. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer 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.

#### **15 Attendance Policy – All Programs**

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. To assure this timely communication, your instructor will respond to each of your assignment submissions or exam submissions within 10 days. To further assure this timely communication, you must respond to each of your instructor's inquiries within 10 days as well.

#### **16 Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable

time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

### 17 Charges: Tuition & Fees

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

Program Name	Tuition	Registration Fee (non refundable)	STRF (non refundable)	Total Program Charges
<b>Advanced Diploma in Business Management</b>	6,800	\$100	\$0	\$6,900.00
<b>Master of Science in Business Administration</b>	\$14,400	\$100	\$0	\$14,500.00
<b>Master of Science in Psychology</b>	\$14,400	\$100	\$0	\$14,500.00

Students are to purchase, at their own cost, textbooks from their vendor of choice. Cost of textbooks is estimated at \$800.

<b>Advanced Diploma in Business Management</b> <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u> <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$ 1,000.00 \$ 6,900.00
<b>Master of Science in Business Administration</b> <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u> <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$ 3,600.00 \$14,500.00
<b>Master of Science in Psychology</b> <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u> <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$ 3,600.00 \$14,500.00

### 18 Policies and Procedures Regarding Financial Aid

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students.

### 19 Loan Repayment

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.

### 20 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 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

## **21 Placement Services**

This institution does not provide placement assistance.

## **22 STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures**

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

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

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

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

"The transferability of credits you earn at University of Mansford is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree or diploma 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 University of Mansford to determine if your degree or diploma will transfer."

## **24 Catalog Update Policy**

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

## **25-1 Beginning and End Dates**

January 1, 2017 through December 31, 2017

## **25-2 Mission, All Programs, & Training Outcomes**

### **Mission**

This University is dedicated to the development application and communication of information pertaining to traditional academic fields of study. Our mission is to deliver demanding and relevant degree programs while developing research that results in new understandings and applications of knowledge.

### **Objectives of the Institution**

The primary objective of the institution is to have students graduate who are qualified and prepared to excel in leadership roles in endeavors that serve businesses and society. The University endeavors to provide a learning environment that is professional, one that fosters respect and recognizes its responsibility to identify and acknowledge excellence in teaching and learning. The institution is committed to providing educational and virtual environments conducive to learning. The institution works to assure students are able to demonstrate their mastery of core competencies. The institution conveys and emphasizes the advantages of life-long learning. Students are challenged to develop workable and creative solutions to problems existing in their chosen field of study. The university requires, at all times, that students act in accord with high ethical standards of professional behavior.

## **25-3 Visa Related Services**

This institution does not provide direct instruction, therefore no visa related services are provided.

## **25-4 Language Proficiency**

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

## **25-5 Language of Instruction**

Instructions will be given in no language other than English.

## **25-6 Financial Aid**

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## **25-7 Experiential Credit**

This institution does not award credit for prior experiential learning.

## 25-8 Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system.

The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0. For advanced degrees, the minimum allowable grade point average to maintain satisfactory progress is a B, or 3.0. Satisfactory progress for this institution is defined as the equivalent of enrollment in at least one course of study each semester.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## 25-9 Description of the Facilities & Type of Equipment Used for Instruction

The administrative office of the school is located in a thirty five year old single story professional office complex in Southern California. All students must have access to a MAC or IBM® compatible computer with Internet access.

### Indirect Instruction

- University of Mansford (UM) delivers its courses entirely online through the course management system called MLink. Students use MLink to access course materials, to collaborate and communicate online with fellow students and faculty members.
- UM students will be issued a unique Username and Password upon enrollment. Students use the Usernames and Passwords to gain entry to our course management system and electronic libraries. Faculty members are available to all students for course-specific questions, discussions and reviews through MLink.

## 25-10 Library Resources

The university offers LIRN, the Library and Information Resources Network, a hosted on-line services featuring academic search capabilities. The LIRN® collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from ProQuest, Gale Cengage, EBSCO, eLibrary, Books24x7, and more, covering topics for General Education, Business, and Medical programs. Students can contact the Ask-A-Librarian.com via live chat for any level of research assistance. Depending on the request, the librarian may follow-up with a conversation via phone and/or screen-share. To access this library, students will be emailed a login and password for the library after they have been successfully enrolled in a program of study.

## **25-11 Return of Lessons and Projects (distance education)**

Instructors will evaluate student submissions and Student's lessons, projects or dissertations will be returned within ten day from the date of receipt of such items.

## **25-12 Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **25-13 Student Housing**

**This institution has no responsibility to find or assist a student in funding 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 as our programs are only offered online.

## **25-14 Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

University of Mansford  
16262 Whittier Blvd # 1  
Whittier, CA 90603

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 demonstrating that the institution's complaint procedure was properly followed, and the student's signature. 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 school director if you require additional information.

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

## **25-15 Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will

contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

### **25-16 Accreditation Status**

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

### **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.

### **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. 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 other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students 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 of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

### **Academic Freedom**

University of Mansford is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as

currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

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

### **Sexual Harassment**

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

### **English as a Second Language Instruction**

This institution does not provide ESL instruction.

### **Policy – Distribution of This Catalog and Program Brochures**

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 office.

### **Renewal of Catalog**

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

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