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Student Handbook

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INTRODUCTION

The purpose of this handbook is to provide a brief presentation of selected sections of the university catalog, and to remind you of certain regulations which you may overlook. You are advised to read your catalog carefully for the general policies and regulations.

ACADMIC SYSTEM

Our academic system is a **trimester** system. The fall semester (semester III) begins in late August or early September, the spring semester (semester I) in early January, and the summer term (semester II) in mid-May. Each trimester is 15-weeks long.

In general, a new catalog will be published for each new school year (beginning fall term). However, there were exceptions, especially during the first few years after the University was established. The University Records Office keeps records of each catalog's effective dates.

DEGREE PROGRAMS AT SVU

- A. **Undergraduate Programs-** They are **senior-university programs** leading to Bachelor of Science degrees in (1) computer engineering (BSCE) and (2) computer science (BSCS) and (3) Bachelor of Business Administration (BBA). The entering students are required to have completed a minimum number of credits of college course work.
- B. **Graduate programs-** They are Master of Science degree programs in (1) computer science (MSCS) (2) computer engineering (MSCE) and (3) Master of Business Administration (MBA). The entering students are required to have earned at least a bachelor degree before entering the graduate program.

OTHER PROGRAMS

The **English as a Second Language program** (ESL) accepts students of at least 18 years of age. An international student who is applying for entering a degree program at SVU and whose TOEFL score does not meet the admission requirement is required to attend a TOEFL class in the ESL program until TOEFL requirement is met. We encourage our non-American born students to attend the ESL classes and improve their general English language skills.

PLANNING YOUR ACADEMIC PROGRAM

You are responsible for planning your program. Your academic adviser and other counselors will assist you in making your study plan. You are required to make appointments to see your adviser for course approval each time before registration.

Use The Proper Catalog: Your graduation requirements are based on what are specified in the catalog of the semester when you began your program of study at SVU. However if you take more than one semester off during the study of a program, you will fall under

the new requirements of the catalog of the semester when you return to continue the program.

Transfer Credits: **A.** Undergraduate Programs- All the required lower-division 56 credits are transferable. The maximum upper-division transferable credits are either four courses or 16 credits as specified in the catalogs. **B.** Graduate Programs- The maximum graduate-level transferable credits are 9 credits.

Prerequisites: It is important for a student to meet the prerequisite requirements when taking a course. Both the student and his/her adviser will check on prerequisite requirements at registration.

Class Participation: **Class attendance is required.** Other class participation requirements follow the conventional rules, such as taking mid-term test, final examination, doing homework, etc. as required by the individual instructor. Attendance is also required for students **auditing** a class

Each instructor hands out the course syllabus in the first class meeting. It should help you plan for your study of the course for the semester.

ACADEMIC CURRICULUM

It is important for a student to **meet the prerequisite requirements** when taking a course. The program courses requirements and electives listed in the catalog are standard study plans. Your advisor and counselors are very likely to follow these when advising you. Also you will benefit the most if you follow the curriculum chart by taking courses on a trimester basis. Certain courses are offered every other semester.

Bachelor of Science in Computer Science (BSCS)

This program is designed to prepare students for a variety of careers in the Computer Science field by providing a solid foundation of theoretical background and practical experience in the different fields currently available. Students will master the fundamental knowledge of computer architectures, computer algorithms, computing theory, database, operating systems, computer programming languages, communication and networks.

Lower- Division Curriculum (Minimum 62 credit hours)

A minimum of 62 lower division credit hours including a minimum of 46 credit hours in the following areas of general education and 16 credit hours in Computer Science Basics:

Area A

English

6 credit hours

(Representative courses include speech, composition and other college English courses)

Area B

Natural Sciences & Mathematics

22 credit hours

(Representative courses include mathematics, astronomy, biology, chemistry, geology, physics and zoology)

As a requirement of Area B, each student must complete:

Math 200 Calculus	4 credits
Math 206 Discrete Mathematics	4 credits
Math 210 Probability & Statistics	4 credits

Area C

Social Sciences & Humanities 18 credit hours

(Representative courses include creative arts, history, humanities, economics, philosophy, political science, psychology or sociology)

Computer Science Basics (Minimum 16 credit hours)

CS200 Introduction to Computer Science	4 credits
CS202 Introduction to C language	4 credits
CS206 Introduction to UNIX	<i>or</i>

CS208 Introduction to Windows &

Windows NT	4 credits
CS210 Introduction to the Internet	<i>or</i>
CS212 Computer Graphics for Multimedia Applications I	4 credits

Upper- Division Curriculum (Minimum 58 credit hours)

Computer Science Core (28 credit hours)

CS300 Data Structure	4 credits
CE352 Introduction to Logic Design	4 credits
CS400 Operating Systems	4 credits

CS404 Compilers 4 credits

CS410 Database Systems	4 credits
CS426 Computer Networks I	4 credits
CE454 Computer Architecture I	4 credits

Professional Development (6 credit hours)

Engl300 Professional Communication I	3 credits
Engl302 Professional Communication II	3 credits

Electives (24 credit hours)

Any courses at the 300-400 level and above at SVU in Computer Science or Computer Engineering.

Bachelor of Science in Computer Engineering (BSCE)

This program is designed to provide a basic background in science and engineering. The major emphasis is on design of digital computer hardware, including design of the software required by the computer to function, as well as the software tools required by applications.

Lower- Division Curriculum (Minimum 62 credits)

A minimum of 62 lower division curriculum credit hours including a minimum of 46 credit hours in the following areas of general education and 16 credit hours in Computer Science Basics:

Area A

English 6 credits
(Representative courses include speech, composition and other college English courses)

Area B

Natural Sciences and Mathematics 22 credits
(Representative courses include mathematics, astronomy, biology, chemistry, geology, physics and zoology)

As a requirement of Area B, each student must complete:

Math 200 Calculus	4 credits
Math 206 Discrete Mathematics	4 credits
Math 210 Probability & Statistics	4 credits
Math 214 Differential Equations	4 credits

Area C

Social Sciences & Humanities 18 credits
(Representative courses include creative arts, history, humanities, economics, philosophy, political science, psychology or sociology)

Computer Science Basics (Minimum 16 credit hours)

CS200 Introduction to Computer Science	4 credits
CS202 Introduction to C language	4 credits
CS206 Introduction to Unix	<i>or</i>

CS208 Introduction to Windows

& Windows NT	4 credits
CS210 Introduction to Internet	<i>or</i>
CS212 Computer Graphics for Multimedia Applications I	4 credits

Upper-Division Curriculum (Minimum 58 credit hours)

Computer Engineering Core (Minimum 36 credit hours)

CS300 Data Structure	4 credits
CE350 Circuit Theory	4 credits
CE352 Introduction to Logic Design	4 credits
CS400 Operating Systems	4 credits
CS410 Database Systems	4 credits
CS426 Computer Network I	4 credits
CE450 Microprocessor Design	4 credits
CE452 Advanced Logic Design	4 credits
CE454 Computer Architecture I	4 credits

Professional Development (6 credit hours)

Engl300 Professional Communication I 3 credits

Engl302 Professional Communication II 3 credits

Electives (16 credit hours)

Any courses at the 300-400 level or above in Computer Engineering or Computer Science at SVU.

