

# UNIVERSITY OF SOUTH LOS ANGELES

## Faculty Handbook



**January 1, 2024-December 31, 2024**

**1045 W. Redondo Beach Boulevard, Suite 200 Gardena, CA 90247**

**Tel: (310) 756-0001 : Fax: (310) 756-0004**

**E-Mail: [info@usla.edu](mailto:info@usla.edu)**

**Website: [www.usla.edu](http://www.usla.edu)**

**Board Approved: December 2023**

**Last Revise: December 2023**

### **Disclosure Statement**

The University of South Los Angeles is a private degree-granting institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations (BPPE School Code: 1924851).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (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 website [www.bppe.ca.gov](http://www.bppe.ca.gov).

University of South of Los Angeles provides all prospective students with a free catalog which is available either electronically online or in writing from the University's Office of Administration. The catalog is updated annually and covers the period of January 1 to December 31 of the current year.

The University of South Los Angeles is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)]. USLA was awarded full accreditation status on October 27, 2020. This status is effective for a period of five years. TRACS is recognized by both the United States Department of Education (USDOE), the Council on Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

#### **What You Should Know About Our State Re-Approval**

Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our approval to operate was granted by the Bureau for Private Postsecondary Education from August 27, 2015 with an expiration date of August 26, 2020. For more information, call the Bureau for Private Postsecondary Education at (916) 431-6959, or toll free at (888) 370-7589, or visit its website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Table of Contents

Disclosure Statement .....	2
<b>Table of Contents</b> .....	3
Academic Calendar 2024 .....	8
Administrative Directory .....	9
Introduction .....	10
Purpose .....	10
Changes in Policy .....	10
Institutional Information and Policies .....	11
Location and Contact Details .....	11
About .....	11
Mission .....	11
Purpose .....	12
Christian Philosophy of Education .....	12
Institutional Outcomes .....	12
Statement of Faith .....	13
Ethical Standards and Code of Conduct .....	14
A Brief History of the University .....	14
Observed Holidays .....	15
Academic Programs .....	15
Statement of Academic Freedom .....	16
Student Records (FERPA Disclosure) .....	16
Student Records Retention .....	18
Online Privacy Policy .....	18
Online Privacy Notice .....	18
Cookies .....	19
Cookie Policy .....	19
Types of Cookies .....	20
USLA Use of Cookies .....	20
Link to third-party websites .....	20
Email Policy .....	20
Information Protection .....	20
Contact Information .....	20
Updates to Privacy Policy .....	20
Verification of Student Identification in Online Education .....	21
University Facilities .....	22
Campus Location and Facilities .....	22
Map .....	23
Administration Office .....	23
Classrooms .....	23
The University of South Los Angeles Health Center .....	23
Herbal Pharmacy .....	24
Student Lounge .....	24
Library and Learning Resources .....	24
Parking .....	24
Student Housing .....	25

Accessibility Policy .....	25
Admissions Policies .....	26
Program Admission Requirements .....	26
School of Science.....	26
School of Business and Management .....	26
School of Languages.....	27
School of Theology.....	27
Admission Procedures .....	28
Provisional Admission.....	28
Special Standing Admission .....	29
Auditor Admission.....	29
Ability-to-Benefit Policy .....	29
Academic Policies.....	30
Registration Policies .....	30
Unit of Credit .....	30
Academic Load Policy .....	30
Change or Cancellation of a Class .....	30
Grading Policies.....	30
Classification of Class Standing for Undergraduate Programs.....	31
Incomplete Grades .....	31
Passing Grade.....	31
Repeating Courses to Raise Grade Point Average.....	31
Scholastic Honors .....	31
Grade Reports .....	32
Make-up Exam Policy.....	32
Credit/No Credit Grading Policy .....	32
Incomplete Work .....	32
Adding or Dropping Courses .....	33
Course Withdrawal .....	33
Attendance and Tardiness .....	33
Statement of Classroom Decorum .....	34
Make-up Work .....	34
Leave of Absence.....	34
Dropout Policy .....	34
Program Completion.....	35
Graduation Requirements .....	35
The Doctoral Committee.....	35
Records and Credit Requirements .....	35
Record Keeping/Custodian of Records.....	35
Transcripts.....	36
Notice Concerning Transferability of Credits and Credentials Earned At Our Institution... 36	
Notice Concerning Transferability of Credits and Credentials Earned At Other Institutions .....	36
Audit to Credit .....	39
Types of Instruction .....	39
Teacher/Student Ratio.....	40

Directed Independent Study.....	40
Instruction by Correspondence .....	41
Distance Education .....	41
Language of Instruction .....	45
International Student Policy.....	46
New International Students.....	46
International Transfer Students.....	46
Satisfactory Academic Progress .....	47
Standards for Student Achievement.....	47
Academic Probation and Dismissal Policy.....	47
Academic Progress Reports .....	47
Student Learning Outcomes.....	47
Disciplinary Policies .....	52
Student Code of Conduct.....	52
Academic Disciplinary Procedure .....	52
Academic Grievance Policies .....	53
Grade Appeal Procedure.....	53
Degree Revocation Policy.....	54
Policy .....	54
Procedure .....	55
Employment at USLA.....	57
Non-Discrimination Policy/ Equal Employment Opportunity (EEO) .....	57
New Faculty Hiring.....	58
New Instructor Orientation .....	58
Qualifications.....	58
Undergraduate-Level Course Instructors .....	58
Graduate-Level Instructors .....	59
Faculty Portfolio .....	59
Foreign-Education Instructional Faculty .....	60
Proof of Right to Work .....	60
Independent Contractor.....	60
Attendance and Punctuality .....	60
Work Hours.....	61
Pay Period .....	61
Payment of Wages .....	61
Compensation .....	61
Termination of Work Relationship and Academic Due Process .....	61
Employee Grievance/Complaint Procedures .....	61
Ethical Standards .....	62
Confidentiality of Records.....	63
Personal Relationships .....	63
Harassment.....	63
Sexual Harassment.....	64
Threats, Violence, and Weapons .....	65
Substance Abuse .....	65
Drug Free Workplace Policy .....	65

Tobacco Policy.....	65
Dress Code .....	66
Standard of Formal Business Attire.....	66
Media Guidelines .....	67
Media Contacts .....	67
Recording of Conversations.....	67
Solicitation and Distribution.....	67
Electronic Information and Internet Usage.....	67
Cell Phones and Mobile Devices .....	67
Faculty Policies.....	68
Academic Freedom .....	68
Faculty Classifications .....	68
Instructional Faculty Duties.....	69
All Instructional Faculty .....	69
Additional Duties for Full-Time Faculty .....	69
The Review, Analyze, and Plan (RAP) Workshop.....	69
Faculty Meetings.....	70
Office Hours.....	70
Faculty Development .....	70
Faculty Organization.....	71
Student Progress.....	71
Faculty Appointment and Schedule .....	71
Appointment .....	71
Academic Schedules .....	71
Letters of Appointment.....	71
Teaching Assignment.....	72
Course Assessment .....	72
Syllabus and Syllabus Collection.....	72
Textbooks.....	72
Equipment and Supplies .....	72
Attendance and Punctuality .....	72
Procedure .....	72
Attendance Rosters .....	72
Absence and Tardiness .....	73
Instructor Drop.....	73
Excused Absence .....	73
Class Conduct .....	73
Class Contact Hours.....	73
Grade Submission .....	73
Grade Scale .....	73
Open Communication .....	74
Field Trips and Off-Site Classes .....	74
Break Periods .....	74
Classroom Visitors.....	74
Recording of Classroom Material.....	74
Use of Internet.....	74

Food and Beverage .....	74
Other Faculty Roles .....	75
Faculty Progress.....	77
Review/Evaluation Procedure for Faculty—Full-Time and Part-Time.....	77
Student Course Evaluations .....	78
Updating Resumes .....	78
Intellectual Property and Copyright.....	78
Emergency and Safety Policies.....	80
Campus Emergency Plan .....	80
Medical Emergency .....	80
Weather-Related and Emergency-Related Closings.....	81
Fire .....	81
Earthquake .....	81
Crime.....	81
Campus Intruder.....	81
Visitors.....	82
Offices and Related Facilities .....	82
Computer System Access .....	82
Appendix.....	83
I. Peer Evaluation Form.....	83
II. Peer Evaluation for Online Instruction.....	83
III. Student Course Evaluation .....	83
IV. Annual Evaluation .....	83
V. Faculty Application .....	83
VI. Course Syllabus Template .....	83
Acknowledgment .....	92

## Academic Calendar 2024

Dates are subject to change. Refer to quarter schedule of classes for recent changes related to holiday observances, registration deadlines, and graduation ceremonies. This is not to be construed as an employee work calendar. For purposes of degree evaluation, the academic year is defined as: fall, winter, spring, and summer quarters.

<b>Winter Quarter, 2024</b>	
Student registration & orientation	December 4 – December 15
Beginning of quarter and first day of instruction	January 2
Last day to add class and register	January 12
Last day to drop classes	January 19
Last day of class instructions	March 8
Final examinations	March 11-15
Last day of the quarter	March 15
Academic Holiday – Martin Luther King Jr. Day	January 15
Academic Holiday – Presidents’ Day	February 19
<b>Spring Quarter, 2024</b>	
Student registration & orientation	March 4 - March 15
Beginning of quarter and first day of classes	April 1
Last day to add class and register	April 12
Last day to drop classes	April 19
Last day of class instructions	June 7
Final examinations	June 10-14
Last day of the quarter	June 14
Academic Holiday – Memorial Day	May 27
<b>Summer Quarter, 2024</b>	
Student registration & orientation	June 3 – June 14
Beginning of quarter and first day of classes	July 1
Last day to add class and register	July 12
Last day to drop classes	July 19
Last day of class instructions	September 6
Final examinations	September 9-13
Last day of the quarter	September 13
Academic Holiday – Independence Day	July 4
Academic Holiday – Labor Day	September 2
<b>Fall Quarter, 2024</b>	
Student registration & orientation	September 3 – September 13
Beginning of quarter and first day of classes	September 30
Last day to add class and register	October 11
Last day to drop classes	October 18
Last day of class instructions	December 6
Final examinations	December 9-13
Last day of the quarter	December 13
Academic Holiday – Veterans Day	November 11
Academic Holiday – Thanksgiving Day	November 28-29



**Administrative Directory**  
**Members of the Board of Trustees\***

Chairperson: Jean K. Lee, Ph.D.  
Treasurer: Daniel Lee, Esq.  
Secretary: Jin Jung, MBA  
Member: David Shane  
Member: Rev. Chong Yun, D.Min.

\*All members of the Board of Trustees reside in the state of California

**Admissions Committee**

Guy Langvardt, MBA, Ph.D.  
Nuri Kim  
Joselyn Campos

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Peter Choi, D.Min.

**Executive Vice Chancellor**

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**Chief Academic Officer**

Guy Langvardt, MBA, Ph.D.

**Chief Financial Officer and Director of Administration**

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**Dean, School of Business and Management**

Guy Langvardt, MBA, Ph.D.

**Dean, School of Theology**

Alice Yun, Th.M.

**Clinic Supervisor**

Ji Hyun Ham, L.Ac.

**Registrar & Director of Admission & Records**

Joseph Roh, MPA

**International Student Advisor**

Anna Gao, B.A.

## **Introduction**

We are pleased to be able to provide the faculty of the University of South Los Angeles with a handbook endorsed by the Office of Academic Affairs. This document has been developed by the faculty and staff at the University of South Los Angeles, Gardena, in order to provide instructors with the university's programs, requirements, policies, and procedures.

This is a living document and we welcome comments, suggestions, corrections, and questions regarding this Handbook and any suggestions for other areas that might be addressed appropriately in this Handbook.

## **Purpose**

The information in the Faculty Handbook is provided in this document for the convenience of members of the University community. Although the policies and other statements found here cover a wide variety of subjects, readers should be aware that there are other important policies and procedures specific to the University's colleges, schools, departments, and other academic units that should be consulted as the need arises.

The Faculty Handbook is not intended to address all circumstances related to the faculty member's role in the University nor is the information contained in the Handbook intended to constitute an express or implied contract of employment with the University.

Similarly, in an institution as complex as the University, policies and procedures are regularly under the process of review and revision. The University expressly reserves the right to amend its policies and procedures from time to time as it determines to be in the best interest of the University. Such amendments, as well as any new policies deemed to be in the University's interest, will be effective as of the date of their enactment unless the action itself specifies a different effective date.

## **Changes in Policy**

This Handbook supersedes all previous Faculty Handbooks and memos that may have been issued from time to time on subjects covered in this Handbook. Information concerning, but not limited to, such matters as the conditions of faculty relationship and University policies is subject to change from time to time. Notice of such changes will be promulgated to all members of the faculty by memorandum distributed through campus mail or by electronic mail.

Faculty and staff are encouraged to confirm that information in this edition of the Faculty Handbook is current by consulting the website or appropriate university officers, as appropriate. Many new policies or changes in policy will be announced via memorandums, emails, or made available on the university website.

## **Institutional Information and Policies**

### **Location and Contact Details**

Campus Address: 555 W. Redondo Beach Boulevard  
Gardena, CA 92248, U.S.A.

Campus Tel: (310) 756-0001

Campus Fax: (310) 756-0004

Website: [www.usla.edu](http://www.usla.edu)

General email: [info@usla.edu](mailto:info@usla.edu)

Admissions: [info@usla.edu](mailto:info@usla.edu)

Academics: [info@usla.edu](mailto:info@usla.edu)

Student Services: [tmaync@usla.edu](mailto:tmaync@usla.edu)

Registrar: [registrar@usla.edu](mailto:registrar@usla.edu)

### **About**

The University of South Los Angeles is intent on helping students prepare themselves to pursue their careers and become active leaders in their communities. It is the goal of the University of South Los Angeles to provide a comprehensive education, as well as professional training towards the awarding of an undergraduate or graduate degree. The University of South Los Angeles focuses mainly on academic excellence with well-structured curricula that will result in highly knowledgeable and prepared graduates.

### **Mission**

The University of South Los Angeles is a Christian faith-based university dedicated to preparing students for thoughtful and productive lives of Christian faith, leadership and service. The University, founded upon the belief that all people are enhanced by understanding, is committed to the advancement of learning and the quest for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University of South Los Angeles recognizes its duty to:

1. Appropriate and give witness to a Christian world view – through action and voice;
2. Provide services and resources to promote student learning, retention, and academic success;
3. Maintain a learning environment that will attract and challenge outstanding students;
4. Prepare its students to succeed in rigorous professional programs;
5. Provide a physical environment and support services that will help members of the university achieve their educational goals, enhance their development, and further serve as a source of pride to the University;
6. Enhance the quality of health care in the region;
7. Prepare the next generations of skilled and ethical professionals by providing excellent graduate and professional education that prepares graduates to compete in an expanding world market;
8. Promote a campus environment that welcomes and honors women and men of all races and cultures and an atmosphere that values intellectual curiosity, search for knowledge, and academic freedom and integrity.

The University of South Los Angeles believes that these goals can be attained only through academic programs of superior quality that are served by faculty dedicated to excellence in teaching, nurtured by scholarship and research and supported by a wide range of university and student life programs.

The University is dedicated to the discovery, development, communication, and application of knowledge in a wide range of academic and professional areas. Its mission of providing superior quality undergraduate and graduate programs is inseparable from its mission of developing new understandings through research and creativity. It prepares students to assume roles in leadership, responsibility, and service to society.

Educational programs at the undergraduate level transmit knowledge and skills to students. At the graduate level, students experience with their instructors the processes of developing and testing new hypotheses and fresh interpretations of knowledge. Education for professional careers, grounded in understanding of relevant sciences, literature and research methods, provides students with the tools to continue intellectual development over a lifetime and to contribute to the needs of a changing society.

### **Purpose**

The University of South Los Angeles is intent on helping students prepare themselves to pursue their careers and become leaders in their communities. It is the goal of the University of South Los Angeles to provide a comprehensive education, as well as professional training towards the awarding of an undergraduate or graduate degree. The University of South Los Angeles focuses mainly on academic excellence with well-structured curricula that will result in highly knowledgeable and prepared graduates.

### **Christian Philosophy of Education**

The University of South Los Angeles is a private, non-profit, post-secondary academic institution committed to preparing men and women for a life of service and Christian living. The purpose of a Christian education is to instill in students the longing to pursue knowledge and learning integrated in to God's Truth so they may live through Him and serve others according to his teachings. The development of a true and humble Christian character is only possible through striving to study and understand the glory of His creation and the Truth of His moral teachings. A Christ-centered educational philosophy recognizes that Jesus Christ is our authority and Lord of truth. The Lord is the foundation "in whom are hid all the treasures of wisdom and knowledge" (Colossians 3:3). A Christian education empowers students to engage and become leaders in this world with Christ in their hearts: "And be not conformed to this world, but be ye transformed by the renewing of your mind that ye may prove what is that good, and acceptable, and perfect, will of God" (Romans 12:2).

### **Institutional Outcomes**

The University seeks to educate men and women in undergraduate and graduate programs to produce professionals who demonstrate the following outcomes.

1. **Biblical Education and Worldview**

USLA graduates are broadly educated with a biblical foundation and worldview.

2. **Preparation and Skills for Chosen Professional Field**  
USLA graduates demonstrate comprehensive knowledge of their particular area of study as well as the skills and attitudes that give them the capacity to succeed in further study and/or the careers in their chosen field.
3. **Broad Knowledge and Breadth**  
USLA graduates demonstrate a wide breadth of general knowledge from different fields and are able to integrate various skills and approaches when responding to civic, social, intellectual, and environmental challenges.
4. **Critical Thinking and Effective Communication**  
USLA graduates apply critical thinking in order to reason logically and analytically and demonstrate competence in both oral and written communication.
5. **Appreciation for Diversity and Cross-Cultural Understanding**  
USLA graduates exhibit a commitment to cross-cultural understanding and engagement in order to function and serve in a diverse world.
6. **Social Responsibility and Service**  
USLA graduates participate in life-long community engagement and service.

#### **Statement of Faith**

The Bible is the inerrant and divinely inspired word of God. There is one God, eternally existing and manifesting Himself to us in three Persons — the Father, the Son and the Holy Spirit. God, by his Word and for His glory, freely created the world in six days from nothing and created man and woman, in His own image, that they might have fellowship with Him. Tempted by Satan, the whole human race fell in the fall of the first Adam. All men, until they accept the Lord Jesus as their personal Savior, are lost, darkened in their understanding, alienated from the life of God through the ignorance that is in them, hardened in heart, morally and spiritually dead through their trespasses and sins. They cannot see, nor enter the Kingdom of God until they are born again of the Holy Spirit. The only mediator between God and humankind is Jesus Christ our Lord, the eternal Son of God. Jesus Christ revealed his divine love and upheld divine justice through his death in our place, revealing our guilt and reconciling us to God. All have sinned through Adam, but the gift of God is eternal life through Jesus Christ our Lord. Christ redeemed us from sin through his death on the cross and on the third day he rose bodily from the grave victorious over death and power over darkness. He ascended to heaven where, at God's right hand, he intercedes for his people and rules as Lord over all. The true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ. The Holy Spirit is a person, and is possessed of all the distinctively divine attributes. He is God. God's redemptive purpose will be consummated by the return of Christ to raise the dead, to judge all people according to the deeds done in the body and to establish His glorious kingdom. The wicked shall be separated from God's presence, but the righteous, in glorious bodies, shall live and reign with Him forever. All those who persistently reject Jesus Christ in the present life shall be raised from the dead and throughout eternity exist in the state of conscious, unutterable, endless torment and anguish, in hell. All those who receive Jesus Christ as their Savior and their Lord, and who confess Him as such before their fellow man,

become children of God and receive eternal life. They become heirs of God and joint-heirs with Jesus Christ. At death their spirits depart to be with Christ in conscious blessedness, and at the Second Coming of Christ their bodies shall be raised and transformed into the likeness of the body of His glory. There is a personal devil, a being of cunning and power: He shall ultimately be cast into the lake of fire and brimstone and shall be tormented day and night forever. The existence of the Creation is not explainable apart from the roles of God as the sovereign creator and sustainer of the entire natural realm. Concepts such as theistic or threshold evolution do not adequately explain God's creation.

### **Ethical Standards and Code of Conduct**

All person affiliated with the University of South Los Angeles, including faculty, administration, and students agree to embrace the university Ethical Standards and Code of Conduct. We believe that the educational process may not be divorced from the spiritual commitment which tolerates no excuse for mediocrity and demands the highest standards of academic excellence.

Academic and Professional Standards we embrace:

1. Transparency, integrity, and professionalism are fundamental to all academic endeavors.
2. Freedom of thought and of expression.
3. The denunciation of plagiarism and any other form of academic dishonesty.
4. Individual accountability and responsibility.
5. A strong commitment to individual and communal success and the reconciliation of both.

The Holy Spirit says in James 2:17: "in the same way, faith by itself, if it is not accompanied by action, is dead." The social implications of our faith:

1. Honesty, integrity, and forthrightness in all dealings with others.
2. The avoidance of greed and materialism.
3. Engagement in charitable causes, public service, and generally helping those less fortunate.
4. The belief in the equality of all God's children and the end of discrimination of all types.
5. The embrace of the moral teaching of Christ.

Our moral stances are derived from the Bible, and we strive to follow them and live up to them. We realize that all people are fallible, and our practice is such that when we transgress God's laws, we confess and repent our sins in order to continue to walk in fellowship with Him.

### **A Brief History of the University**

The University of South Los Angeles is a co-educational institution of higher education for individuals desiring a college education. The university was organized under California Corporation Law as a non-profit public benefit corporation.

Life University was established in the fall of 1993, as an exempt institution authorized to confer degrees. In August 1995, the University applied to the Council for Private, Postsecondary, and Vocational Education (CPPVE) for approval to operate as a degree-granting institution under California Education Code Section 94310 (which is later revised as Section 94760). In October of 1995 Life University obtained a temporary approval. A year later the university received institutional approval status from the Bureau for Private, Postsecondary, and Vocational Education (BPPVE) and has retained approval status with the

Bureau for Private Postsecondary Education (BPPE). In December 2013, Life University was granted approval by BPPE to officially change its name to the University of South Los Angeles.

The University of South Los Angeles is licensed and approved by the State of California to operate as a private degree granting institution by the BPPE. While state approval is mandatory, accreditation is voluntary action through private agencies approved by the United States Department of Education (USDE) or the Council on Higher Education Accreditation (CHEA). The use of unaccredited degree titles is legally restricted in certain jurisdictions outside the State of California.

The University of South Los Angeles is a member of the Transnational Association of Christian Colleges and Schools (TRACS) having been awarded Candidate Status as a Category IV institution by the TRACS accreditation Commission on October 24, 2017 and full accreditation on October 27, 2020. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

**Observed Holidays**

<b>Holiday</b>	<b>2024</b>
New Year’s Day	January 1
Martin Luther King Jr. Day	January 15
President’s Day	February 19
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Veterans’ Day	November 11
Thanksgiving	November 28 – 29
Christmas	December 25

**Academic Programs**

The University of South Los Angeles currently offers the following programs:

**School of Science**

Master of Science in Oriental Medicine	270	quarter units
Doctor of Science in Oriental Medicine in Research Advancement	120	quarter units

**School of Business and Management**

Associate of Arts in Accounting	92	quarter units
Bachelor of Business Administration	180	quarter units
Master of Business Administration	68	quarter units
Doctor of Business Administration	68	quarter units

**School of Languages**

ESL 100	32	quarter units
ESL 200	32	quarter units
ESL 300	24	quarter units

TOEFL Preparation	16	quarter units
Business English	36	quarter units
TESOL	32	quarter units
<b>School of Theology</b>		
Bachelor of Arts in Theology	180	quarter units
Master of Divinity	144	quarter units
Master of Theology	46	quarter units
Doctor of Ministry	68	quarter units
Doctor of Theology	72	quarter units

### **Statement of Academic Freedom**

In institutions of higher education, like the University of South Los Angeles, the principle of Academic Freedom is essential to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge. The right to Academic Freedom in teaching is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at the University of South Los Angeles and are elaborated as follows:

- The teacher is entitled to full freedom in research and in publication of the results; subject to the adequate performance of the teacher's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of the university's officer or Chancellor of the university, provided it does not interfere with his/her duties at the university.
- Teachers are entitled to freedom in the classroom to discuss their subject, but should exercise this freedom in a responsible manner.
- Faculty members may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, the faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that (s)he is not speaking for the University.
- Any faculty member who believes that his/her rights have been abridged or ignored by an administrative officer or employees of the University of South Los Angeles and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the Chancellor of the university.

### **Student Records (FERPA Disclosure)**

Student records are confidential. The Family Educational Rights and Privacy Act of 1974 as amended govern the release of information from the student's permanent record. Federal law provides for the release of information to the University of South Los Angeles personnel who have a legitimate educational interest or to certain government officials. Students have the right to inspect their own academic records during normal business hours. All requests for access to academic records shall be presented in writing to the Registrar's office. Students



also have the right to challenge records and request correction if they believe that the records are not accurate. Such appeals may be submitted in writing to Dean of Academic Affairs. If the appeal is not reconciled to the student's satisfaction, he or she may appeal to the Grievance Committee. (See "Academic Grievance Policy" under "Academic Policies" and "Student Complaint Procedure (Non-Academic Grievance Policy)" under "Student Affairs and Support Services" for details). Direct appeals may be made at the student's option to:

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste 225  
Sacramento, California 95834

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not

disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **Student Records Retention**

All student records are kept in hardcopy files secured in a fire safe storage at the Office of the Registrar. These records are kept in storage for five years after the student has graduated or the student's last date of attendance. After the minimum retention period of five years expires the file will no longer be retained by the university. Only the student's academic record will be kept in an electronic format at the Office of the Registrar.

### **Online Privacy Policy**

The University of South Los Angeles (USLA) provides the following information regarding online privacy when using websites in the [www.usla.edu](http://www.usla.edu) domain. This privacy policy covers all [www.usla.edu](http://www.usla.edu) affiliated websites unless otherwise indicated on a specific website.

### **Online Privacy Notice**

This Online Privacy Notice applies to the information that is collected when one visits the University of South Los Angeles's main website ([www.usla.edu](http://www.usla.edu)), other websites owned or controlled by the University of South Los Angeles, as well as affiliated sites that link or refer to this Privacy Notice. This Privacy Notice describes how this information is processed, as well as the choices that are available to users regarding the use of the information provided and collected.

Unless otherwise indicated on a specific site, the University of South Los Angeles is the sole data controller for all information collected under this Privacy Notice. Contact information for USLA is listed at the end of this Notice.

This Notice does not apply to information collected from or about current or former employees, contractors, volunteers, post-doctorate fellows, and other workers of University of South Los Angeles as part of their employment or working relationship with USLA.

### **Personal Information that gets collected and processed:**

When you access or use the sites, USLA may collect and process the following types of information:

- **Personal Information:** Personal information is any information that we can reasonably use to identify you. If you are located in the European Economic Area (EEA), Personal Information includes all Personal Data as defined under EEA laws.

- **Sensitive Personal Information:** Sensitive personal information includes special categories of personal information (e.g., racial or ethnic origin, political opinions, religious or philosophical beliefs or affiliations, trade union membership, genetic data, biometric data, data concerning health, and data concerning a gender and/or sexual orientation) for which applicable law provides enhanced protections.

USLA uses your IP address to help diagnose problems with our server and to administer our website by identifying (1) which parts of our site are most heavily used, and (2) which portion of our audience comes from inside the USLA network. IP addresses are not linked to any personally identifiable data or characteristic. This means that user sessions will be tracked, but the users will remain anonymous.

The email address you provide may be used to send information, respond to inquiries, and/or other requests or questions.

User information may be shared with third-party partners to the extent necessary to provide and improve web services or other communications for users. Any third-parties who receive user information for this purpose are prohibited from using or sharing user information for any purpose other than providing services to users.

USLA may also provide user information to third-parties in circumstances deemed necessary or appropriate to: satisfy any applicable law, regulation, legal process or governmental request; detect, prevent or otherwise address fraud, security or technical issues; or protect the rights, property or safety of the university, its users or others.

USLA may collect non-personal information about the computer, mobile device or other device with which users access [www.usla.edu](http://www.usla.edu), such as IP address, geolocation information, unique device identifiers, browser type, browser language or other information of this nature. This information is used in an aggregate fashion to track access to [www.usla.edu](http://www.usla.edu). At no time will site usage by individual IP addresses be disclosed. Web server logs are retained on a temporary basis and then deleted from university systems.

### ***Cookies***

A cookie is a file designed to contain a small amount of user and website information stored on a user's computer. The file interacts with the user and the website to provide a webpage tailored to the user through its awareness of information held within the file. Cookies also have the ability to carry all or parts of the information stored within the file to other websites that the user may visit or to third-parties.

### ***Cookie Policy***

USLA's Cookie Policy applies to the cookies used when users visit University's main website, [www.usla.edu](http://www.usla.edu) as well as other websites controlled, affiliated, linked or that refer to this Cookie Policy (hereafter "Sites").

This cookie policy provides users with more information about cookies, including what types of cookies used as well as how they are used. Sites use cookies with the intention of providing users with a better experience to suit their needs, while concurrently allowing the university to improve the design and functionality of its Sites. Cookies can be adjusted or disabled, and this policy provides users with instructions to do so.

### ***Types of Cookies***

A third-party cookie is placed by a domain other than that of the website the user is visiting. A session cookie is temporary, linking the actions of a user during the any given browser session. When the browser is closed, the cookie is automatically deleted.

A permanent cookie, also known as a persistent cookie, is stored for a specific period of time and activates each time the user visits the website that created the cookie.

### ***USLA Use of Cookies***

USLA uses third-party, session and persistent cookies and similar technology to collect aggregate (non-personal) information about Sites' usage by all of our visitors and to help us remember you and your preferences when you revisit the Sites. These cookies may stay on users' browsers indefinitely until they expire or the user deletes them. USLA also uses technology to remember users when they return after logging out. Some of these cookies are erased when users close their browser window and some persist for a period of time. Further information about cookies and how they work is available at: [www.allaboutcookies.org](http://www.allaboutcookies.org).

USLA may allow selected third-parties to place cookies through the Sites to provide improved insight into the use of the Sites, user demographics, or to provide relevant advertising to users. These third-parties may collect information about a user's online activities over time and across different websites when he or she uses our Sites.

### ***Link to third-party websites***

USLA may provide hyperlinks to third-party websites as a convenience to users of [www.usla.edu](http://www.usla.edu). The website [www.usla.edu](http://www.usla.edu) does not control third-party websites and is not responsible for the contents of any linked-to, third-party websites or any hyperlinks in a linked-to website. USLA is not responsible for the privacy practices or the content of third-party websites.

### ***Email Policy***

USLA will not share, sell, rent, swap or authorize any third-party to use your email address for commercial purposes without your permission.

### ***Information Protection***

To prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of information, USLA gathers about users, the university has taken commercially reasonable steps to protect the information. However, no method of transmission over the internet, or method of electronic storage is 100% secure.

### ***Contact Information***

For more information on how the university collects and processes your Personal Information, or if you have any complaints please contact [info@usla.edu](mailto:info@usla.edu).

### ***Updates to Privacy Policy***

The University of South Los Angeles reserves the right to modify this Privacy Notice at any time. Prior to changes to the Privacy Notice, the university will provide users notice, which will be posted on this page, prior to the effective date of any changes. Continued use of the Sites after any change in this Privacy Policy will constitute acceptance of such change by all

users. The effective date of this policy is September 10, 2018.

### **Verification of Student Identification in Online Education**

The University of South Los Angeles abides by the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, that requires the verification of student identity in distance and/or correspondence education.

The University establishes and periodically reviews a process to determine that a student registered for an online course is the same student who participates in, completes, and receives credit for the course. Students seeking registration in online courses will be required to provide appropriate identification to establish their identity.

This policy applies to all credit-bearing distance education courses and programs offered by The University of South Los Angeles.

The purpose of this policy is to ensure that University of South Los Angeles operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in, completes, and receives academic credit for the course or program. According to the HEOA, one or more of the following methods must be used:

- a) An individual secure login and password issued by the College;
- b) Proctored examinations; and/or
- c) Other technologies or practices that are effective in verifying student identification.

Any online student work, assessments, or activities that are graded or contribute to a student's grade must be submitted via a system that verifies the student's identity as noted above.

All methods of verifying student identity in distance education must protect the privacy of student information. If any fees associated with the verification of student identity are charged to students, they will be so indicated online under "Tuition and Fees" on the website.