Bachelor of Business Administration (BBA)

This program is designed to provide students the fundamentals of current business functions, management principles as well as modern information technology as applied in a real-world business environment.

A minimum of 120 credit hours is required for graduation. The program requires coursework in four areas:

1) General Education	56 credits
2) Core Course Requirements	20 credits
3) Electives	40 credits
4) Professional Development.	4 credits

Low-Division Curriculum (Minimum 56 credit hours)

All students must complete at least 56 credit hours in general education with at least 24 credit hours in “Humanities and Communications”, 8 credit hours in “English”, 8 credit hours in “Calculus” and “Statistics” and 16 credit hours in “Social Sciences.”

Area A

English 8 credit hours

(Representative courses include speech, composition and other college English courses)

Area B

Mathematics 8 credit hours

Math200: Calculus 4 credit hours

Math210: Probability & Statistics 4 credit hours

Humanities and Communication 24 credit hours

(Expository writing, Speech, Communication, Literature, Foreign Languages, Philosophy, Music, Fine Art, Religion, Composition, and Creative Writing)

Social Sciences 16 credit hours

(History, Political Science, Government, Psychology, Environment, Sociology, Environmental Studies, Geography, Human Development, and Anthropology)

Upper-Division Curriculum (Minimum 64 credit hours)

Core Courses (Minimum 20 credit hours)

BBA301: Financial Reporting & Analysis	4 credits
BBA320: Computer Information Systems	4 credits
BBA330: Financial Management	4 credits
BBA342: Theories of Management	4 credits
BBA350: Marketing Principles	4 credits

Electives (Minimum 40 credit hours)

The student must complete at least 40 credit hours of elective courses to meet the graduation requirements for both the lower-division 300 level courses and the upper-division 400 level courses curricula in a program.

Courses can be chosen from elective courses in the areas such as: Accounting, Economics, Computer Information System, Finance, Management and Marketing & Sales

No less than 20 credit hours may be chosen from 400 level courses

Professional Development (Minimum 4 credit hours)

The Business Communications course, BBA356 prepares the BBA students for their professional curricula in a program.

Concentration

All BBA students have the option to declare a concentration in the following areas:

Finance, Accounting, Computer Information System, Sales & Marketing, and Management, under the condition that they successfully complete 20 credit hours or more in electives in a specific area.

GRADUATE PROGRAMS

SVU offers three graduate programs: Master of Science in Computer Science(MSCS), Master of Science in Computer Engineering(MSCE), and Master of Business Administration(MBA).

Master of Science in Computer Science (MSCS)

This program provides students with a strong theoretical background and practical experience in keeping current with the high tech trends and state-of-the-art technologies in Silicon Valley. Special topics are offered to introduce the latest developments and issues in both academic research and industry application areas. State-of-the-art hardware equipment and software tools currently used by most companies in Silicon Valley are used in the class.

Undergraduate Preparation

Students who do not have a Bachelor's degree in Computer Science must demonstrate competency in the following areas:

Mathematics (12 Credit hours)

Math 200 Calculus	4 credits
Math 206 Discrete Mathematics	4 credits
Math 210 Probability & Statistics	4 credits

Computer Science (40 Credit Hours)

CS200 Introduction to Computer Science	4 credits
CS202 Introduction to C Language	4 credits
CS206 Introduction to UNIX	<i>or</i>
CS208 Introduction to Windows & Windows NT	4 credits
CS300 Data Structures	4 credits
CE352 Introduction to Logic Design	4 credits
CS400 Operating Systems	4 credits
CS410 Database Systems	4 credits
CS414 Programming in C++	<i>or</i>
CS416 Programming in Java	4 credits
CS426 Computer Networks I	4 credits
CE454 Computer Architecture I	4 credits

Graduate Level Curriculum (36 credit hours)

All MSCS students will be required to demonstrate competency in the following areas:

Computer Science Graduate Core (15 credit hours)

CE454 Computer Architecture	3 credits
CS500 Operating System Design	3 credits
CS502 Design & Analysis of Algorithms	3 credits
CS510 Database Design	3 credits
CS526 Computer Networks II	3 credits

Electives (Minimum 21 credit hours)

Students in the MSCS program may take any 400 level and above of CE or CS courses as electives. However, no more than three 400 level courses can count towards the minimum 36 graduate credit hours for graduation. The 400 level courses are credited and charged as 3 credit hours at the graduate tuition rate when elected as graduate credit hours.

Students in the MSCS program should select at least one area of concentration among the following: a) Computer Networks & Telecommunications or b) Database and Software Engineering. The concentration areas will be addressed later. To qualify as a concentration area on a transcript, a student has to select at least three courses from that concentration area.

Master of Science in Computer Engineering (MSCE)

This program is designed to provide computer engineers and computer scientists with advanced level skills in all areas of computer engineering and offers several areas of specialization including: computer design, software engineering, microcomputers and embedded systems, computer vision and robotics, computer networks and multimedia.

Undergraduate Preparation

Students who do not have a Bachelor's degree in Computer Engineering will be required to demonstrate competency in the following areas:

Mathematics(16 Credit Hours)

Math 200 Calculus	4 credits
Math 206 Discrete Mathematics	4 credits
Math 210 Probability & Statistics	4 credits
Math 214 Differential Equations	4 credits

Computer Science (32 Credit Hours)

CS200 Introduction to Computer Science	4 credits
CS202 Introduction to C language	4 credits
CS206 Introduction to UNIX <i>or</i> CS208 Introduction to Windows & Windows NT	4 credits
CS300 Data Structures	4 credits
CE352 Introduction to Logic Design	4 credits
CS400 Operating Systems	4 credits
CS426 Computer Networks I	4 credits
CE454 Computer Architecture I	4 credits

Graduate Level Curriculum (36 credit hours)

All MSCE students will be required to demonstrate competency in the following areas:

Computer Engineering Graduate Core (12 Credit hours)

CS400 Operating Systems	3 credits
CS526 Computer Networks II	3 credits
CE551 IC Design	3 credits
CE554 Computer Architecture II	3 credits

Electives (Minimum 24 credit hours)

Students in the MSCE program may take any 400 level or above Computer Engineering or Computer Science courses as electives to meet the elective requirement. However, no more than three 400 level course are allowed to count towards graduate credits to meet the minimum 36 graduate credit hours for graduation. . The 400 level courses are credited and charged as 3 credit hours at the graduate tuition rate when elected as graduate credit hours.