Each University of South Los Angeles student is assigned a unique username and password to log into the University's learning management system (currently Moodle and Canvas). Students are responsible for providing their complete and true identity information in any identification verification process.

All users of the University's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against University policy for a user to give anyone his or her password or allow others to use his or her account. Users are responsible for any and all users who may access their account. Users are responsible for all activity on their accounts.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring that students comply with the University's identity verification policy. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to design courses that use assignments and evaluations that support

academic integrity.

The Executive Vice Chancellor or Dean of Academic Affairs is responsible for ensuring compliance with this policy and that deans, department chairs, and program coordinators are informed of any changes in the policy in a timely fashion.

Failure of employees to comply with this agreement/policy will be addressed through the University's Corrective Action process as noted in the University's Faculty Handbook and Policy and Procedures Manual. If warranted, an employee's failure to comply will result in disciplinary action up to and including termination of employment. Failure to comply may also be a violation of civil/criminal law and may cause the employee to be subject to applicable penalties.

Failure of students to comply with this agreement/policy will be addressed through the University's Policy on Plagiarism and other Infringements of Academic Honesty or the Campus Conduct System as noted in the University's Student Handbook as well as Policy and Procedures Manual. If warranted, a student's failure to comply will result in termination of access to College technology resources and/or expulsion from the university. Failure to comply may also be a violation of civil/criminal law and may cause the violator to be subject to applicable penalties.

### **University Facilities**

#### ***Campus Location and Facilities***

The University of South Los Angeles main campus is located less than ten mile south of downtown Los Angeles at 1045 W. Redondo Beach Boulevard, Gardena, California 90247. The University is close to the Harbor (110), San Diego (405), Riverside (91), and Norwalk (105) freeways, for easy access to Los Angeles and its environs as well as nearby Orange and Riverside counties. The main campus is housed in a modern five-story building, which contains four classrooms, an Oriental Medicine clinic, one main administrative office, four smaller offices for upper management, an extensive library, a student lounge, and a faculty room. Each classroom is furnished with tables and chairs, a dry erase whiteboard, wireless network access, and power outlets facilitating laptop usage. Projectors, laptops, and computer speakers are available upon request of the instructor. Every classroom is air-conditioned for the comfort of the students and faculty.

Classrooms C1, C2, C3, and C4 have a capacity of 25, 20, 20, and 30 students, respectively.

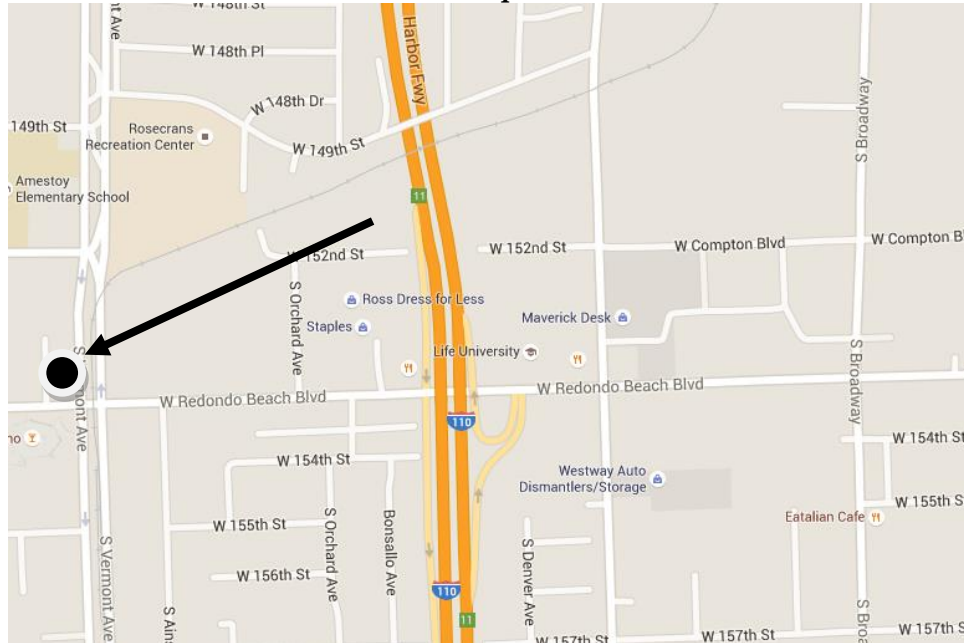
The computer resource center contains three tables, each equipped with a fully functioning computer, monitor, and headphones, and is open during the same hours as the Office of Administration. All are hard-wired to the internet, and equipped with web browsers, office software, and Adobe Reader. Students can use these computers to check email, work on assignments, or conduct internet research.

The Oriental Medicine clinic has four treatment rooms, an herbal pharmacy, and a study room for interns to use between patient treatments. Each treatment room is designed to hold one intern, one clinician, and one patient at a time to preserve patient confidentiality.

The student lounge is located on the second floor of the building, next to classrooms 213 and

214; it is equipped with tables and chairs for eating, studying, and relaxing. The lounge is equipped with a refrigerator, microwave oven, and coffee maker for students to use in warming up meals or preparing snacks. Students are encouraged to use the student lounge for visiting, relaxing or studying in an atmosphere where conversation and discussion are encouraged.

### *Map*



### *Administration Office*

Office hours are from 9:00 a.m. to 6:00 p.m. Monday through Friday. All business transactions including admission, registration, counseling and payment of tuition and fees are conducted at this office. On rare occasions office hours may be canceled and are always subject to change due to unforeseen circumstances. Faculty should contact the office by phone or email before coming in to be absolutely sure regular office hours are being observed.

### *Classrooms*

Each room is furnished with comfortable desks and chairs, and the necessary audio-visual equipment. Instructors will use textbooks, case studies, materials available from the Internet and other learning resources as needed for instructional purposes. Classrooms comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

### *The University of South Los Angeles Health Center*

The University of South Los Angeles Health Center (USLAHC) has been developed as a community service health center and offers high quality treatments with inexpensive fees. The health center contains an herbal pharmacy, a consultation room, a boiling room, a physical therapy room, a seminar room, 6 clean and quiet treatment rooms, and much more. Special rates are available for treatments to current University of South Los Angeles students and their direct families.

### ***Herbal Pharmacy***

The herbal pharmacy stocks over 400 different Chinese and Korean herbs in raw, powdered, capsules, and extract forms. Furthermore, the pharmacy can serve herbal decoctions as prescribed by clinic supervisors and interns to meet patient needs. Current USLA students may purchase herbs for their personal use at a special discounted price.

### ***Student Lounge***

There is a student lounge located on the first floor of the school building. It has tables and chairs for eating, studying, and relaxing. The lounge is equipped with a refrigerator, microwave oven, water dispenser, vending machines, and coffee maker for students to use in preparing meals or snacks. Students are encouraged to use the student lounge for visiting, relaxing or studying in an atmosphere where conversation and discussion are encouraged. Students wishing a quiet atmosphere for study should use the library.

### ***Library and Learning Resources***

The library is located on the first floor with over 20,000 books and periodicals and is an integral part of the educational process. The library hours will be posted weekly. All books are available to the students for a period of two weeks and are renewable for additional time if no other students reserve them.

The University of South Los Angeles subscribes to the Library and Information Resource network which provides a core library collection with access to over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips that support all academic programs. The core collection includes databases from Thomson/Infotrac, Proquest, eLibrary, RCL Web and Books in Print. Additional modules may be added, Proquest's academic and ABI Inform databases and a Proquest medical database bundle.

In addition, University of South Los Angeles students have access to thousands of academic and professional databases and catalogs through reciprocal lending agreements and shared library privileges with the following institutions of higher learning:

- **El Camino College**  
16007 Crenshaw Blvd  
Torrance, CA 90506  
(866) 352-2646
- **Cal State University Dominguez Hills**  
1000 E Victoria St  
Carson, CA 90747  
(310) 243-3715
- **Biola University**  
13800 Biola Avenue  
La Mirada, CA 90639  
(562) 903-6000

### ***Parking***

There is ample and covered parking for students, staff, and visitors and it is well lit during the evening.



### ***Student Housing***

The University of South Los Angeles is a commuter campus and does not have any dormitory facilities under its control. The University takes no responsibility to assist students in finding suitable housing while they study here. There are many affordable rooms and apartments located in the Gardena region; the classified ads of local newspapers, apartment locator services and realtors are good sources for locating housing, which includes room rentals and apartments; and can cost anywhere from \$500 to \$1,000 a month

### ***Accessibility Policy***

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs or activities that receive Federal financial assistance from the U.S. Department of Education. Though the University of South Los Angeles is not covered by this statute as it does not receive Federal financial assistance, the school aims to comply with its tenets as much as reasonably possible.

The University of South Los Angeles makes sure that all equipment, materials, and facilities are deemed fully accessible for use by those with disabilities. Administration and all universities employees shall make every effort to reasonably accommodate students and faculty so that the learning process is not affected on either end.

All classrooms, offices, administration, and facilities are accessible by elevator. There are also handicap accessible parking spots.

## **Admissions Policies**

Applicants seeking admission to the University of South Los Angeles are evaluated on the basis of academic ability sufficient to complete the selected educational program(s) successfully within the allotted time frame. Other factors that are taken into consideration are personal and professional goals and the commitment of the applicant seeking entry.

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.

To be considered for acceptance, applicants that are United States legal residences are required to provide a copy of their driver's license, social security card, and birth certificate, citizenship certificate, or green card, and international applicants are required to provide a copy of their visa and passport. In addition to the requirements stated above, all applicants must be at least 18 years of age and provide evidence that they meet the minimum admission requirements by submitting the following supporting documents according to the selected course of study along with the Application for Admission:

### **Program Admission Requirements** *School of Science*

#### **Master of Science in Oriental Medicine**

1. Official transcripts showing the successful completion of at least 90 quarter units or equivalent (60 semester units) of undergraduate level studies with a minimum cumulative GPA of 2.00; and
2. Two letters of recommendation.

#### **Doctor of Science Oriental Medicine in Research Advancement**

1. A copy of the applicant's Master of Science in Oriental Medicine Degree with corresponding official transcripts showing the successful completion of the degree with a minimum of 3000 study hours and a minimum cumulative GPA of 2.00; and
2. Two letters of recommendation.

### *School of Business and Management*

#### **Associate of Arts in Accounting**

1. A copy of the applicant's High School Diploma or G.E.D. Certificate; and
2. Official High School transcripts showing a minimum cumulative GPA of 2.00.

#### **Bachelor of Business Administration**

1. A copy of the applicant's High School Diploma or G.E.D. Certificate; and
2. Official High School transcripts showing a minimum cumulative GPA of 2.00.

#### **Master of Business Administration**

1. A copy of the applicant's Bachelor's Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and
2. Two letters of recommendation.

### **Doctor of Business Administration**

1. A copy of the applicant's Master's Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and
2. Two letters of recommendation.

### ***School of Languages***

Admissions requirements for all ESL courses:

1. A copy of the applicant's High School Diploma or G.E.D. Certificate; and
2. Official High School transcripts showing a minimum cumulative GPA of 2.00.

### **ESL 100**

There are no additional requirements for this course of study.

### **ESL 200**

A copy of the applicant's Certificate of Completion of the ESL 100 program or official transcripts showing that successful completion or equivalent of the ESL 100 program.

### **ESL 300**

A copy of the applicant's Certificate of Completion of the ESL 200 program or official transcripts showing successful completion or equivalent of the ESL 200 program.

### **TOEFL Preparation**

A copy of the applicant's Certificate of Completion of the ESL 300 program or official transcripts showing successfully completion or equivalent of the ESL 300 program.

### **Business English**

A copy of the applicant's Certificate of Completion of the ESL 300 program or official transcripts showing successfully completion or equivalent of the ESL 300 program.

### **TESOL**

A copy of the applicant's Certificate of Completion of the ESL 300 program or official transcripts showing successfully completion or equivalent of the ESL 300 program.

### ***School of Theology***

#### **Bachelor of Arts in Theology**

1. A copy of the applicant's High School Diploma or G.E.D. Certificate; and
2. Official High School transcripts showing a minimum cumulative GPA of 2.00.

#### **Master of Divinity**

1. A copy of the applicant's Bachelor's Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and
2. Two letters of recommendation.

#### **Master of Theology**

1. A copy of the applicant's Master of Divinity Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and

2. Evidence demonstrating the ability to write effectively and to produce a written Master of Theology project; and
3. Two letters of recommendation.

### **Doctor of Ministry**

1. A copy of the applicant's Master of Divinity. Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and
2. Evidence showing at least three years of post-master's, full-time (or part-time equivalent) service satisfactorily in ministry or in the field of theology; and
3. Evidence demonstrating the ability to write effectively and to produce a written doctoral project; and
4. Two letters of recommendation.

### **Doctor of Theology**

1. A copy of the applicant's Master of Theology. Diploma along with corresponding official transcripts showing the successful completion of the degree with a minimum cumulative GPA of 2.00; and
2. Evidence showing at least three years of post-master's, full-time (or part-time equivalent) service satisfactorily in ministry or in the field of theology; and
3. Evidence demonstrating the ability to write effectively and to produce a written doctoral project; and
4. Two letters of recommendation.

All diplomas and transcripts furnished by the applicant for the purpose of admission requirements must be from an institution that meets or exceeds the standards of the University of South Los Angeles and is approved by the Bureau for Private Post-secondary and Vocational Education; from an accrediting agency recognized by the U.S. Department of Education; or from a national or international institution that meets USDE standards.

### **Admission Procedures**

1. Submit a completed application for admission with all required supporting documents; and
2. Requested and/or required official transcripts from other institutions must be sent directly to the Admission's Office. Transcripts delivered to the university directly by students or persons other than the providing institution are not acceptable; and
3. Submit the non-refundable application fee of \$200.00.

### ***Provisional Admission***

In certain exceptions, degree program applicants who are unable to furnish a copy of all the required admissions documents may be provisionally accepted with the approval of the Chief Academic Officer or the Dean of the School. Degree program applicants on academic probation or suspension at another university may also be provisionally accepted with the approval of the Chief Academic Officer or the School Dean. Provisionally accepted students will be placed on probationary status and must receive a minimum cumulative GPA of 3.0 for the courses completed during the first quarter of acceptance or will be dismissed from the university. Students who meet the minimum GPA of 3.0 during the probationary period are placed in regular standing in the following quarter.

### ***Special Standing Admission***

Students who wish to officially enroll in selective courses, but do not wish to receive a degree may be granted a status of special standing. Students who enroll as special standing must meet the regular admissions requirements.

### ***Auditor Admission***

Students who attend classes for personal enrichment and not for academic credit may be granted auditor's status. Auditors attend class with no obligations to participate actively in the work. Auditors will receive a grade of "AU" for every course completed. Auditor students may change the course grade from audit to credit once they are accepted into a degree program (See "Audit to Credit" section of this catalog). An abbreviated admissions process is necessary to receive auditor status. Audit fees are required for each class in which auditor students enroll.

Auditor students who wish to apply for entry into a degree program must submit the "Auditor to Degree Program" form and meet the existing requirements for admission to the degree program. A minimum cumulative GPA of 3.0 is required for those courses that have been taken by the student. The "Auditor to Degree Program" form can be found at the administration office during normal business hours.

Degree program students may also enroll in any course as an auditor for personal enrichment.

### ***Ability-to-Benefit Policy***

The University of South Los Angeles does not accept students who do not meet the minimum academic requirements.

## **Academic Policies**

### **Registration Policies**

Registration dates are specified in the calendar provided in the front of this Handbook.

### *Unit of Credit*

All University of South Los Angeles courses adhere to the federal credit hour standard:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time;
- Or at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work and other academic work leading toward the awarding of credit hours.

The university currently operates on the quarter system. There are four regular quarters per year. Each quarter consists of 11 weeks. Each quarter unit represents 10 clock hours of classroom instruction and a minimum of 20 clock hours of subsequent preparation, reading, research, and/or study. The nature and content of the out-of-class work will be explained on the syllabus for the course.

### *Academic Load Policy*

The normal academic requirements for a full-time student are as follows:

Undergraduate Students:	12 units or more per quarter
Master Students:	9 units or more per quarter
Doctoral Students:	8 units or more per quarter

Students with less than the specified units above are considered as part-time students.

### *Change or Cancellation of a Class*

Should enrollments drop unusually low in any one class, the university may, at its option, cancel that class in accordance with the rules and regulations of the BPPE and advise the remaining students to relocate to one of the other available classes. In the unforeseen cancellation of a class session, the university, at its option, may reschedule the class on a weekday or a Saturday. This will always be done giving the maximum amount of prior notice possible.

### **Grading Policies**

Grade	Percent	Grade Point
A	93-100%	4.00
A-	90-92%	3.67
B+	87-89%	3.33
B	83-86%	3.00
B-	80-82%	2.67
C+	77-79%	2.33
C	73-76%	2.00

C-	70-72%	1.67
D+	67-69%	1.33
D	63-66%	1.00
D-	60-62%	0.67
F	Below 60%	0.00
I	Incomplete	0.00
P	Passed Course	0.00
AU	Audit (No Credit)	0.00
CR	Credit	0.00
NC	No Credit	0.00
WP	Withdrawal Passing	0.00
WF	Withdrawal Failing	0.00

***Classification of Class Standing for Undergraduate Programs***

Freshmen:	0	-	45	quarter units
Sophomore:	46	-	90	quarter units
Junior:	91	-	135	quarter units
Senior:	136		or more	quarter units

***Incomplete Grades***

Any course that has an assignment due and has not been turned in by the time of final examination or failure to take the final examination will be assigned the grade of “F”. A student who obtains an approval from the faculty in charge to turn in the required work within a stipulated later time or take a late final examination may receive the grade of “I”. The “I” grade is awarded for compelling reasons such as medical or deemed appropriate by the faculty in charge of the course. All course requirements that are due must be completed no later than the end of the next quarter. Otherwise, the “I” grade will be changed to an “F” grade automatically.

***Passing Grade***

A student who receives a “D” grade in a course must repeat the course. The course in which the “D” grade was earned cannot be counted towards the degree major.

***Repeating Courses to Raise Grade Point Average***

A student who receives a grade of “C” or lower may repeat courses to raise the grade point average. Whenever a course is repeated in an attempt to raise the grade point average, only the highest grade earned will be recorded as the official grade and the lower grades will be removed from the student’s record. A course may only be repeated one time.

***Scholastic Honors***

University of South Los Angeles graduates receiving degrees will be honored in accordance with the following categories:

<b>Graduate Honors</b>	<b>Cumulative GPA</b>
Summa Cum Laude	3.90 – 4.00
Magna Cum Laude	3.70 – 3.89
Cum Laude	3.50 – 3.69

### ***Grade Reports***

Grades are reported within two weeks of the end of the quarter. Students are notified of any grade deficiency.

### ***Make-up Exam Policy***

Make-up assignments for missed classes, quizzes, midterms, and final exams for a specific course shall be made only by the instructor in charge and only at the discretion of the instructor. Make-up and re-test final exams may be given as follows:

- The Dean of the School shall make the final decision with respect to granting or denial of the request for make-up examination or re-test.
- If a student misses the final examination, the student must contact the instructor in charge and must secure his/her endorsement on the make-up examination request form, which can be obtained at the Registrar's office.
- If a re-test is desired, secure the instructor's endorsement on the re-test request form indicating that the student has made a good faith effort to pass the course, and could reasonably be expected to pass a re-test. The re-test is given at the discretion of the instructor in charge of the course.
- The make-up examination or re-test must be completed before the end of the fifth week of the next quarter.

A grade of "I" or incomplete will be given to the course until the results of the make-up or re-test are known.

### ***Credit/No Credit Grading Policy***

A student in good standing may elect to be graded on a Credit/No Credit basis in certain courses. A grade of Credit (CR) is awarded for work equivalent to all grades which earn 3.0 or more grade points. No credit is awarded for work equivalent to all grades which earn less than 3.0 grade points. The units earned will be counted in satisfaction of program requirements, but will be disregarded in determining a student's GPA. No Credit is a no penalty grade.

- CR – credit (3.0 grade points or better), units awarded are not calculated in the GPA.
- NC – no credit (< 3.0 grade points), no units awarded, i.e., units are not calculated in the GPA.

Certain courses, at the discretion of the instructor and/or the school, may not be taken on a CR/NC basis. These courses are designated in the quarterly schedule of classes. Students who wish to be graded on a Credit/No Credit basis must submit a petition to the Administration Office by the deadline date listed in the appropriate class schedule. No exceptions to the deadlines will be made.

An evaluation on a Credit/No Credit basis may not be changed later to a letter grade. No exceptions to this policy will be made.

### ***Incomplete Work***

Any incomplete work for a course must be made up no later than the fifth week of the subsequent quarter in which the incomplete grade was granted or a tentative grade will be assigned to the course by the instructor and automatically becomes effective and is placed on the permanent record of the student. An instructor is under no obligation to assign an



incomplete grade or to administer a make-up examination. Exceptions or extensions to this policy are made only with the approval of the Dean of Academic Affairs or the School Dean.

### ***Adding or Dropping Courses***

Any course can be added to your schedule within five business days of the first class session. After the fifth business day, courses cannot be added. Courses can be dropped up to four weeks after commencing classes. After that day no more changes can be made to your schedule.

Students may add or drop courses after the Add/Drop course deadlines by securing an approval from the instructor in charge or from the Chief Academic Officer or the School Dean and completing the add/drop form, available at the Registrar's office. Deadlines for adding or dropping courses are listed in the academic calendar.

The difference in tuition resulting from a reduction in the number of credits registered will be refunded to the student in accordance with the published refund policy. If the number of units is increased after the program change, the student must pay the difference in tuition.

### ***Course Withdrawal***

After the deadline to drop courses, students may withdraw from a course. If the student withdraws from a course before the start of the sixth week from the first day of commencing classes, the student may receive a passing withdrawal "WP" with the permission of the instructor in charge. All courses withdrawn after the start of the sixth week will be assigned a grade of failing withdrawal "WF", unless reasons for withdrawing are accepted by the Dean of the school, at which time the course will be assigned a grade of "WP". Students planning withdrawal from a course should contact the Dean of Academic Affairs or the School Dean and submit a completed withdrawal form. Students who withdraw officially will receive refunds in accordance with the posted prorated refund schedule. Students who do not officially withdraw from a course will automatically receive a grade of "F" and will not be entitled to any refund.

### ***Attendance and Tardiness***

Students who accumulate more than three (3) unexcused absences from a regularly scheduled class are required to complete make-up assignments in order to be eligible to take the final examination. Courses that have not been completed with make-up assignments given by the instructor shall be automatically given the grade of "I". Students who accumulate more than four (4) unexcused absences from a regularly scheduled class are considered unofficially withdrawn from the course and are automatically given the grade of "F". Students are required to make-up any work they miss at the instructor's discretion regardless of whether an absence is excused or unexcused. Excusable absences are as follows:

1. Childbirth
2. Documented illness
3. Death in the family
4. Emergency situations reported to the Dean.
5. Injury
6. Jury Duty
7. Military duty

Any student who arrives after the regularly scheduled start time of a class shall be considered tardy. Students who are more than 15 minutes late for a class will be considered absent unless acceptable reasons are given. Three tardies (3) shall be considered as one unexcused absence. If a student is absent on the day of final examination due to an unforeseen circumstance, a make-up examination may be arranged upon payment of the challenge examination fee and at the discretion of the professor.

### ***Statement of Classroom Decorum***

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty and students have a joint responsibility to develop and maintain an optimal learning environment. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Because university courses require focused study and the open exchange of ideas, the University of South Los Angeles expects the classroom to be a place of courteous interaction. Demonstrating mutual dignity and respect between students and instructors includes arriving on time, participating in class discussion, and refraining from browsing the internet on a laptop or using a cellular phone except in case of documented emergency. Academic communication requires listening respectfully even if you disagree. Any activities or behaviors that disrupt the learning environment can be considered as interfering with the learning process and a violation of this policy.

### ***Make-up Work***

Students are expected to attend classes every scheduled day. If for any acceptable reason a student has to miss one or more class sessions, the student must communicate it to the administration office and the instructor. The student may obtain make-up material upon their return to school.

### ***Leave of Absence***

Leave of Absence may be granted to a student if acceptable reasons are presented. The official request for a LEAVE OF ABSENCE form may be obtained from the Registrar's office. It should be understood that a leave of absence is granted only in extreme cases and must be approved by the Chief Academic Officer or School Dean, who will prescribe the duration of the leave of absence and specific conditions for resumption of study.

### ***Dropout Policy***

Students who have not registered for four (4) or more consecutive quarters are considered dropout students. Dropout students are automatically dismissed from the university. Students who wish to be reinstated will require the approval of the Chief Academic Officer or the School Dean and must submit an **Application for Readmission** with the Office of Admissions and Records. A re-entering student must meet any new graduation requirements which have come into effect at the time of their readmission. Students must also submit transcripts of any coursework taken at other institutions while absent from the University of South Los Angeles. Dropout students who are reinstated will be placed on probationary status and must receive a grade point of 3.0 for the courses completed during the first quarter of reinstatement or will be permanently dismissed from the university.

### ***Program Completion***

Students must satisfactorily complete all requirements for the enrolled program within the specified time limits. Students who do not complete the program within the time limit shall be permanently dismissed from the university subject to exceptions in the aforementioned paragraphs.

### ***Graduation Requirements***

Students must meet the following requirements prior to graduating:

1. Successfully complete all specified requirements for the enrolled program within the time limit; and
2. Complete a graduation assessment;
3. Timely file all necessary forms for graduation;
4. Submit the graduation and commencement fees;
5. Settle all financial obligations with the university.

### ***The Doctoral Committee***

Each student enrolled in a doctoral degree program is assigned a Doctoral Committee. The Doctoral Committee supervises the student's doctoral program and progress. A Chair is assigned by the Doctoral Committee. The Chair of the Committee, in consultation with the Chief Academic Officer or School Dean, selects two (2) additional committee members to be assigned to the Doctoral Committee. The candidates cannot submit any petition for the change of the Doctoral Committee.

### ***Records and Credit Requirements***

#### ***Record Keeping/Custodian of Records***

All of the student records are kept by physical files and by electronic means. The types of records kept are:

- Admissions applications
- Records of courses taken and a transcript of all course work
- Copies of signed enrollment agreements
- Copies of student disclosures provided to students
- Copies of previous coursework/diplomas (where applicable)
- Copies of transfer of credits (where applicable)
- Copies of financial records showing copies of receipts, payments, and refunds
- Dismissal/correspondence (both physical and electronic)
- Copies of the student's final transcript, which contains the final grades
- Copy of the degree awarded
- Any miscellaneous documentation
- Copies of identification (visas, passports, driver's licenses, student ID cards, etc.)

All files maintain both financial and academic records. Electronic records are kept separate and backed up regularly offsite. Physical files of students are kept in fireproof filing cabinets, in a securely locked room close in proximity to the Office of Administration for the sake of security and the reproduction of records if needed due to fire, earthquake, disasters, or failure of the electronic records for at least five years. After five years of the student's graduation, transfer or inactivity, in compliance with CEC 94900.5, the physical files of inactive students

are relocated into long-term storage located on-site for easy access, and held indefinitely. The institution's custodian of records is:

Joseph Roh, MPA, Registrar  
University of South Los Angeles  
555 W. Redondo Beach Blvd. #111  
Gardena, CA 90248  
Phone: 310-756-0001 | Fax: 310-756-0004  
[jroh@usla.edu](mailto:jroh@usla.edu)

All records will be kept at the aforementioned location.

### ***Transcripts***

Transcripts will be sent at the student's written request or that of any other institution authorized by the student by applying on the corresponding form. Transcripts are sent within ten working days. The first official transcript will be free of charge. There will be a charge for every additional official transcript requested. Transcript fees are listed in the financial section of this catalog.

### ***Notice Concerning Transferability of Credits and Credentials Earned At Our Institution***

The transferability of credits you earn at the University of South Los Angeles is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at complete discretion of the institution to which you may seek to transfer. If the degree you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make 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 the University of South Los Angeles to determine if your credits or degree will transfer.

We have no articulation agreement with another university other than member institutions of the Transnational Association of Christian Colleges and Schools (TRACS). For a list of TRACS member institutions please see: <https://tracs.org/members/>

### ***Notice Concerning Transferability of Credits and Credentials Earned At Other Institutions***

The University of South Los Angeles' Transfer of Credit Policy is in accordance with Section 71770 of the California Code:

Each educational program at the University of South Los Angeles has specific written standards for student admissions. See program-specific admissions requirements for details.

### **Transfer Credit Policy**

The Admission office and the Registrar's office determines the transferability of course work taken at other institutions for newly admitted transfer students. USLA is unable to evaluate prospective students' course work as to its transferability. Course-by-course evaluations are only performed for students already admitted to USLA and who have notified the school of their intention to enroll.

The University of South Los Angeles (USLA) awards units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting

association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education. Prior courses determined to be essentially the same as courses articulated in the USLA catalog will be awarded credit, if the course:

- is listed in the original institution's catalog/website of official courses offered for the year in which the course was completed; and
- includes the same or similar content; and
- requires the same or similar prerequisite course work; and
- is offered at the same level of instruction.

Courses that further the student's knowledge and understanding in fundamental liberal arts disciplines such as mathematics, natural science, literature, social sciences, fine arts and philosophy, are acceptable for transfer if comparable in scope and depth to those offered at USLA.

Courses accepted for transfer must be reported on an official transcript (academic record) which must be provided to the USLA in a sealed envelope (or electronically submitted vendor) from the original college/university of enrollment, bearing the institution's official seal and registrar's signature.

USLA does not award credit based on credit posted to a third-party institution's transcript. Credit is only considered from the original institution's official academic record.

USLA does not award credit for: work or volunteer experience, vocational or technical training, and personal enrichment courses; remedial academic or pre-baccalaureate courses, especially in English and mathematics; or College-Level Examination Program (CLEP).

Courses completed at institutions not approved by the BPPE or unaccredited/non-TRACS accredited institutions may be reviewed on a case-by-case basis.

Credit for examination grades:

- AP Credit - Advanced Placement (AP) exams with scores of 3 or higher.
- IB Credit - International Baccalaureate (IB) higher level exams with scores of 5 or higher. USLA does not award college credit for standard level exams.

All transfer units of Oriental Medicine coursework completed in California prior to 1994 also require copies of course descriptions and syllabi to be submitted regardless of the institutions approval status with the BPPE. Work completed at exempt institutions will be evaluated on an individual basis by the approximate course content equivalency to courses offered at the University of South Los Angeles. Coursework from foreign institutions require transcripts to be translated by a professional service that has current membership in the National Association of Credit Evaluation Services (NACES).

Each request for a transfer of credits must be received by the Office of Admissions and Records no later than the commencement of classes for new students and by the last quarter of

their program for current students who have taken one or more courses at another institution while working toward their degree at the University of South Los Angeles. Only one official transcript per institution attended will be accepted and must be sent directly from the institution to the University of South Los Angeles. Transfer credits are awarded by the Admissions Committee after review.

Veterans are required to list all previous education and training on the Admissions Application and provide their transcripts. All previous course credits/units shall be evaluated and awarded appropriately by the university and the length of the course shall be shortened correspondingly. VA students must submit to an evaluation or course credits/units not be granted. All units/credits awarded by the university are recorded in the administration office and the VA and student are notified accordingly.

The University of South Los Angeles' Transfer Policy shall be in accordance with Section 71770 and no more than the following stated credit will be awarded for the following level programs:

### **School of Business and Management**

Undergraduate Programs:	75% of total coursework
Master level Programs:	20% of total coursework
Doctoral level Programs:	30 graduate semester credits or equivalent

### **School of Theology**

Undergraduate Programs:	75% of total coursework
Master level Programs:	20% of total coursework
Doctoral level Programs:	30 graduate semester credits or equivalent

### **School of Science**

Master of Science in Oriental Medicine Program:

- A. If a student wishes to transfer credit from another acupuncture school that offers a CAB-approved program: up to 100% transfer credit may be awarded for any coursework or clinical instruction.
- B. If a student wishes to transfer credit from a school that does not offer a CAB-approved program, but that is approved by an accrediting agency recognized by the U.S. Dept. of Education:
  - Up to 100% transfer credit may be awarded for courses in basic sciences, clinical medicine, case management, practice management, public health, and professional development at a school approved by an accrediting agency.
  - Up to 50% credit may be awarded for clinical practice coursework and courses completed in acupuncture and Asian medicine principles, theories, and treatment. At least 50% of the course hours in the individual subjects within this category must be completed within the CAB-approved program.