Students in the MSCE program should select at least one concentration area among the following: A) Computer Networks & Telecommunications and B) Computer System Design. The concentration areas will be addressed later. To qualify as a concentration area on a transcript, a student has to select at least three courses from that concentration area.

Concentration Area A: Computer Networks & Telecommunications

CS528 UNIX Network Programming
CS530 Internetworking with TCP/IP

CS532 Network Management
CS534 Network Administration
CS538 Special Topics in Computer Networks:
ATM Networks, Frame Relay,
Remote Access, Internet Routing,
High Speed Architectures with switching and Virtual LAN,
Multiprotocol Label Switch (MPLS),
Bluetooth, and Optical Networks,
Network Processor

Concentration Area B: Database and Software Engineering

CS510 Database Design
CS512 Database Administration
CS514 Advanced Database Design
CS516 Software Engineering
CS518 Software Quality Assurance
CS540 Special Topics in Computer Science:
Object Oriented Analysis and Design Using UML
Building E-Commerce Application Using XML
Advanced Java Programming, Data Mining, Soft Computing.

Concentration Area C: Computer System Design

CE552 Software Design of Real-time Embedded System

CE556 Logic Synthesis
CE564 Special Topics in Computer Engineering:
Microsoft Windows NT/Unix Device Driver,
Digital System Design Using Field Programmable Gate Arrays (FPGAs),
Application Specified Integrated Circuit Design (ASIC),
Digital Systems Design Using Verilog HDL,
IC Physical Place and Route Design
Image and Data Compression,
Introduction to Video Compression and Streaming.

Master of Business Administration (MBA)

The MBA Program covers the essential subjects in Accounting, Economics, Management Information Systems (MIS), Finance, and Marketing & Sales. These subjects provide the foundations for effective business management. The MBA program provides the students solid training with additional emphasis on entrepreneurship and globalization due to its proximity to Silicon Valley's vibrant startup culture and multinational corporations.

The maximum number of credit hours that may be transferred from another institution is 6 credit hours for the MBA program.

The MBA program requires completion of at least 36 trimester credit hours of graduate courses from the following mix of core and elective courses:

Graduate Level Curriculum (36 credit hours)

Core Courses (15 credit hours)

MBA500: Financial Accounting	3 credits
MBA553: Marketing Management	3 credits
MBA522: Management Information Systems	3 credits
MBA532: Corporate Finance	3 credits
MBA539: Management Principles	3 credits

Electives (21 credit hours)

Accounting & Finance:

MBA500, MBA501, MBA502, MBA503, MBA504, MBA530, MBA531, MBA532, MBA533, MBA534

Management Information System:

MBA520, MBA521, MBA522, MBA523, MBA525, MBA559, MBA571

Management:

MBA512, MBA524, MBA539, MBA540, MBA541, MBA542, MBA543, MBA544, MBA545, MBA546, MBA547, MBA548, MBA549, MBA558, MBA560, MBA561, MBA562

Marketing & Sales:

MBA550, MBA551, MBA552, MBA553, MBA554, MBA555, MBA556

Elective courses include project or thesis upon approval by the advisor (21 credit hours).

Concentration:

MBA students can choose to declare a concentration in one of the following areas: Finance, Accounting, MIS, Sales & Marketing, and Management if they successfully complete 12 credit hours or more of electives in the area of specialization.

ACADEMIC STANDARDS

Grading System: The following symbols are used to evaluate student performance of a

<u>Symbols</u>	<u>Meaning</u>	<u>Grade Points Per Credit</u>
A+	excellent	4.3
A	excellent	4.0
A-	excellent	3.7
B+	good	3.3
B	good	3.0
B-	good	2.7
C+	*fair	2.3

C	*fair	2.0
C-	*fair	1.7
D+	poor	1.3
D	poor	1.0
D-	poor	0.7
F	failing	0.0
CR	credit by examination	
NC	non-passing by examination	
I	incomplete	
AU	audit	
W	authorized withdraw	
WF	Withdraw with failing grade	
IP	in progress	
RD	report delayed	

- **Graduate students** are required to maintain a GPA of 3.0. or better. A class “C” grade may be considered as “failing” for graduate students based on the catalog requirements.

REGISTRATION

Once accepted into the University, you must **register on or before the registration deadline** each semester. **Fees are payable at registration.** A **Late registration fee** will be charged to those who register after the deadline. A **registration packet** will be prepared for each current student two weeks before registration. You may pick up your registration packet at the Administration Office. The advisors’ advisory hours will also be posted on the bulletin boards. You must obtain your advisor’s or a counselor’s approval for the courses you will take. If you want to **repeat** or **audit** a class, please remember to specify it in the “Remark” column on the registration form.

You may **add a class** during the first two weeks of a semester by turning in an ADD form and pay fees if applicable. You may **drop a class** without record by turning in a DROP form during the first two weeks of a semester. You may **withdraw from a class** before final examination and receive a “W” grade by turning in a “WITHDRAW” form.

TUITION REFUND POLICY

All drops/withdraws must be in writing, including reason(s) for the withdraw. You may request for the DROP/WITHDRAW form at the administration office and return the form after it is completed. Tuition refund is applicable **only within the first 60% of a semester.** SVU will refund to the appropriate party a **pro rata portion of the tuition** and lab fee received by the school from or on behalf of the student for the semester.

Refund Information: You may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if you have completed 60% or less of the instruction.

The refund shall be a pro-rata refund as shown in the following refund schedule. If the student has completed more than 50% of the program, no portion of the tuition shall be refunded.

Refund Schedule

Week of the semester	% of refund
1	100%
2	93%
3	87%
4	80%
5	73%
6	67%
7	60%
8	0%
:	0%
15	0%

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect California residents who attend a private post-secondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school closing, failure to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence courses. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered “California residents.”

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Council that the school is closed. If you do not receive notice from the Council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF can be directed to the

Council for Private Post-secondary and
Vocational Education
P.O. Box 980818
W. Sacramento, CA 95798-0818
CA 95814-3517

NOTE: Any outstanding fees owed to the University by the students will be deducted from the tuition refund.

GRADUATION REQUIREMENTS

Course requirements for graduation are specified in the catalog. The following are a few other check items you want to know:

- Please file your **graduation petition** two weeks before your last registration before graduation. Normally it is in the second to last semester before you graduate.
- Your **official undergraduate transcripts(s)** from previous college(s) must be on file.
- Your **senior/graduate project** is complete – approved for both its contents and its format; two complete copies have been turned in to the Administration Office. (Please check with the school librarian to find out about the format requirements.)
- Your **library record, financial record and other office and Lab records** are cleared.
- An international student is required to have passed the **English** requirement.

FORMS FOR VARIOUS REQUESTS

It is important for you to fill out and turn in the proper forms to the Administration Office when making academic or records related requests such as registering for courses, adding/dropping/withdrawing from a course, transferring credits, challenging a course by taking examination, skipping a term, withdrawing from school, requesting for transcript, petitioning for graduation, changing address/phone information, etc.