### **Credit by Challenge Examination**

Students may challenge courses by taking examinations developed by the University of South Los Angeles. In order to earn credits by challenge examination, a student must first submit a "Course Challenge Examination" application that can be obtained from the administration

office during normal business hours. Once students are approved to take the Course Challenge Examination, the student is required to pay the examination fee before taking the exam.

Course Challenge Examinations will be granted to regularly-enrolled students to obtain credit by challenge examination in subject matters in which they are qualified through non-traditional education or experience, and for which credit has not previously been granted for any similar course.

The examination may include written, oral, technical skills, or a combination thereof, and will be sufficiently comprehensive to determine that the student possess essentially the same knowledge and/or skills as those students who successfully completed similar courses offered at the university. The letter grade of “P” will be awarded to those who pass the course challenge examination. Those who fail, however, will receive no grade and there will be no record of non-passing of the course challenge examination on the student’s permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for a previously taken course. The only way to earn a higher grade for a course that was once taken is to repeat the course and pay normal course unit fees.

Units of credits earned through the credit by challenge examination procedure may not apply toward satisfying the residence requirements for any degree or certificate granted by the University.

Credit granted through challenge examination follows the same regulation as in the transfer credit policy and cannot exceed the maximum limits described in the section of transfer credit policy.

#### **Credit for Prior Experiential Learning**

The University of South Los Angeles does not award credits for prior experiential learning under any circumstances.

#### ***Audit to Credit***

Once Audit students are accepted into a degree program, changes from audit to credit can be made prior to the beginning of the third week of a given quarter in which the student is taking the course he/she wishes to change from audit to credit. Students who wish to change from audit to credit status must fill out and submit the “Audit to Credit” form that is available in the admissions office during normal business hours.

#### **Types of Instruction**

What characterize instruction at the University of South Los Angeles is the small class size and the outstanding student-to-professor ratio. Professor will be able to know each student by name and get to know them on a more personal level throughout the course of their program. This can be an advantageous for student when references are needed from their professors. This also lays the simply groundwork for professors to provide advice for later educational programs. In addition, small classes offer opportunities for class discussions and interaction between students who may be new to the region or as a whole the Unites States.

Students enrolled in the School of Language, particularly the ESL programs, there is an

emphasis on verbal conversations, vocabulary and reading comprehension. Students will not only learn from dialectical lectures, they will be able to interact with classmates and engage in critical thinking and group exercises. Students will also take midterms and finals to prepare them for the rhythms and rigors of future academics. Students who are enrolled in the TESOL program will be taught through a combination of dialectical lectures focusing on educational theories and actual praxis which can involve lesson preparation, oral presentations and group activities.

Students enrolled in the School of Business, instructions will take place primarily through dialectical lectures, reading assignments, case studies, audio/visual presentations and site visits to local business. Supplementary instructional material is also provided through Moodle and Canvas learning management systems. The business program will emphasize the application of business theory in combination with practical experiences. Instructors will use business case studies to help students develop analytical and critical thinking skills.

Students enrolled in the School of Science, instructions will take place through a combination of dialectical lectures, reading assignments, practices of fundamental management and clinical internship. Students who complete the requisite courses will be able to participate in the treatment of patients as a clinical intern. The interns will be overseen and supervised by a licensed acupuncturist for the duration of their rotation. Students will also have access to various types of equipment used by acupuncturists such as needles, moxa, infrared light and etc; to expose them to the latest technologies utilized by current practitioners.

Students enrolled in the School of Theology, instructions will take place through a combination of dialectical lectures and analysis of biblical texts. Students enrolled in the program will also be exposed to a wide range of theological views and opinion from current world scholars, which will allow students to craft a cohesive, thoughtful analysis of the text and apply it to their research paper. Students will understand the biblical text and trends of the modern church by the time they graduate.

#### ***Teacher/Student Ratio***

An instructor is present for all classes and all efforts are made to keep student-to-teacher ratios low.

#### ***Directed Independent Study***

An Independent Study course allows students to study one or more topics that are related to the student's major field of study. Independent study classes may be arranged under special circumstances with the permission of the Chief Academic Officer or the School Dean. Independent study classes may not be taken at the same time that the class in question is being offered. All students that register for an independent study class will be under the direct supervision of the instructor as assigned by the Chief Academic Officer or the School Dean. Students may not exceed 12 units of Independent Study courses.

Independent study classes will begin on the first day of the academic quarter and end on the last day of the academic quarter. The student will be required to meet at least weekly with the assigned instructor and to complete all assignments and pass the test as prescribed by the course syllabus. Independent study may not be substituted for a class which is being regularly offered at the time.



Only those students who maintain a GPA of 3.0 or higher will be permitted to take an independent study course. All Directed Independent Study projects must be completed before the end of the term in which students are enrolled.

Directed Independent Study is not an option for international students (I-20 students), veterans, or other students whose tuition is paid by third parties.

### ***Instruction by Correspondence***

The University of South Los Angeles offers certain programs through correspondence. All procedures are in accordance with Section 71716 of the BPPE Rules and Regulations. A list of programs offered through Distance Learning may be obtained by contacting the administrative office. Students who wish to be admitted to the university as a Distance Learning student must submit an Admissions Application to the administration office. The University of South Los Angeles shall mail the first lesson and the initial study material to the student within seven days after the institution accepts the student for admission. Every course shall include all required exams, tests, projects and dissertations along with a time schedule prepared by the faculty or Chief Academic Officer or the School Dean containing a list of scheduled dates for each material to be returned by. The student must submit all required exams, tests, projects, and dissertations postdated no later than the scheduled dates provided. If not, the student's grade will be affected accordingly by the faculty, Chief Academic Officer or the School Dean. The University of South Los Angeles shall provide the results or evaluation of any quizzes, exams, tests, projects, and dissertations in approximately 14 days after the university receives them.

Students who receive instruction by correspondence may contact any faculty or administrative personnel by e-mail, telephone, or in person during normal office hours to inquire about any questions regarding their program of study using the contact information provided in the front of this catalog.

Instruction by correspondence is not an option for Oriental Medicine students, international students (I-20 students), veterans, and other eligible persons receiving benefit payments.

### ***Distance Education***

Distance Education courses are designed for students who desire flexibility and convenience in their studies. Anyone who is eligible to take regular courses on campus may enroll in Distance Education courses. All online and hybrid courses at USLA are characterized by regular and substantive interaction (RSI) between instructors and students. RSI consists of regular (both scheduled and predictable) instructor-initiated interaction that is focused on the course subject.

There are three basic types of distance education courses:

1. Synchronous
2. Asynchronous
3. Hybrid

Synchronous online courses are very similar to traditional ground courses in that students are required to attend live class meetings and lectures via Zoom. Asynchronous courses do not have a required live element and instead students are required to set aside additional time per week to view recorded and prepared materials at their convenience. Hybrid is a mixture of traditional on-ground teaching and synchronous or asynchronous online components.

In all three modalities, instructors are required to initiate regular interaction with the students that can include but is not limited to:

- A welcome message, video, and/or email;
- Weekly check-in messages, announcements, videos, and/emails;
- Timely and individualized feedback on assignments and course content;
- Access to live online instructor office hours;
- Public forum for students questions;
- Instructor monitoring and guidance of student interactions.

In addition, all three modalities will be administered through the Course Learning Management System Canvas. For more information on how Canvas works and how to register for Canvas please see the Canvas Orientation in the Faculty Handbook for Distance Education.

The University of South Los Angeles is approved to offer certain programs through Distance Education. All procedures are in accordance with Section 71716 of the BPPE Rules and Regulations. A list of programs offered through Distance Education may be obtained by contacting the administrative office. Students who wish to be admitted to the university as a Distance Education student must submit an Admissions Application to the administration office. The University of South Los Angeles shall transmit the first lesson and the initial study material to the student within seven days after the institution accepts the student for admission. Every course shall include all required exams, tests, projects and dissertations along with a time schedule prepared by the faculty. The student must submit all required exams, tests, projects, and dissertations postdated no later than the scheduled dates provided by the faculty. If not, the student's grade will be affected accordingly by the faculty or the School Dean. The University of South Los Angeles shall provide the results or evaluation of any quizzes, exams, tests, projects, and dissertations in approximately 10 days after the university receives them.

Our distance education program, or online education program will be offered to students through the use of Moodle and Canvas, both free, open-source web applications that faculty will be able to use to effectively instruct students in whichever courses are offered through our distance education program. There is a mandatory one-unit on-site workshop paired with all online classes.

Each student will be assessed prior to admission in order to determine whether they have the skills and competencies to succeed in this educational format; this will be conducted via the University's Online Assessment tool available in Moodle and Canvas.

Current as well as prospective students will be assessed on the basis of whether they have the skills and competencies to succeed in an online learning environment as well as whether they have reliable computer access and the proper software and internet technologies.

Although approved to offer Distance Education by the Bureau of Postsecondary Private Education, the University of South Los Angeles does not yet offer Distance Education. The following are the policies for distance education at the time they are implemented.

Meaningful interaction between students and qualified faculty will occur primarily through the University's Learning Management System. It provides capabilities including but not limited to discussion forums, instant messaging, video messaging, assignment submission and grading, and news and announcements. The online component allows for instructors to lecture and relay messages to students outside of the classroom, facilitate discussion, check for academic dishonesty using a plagiarism detecting software and most importantly, avoid the hassle of late submissions by tracking time-stamped assignments through electronic submission. USLA Online is available to students 24 hours a day, 7 days a week.

For more information on Distance Education at USLA and how to access training please see the USLA Faculty Handbook for Distance Education.

### **Computer and Internet Requirements**

You must have regular, reliable Internet access for satisfactory performance. Many courses require high-speed connections for interactive multimedia such as PowerPoint, Digital Video, etc. These requirements should also be stated in the course syllabus. Broadband (cable or DSL) connection required. At least 2 Mbps download speed and 2 Mbps upload is required. The test internet speed at [www.speedtest.net](http://www.speedtest.net).

#### *Computer Requirements*

- Macintosh or Windows computer: Operating System: Windows 7 ( or higher) or Mac OS X (10.14 or higher)
- Hard Drive: 20GB of available free space
- Memory: 4GB RAM or higher
- Processor: Intel i3 or equivalent; 2GHz or higher Processor or similar (i.e., AMD).
- A computer (desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old will work.
- Monitor: 15" monitor; capable of at least 1024X768 resolution, 1000:1 contrast ratio
- A microphone and webcam: Built-in or external webcam and microphone required, a headset microphone is recommended.
- The latest version of Java
- The latest version of Adobe Reader
- Current word processing software
- Some courses may have additional requirements. Your instructor will give you more information.

#### *Browser Requirements*

- Chrome or Firefox for windows computer. Chrome is the preferred browser for window Firefox or Safari for Apple computers.
- PC Users: For best experience, use the latest versions of Google Chrome
- Mac Users: For best experience with use the latest versions of Safari
- Cookies and JavaScript must be enabled.

### **Authentication Information**

The University has implemented policies to protect student confidentiality and privacy as required by applicable federal and state laws. USLA complies with the Higher Education Opportunity Act (HEOA) of 2008, has established Student Identity Verification Policy in Distance Education Course.

#### *General Purpose Statement*

USLA is committed to protecting student confidentiality and privacy for students enrolled in all courses regardless of the mode of instruction (online, practicum, in-person). USLA's policies to protect student confidentiality and privacy apply to all credit-bearing distance education courses offered at the institution.

USLA's policies are periodically reviewed to determine that a student registered for an online course is the same student that participates in, completes, and receives credit for the course. Students seeking registration in online courses are required to provide appropriate identification to establish their identity.

All online courses that offer credits must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit.

**Secure Login and Password:** Each USLA student is assigned a unique username and password to log into the university's Canvas LMS. Students must provide their complete and true identity information in any identification verification process at the university. Student identities in online courses are verified by confirming student user ID and passwords.

All users of the Canvas LMS are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against university policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their accounts and are responsible for all activity on their accounts.

All faculty and staff involved in distance education instruction are expected to uphold these policies and follow these procedures, including:

- Teach distance education courses using the University's LMS to ensure the security of student work and grades;
- Keep student work, scores, or grades confidential. Students in the course should not have access to other students' work or grades;
- Warn students not to share their login information or give anyone unauthorized access to Canvas; and
- Follow the University's guidelines for sharing student educational record information with other faculty, staff, parents, or others outside the University.

In addition:

- Faculty teaching courses through distance education methods hold primary responsibility for ensuring that students comply with USLA's identity verification policy.
- Faculty are required to verify student identity by using Canvas and Zoom online classes to ensure that a student's academic and private information is secure and protected.
- Faculty also proctor online quizzes and examinations.
- Any online student work, assessments, or activities that are graded or contribute to a student's grade are submitted via Canvas that verifies the student's identity as noted above.
- Keep students' academic work and information confidentiality.
- Inform students not to share personal login and password information for Canvas or give access to his or her Canvas account.
- Inform students that students do not have access to information concerning other students, whether academic or personal.
- The University does not release school records or any other information about a student to any third party without the consent of the student, except as allowed by law.

#### *Enforcement*

The DE Director is responsible for ensuring compliance with this policy and that academic, administrative, and IT staff are informed of any changes in the policy in a timely fashion. This policy will be referenced on the login page of USLA's LMS. Failure of USLA employees to comply with this agreement/policy will be addressed through the College's Corrective Action process as noted in the College's employee handbooks. If warranted, an employee's failure to comply will result in disciplinary action up to and including termination of employment. Failure to comply may also be a violation of civil/criminal law and may cause the employee to be subject to applicable penalties.

All methods of verifying student identity in distance education must protect the privacy of student information and comply with the Family Education Rights and Privacy Act (FERPA)

#### *Language of Instruction*

All instruction is provided in English. As a courtesy, the University can provide Korean, Japanese and Spanish translators for students as needed. In order to be eligible for instruction in the School of Theology, students must demonstrate a language proficiency that matches Level 3 (General Professional Proficiency) of the Foreign Service Institute (FSI) Language Proficiency Ratings.

#### **Language Requirements**

USLA students are required to be proficient in the language of instruction. There are three ways for students to demonstrate their proficiency for courses in which the language of instruction is English.

1. Students may provide a copy of their TOEFL exam results showing a minimum score of 500 (173 on computer-based exam or 60 on the Internet Based Exam) for undergraduate courses. A TOEFL exam result of 550 (213 on computer-based exam or 80 on the Internet Based Exam) is required for graduate courses. A TOEFL exam result of 600 (250 on computer-based exam or 100 on the Internet Based Exam) is required for doctoral courses.
2. Alternatively, students may submit a score from the International English Language

Testing System (IELTS). Students with a score of Band 6 are eligible to register for undergraduate courses. Student with an IELTS score of Band 6.5 are eligible to register for graduate courses and students with an IELTS score of Band 7 are eligible to register for doctoral courses.

3. An additional way to meet the English-language requirement for students who wish to enroll in classes at the University of South Los Angeles is to pass a USLA-administered proficiency exam or enroll in the English preparatory classes or successfully complete ESL 300 at the University of South Los Angeles. Tuition for ESL 300 is currently \$2,700.

### **International Student Policy**

The University of South Los Angeles is currently approved by the United States Immigration and Customs Enforcement (ICE) to issue I-20 certificates granting F 1 visa status.

- Distance Learning and Directed Independent Study are not options for international students (I-20 students).
- F 1 students must report to the school before the Program Start Date or this will be noted in the student's record in SEVIS.
- Attendance of enrolled classes is mandatory. Failure to come to enrolled classes without a valid excuse and documentation (see Academic Policies) will lead to termination from the program and report to SEVIS.

Questions about SEVIS and immigration requirements should be directed to the International Student Advisor: [iso@usla.edu](mailto:iso@usla.edu).

### ***New International Students***

New students applying for the I-20 certificate must meet the following eligibility requirements:

1. Students must be admitted to the University.
2. Submit a completed I-20 Application form available in the administration office.
3. Submit a completed International Student Financial Information form along with current financial statements providing evidence of financial support including tuition, fees, living expenses, books, insurance, supplies, and transportation.
4. Students who have sponsors must submit a completed Affidavit of Financial Support form along with all the required supporting documents.
5. Provide a clear legible copy of a valid passport with the full name, picture, and expiration date showing.
6. New international students with dependents must complete the dependents section of the I-20 Application form and provide a clear legible copy of each dependent's valid passport with the full name, picture, and expiration date showing.