CLASS AND OFFICE HOURS

Our programs are especially suitable for working professionals. The classes are conducted in after-work hours. There is one class meeting per week for each course you take. Each class meeting will cover the materials for the entire week. Class attendance is required.

On school days, the Administration Office is open in both the daytime and the evenings to serve your needs. During schools breaks, the office is open in the daytime.

STUDENT SERVICES

Please read the **bulletin board messages** frequently. There are bulletin boards for general announcements, registration and graduation information, job opportunities, news from SVU alumni, student association news, faculty publications, etc.

One or more **academic counselors** will be available in the Administration Office during office hours.

Teaching assistants are available to assist the students in many undergraduate courses. Their assistance hours are posted on the bulletin boards.

For **new students**, and orientation day is held prior to the first day of school. Information on housing, health insurance (for international students), regulations set by the Immigration & Naturalization Services and other school regulations are delivered in the program. An English placement test is administered to those in need. **All SVU students** are welcome to attend the orientation to welcome our new friends. Please contact the administration personnel for the about information.

At the beginning of each semester, **seminars** will be planned and information posted to all students. This is part of the activities covered in the Graduate Workshop course. The seminar topics are up-to date technologies in computer systems and electrical engineering or related areas. All students are encouraged to attend the seminars.

STUDENT ORGANIZATIONS

The Students Association is our student organization. The officers are elected by the students body annually. All students are encouraged to participate in the activities sponsored by the Student Association. Past activities included table-tennis tournament, tennis tournament, gift of SVU tee-shirts, Christmas party, purchasing a copier for the student body, etc. Each student is required to pay a \$10. Association fee each semester. The fund goes to the Student Association which is managed by the officers of the Student Association.

LIBRARY

The University library serves the faculty members and the students **without extra charge**. You are expected to follow the library policy to check out books or use its resources. The SVU Student Association has installed a copier in the library to serve your printing needs.

Since our library has a smaller collection of books compared to other established universities, a degree program student is required to purchase **a library card from a major local university library** in the area so that he/she will have access to a major university's library books too.

THE LEGAL RIGHTS OF STUDENTS

Policies and Procedures for Compliance with the Education Rights and Privacy Act of 1974-

Silicon Valley University accords all rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students' educational records without the written consent of the student, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons of organizations providing students with financial aid, to accrediting agencies or the California Department of Education while carrying out accrediting, approval, or authorization functions, or in compliance with a judicial order. All of these exceptions are permitted under the Act.

At its discretion, the university may provide directory information in accordance with the provisions of the Act, to include student name, social security number, degrees, and awards received. Students may withhold directory information by notifying the registrar in writing. Requests for non-disclosure will be honored by SVU if the request is submitted in writing from the student.

Students wishing to review their records must make a written request to the registrar, listing the item(s) of interest. Only items of record covered by the Act will be made available within 15 working days of the request date.

Students may not inspect or review the following, as outlined by the Act: confidential letters and recommendations associated with admission, employment, or educational records containing information regarding more than one student (in which case the student will be permitted access only to the part of record which pertains to the inquiring students).

Any student may file a written request, in the form of a petition, to the Admissions and Records Office, to correct or remove information recorded in his/her student records which he/she alleges to be: 1) inaccurate, 2) as unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside of the observer's area of competence, 4) not based on personal observation of a named person with the time and place of the observation noted. Within 30 days of receipt of such a petition, the director of Admissions and Records will meet with the student and either sustain or deny the allegations, and he/she shall order the correction or removal and destruction of the information. If the director denies any or all of the allegations and refuses to order the corrections or removal of the information, the student, within 30 days, may appeal the decision to the SVU's Board of Directors. If the final decision of the governing Board is unfavorable to the student, he/she may file a complaint with the Department of Education, Family Educational Rights and Privacy Act Office, Washington, D.C., 20201.

State or California Student Tuition Recovery Fund-

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment, tuition receipts or cancelled checks to document the amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within 60 days following school closure. For further information or instructions, contact:

Office of Private Postsecondary Education
California State Department of Education
721 Capitol Mall
Sacramento, CA 958814

Filing a Grievance

If a student has a problem or concern of any nature regarding any aspect of SVU whether it be with personnel, course of study, or general university policies, he/she has the right to file a grievance. If the student has made an honest attempt(s) with the person(s) involved to remedy the problem situation, and an agreeable conclusion has not been found, the student may file a formal letter of grievance through the Administration Office. The proper administrative staff member(s) will hear the grievance and make a final determination as to the remedy, which may be a hearing of all parties concerned. The

student will be further advised that any unresolved grievances may be directed to the Office of Private Postsecondary Education (California Department of Education) located in Sacramento.

Appeal of Dismissal

A student may request an appeal of dismissal by writing a letter of response to the dismissal charges and request an appeals hearing. If the hearing is granted, based on the student's reply letter, the individuals involved in the process will convene to hear the appeal. If an appeal is granted, the student may resume course work at SVU.

STUDENT CONDUCT CODE

- (1) **No student is allowed to miss class more than three times.** All faculty members will randomly call the roll during each semester and record at the attendance checklist. Any student who has missed the class more than 3 times will be dropped from the class without any tuition refund.
- (2) **No student is allowed to violate the school honor code:** Any cheating during a quiz, mid-term examination or final examination will cause the violator to face academic probation by the university. A second offence will cause the student to be expelled from the university without being re-admitted for the next 3 years.
- (3) **No student is allowed to violate the classroom conduct code:** During classroom instruction conducted by the professor, NO chatting, NO eating, NO walking is allowed. Any violator will be asked to leave the classroom immediately.
- (4) **No late homework is accepted:** A Student should turn in the homework on-time. The schedule is set by the professor. The faculty member or grader has the authority to reject any late homework.
- (5) **No plagiarizing is allowed:** During any project/independent study course, NO plagiarizing is allowed. Copy the whole paper or whole section of a paper is prohibited. Any violator will cause an F grade for that course.

STUDENT DISCIPLINE

THE UNIVERSITY SUBSCRIBES TO RELEVANT PORTIONS OF THE CALIFORNIA ADMINISTRATIVE CODE AS IT APPLIES TO THE CALIFORNIA STATE UNIVERSITY SYSTEM. INAPPROPRIATE CONDUCT BY STUDENTS OR BY APPLICANTS FOR ADMISSION IS SUBJECT TO DISCIPLINE AS PROVIDED IN PORTIONS OF SECTIONS 41301 AND 41303. THE APPLICABLE PARTS OF THESE SECTIONS ARE AS FOLLOWS:

41301 Expulsion, Suspension and Probation of Students –

- (a) Cheating or plagiarism in connection with an academic program.
- (b) Forgery, alteration, or misuse of campus documents, records, or identification of knowingly furnishing false information to the University.
- (c) Misrepresentation of oneself or of an organization to be an agent of another school.
- (d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
- (e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.
- (f) Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis.
- (i) Knowing possession or use of explosives, dangerous chemicals, of deadly weapons on campus property or at a campus function without prior authorization of the President.
- (j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function, or by correspondence.
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community.
- (l) Violation of any order of the President, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.

CONTACT THE ADMINISTRATION PERSONNEL

You are welcome to come to the Administration Office for assistance, to ask for information you need, for academic counseling, and for offering suggestions.

ADMINISTRATION RULES AFFECTING STUDENTS

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ACADEMIC PROBATION

A STUDENT MAY BE PLACED ON Academic Probation for any of the following reasons:

- 1) Withdrawal from all or a substantial portion of courses in two successive semesters.
- 2) Semester G.P.A., falls below 2.0 for undergraduates, or 3.0 for graduate students.
- 3) At entrance, if an undergraduate student is admitted with less than a 2.5 cumulative G.P.A., or graduate under 3.0 cumulative G. P.A., he/she will automatically be placed on academic probation for the first semester of study at SVU.
- 4) Failure to comply, after due notice from the Admissions and Records Office, with an academic requirement or regulation.

Probation status will appear on the grade report for the semester and the student's permanent transcript. Students placed on academic probation must clear this status within two semesters.

Undergraduate Programs: Students on academic probation after two semesters are subject to disqualification from further attendance.

Graduate Programs: Following two consecutive semesters on Academic Probation, a graduate student will receive an administrative dismissal from the graduate program. Two purposes are served by this dismissal:

- 1) The student can reassess commitment, preparation and requirements leading to the Master's Degree.
- 2) The University may offer suitable conditions for the student to re-enter the program.

Re-entry to the graduate program is at the discretion of the Academic Dean who will consider these factors:

- 1) Cumulative G.P.A. in courses taken at S.V.U.
- 2) Expectation of ability to accomplish objectives of program.
- 3) Extenuating circumstances.
- 4) Personal interview.

In all cases, the student will receive a written evaluation, along with formal approval or denial of re-entry.

ACADEMIC RENEWAL

Undergraduates:

For purposes of academic renewal, any course in which a grade of D+, D, D-, F, I, or WF was earned may be repeated. Also, each program has a core series of courses that must be passed with a grade of C- or better. Academic renewal is mandatory when grades F, or WF are earned for required upper division courses. See descriptions of individual programs for lists of required courses. Only the grade earned in the repeated course is used in the GPA computation.

Graduate Students:

Graduate students may repeat courses in which the earned grade was F, WF, I, D+, D, or D-. Such repetition is permitted for purposes of academic renewal. A graduate student who earns a grade of F or WF must petition for re-entry into the graduate program. Also, graduate students placed on academic probation for two consecutive semesters are automatically dismissed from the graduate program. Academic renewal (re-entry into the graduate program) is at the discretion of the University. There must be a reasonable expectation that the student will be able to rectify the condition underlying the academic probation.

In all instances, the student must pay the appropriate tuition for the courses to be repeated. You will receive a copy of the request form indicating whether your request has been Approved or denied.

If request is for Re-entry into Masters Program, please set up appointment to meet with Academic Dean or an academic counselor to discuss provisions for reentry.

Regular tuition fees must be paid by student for any course taken for Academic Renewal. These are paid at the time of registration.

ACCESS TO STUDENT RECORDS

The following individuals/institutions are legally authorized to have access to student records under the provisions of the Educational Rights and Privacy Act of 1974. No other person/organization will have access to student records without the written consent of the student.

1. A student may review any portion of his/her permanent records by making an appointment with the Registrar. The student may not remove the file from the Registrar's office or alter his permanent records. The student may review any portion of his class records which do not reveal other students' identities(i.e., exams, grading policies, curves).
2. The administrative personnel, faculty and counselors of the University.
3. Officials of other institutions in which the student seeks to enroll.
4. Persons or organizations providing students with financial aid.
5. Accrediting agencies or the Department of Education while carrying out accrediting, approval or authorization functions.
6. Action of personnel/organization in compliance with a judicial order.

ADD/DROP/WITHDRAW CLASSES

A student may add a course only during the first two weeks into the semester and only on a space available basis. The student is required to submit an ADD/DROP form to the Records Office for adding/dropping/withdrawing to/ from a class. The following steps are required:

Adding a course:

- 1) After obtaining advisor's approval, the student submits an ADD Form to the Records Office, and is allowed to enroll in the class if space is available.
- 2) Additional tuition, if any, must be paid in full before the ADD can be processed and the student's name placed on the official class list. Payment is made at the Records Office.

NOTE: The late registration fee is not assessed for courses added under this policy.

Dropping a course: The student is required to submit a DROP Form to the Records Office. There will be no record for dropping courses within the first two weeks of a semester.

Dropping after the first two-week deadline: The student must have instructor's permission to drop with "W" grade after the second week of the semester. Student must obtain signature prior to submitting the request to the Records Office. Tuition refund follows the refund policy specified on page 6.

AUDITING A CLASS

Tuition fees are paid according to that specified in the catalog, and the student must register by the end of the second week.

Courses needed to clear deficiencies may not be taken on an audit status.

A student may change from audit to credit or from credit to audit during the first two weeks of classes, with Records Office's approval.

Attendance is required when auditing a class. The course instructor defines other requirements for auditing students.

The audited course will show a grade of "AU" on the transcript, and will not show units attempted or completed or grade points received. An audited course does not affect the G.P.A. If a student does not meet the attendance requirement or other "auditing" requirements set by the instructor, the audited course record will be removed from the student's class records.

AWARDING COLLEGIATE CREDIT FOR NON-COLLEGIATE LEARNING EXPERIENCES

There should be three items included in documenting a non-collegiate learning experience for awarding college credit.

- 1) Title of the competence.
- 2) Process by which competence was gained
- 3) Documentation and verification that the competence was gained.

The maximum number of units awarded for non-collegiate learning may not exceed eighteen(18). The amount of credit awarded will be based on the following format:

- 1) Trade, Technical, Vocational and Military Experiences may be awarded credit as recommended by the National Guide to Educational Credit for Training Programs, published by the American Council on Education. Only programs/courses that appear in the Guide will be evaluated. Continuing education units are semester unit equivalent. Maximum units to be awarded in this category are 18. DD-214 certificate is acceptable for military courses, or certificates of completion/transcripts for training programs.

CHALLENGE EXAMINATION

SVU recognizes that exceptional students, by reason of independent studies, overlapping course work, or work experience, may have achieved the learning objectives of a course. Therefore, students with this background may petition to receive credit for the course by completion of a "Challenge Examination."

- 1) The class being challenged must be offered during the semester in which it is challenged.
- 2) The student must register any pay tuition fees for the course in the usual manner.