### ***International Transfer Students***

International students who wish to transfer to the University of South Los Angeles from other institutions must meet the following eligibility requirements:

1. Students must be admitted to the University.
2. Submit a completed I-20 Application form available in the administration office.
3. Submit a completed International Student Financial Information form along with current financial statements providing evidence of financial support including tuition, fees, living expenses, books, insurance, supplies, and transportation.

4. Students who have sponsors must submit a completed Affidavit of Financial Support form along with all the required supporting documents.
5. Submit a completed Notice of Intent to Transfer to the University of South Los Angeles form.
6. Provide a copy of both sides of the student's I-94 form.
7. Provide an endorsed copy of the student's previous I-20 form.
8. Provide a clear legible copy of a valid passport with the full name, picture, and expiration date showing.

### **Satisfactory Academic Progress Standards for Student Achievement**

For the purpose of determining Standards of Student Achievement for course registration eligibility and maintaining financial aid from the university, students must maintain a minimum cumulative GPA of 2.0. If a student's cumulative GPA is not 2.0 or above upon completion of a program, the student will not be allowed to graduate until the student has met the minimum standards of student achievement by repeating courses to raise his/her cumulative grade point average. Students are required to make quantitative progress toward a degree by achieving a minimum completion of credits if enrolled as a full-time student. Students taking less than a full schedule are adjusted accordingly. Under special mitigating circumstances, the Chief Academic Officer or the School Dean may rule that a student who does not meet the above standards may be considered to be making satisfactory progress for the purpose of determining eligibility for course registration and financial aid programs.

### **Academic Probation and Dismissal Policy**

Students will be placed on probation if he or she fails to meet the standards of satisfactory progress requirements at the 25% point in their program. A student who fails to meet the standards of satisfactory progress at or beyond the 50% point in their program will be academically suspended for a period of one year. Upon returning, the student will be placed on probationary status and must maintain a minimum grade point of 3.0 for each course for the first quarter of studies after reinstatement or the student will be permanently dismissed from the university. During probation, the student may not enroll in more than three courses (but may enroll in fewer if he or she so desires).

### **Academic Progress Reports**

Students are emailed academic progress reports at the end of each quarter so they have the most current information regarding their academic progress.

### **Student Learning Outcomes**

The University has committed itself to education for character and service. Through our curriculum, we intend that all graduates:

Seek truth through critical inquiry and research:

- Practice critical self-awareness. Articulate and justify one's own principles and assumptions. Be able to assess arguments about religious, political, cultural, and scientific topics--especially in one's chosen field. Subject individual reasoning, ideas, and expressions to critical analysis and revision. Recognize and develop personal strengths. (Knowledge)
- Understand our world and comprehend quantitative and conceptual relationships. Seek,

identify, synthesize, and communicate relationships among concepts, especially in a chosen discipline. Demonstrate a scientific understanding of physical and biological concepts and the human race, and be able to articulate how scientific accounts of natural processes are congruent with theological understandings of the created order. (Knowledge)

- Think integratively to solve problems. Evaluate and integrate alternative perspectives and disciplinary frameworks; use social structures to accomplish goals and solve problems to benefit society. (Skill)
- Apply skills and systematic reasoning. Analyze and solve problems with quantitative and qualitative reasoning. Demonstrate skills necessary to succeed in a chosen discipline. Demonstrate a consistent, scholarly, and ethical use of evidence, especially in a chosen discipline. (Skill)

Collaborate and communicate:

- Communicate and cooperate. Express one's self effectively through a variety of means: oral, written, and other creative modes; work effectively and productively on collaborative teams. (Skill)
- Value others. Articulate and live out the Christian concepts of human freedom, rights, justice, grace, dignity, and service. Build friendships across cultural barriers. (Value)

Engage culture and be creative:

- Demonstrate cultural awareness. Describe the essential components of culture, the challenges and opportunities of cultural interaction, and distinctive contributions of Western civilization. Demonstrate knowledge of at least one other culture. (Knowledge)
- Demonstrate creativity and appreciation for arts, beauty, and ideas. Demonstrate creativity and innovation in various types of endeavors especially by participating in the arts and other creative pursuits. (Value)

Demonstrate Faith and Learning in Action: (this header is the same as the one above it)

- Recognize worldviews. Articulate essential features of a Christian worldview and be able to differentiate it from other influential worldviews; explain how Christian commitments can and should influence personal actions. (Knowledge)
- Apply Christian values. Analyze real-world situations using the lens of the Wesleyan Quadrilateral: scripture, reason, tradition, and experience; demonstrate a desire to serve God and live faithfully. (Skill)
- Respond to God. Value God's expression as Creator, Redeemer, and Sustainer; respond to God's loving character and actions through worship, service, and stewardship of resources. Communicate and participate in God's saving purpose for the redemption of the created order. (Value)
- Maintain healthy self-regard and a growth-focused lifestyle. Exhibit personal growth (psychological, social, physical) and accomplishment. Articulate a personal value system, enlightened by liberal education, and directed toward lifelong learning and discovering one's calling. (Value)

### Course Evaluations

At the end of each course students shall be given the opportunity to confidentially evaluate the



course and its instructor. The evaluations will be used to effectively measure student learning outcomes and student satisfaction.



# University of South Los Angeles

## Confidential Instructor and Course Evaluation Form

**To the Student:** The evaluation you are about to write is an important document for your instructor. The information provided will be used by the university in the evaluation of your instructor's teaching. It will also be used by the instructor for improving course structure and teaching. Your evaluation does count. You are encouraged to respond thoughtfully, to take this evaluation seriously, and to provide written remarks; we have allowed time for you to reflect and provide an honest appraisal.

Your instructor will not see these evaluation forms until after he or she has turned in final grades. If you do not want the instructor to see your hand-written form, check this box  and your responses will be typed before it is given to the

Course# \_\_\_\_\_ Quarter \_\_\_\_\_ Year \_\_\_\_\_ Instructor's Name \_\_\_\_\_

Major \_\_\_\_\_ Minor (if applicable) \_\_\_\_\_ Expected Grade \_\_\_\_\_

Status:    First year    Sophomore    Junior    Senior    Graduate Student

### 1. Instructor's Promotion of Students' Learning

	Disagree			Agree	
a. The instructor was intellectually challenging.	1	2	3	4	5
b. The instructor was skilled in helping students master relevant concepts and skills.	1	2	3	4	5
c. The instructor encouraged students to take learning seriously and to think critically.	1	2	3	4	5
d. The instructor encouraged students' intellectual self-reliance and self-motivation.	1	2	3	4	5
e. Class assignments (e.g., homework, lab reports, papers, readings) were useful learning tools.	1	2	3	4	5
f. The instructor presented material in a clear manner.	1	2	3	4	5

Please explain the choices you checked above with comments that help give context to your ratings.

### 2. Instructor's Organization and Ability to Establish Clear Expectations

	Disagree			Agree	
a. Overall, the course was well organized.	1	2	3	4	5
b. The instructor was well prepared for each class session.	1	2	3	4	5
c. The instructor established clear expectations of students' responsibilities.	1	2	3	4	5

Please explain the choices you checked above with comments that help give context to your ratings.

**3. Instructor's Interaction with Students**

	Disagree			Agree	
a. The instructor showed concern for the students' understanding of the material.	1	2	3	4	5
b. The instructor was respectful of a variety of viewpoints.	1	2	3	4	5
c. The instructor was available during office hours and/or by appointment.	1	2	3	4	5
d. The instructor led students to engage the course material.	1	2	3	4	5

Please explain the choices you checked above with comments that help give context to your ratings.

**4. Instructor's Evaluation of Students' Learning**

	Disagree			Agree	
a. Tests, quizzes, papers, and other coursework, etc., were consistent with the course's contents and objectives.	1	2	3	4	5
b. The instructor provided reasonable preparation for tests, quizzes, papers and other coursework.	1	2	3	4	5
c. The instructor did a thorough job of evaluating my work.	1	2	3	4	5

Please explain the choices you checked above with comments that help give context to your ratings.

**5. Overall Instructor and Course Evaluation**

	Poor			Excellent	
a. After carefully considering the items above, provide an overall rating of your <u>instructor</u> .	1	2	3	4	5
b. After carefully considering the items above, provide an overall rating of this <u>course</u> .	1	2	3	4	5

**6. Overall Course Evaluation**

a. Please describe what you think your instructor does best and what you think should be improved.

b. Please provide any feedback you have about the course that would be helpful for the instructor to know in preparing to teach this course again.

### **Disciplinary Policies** ***Student Code of Conduct***

This university shall take disciplinary action against a student who violates the standards of personal and ethical conduct. These standards include the following:

- Academic misconduct including, but not limited to plagiarism or cheating
- Fabrication: Falsification or invention of information concerning the student's background
- Use or possession of alcoholic beverage, illegal drugs or dangerous weapon on campus
- Sexual harassment or misconduct
- Giving false statements to the university regarding application for admission
- Theft of university or personal property
- Unauthorized use of the university property
- Hazing
- Use of vulgar or abusive language to the faculty, staff and/or fellow students
- Obstruction or disruption of the educational process on or off campus
- Intimidation, stalking
- Alcohol or drug distribution/usage/sale/possession
- Destruction of property including arson
- Fighting and aggravated assault
- Possession of an illegal weapon
- Theft
- Unauthorized use of keys/trespassing
- Smoking in non-smoking designated areas

Among those listed, an act of academic dishonesty is one of the most serious violations of the student code of conduct. Definitions of various forms of academic dishonesty are as follows:

- Plagiarism: Knowingly or intentionally presenting the ideas, words or work of another as one's own.
- Cheating: Unauthorized use of study aids, examination files or receiving unauthorized assistance in any academic exercise.

Violations of the Standards of Conduct are to be reported to the Dean of Student Affairs. As members of the USLA, students are also subject to city, county, state, and federal laws. Legal action, in addition to action taken by the university, may take place.

#### ***Academic Disciplinary Procedure***

The Disciplinary Committee of the university is composed of a faculty representative and at least two senior members of the university administration. The committee is entrusted with the task of determining the disciplinary action and calling a hearing with the student alleged to have broken the standards of university conduct. Shortly before the hearing, the committee members receive any materials prepared by the student and the faculty member involved. The faculty member bringing the allegation will usually be present at the hearing, and other persons with information about the case may be asked to appear by the student or secretary. The student may be accompanied by an adviser, who must be a current member of the University community and who may participate fully in the proceedings.

The student has the opportunity to make an opening statement, to review any pertinent materials, and to question any individuals who have provided information to the committee. The committee members may then question the student; they may also direct questions to the faculty member or other individuals who have provided information. After such questioning, the committee may hear from a member of the University community who may speak about the character and personal qualities of the student. Students may also submit additional written statements from character witnesses. Please understand, however, that the positive testimony of character witnesses cannot outweigh or cancel out evidence presented to the committee. The student then has an opportunity to make a final statement, after which the student, the adviser, and other others who are not members of the committee are excused.

The committee immediately adjudicates the case. A majority of the committee members present must conclude that the evidence presented constitutes a clear and persuasive case in support of the charges in order to determine that the student has violated a University regulation. If that is the committee's finding, a determination of the appropriate penalty is then made. The secretary informs the student promptly of the committee's decision.

These actions shall be implemented immediately upon the findings of a violation by the committee and include, but are not limited to:

- Verbal reprimand
- Written reprimand
- Loss of credits
- Property restitution
- Temporary suspension or dismissal
- Permanent dismissal

## **Academic Grievance Policies**

### ***Grade Appeal Procedure***

A student may appeal a final course grade up to the fifth week of the quarter subsequent to its issue. They may also appeal a grade on a final exam or a project according to the same timeframe on the following three criteria:

1. Clerical error.
2. Capricious or prejudicial evaluation.
3. Inconsistent or inequitably applied standards for evaluation.

Along with the right to assign grades, faculty and instructors have the responsibility to provide careful evaluation and timely assignment of grades. There is a presumption that grades assigned are correct and that faculty must base grades on clearly stated criteria. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.

Procedure:

1. Formal grade appeals should be initiated by the student within five weeks of the due date of the disputed grade. If it is a final course grade being disputed it must be submitted within five weeks of the end of the quarter.

2. The first step requires the student to bring the grade dispute to the attention of the instructor so that two parties can discuss the grade. The student should send a formal email to the professor requesting clarification and lay out why they think the grade is incorrect. The professor must respond to the student within two weeks. If the instructor in question is not available the department chair or school dean may act in lieu of the instructor. The instructor should schedule a meeting with the student to discuss the grade (virtually or in person).
3. If the dispute is not resolved after the professor and student meet and the student wishes to pursue the matter further, he or she has one week to present the Dean of the School in which the course is offered a written Grade Appeal that includes the following:
  - A statement addressing how the appeal meets one of the assigned three criteria above.
  - A brief description of the outcome of the discussion with the instructor including why the issue was not resolved.
  - Any relevant documents to support the student's grade appeal.
  - A copy of the course syllabus and/or the instructions for the assignment in question.The Dean may request further information and/or documentation from the student.
4. The Dean must respond to the student with a formal decision within two weeks of the date of the formal appeal.
5. If the fourth step does not lead to a mutually agreeable resolution to the grade dispute and the student still wishes to pursue the grade appeal he or she has one week to request that the Grade Appeal Committee be formed. The Dean of the School then has two weeks to form and convene a Grade Appeal Committee that is made up of two faculty members, one selected by the student and one selected by the instructor of record and one dean from another school appointed by the Dean. The committee will review all materials from steps 1-4 and come to a formal and final decision. Advice and consent may be offered by the Dean of Student Affairs. The Dean of the School will inform the student and instructor of the Grade Appeal Committee's decision and provide all parties with the Committee report. This decision is final.
6. If the Grade Appeal Committee found that the grade should be changed the instructor must implement the change of grade decided upon by the committee within one week of the decision. If the instructor fails to change the grade in the allotted time the Dean of the School will implement the grade change by informing the Registrar what grade the student should receive for the course and this will be reflected on the student's transcript going forward.

### **Degree Revocation Policy** *Policy*

In order to preserve the integrity of the academic standards and of the degrees granted by the University of South Los Angeles as well as the general reputation of the University, the University reserves the right to rescind a degree previously awarded as set forth in this procedure. In cases where a degree revocation sanction has been issued, it will be noted on the student's academic transcript on a permanent basis.

The sanction of degree revocation may occur if:

1. upon examination of a Student's record, it is determined that the requirements for the Degree awarded as established by the California Code of Regulations, Title 5 were not met either due to error or misrepresentation;
2. information comes to light which, if known at the time of the awarding of a degree, would have resulted in a decision not to award the degree, without any further proceedings.

The bases for a Degree revocation include, but are not limited to, the following:

- a. Intentional misconduct by administrators, faculty, staff or students, including fraud, dishonesty, or falsification or unauthorized altering of information of a student records at this or a previous institution.
- b. Error(s) by administrators, faculty, staff or students which resulted in the granting of the degree when the degree otherwise would not have been awarded
- c. Violation of the University's Student Code of Conduct (as laid out on page 48 of the Student Handbook and page 40 in the Catalog) and the general university Ethical Standards and Code of Conduct (as laid out on page 13 in the Student Handbook and page 14 of the Catalog) that are of such a nature that had they been discovered prior to the issuance of the Degree, they would have resulted in the suspension or expulsion of the Student from the University.

#### *Procedure*

If the act is found to have occurred before graduation and during the time the student has applied to, or was enrolled at the University, but a complaint had not been filed prior to graduation, the degree may be withdrawn. If acts of misconduct prior to a student graduating are under investigation, the University may postpone the awarding of a degree pending the outcome of the investigation and imposing of appropriate disciplinary sanctions.

Any member of the university community may file a complaint against a student for material academic misconduct. The complaint shall be prepared in writing and directed to either the Dean of Student Affairs. Any complaint should be submitted as soon as possible after the alleged violation is discovered, preferably within 30 days.

After receiving the complaint, the Dean of Student Affairs will convene the Disciplinary Committee to investigate the incident, violation, or complaint. The Dean of the relevant school must be one of the members of the Disciplinary Committee. The investigation must be completed within 60 days. During that time period, the Dean of Student Affairs shall issue a charging letter to the person charged that includes the following:

- a. the University's specific findings with regard to the graduate's academic record and its intention to revoke the degree;
- b. the graduate's opportunity to respond in order to present evidence that the record is incorrect;
- c. the graduate's right to be represented or assisted in responding to the University's findings, by other parties, including an attorney at the graduate's expense; and
- d. a 14-day time limit to respond to the notice

The Student shall be entitled to review the evidence that supports the University's case and may request a copy of such evidence at a cost not to exceed that provided under the California Information Practices Act (Civil Code section 1798 et. seq.).