- 3) A formal Petition for Challenge must be submitted to the Admissions and Records Office at the time of registration, and must be accompanied by a \$75.00 non-refundable challenge fee. Petition forms may be obtained from the Records Office staff.
- 4) Permission to take the Challenge Exam must be obtained from both the instructor and the Admissions and Records Office.
- 5) The Challenge Exam, in most cases, is given during the first class session of the semester. However the instructor and student may, by mutual agreement, elect to do the exam any time during the first week of school.
- 6) After grading the exam, the instructor will submit a grade to the Registrar, who then notifies the student.
- 7) A grade of credit "CR" is assigned if the student receives a passing score on the exam, and the student is excused from taking part in class session for the semester. If the exam is not passed, a grade of no credit, "NC", will be assigned. In this case, the student may drop the course, under the general guidelines for doing so listed elsewhere in this policy manual, or he/she may choose to stay in the class and complete the course work for a letter grade at the end of the semester.
- 8) The challenged course will be listed on the student transcript, along with a notation that credit was given by examination.
- 9) Only undergraduate core courses may be challenged (whether for an undergraduate student or a graduate student taking undergraduate courses to clear deficiencies).
- 10) The maximum number of courses that may be challenged is three.

CHANGE IN STUDENT RECORDS

A student is required to complete a "Change of Student Record" form to change any personal information, e.g. address, phone number, etc. The Records Office personnel shall date the form. If change is requested by telephone for an address or telephone number, the form may be completed by SVU staff members, noting on the signature line that it was a phone request. The Records Office may also make changes of address or phone number in student's record based on student registration information, or letters from alumni. A request for any other type of change must be completed and signed by the student.

CONSENT TO RELEASE INFORMATION

This form must be completed and signed for all student information to be released from the Records Office.

DEAN'S HONOR LIST

There is no Dean's Honor List status for graduate students.

Undergraduate students who complete a term with a semester G.P.A. of 3.33 or higher will be placed on the Dean's Honor List. This applies only to those students enrolled in more than one course per semester.

The Dean's Honor List status will appear on the permanent transcript.

DISMISSAL FROM THE UNIVERSITY

Grounds for dismissal:

A student will be dismissed from the University if found guilty of one or more of the following charges:

- 1) Any falsification of information on student records, whether that be to Official documents used to gain admission to the University or to work done while attending the University.
- 2) Plagiarism of any degree or form.
- 3) Cheating.

Any student for which dismissal is sought will be informed in writing of their pending dismissal and the charges for which dismissal is sought. The University will maintain and acknowledge any credits earned prior to the report of the dismissal charges. If the charges are due to falsified records to gain admission into the University, NO credit will be given for any work completed. Dismissal charges will be stated on the student's permanent transcript of record.

Appeal of dismissal:

A student may request an appeal of dismissal by writing a letter of response to the dismissal charges and request an appeal hearing. If the hearing is granted, based on the student's reply letter, the individuals involved in the process will convene to hear the appeal. If an appeal is granted, the student will resume course work at SVU.

GRADE CHANGE

Grades assigned by the instructor must conform to establish SVU grading policy. A grade submitted by an instructor is considered final and may be changed only for one of the following reasons:

- 1) Error in recording a score for a student product (test, quiz, paper, etc.)
- 2) Miscalculation of a score, including the cumulative score for a semester.
- 3) Failure to consider a valid student product(s) that was submitted in a timely manner.

No other reason may be used as a basis for a request for grade change.

All requests for grade change must be submitted before the end of the semester following the date of issuance of the grade in question. Under no circumstances will a grade change be permitted after a degree has been awarded.

GRADING

Refer to section “ACADEMIC STANDARDS” on page 5 for the grading system. Incomplete or Report Delayed (“I” or “RD”) Grades: Must be cleared within two semester immediately following the one in which the original grade was assigned. If it is not cleared within the following two semesters, the “I” or “RD” grade will revert to an “F” and will be posted to the semester grade report and the permanent transcript as such.

Grades below a “C-” may be changed by repeating the course(s) and obtaining a higher grade. The student must pay the appropriate tuition fees for the course to be repeated.

GRADUATE CREDIT COMPLETED AS A LIST SEMESTER SENIOR

Seniors may take graduate-level courses for undergraduate elective credit or for graduate credit in future pursuit of graduate degree, provided that (1) prerequisite requirements are met (2) credit can be used for only one degree program.

GRADUATION CEREMONIES

Formal Graduation Ceremonies will be held only once per year, taking place generally in the month of August. Students meeting the following criteria will be eligible to participate in the ceremony:

- 1) Students completing all course work as of May.
- 2) Students completing all course work as of the previous fall semester.
- 3) Students who will complete all course work as of the August following the ceremony. These students will be allowed to participate in ceremonies and will complete necessary courses during the summer semester. Degrees will be awarded and diplomas issued at the successful completion of the student’s remaining course work.

GRADUATION REQUIREMENTS

A student will, for graduation purposes, meet graduation requirements listed in the catalog that was current at the time the student began his/her study program at SVU as a degree-seeking student. This applies to continuously enrolled students.*

Students not maintaining continuous enrollment must meet all admission and graduation requirements in effect at the time studies with SVU are resumed.

Substitutions for discontinued courses may be authorized or required by the Academic Dean.

Undergraduate GPA requirements: An overall G.P.A. of 2.0 is required and “C” grades or higher in ALL core courses at SVU. The student will be in good standing with the University and have an approved petition to graduate on file.

Graduate GPA requirements: An overall G.P.A. of 3.0 is required. The student must also be in good standing with the University and have an approved petition to graduate on file.

Addendum: For graduate credit, a minimum earned grade is “C” for elective courses. This requirement applies to all courses taken as part of a student’s graduate program, including courses taken to remove undergraduate deficiencies. Effective May 1989.

NON-DIRECTED USE OF COMPUTER LAB

Students need to sign out certain computer hardware (keys) or software for courses at the Administration Office, and be responsible for them. Students are required to obey Computer Lab rules while using the Lab.

PETITION FOR GRADUATION

The petition is first submitted by the student to the Registrar, and must be accompanied by payment of the \$200.00 graduation fee. The Registrar will check to make sure that the student has fully completed and signed the top portion of the Petition. He/she will then verify receipt of the form by signing and dating the form.

The evaluator will then complete the proper evaluation form containing the course requirements for graduation of the proper school year before the Dean of Academic Affairs approves/denies the petition. A copy of the Petition will be sent to the student.

PROFICIENCY EXAMINATION

The purpose of a proficiency test is to evaluate competence in a particular field. Because of the ten-year rule, imposed by the State Department of Education, some students must demonstrate competence in particular areas of an academic course of study. Also, courses of questionable merit may lead to a need to demonstrate competence. For engineering curricula, mathematics and Physics are two of the areas in which competence is prerequisite. Proficiency tests in calculus and physics are offered at SVU. Proficiency test in pre-calculus is offered to those wishing to begin by taking Calculus course at SVU. A student may petition for taking proficiency exam by submitting the Petition for Proficiency Examination form.