In cases where the graduate elects to respond to the University's findings either in person or in writing, the following review procedures shall be used:

- a. A person designated by the Dean of the School in which the graduate was enrolled shall review the evidence on both sides and, based on this review, make a recommendation to the Dean concerning the graduate's degree within 7 days.
- b. The Dean, based upon review of the recommendation, shall submit to the appropriate Executive Vice Chancellor his or her written recommendation concerning revocation of the graduate's degree.
- c. The Executive Vice Chancellor, based upon his or her review of the record and prior recommendations, shall submit his or her recommendations, the record and all prior recommendations to the President for final action, subject to approval by the Board of Directors.
- d. The student shall be notified immediately of University's final decision.

If the student does not respond to the initial notification within 14 days then the decision to revoke the degree shall be forwarded to the Executive Vice Chancellor and the Board of Directors for final approval.



## **Employment at USLA**

### **Non-Discrimination Policy/ Equal Employment Opportunity (EEO)**

The University of South Los Angeles does not discriminate on the basis of race, color, creed, sex, national origin, age, physical disability, marital status, veteran status, personal appearance, family responsibilities, political affiliation, source of income, sexual preference, the exercise of statutorily or constitutionally protected rights, or on the basis of the exercise of conduct consistent with the university's policy on academic freedom in the administration of any of its educational policies, programs, or activities, admissions policies and procedures, scholarship and loan programs, or other university administered programs. The university ensures the rights of all individuals to equal employment opportunity and excludes from its employment policies any consideration not directly and substantively related to merit and performance. The nondiscrimination policy of the university is consistent with, implements the statutory intent of, and provides procedures for discrimination complaints under:

- Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq. (pertaining to handicap/disability);
- Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq. (pertaining to race, color and national origin);
- Title VII of the Civil Rights Act of 1964 and 29 CFR 1601 et seq. (pertaining to discrimination in employment on the basis of race, color, religion, sex, and national origin);
- Title IX of the 1972 Education Amendments and 34 CFR 106 et seq. (pertaining to sex);
- The Age Discrimination in Employment Act of 1975; and
- The Americans with Disabilities Act of 1990.

All aspects of the University of South Los Angeles' programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972. No individual will be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with University of South Los Angeles' programs because of race, color, age, disability, citizenship, handicap or political affiliation.

In compliance with section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the university does not discriminate against any employees or applicants for employment because they are special disabled veterans, veterans of the Vietnam era, or because of medical condition.

In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the university subscribes to the fundamental importance of a multicultural and diverse workforce and student body and seeks to enhance the pluralism in its programs and in the makeup of its student body, faculty and staff by actively and encouraging applications from members of all groups that are underrepresented in higher education.

The University of South Los Angeles' commitment is that participation in any program shall be open to all citizens and nationals of the United States, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.

The University of South Los Angeles' commitment is that no individual will be intimidated,

threatened, coerced, or discriminated against because of filing a complaint, furnishing information, or assisting or participating in any manner in an investigation, compliance review, hearing, or any other activity related to the administration of the University of South Los Angeles' programs.

### ***New Faculty Hiring***

The University of South Los Angeles prides itself on having faculty that are at the top of their fields. When the need for a new faculty member is identified by the Dean of one of the schools he or she puts in a formal request to do a faculty search. The request is approved by the Executive Vice Chancellor after consultation with the President and the Board of Directors. If approved, a formal hiring process is triggered. The Dean forms a hiring committee made up of themselves and at least one of faculty member and/or a member of the senior administration. The committee will generate a job announcement which will be very specific about what the department is looking for in terms of teaching fields, area of research, and/or level of experience expected. All USLA faculty are expected to have the appropriate academic qualifications as well as a minimum of one year teaching experience. Once at least two qualified candidates have been identified by the Search Committee, formal interviews should be arranged. All members of the Search Committee must be present during the interview and have prepared questions for the candidates ahead of time. Once interviews have been conducted the Search Committee will deliberate and vote on whether to offer the position to one of the candidates. The Search Committee's recommendation are sent to the Executive Vice Chancellor who makes the final decision on which candidate to hire in consultation with the President. The final candidate is then approved by the Board of Directors.

### **New Instructor Orientation**

The formal welcoming process, or "employee orientation," is conducted by the Dean of Academics, Dean of Graduate Studies, or Program Director. The Program Director will explain and review all policies, procedures, and processes involved in teaching for the University of South Los Angeles.

Online Professors must complete the ***Online Orientation*** prior to teaching an online course. This is arranged through the Program Director.

### **Qualifications**

Faculty members shall be academically and experientially appropriate to the subject matter they teach. Faculty members shall be competent to teach the subject matter offered and shall have reasonable latitude in their choice of teaching methods. The institution must provide evidence that all faculty members are graduates of institutions accredited by agencies recognized by the United States Department of Education.

Online instructors will use the appropriate and designated syllabus for all classes. While there is a certain amount of latitude allowed, any substantive changes must be coordinated through the Program Director and the appropriate dean.

### **Undergraduate-Level Course Instructors**

Instructors teaching general education courses shall hold a master's degree at a minimum and shall be assigned based on their major and minor academic preparation. Instructors at a minimum shall have earned 15 semester or equivalent hours of coursework through a

combination of hours from associate's, bachelor's, and/or graduate level coursework in the area of their teaching assignment.

Instructors teaching courses other than general education shall hold master's degrees at a minimum and shall be assigned based on their major and minor academic preparation and/or related experience. However, exceptions to the master's degree requirement may be justified for instructors who have demonstrable current and exceptional professional level experience in the assigned field, professional certification(s), letters of recommendation or attestations from previous employer(s), letters attesting to this expertise from professional peers, examples of previous success(es) in the field such as published work, evidence of a professional portfolio, and/or other significant documented experience(s) relevant to the courses to be taught.

It is preferred that online instructors have previous experience with the online modality. All online instructors must receive an online orientation prior to being assigned a class. All first-time instructors will be monitored by the Program Director.

### **Graduate-Level Instructors**

All master's program faculty should have a minimum of a graduate degree in the appropriate discipline and the number with terminal degrees should be appropriate for the graduate enrollment. At least one-half of the graduate-level courses are to be taught by faculty possessing terminal degrees. Priority will be given to faculty with terminal degrees. The USLA will attempt to have at least fifty percent (50) of the graduate faculty possess a terminal degree.

All doctorate program faculty must possess terminal degrees. All courses are to be taught by faculty possessing terminal degrees. However, exceptions to the doctoral degree requirement may be justified for instructors who possess a master's degree and have demonstrable current and exceptional professional level experience in the assigned field, professional certification(s), letters of recommendation or attestations from previous employer(s), letters attesting to this expertise from professional peers, examples of previous success(es) in the field such as published work, evidence of a professional portfolio, and/or other significant documented experience(s) relevant to the courses to be taught. This exception can only be approved by the Dean of Academics.

Doctorate level course instructors also must demonstrate expertise in the field of study taught and possess applicable experience in participating in a doctorate degree program.

It is preferred that online instructors have previous experience with the online modality. All online instructors must receive an online orientation prior to being assigned a class. All first-time instructors will be monitored by the Program Director.

### **Faculty Portfolio**

The University of South Los Angeles relies upon the accuracy of information contained in the faculty portfolio and the accuracy of other data presented throughout the hiring process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the termination of the work relationship.

All instructional faculty members must submit the required documents to be evaluated to see if they meet standards.

1. Curriculum Vitae / Resume

2. Transcripts (Only degrees with official transcripts on file shall be listed on official publications (website, catalog, etc.).
3. Biography
4. Faculty Agreement
5. Headshot Photo
6. Recommendation Letters, Research Work, Other Experiences
7. Interview Notes
8. W-4 Form or W-9 Form (Filed w/ Accountant)

### **Foreign-Education Instructional Faculty**

Faculty who are graduates from institutions outside the United States must be graduates of institutions recognized by their governments and their transcripts must be translated into English to determine the equivalency of their credentials to credentials awarded by institutions in the United States and be evaluated by reputable foreign credential evaluators, such as members of National Association of Credential Evaluation Services (NACES).

All online tutors in foreign locations must be approved by the partner university. This approval must be sent to the Program Director to be kept on file at the University of South Los Angeles.

### **Proof of Right to Work**

Instructors must complete the proper documentation IRS Form W-9 Request for Taxpayer Identification Number and Certification. Instructors must hold a valid Taxpayer Identification Number (TIN).

### **Independent Contractor**

The Internal Revenue Service's (IRS) twenty classifications factors, based on common law standards, are used to determine whether a worker is an employee or independent contractor. Part-time instructional faculty members are hired as independent contractors and are treated as such.

The University of South Los Angeles is not responsible for:

- Tax withholdings
- Social security contributions
- Other state and federal taxes
- Worker's compensation

### **Attendance and Punctuality**

Classroom attendance is required unless such attendance is prevented by circumstances beyond the control of the faculty member. There shall be reasonable adherence to published campus schedules and location of classes and examinations. Classes not specified in the schedules are to be arranged at a mutually agreeable time on campus, unless an off-campus location is clearly justified.

When unforeseen circumstances arise precluding meeting classes and the instructor cannot arrange a substitute, the instructor should notify the department chair as far in advance as possible, and where possible, notify affected students. Online attendance is equally important. The expectation is that online instructors will be in the classroom a minimum of four days a

week. Online instructors are expected to answer student questions within 48 hours and emails within 24 hours.

### **Work Hours**

University of South Los Angeles standard hours of operation are 8:30 a.m. – 5:30 p.m. Hybrid students are present in assigned classroom at specifically designated times. It is important that you are available during those work times to provide the best service to the students. Online Professors have no designated work times.

### **Pay Period**

Pay Period I is from the 1<sup>st</sup> through the 15<sup>th</sup>, while Pay Period II is the 16<sup>th</sup> through the end of the month. Paydays are on the 20<sup>th</sup> for Period I and on the 5<sup>th</sup> for Period II of each month.

### **Payment of Wages**

Paychecks are available once services for that Pay Period have been completed. An instructor's total compensation is typically divided into 4 payments. If there is an error in your check, please report it immediately to a Director. No one other than the worker to whom the paycheck is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so.

### **Compensation**

Instructors are hired on a course-by-course, term-by-term basis “by teaching assignment” for a specified amount of compensation. However, instructor compensation may be affected by the program director on a case-by-case basis depending upon factors such as professional qualifications, teaching experience, program budget, program length, number of classroom teaching hours, curriculum development responsibilities, extent of involvement in promotional activities, and so on. The pay scale is subject to change without notice and is as follows. After six months of continuous employment, a review of compensation shall be conducted. Benefits packages are available to full-time employees of the university.

### **Termination of Work Relationship and Academic Due Process**

After each teaching assignment, the work relationship ends. When another teaching assignment is available that meets the qualifications of the instructor, s/he will be contacted to perform said duties. Faculty are protected by due process and the University of South Los Angeles adheres to the “Statement on Procedural Standards in Faculty Dismissal Proceedings” formulated by the American Association of University Professors (AAUP.) See: <https://www.aaup.org/report/statement-procedural-standards-faculty-dismissal-proceedings>

### **Employee Grievance/Complaint Procedures**

The University of South Los Angeles maintains an open-door policy regarding complaints that any employee of the university, faculty or non-faculty, may have. Questions or complaints regarding an employee's duties, a matter concerning another employee, or a matter concerning a member of the public, customer, client, or prospective client should be brought to the attention of the employee's immediate supervisor. If the matter concerns a grievance with the employee's supervisor then the employee should bring it to the attention of their supervisor's supervisor.

While USLA provides you with this opportunity to communicate your views, please

understand that not every complaint can be resolved to your satisfaction. Even so, the University of South Los Angeles believes that open communication is essential to a successful work environment and all Employees should feel free to raise issues of concern without fear of reprisal.

All complaints must be fully documented and investigated by the supervisor to whom the matter is brought. The policy also includes but is not limited to a commitment to:

- request more information if necessary
- interview any relevant parties
- a timely and immediate response to questions and inquiries
- an open and encouraging atmosphere conducive to honest communication

The university is also committed to honest and open communication with TRACS, the accrediting agency through which USLA is accredited, and pledges to notify TRACS if there are any substantial changes in this policy.

### **Ethical Standards**

The faculty, administration, and students of the University of South Los Angeles agree to uphold and abide by the Statement of Professional Ethics of the AAUP (American Association of University Professors).” The text of that statement is as follows:

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their energies in developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of other. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of the academic institution, professors see above all to be effective teachers and scholars. Although professors observe the stated regulations of the University, provided these regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within the University in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the programs of the University and give due notice of their intentions.
5. As members of the academic community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in light of their responsibilities to their subject, to their students, to their profession, and to the University. When they speak or act as private persons, they avoid creating the impression of speaking or acting for the University. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

### **Confidentiality of Records**

Personnel records, including those established in connection with the selection process, are University property and are afforded confidential treatment at all times. The Vice Chancellor of Administration is responsible for maintaining all personnel records and ensuring that they are kept in secure offices. Files shall be maintained for up to five years after termination of employment. These documents include but are not limited to:

- Employment application
- Resume
- Original transcripts
- Copy of diploma(s)
- Contract
- Tax Information
- Contact and emergency information
- Records of any grievance proceedings
- Any paperwork related to the interview process

The content of personnel records may not be disclosed to third parties without the express written permission of the individual who is the subject of the record.

### **Personal Relationships**

Romantic or sexual relationships between a supervisor and an employee who reports to him or her are strongly discouraged.

### **Harassment**

It is USLA's policy to provide you with a workplace free of discrimination and harassment, to provide for the prompt and thorough investigation of harassment complaints and to provide a process for eliminating any such abuse. Unlawful harassment of employees in any form is unacceptable conduct and will not be tolerated.

### **Sexual Harassment**

Sexual Harassment is a violation of Section 503 of Title VII of the Civil Rights Act of 1964 as well as the California Fair Employment and Housing Act (FEHA). Employers like the University of South Los Angeles are required to implement measures to prevent harassment.

Sexual Harassment is defined as:

1. Unwelcomed physical or verbal contact;
2. Sexually explicit language or gestures;
3. Uninvited or unwanted sexual advances;
4. An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories or jokes.

It is the University of South Los Angeles' policy that all its employees and students have a right to work in an environment free from sexual harassment in any form. Literature is both distributed upon hire as well as prominently displayed in various public areas of the university workspace that define sexual harassment and explain employees' rights regarding this serious issue including:

- A definition of unlawful conduct under FEHA and Title VII of the Civil Rights Act of 1964.
- FEHA and Title VII provisions and case law principles concerning the prohibition against and the prevention of sexual harassment, discrimination and retaliation in employment.
- The types of conduct that constitute sexual harassment.

The University of South Los Angeles prohibits all sexually harassing conduct in the workplace/university, whether committed by supervisors, non-supervisory employees, subcontractors, students, or vendors. This includes: repeated sexual advances, propositions, unwanted flirtations, continual or repeated verbal abuse of a sexual nature, graphic verbal commentaries about a person's body, gestures, or the display in the workplace/university of sexually suggestive objects or pictures. No employee and/or student shall threaten or insinuate, either explicitly or otherwise that refusal to submit to sexual advances will adversely affect the entrance or participation in a program. Such conduct (sexual harassment) may result in disciplinary action up to and including termination. No manager or supervisor (instructor) shall threaten or insinuate, either explicitly or otherwise to an employee and/or student that refusal to submit to sexual advances will adversely affect any employees' and/or students' employment, assignment, promotion, transfer, evaluation, wages, or any other term or condition of employment or enrollment.

All employees at the University of South Los Angeles must undergo formal training upon hire and every two years subsequently to learn how to recognize and handle instances of sexual harassment. The training will include general information about the legal definition of sexual harassment as well as practical examples that illustrate sexual harassment, discrimination, and retaliation. In addition, employees will learn about the remedies and resources available for sexual harassment victims in civil actions and potential employer liability. In addition, training will provide employees with strategies to prevent sexual harassment in the workplace and an explanation about the confidentiality of the complaint process and USLA's obligation to conduct an effective workplace investigation of a harassment complaint and take remedial measures to correct harassing behavior. Finally, employees will learn how to prevent abusive conduct.