Eligibility:

- 1) Petitioner must be a registered student at SVU.
- 2) Courses equivalent to Calculus I and II or Physics I and II must be documented in the petitioner’s record. Date of completion of courses must be more than ten years ago.
- 3) Petitioner has a background of practical use involving principles of Calculus or Physics(including course work of undocumented content).

The proficiency test can be administered only once for any petitioner. Those who fail the test must take the course represented by that part of the test. Proficiency tests are divided into two parts corresponding to courses I and II in both Calculus and Physics. Those who fail the test on pre-calculus will be advised to take pre-calculus courses elsewhere before entering SVU,

Other mathematics and science courses in the lower-division curricula which may be added to the proficiency exam list are: Advanced Calculus, Linear Algebra, Introduction

to Materials, Circuit Theory, Chemistry, Fundamentals of Computers & Structured Programming, and Programming in C.

RECORDS MAINTAINED FOR STUDENTS WHO WITHDREW FROM THE UNIVERSITY

- 1) **Prior to the start of the semester:** If a local student is accepted into a program of study and does not begin classes, he/she is entitled to a full refund of all fees paid, upon written request. After refund is made, all materials may be discarded except the original application form, financial record form, official transcripts and written notice of withdrawal. Application fee refund and, under certain circumstances, tuition deposit refund, do not apply to international students.

If a student does not notify SVU of intentions to either withdraw or postpone registration to the following semester. SVU will maintain the materials for six months from the application date. After the six month period, SVU will discard all materials except the application form, and official transcripts.

- 2) **Within the first two weeks of the semester:** When a student withdraws from the University within the first two weeks of the semester, no grades are recorded, and therefore an SVU transcript need not be maintained. The student record is refilled with those belonging to students who have applied to the University but who have never attended classes.
- 3) **After the first two weeks:** Any student who has completed course work with SVU or withdrawn from classes after the first two weeks of a semester must have a SVU transcript and completed student file maintained. These student files are kept with those of previously enrolled students who have withdrawn from the University.

PETITION FOR CHANGE OF MAJOR

Student may request for change of major by submitting a petition form to the Admissions & Records Office. The admissions officer re-evaluates the student for the new study program. A copy of the evaluation report is sent to the student.

FILING A GRIEVANCE

If a student has a problem or concern of any nature regarding any aspect of SVU, whether it be with personnel, course of study, or general University policy, he/she has the right to file a grievance. If the student has made an honest attempt(s) with the person(s) involved to remedy the problem situation, and an agreeable conclusion has not been found, the student may file a formal letter of grievance through the Administration Office. The Grievance Committee will hear the grievance and make a final determination as to the remedy, which may be a hearing of all parties concerned. The student will be further advised that any unresolved grievances may be directed to the Office of Private Postsecondary Education (California State Department of Education), located in Sacramento.

STUDENT REVIEW OF EXAMINATION

Mid-term and final examinations become part of the student's academic record. As such, these examinations are maintained by the University to verify academic achievement for the student.

In accordance with University policy, the student may review his/her examination by making an appointment with the course instructor through the Records Office.

The instructor will conduct the review, using the student's examination papers, allowing the student access to answers and methods of solution. Alterations to examination papers are not permitted.

Following the review, the instructor will return the examination papers to the Records Office, or representative, for refilling.

In the absence of the course instructor, the Academic Dean may conduct the review.

STUDY PLANS

Bachelor of Science Programs: For students in the BSCS, BSCE and BBA programs, study plans are used as part of the counseling process. The purpose of the study plan is to aid students in planning a logical sequence of course study and thereby increasing the chances of personal success and accomplishment. Recommended study plans for the Electrical Engineering and Computer Systems programs are listed in the catalog. Blank study plan forms may be obtained at the Records Office. Counselors are available by appointment to assist students in customizing their personal study plans.

Graduate Programs: Graduate students are encouraged to make study plans by the second semester of study at SVU. As part of that plan, an area of interest must be chosen from which students will choose a group of courses appropriate to their needs. A counselor will be available by appointment each week to assist students in organizing their individual plans. Sample study plans are available at the Records Office, as well as blank study plan forms.

SUBSTITUTION OF CORE REQUIREMENTS

Under certain circumstances, an elective course may be chosen to substitute for a required course in a particular program of study. Approval for the substitution must be requested of and granted by the academic Dean of the University. Only SVU courses can be considered as substitutes. Forms are available from the Records Office. The student will be notified of the approval/denial status.

TEACHING ASSISTANTS

Objective: An assignment as Teaching Assistant offers an opportunity for academic growth and professional development. Assigned student act as tutors, laboratory assistants, readers, or graders.

Eligibility: To qualify as a Teaching Assistant, a student must have earned a grade of "A" or "B" in the course for which the assistantship is sought, or a graduate student who has the academic background in the subject field. Also the student must be in good academic standing with the University. No student on academic probation is eligible for an assignment as Teaching Assistant.

Duties:

- 1) Laboratory Assistants are supervised directly by the instructor or laboratory manager. Duties may include assisting student in lab experiments, maintaining equipment, tutoring beginning computer programmers or maintaining computer files/systems.
- 2) Tutors have a regular weekly schedule of availability. They assist other students as needed on a drop-in basis. Tutors are supervised by designated administration personnel.
- 3) Graders receive assignments based on their thorough knowledge of the subject matter for a given course. Duties include correcting problem assignments, grading quizzes, tutoring and working out solutions to examinations and other assignments.
- 4) Readers have the same qualifications as graders. Besides the duties ordinarily assigned to graders, qualified readers may review for such items as term papers, circuit designs and computer programs.
- 5) Graduate students taking the Graduate Workshop course and assigned TA duties are to follow the course requirements for the TA assignments.

CORE COURSES may be assigned a Teaching Assistant for loads that exceed fifteen students.

TRANSCRIPT REQUEST (SVU)

Student's written request is required for issuance of official transcript.

It is the student's responsibility to complete all information on the form, including the exact name and address of the institution/person where the transcript is to be sent. Make sure that you signed the form and the proper fees are paid. If any of these are not done, the request will not be processed. You are entitled to a total of two free copied of official transcript. Thereafter, there is a fee of \$5.00 per official transcript.

A transcript request is processed within 5 days of receipt by SVU. If there is a fee due to the University or loan of University equipment or the like, the transcript request will be put on hold until the problem has been resolved.

TRANSCRIPT REQUEST (FROM OTHER INSTITUTION)

A local student may submit unofficial transcript for evaluation for admission, and send the “Transcript Request” form(s) to his/her previous colleges to request for official transcript(s) to be sent to SVU. It is the student’s responsibility to complete the form and send it to his/her previous school(s). A student is not allowed to graduate without official transcript on file at SVU.

TRANSFER OF CREDIT

1) Lower-Division Courses

The maximum allowable transfer credit of lower-division courses is 60 semester units, at least 24 of which must be in General Education Areas A through D.

2) Upper-Division Courses

The maximum allowable transfer credit of upper-division courses is 12 semester units (no more than three/four courses as specified in the catalog). Upper-division courses for transfer to SVU may not be completed at other institutions concurrently with studies at SVU. Only previously completed upper-division courses in the area of the major (core only) may qualify for transfer.

3) Grades Required for Transfer Credit

Courses completed with “A”, “B”, and “C: are transferable. “D” or “AUDIT” grades are not transferable under any circumstances.

Courses with credit (CR) grades may be transferred if the credit grade is equivalent to a “C” or better. This policy must be in writing from the institution where the course was taken (i.e., transcript key, letter of verification, or catalog from the school).

4) Transfer Credit for Non-Collegiate Learning Experience

Credit awarded by other institutions for life or work experience is not transferable to SVU. Any student wishing to have credit awarded for non-collegiate learning experience by SVU must have the proper documentation on file and evaluated under SVU’s policies for granting credit for non-collegiate work.

5) Transfer of Credit to Qualify for Graduate Study

Bachelor degrees earned from accredited, state approved and state authorized Institutions may qualify for transfer. Degrees are reviewed on an individual case basis.

Transferable graduate credits is specified in the catalog. No graduate-level course Requirements at SVU can be waived.

6) Transfer of Courses form Vocational/Technical Schools

Courses form Technical/Vocational institutions are transferable for lower-division credits only if the school’s curriculum leads to an Associate Degree and the institution is accredited, state approved or state authorized.

TRANSFER OF UPPER-DIVISION CREDIT/WAIVER

Upper-division transfer credit: If a student has completed a course elsewhere which is equivalent to a core course offered by SVU, he/she may formally request upper-division

transfer credit. If the equivalent course is considered upper division by the institution where it was completed, documentation is submitted which supports this, and approval of the equivalency is granted by SVU's Academic Dean, upper-division credit will be transferred by the Admission & Records Office. If the equivalent course was considered low-division, upper-division transfer credit cannot be granted, even if the content of the completed course is upper-division SVU course. In this case, student may request for taking challenge exam.

Waiver of a course requirement: An approved waiver of a course at SVU means that the student has previously completed equivalent course work, and therefore will not be required to complete the course at SVU.

In some instances (such as Differential Equations taken at a junior college), the equivalent course completed elsewhere was considered lower-division, but SVU's core course is considered upper-division. In this instance, a waiver may be approved, but the student will receive no upper-division transfer credit, and the waiver will not reduce the number of upper division units that must be completed at SVU.

If the equivalent course is considered upper-division, transfer of upper-division credit will be granted upon approval of the waiver by the appropriate reviewing faculty member or Dean.

If there is a difference in the number of units between the equivalent course completed and the SVU course, the number of units earned for the previously completed course will be transferred.

if the student uses more than one course as equivalent to one SVU courses, the number of credits assigned to the SVU course is the maximum number transferable.

EXAMPLE: SVU Course: Math 200 Calculus (4 credits)
Equivalent: Advanced Mathematics (3 credits)
Credits Transferred: 4

PLEASE ATTACH COURSE DESCRIPTION TO THE REQUEST FORM.

The request will be reviewed by the Dean, and a copy of the result of approval/denial will be sent to the student.

TRANSLATING STUDENT SCORES TO LETTER GRADES

Letter grades represent evaluations of student work, ranging from excellent to poorest. Score earned by students from instructor assigned tasks should be a measure translatable to this same scale of excellence. To implement this translation from scores to letter grades, the instructor will use the method describe below:

Based on student scores normalized to a scale of 0-100, grade is assigned according to the following:

98 - 100	= A+	78 - 79.9	= C+
92 - 97.9	= A	72 - 77.9	= C
90 - 91.9	= A-	70 - 71.9	= C-
88 - 89.9	= B+	68 - 69.9	= D+

82 - 87.9 = B
80 - 81.9 = B-

62 - 67.9 = D
60 - 61.9 = D-
Below 60 = F

GRADE POINTS: The grade point average (GPA) is based on courses in which letter grades are earned. To compute the GPA, divide total number of grade points by total number of credits attempted in courses receiving letter grades. Use the table below for grade point assignments.

<u>Grade</u>	<u>Points Per Credit</u>	<u>Grade</u>	<u>Points Per Credit</u>
A+	4.3	C	2.0
A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D-	0.7
B-	2.7	F	0.0
C+	2.3	WF	N/A

All other grading symbols receive no grade points, and units for those courses are excluded from the GPA computation.

Attendance: California State Law requires that students attend class meetings at least 90% of the total semester class hours. Students who fail to meet this minimum requirement may be withdrawn from a course by the instructor.

In this case the instructor should submit the student's name, along with a grade of "W" for non-attendance, to the Registrar. A copy of the class attendance sheet must be attached to document the number of excessive absences that result in the "W" grade.

UNAVAILABLE OFFICIAL DOCUMENTATION

If a student cannot obtain official documentation of his/her completed course work from previous institutions, he or she must complete and sign the form entitled, "Completed Courses for Which Official Documentation is Unavailable." (See sample form)

Official documentation may be unavailable for any of the following reasons:

- 1) Courses where completed in a country which does not have communications with the United States (i.e., Vietnam, Iran).
- 2) Documents were destroyed due to a country cultural revolution (i.e., People's Republic of China).
- 3) Courses where completed in a country which does not issue official transcripts (i.e., England, India).
- 4) Transcripts are on hold due to outstanding fees owed to the University.

SVU can accept unofficial documents as valid for the first three of the above reasons. If the official transcript is on hold, the student must clear the hold status and obtain the official transcript within the first semester with SVU.

Acceptable unofficial documentation will be evaluated in the same manner as any other transcript. However, if the documents are from outside the United States, they must be evaluated by an outside agency and the evaluation sent directly to SVU. Two such agencies are:

Education Credential Evaluators, Inc.
P.O. Box 17499
Milwaukee, WI 53217-0499
(414) 964-0477
DETAILED REPORT NEEDED

International Education Research Foundation, Inc.
P.O. Box 66940
Los Angeles, CA 90066
(213) 390-6276
SUBJECT BREAKDOWN TYPE EVALUATION NEEDED

Information and application forms for these two agencies are available from SVU Admissions and Records Office. Educational Credential Evaluators is the agency preferred by SVU.

If the student has no accompanying documents, and the statement is being used for prerequisites, he or she must pass proficiency exams to support his/her statement. Place student's name and ID# on list of students needing proficiency examinations.

The statement may be used to qualify for a challenge examination (i.e., for undergraduate courses to clear deficiencies for admission to graduate school).

WITHDRAWAL FROM THE UNIVERSITY

All withdrawals from the University must be in writing in order to claim any refunds due and to avoid penalties in grading.