Any employee and/or student who believes that he/she has been a victim of sexual harassment in the workplace/university should notify his/her supervisor or Dean of the school and follow the grievance procedures provided by this organization for the filing of sexual harassment complaints. It is the supervisor's obligation to report any complaints of sexual harassment, discrimination, and retaliation and resolve the claim in a timely and confidential manner. Documentation is required to record the impartial investigation by qualified personnel.

The University of South Los Angeles provides a complaint mechanism that does not require an employee or student to complain directly to his or her immediate supervisor. If the employee or student is more comfortable making a complaint to a designated representative they may contact and file the complaint with one of the university's acting Ombudspersons, Ms. Jackie Jung or Dr. Tania Maync.

### **Threats, Violence, and Weapons**

The potential for workplace violence is an unfortunate reality. No matter what the reason, USLA prohibits violence or threats of violence of any sort, including verbal or written abuse, stalking, harassment, horseplay, physical attacks, fist fighting, and unwelcome physical touching, sexual or otherwise.

### **Substance Abuse**

The University of South Los Angeles is committed to providing a safe work environment and to fostering the well-being and health of its employees and workers. That commitment is jeopardized when any USLA faculty member illegally uses drugs and/or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace. You should not bring onto USLA property, or leave behind, personal property with any tangible value. USLA assumes no liability or responsibility for your personal property, including personal injury, damage, theft, or other loss.

### **Drug Free Workplace Policy**

University of South Los Angeles has a policy of maintaining a Drug-free Workplace. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institution's workplace. The workplace is defined as any classrooms, hallway, restroom, parking, or storage areas that are connected to the main campus at 555 W. Redondo Beach Blvd., Gardena, CA 90248; or any location outside of the main campus where the University of South Los Angeles' programs or courses are discussed or promoted.

All students must sign a drug free policy awareness statement located within this Catalog/Student Handbook. This form may also be found in the administrative office during normal office hours.

### **Tobacco Policy**

No tobacco products of any kind are permitted inside any University of South Los Angeles offices or classrooms. Smoking may take place only in designated smoking areas outside classroom facilities.

### Dress Code

It is important for all USLA staff to project a professional image while at work by being appropriately attired. This policy applies to all full and part time employees, as well as to Independent Contractors, volunteers, and students. All clothing must be consistent with the standards for a professional environment and not attract undue attention or serve as a distraction to others. It must also be appropriate to the type of work being performed and take into account the expectations of any customers served. Clothing worn is not to be suggestive or indecent. For general office attire, the key is a professional business appearance.

All USLA staff is expected to be neat, clean, and well-groomed while on the job. Excellent grooming standards are to be maintained at all times while at work.

#### *Standard of Formal Business Attire*

For special occasions that require more formal wear, “Standard or Formal Business Attire” is required.

Male	Female
Suits	Evening Wear: dresses, skirts and tops, pantsuits
Sport coats	Suits
Dress slacks	Dresses
Long-sleeved dress shirts	Hosiery
Necktie	Dress shoes
Dress shoes and socks	

The following articles and types of clothing are **not acceptable** for wear in the workplace:

- Athletic jerseys, tank tops, tube tops, halter tops, backless or bare midriff shirts, shirts with written slogans, expressions or depictions (excluding HOPE logo attire)
- Spandex/lycra garments, sweat pants, running or warm-up suits, workout clothes and overalls or coveralls
- Rubber or plastic beach-style “flip-flops”, work boots, house shoes
- Underwear as outerwear, excessively tight, provocative or revealing attire, (braless or mini look) or off-the-shoulder garments
- Wrinkled, stained, ripped, or “distressed” clothing
- Hats, caps, sweatbands, and similar headwear
- Tennis Shoes, Clogs, Athletic Shoes, Sandals
- No visible tattoos of any kind (permanent or temporary) are allowed
- Jewelry that interferes with a staff member’s ability to perform his or her job duties is not permitted. Some jewelry has the potential to cause a safety hazard to the staff and to co-workers, especially if it comes in contact with office equipment
- No visible piercings in the nose, lip, or tongue that contains jewelry is permitted

The University of South Los Angeles is confident that each worker will use their best judgment when maintaining appropriate attire and appearance. Management reserves the right to determine appropriateness. As a general rule of thumb, if you are unsure of whether or not an article of clothing is acceptable, most likely it isn’t. ***If in doubt, don’t wear it!***

## **Media Guidelines**

### ***Media Contacts***

Unless your supervisor specifically authorizes you to speak to the media on behalf of USLA, you may never respond to an inquiry or request for a comment or statement from a member of the media (e.g., a news reporter, television or radio reporter, entertainment reporter, or columnist). Relay all such requests to a designated media contact or your supervisor.

### ***Recording of Conversations***

Do not use any kind of recording device to record anyone's conversation! Such recording is illegal in many jurisdictions, and could subject you to fines or other criminal penalties. By respecting each other's communications, we create an environment of open communication. This also protects trade secrets and other confidential information. The only exception is when all individuals have given advance written consent to the recording. Employees who violate this policy may be discharged from their jobs.

### ***Solicitation and Distribution***

Working time, unlike meal periods and rest periods, is for work. Employees are not allowed to solicit other employees during their own working time or the working time of the employees they wish to solicit. Distribution of pamphlets, literature, or any other material by non-employees on USLA premises is prohibited. In addition, employees are not allowed to distribute this kind of material in working areas at any time. Employees may not distribute materials during their working time or the working time of other employees.

### ***Electronic Information and Internet Usage***

If available, an USLA email account will be created. Please use this email account when corresponding in regards to USLA affairs with students, faculty, administrators, and other organizations. Faculty and staff of the University will be using this email account to correspond with you; please check this regularly. USLA management reserves the right to monitor all computer usage and messaging.

If you are not given an USLA email account, the university will use any email address the instructor provides.

### ***Cell Phones and Mobile Devices***

You may use not use a cell phone or mobile device while performing your tasks. It is distracting and unprofessional. Make the call on a break or take a break to make the call. Never use a cell phone or mobile device for USLA business when doing so may present a danger to yourself or others. This is especially true when you are driving. When discussing confidential, privileged, or particularly sensitive business-related matters, you should use a regular telephone to minimize the possibility of eavesdropping or interception of your conversation.

## **Faculty Policies**

All instructors are urged to become familiar with the University of South Los Angeles rules and standards of conduct and are expected to follow these rules and standards faithfully in their educational activities.

### **Academic Freedom**

In institutions of higher education, like the University of South Los Angeles, the principle of Academic Freedom is essential to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge. The right to Academic Freedom in teaching is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at the University of South Los Angeles and are elaborated as follows:

- The teacher is entitled to full freedom in research and in publication of the results; subject to the adequate performance of the teacher's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of the university's officer or Chancellor of the university, provided it does not interfere with his/her duties at the university.
- Teachers are entitled to freedom in the classroom to discuss their subject, but should exercise this freedom in a responsible manner.
- Faculty members may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, the faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that (s)he is not speaking for the University.
- Any faculty member who believes that his/her rights have been abridged or ignored by an administrative officer or employees of the University of South Los Angeles and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the Chancellor of the university.

### **Faculty Classifications**

There are two classifications of instructional faculty employees at the University of South Los Angeles: full-time faculty and contracted faculty. The latter are also referred to as adjunct professors. Full-time faculty consist of those teaching 15-18 academic hours per week with the remainder of clock hours dedicated to committee, research, and administrative work such as student advising on behalf of the university.

Part-time faculty are contracted on a course-by-course basis and are not required to do committee work or student advising.

## **Instructional Faculty Duties**

### ***All Instructional Faculty***

Duties for all instructional faculty include but may not be limited to the following:

- Plan for instructional activities to include, but not limited to, lecture, class discussion, demonstration labs, and projects.
- Course outlines and syllabi should be given to students at the beginning of each course setting objectives, determining multiple teaching strategies, student activities, and evaluation of student learning.
- Handle classroom routines which include but are not limited to the following: Start and end class on time, provide a classroom environment conducive to learning, administer rules consistently and fairly, establishing and maintaining classroom control, and return assessments in a timely manner.
- Organize concepts to be taught in a logical and understandable sequence covering all objectives as outlined in the course syllabus and lesson guides.
- Identify and assess students who are in need of additional instruction to successfully complete the course objectives.
- Maintain expertise and technical competence in applicable field of study.
- Adhere to published faculty handbook guidelines in all matters concerning professional behavior, dress code, and ethics.
- To be aware of and abide by the mission, goals, objectives, purpose, philosophy, and statement of faith of the University of South Los Angeles
- Other duties related to the job description, as assigned by supervisor.

### ***Additional Duties for Full-Time Faculty***

In addition to the duties assigned to all instructional faculty, full-time faculty are also expected to participate in the following:

- Student advising
- Committee work (search committees, student success, RAP workshop participation etc.)
- Curriculum development and new course design
- Activities relating to assemblies, orientation, registration, graduation and other duties related to the job description, as assigned by supervisor.

Faculty are also expected to be familiar with the university's library facilities and learning resources including the Library and Information Resources Network (LIRN) the university subscribes to. The library staff will hold annual training workshops or private training sessions upon request.

### ***The Review, Analyze, and Plan (RAP) Workshop***

Every year towards are right after the end of the school year, a workshop will be held to review, analyze and plan academics and assessment at the university. The CAO and DIE in conjunction with the academic deans will organize these workshops and faculty and staff shall be included. All of the following will be reviewed, analyzed and assessed at the RAP workshops:

- Student learning outcomes
- Program Outcomes
- Review of scheduled Program Review

- Course outcomes, course design, course syllabi, and new course proposals
- Student, staff, and faculty satisfaction
- The IAP
- Any new program proposals

All of the above are analyzed in conjunction with the institutional mission, objectives, and philosophy of education.

Faculty are asked to submit new course proposals and formal and any other formal business two weeks prior to the scheduled workshop so it can be put on the agenda and discussed. Staff will also be invited to submit suggestions, concerns, and recommendations two weeks prior. The workshops will particularly concentrate on course, program, and institutional outcomes and where these goals are not being adequately met.

The scheduling of the RAP workshop in June makes it possible to suggest changes/revisions and to get them approved and implemented in time for the next school year.

Minutes of these meetings shall be retained along with a RAP assessment report generated by the chairman (normally the DIE or someone designated by the DIE).

#### ***Faculty Meetings***

The appropriate Dean(s) will hold faculty meetings on a regular basis, ideally once per quarter. Attendance at these sessions is highly encouraged. Notice of meetings will be enough in advance for instructors to plan for attendance. Faculty meetings are conducted through a 3<sup>rd</sup> party conference call service. The meeting shall be recorded and recordings of these shall be made available as an mp3 audio file for faculty to review.

#### ***Office Hours***

The primary objective of the University of South Los Angeles is to teach students—II Timothy 2:2.

Both full-time and party faculty of the university are encouraged to hold regular office hours and make themselves available to their students for instructional, counseling and related purposes. Faculty are provided with office space by their Deans and may make themselves available to students before or after their classes meet. Office hours should be posted in the syllabus

#### **Faculty Development**

The University of South Los Angeles endeavors to support faculty who excel in their respective fields of study as well as in becoming more effective teachers. Training and professional development are important elements in the development of instructors. Instructors are encouraged to improve their teaching through reading, academic coursework, attending conferences, faculty meetings, etc. USLA will set up faculty training and development online for access by all instructors.

Full-time faculty can apply to the Dean of their Program for small stipends up to \$250 per year as compensation for independent development projects. Part-time faculty may apply once every three years for the same institutional support. Examples of approved development programs can include:

1. Attending a professional conference, seminar, symposium etc.
2. Publishing a scholarly article
3. Maintaining a scholarly publication, weblog, or professional association
4. Research trips to archives, interview subjects, or collect data
5. Spiritual renewal

### **Faculty Organization**

All faculty, full- and part-time at the University of South Los Angeles are invited to join the Faculty Council which meets on a quarterly basis to discuss issues of instruction, employment, and curriculum development and issues to be brought up at the annual RAP (Review, Analyze, Plan) Workshops.

Reports from the Faculty Council should be submitted at the annual RAP workshops.

### **Student Progress**

Faculty members are responsible for monitoring student progress and for encouraging students to complete the program in which they are enrolled. Instructors must provide motivational encouragement throughout the course via USLA Online discussion forums, email, and verbal discussions. Academic advisors meet with hybrid students to discuss their progress at the time of registration, and provide counsel and encouragement throughout the academic year to all students.

Online instructors are also responsible for following student progress. This can only be done though constant attendance in the online classroom. On occasion, the instructor may contact the foreign tutor and discuss a student's progress or problems.

### **Faculty Appointment and Schedule**

#### ***Appointment***

Upon the recommendation of the Dean or Director, courses are assigned to individual instructors. Instructors can only be approved for a maximum of two courses per quarter. Assignments must be accepted by individual instructors. Only instructors who have attended Online Orientation will be scheduled for online classes.

#### ***Academic Schedules***

The Director or academic staff will publish a one-year academic schedule for planning purposes of the site and instructors. This is a planning tool and modifications and changes must be expected. As a courtesy, it is preferred that instructors notify the academic staff of periods of non-availability.

#### ***Letters of Appointment***

After an evaluation of credentials and qualifications, the Dean of Academics will issue a Letter of Appointment. This formalizes the relationship between USLA and Instructor. Included with the Letter of Appointment is an official ID card.

### ***Teaching Assignment***

Each assigned instructor will receive from the Director or academic staff a Teaching Assignment which states the instructor's name, course, class details, and compensation. These are usually received before the start of the course.

### ***Course Assessment***

Each course offered will be identified for assessment. Participation in this assessment is mandatory. It is not only an evaluation of the instructor for instructional effectiveness, but a tool for academic departments to assess and modify current courses.

### **Syllabus and Syllabus Collection**

All instructors must submit an updated course syllabus to their Dean one month prior to the start of a term. Instructors are to use the boilerplates provided by the University. Certain parts are not to be modified, but the majority of the syllabus is at the instructor's discretion.

**Note:** Contrary to student belief, the syllabus is not a contract and the instructor is free to change and modify it at any time. Courtesy demands that the instructor inform the students of the changes in a timely manner.

### **Textbooks**

Instructors must use one of the approved textbooks for his/her course. The instructor is free to choose supplemental texts and this does not require approval.

Instructors may request a textbook be placed on the approved list. These requests will be submitted to the Dean for approval.

### **Equipment and Supplies**

Requests for instructional equipment and supplies should be submitted to the administrative staff at the front desk of the main (Gardena) campus at least a month prior. All efforts will be made to procure desk copies as well as other essential instructional material. For more expensive items such as computer hardware or software, media, and scientific equipment, request must be approved by the CFO and may take up to six weeks.

### **Attendance and Punctuality**

#### ***Procedure***

The University of South Los Angeles expects instructors to be ready at the beginning of an assigned class. Instructors may have some flexibility with modifying hybrid class hours, but must obtain approval first from the Dean of the changes in class hours.

Online instructors will set up their online class the week prior to the beginning of class. This is to ensure all appropriate information is included, instructor information is posted, "welcome" message(s) are posted, and any supplemental information and announcements are posted.

#### ***Attendance Rosters***

The academic staff will provide each instructor an attendance roster. Attendance must be taken at every hybrid classroom meeting. Online classes are not required to record attendance, as attendance is recorded in the learning management system.



### ***Absence and Tardiness***

From time to time, it may be necessary for an instructor to be late or absent from class. The USLA is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled may arise during classroom hours. It is the responsibility of all instructors to notify their academic Dean whenever an instructor will be late or absent.

- **Notification of Students.** The administration will make every attempt to contact the class where the instructor will be either late or absent.
- **Makeup Class.** The missing hours shall be made up. Instructors will schedule a make-up period before the end of the term. The academic dean shall be notified of time and place of classes being made-up.

The University reserves the right to drop students who do not attend class the first week of the term/quarter. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must notify the instructor, preferably in advance. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences.

### ***Instructor Drop***

The instructor has the prerogative to drop a student who is absent for more than 2 consecutive class meetings.

### ***Excused Absence***

The instructor has the right to ask for verification of a request for an excused absence, e.g., doctor's verification, etc. A student may not have more than 2 excused absences in a term. Excused absence does not excuse the student from assignments, papers, tests, deadlines, etc. The instructor has the prerogative to extend deadlines, but is not required to do so. Any student who foresees extended absence should not register and re-register for a later term.

### ***Class Conduct***

#### ***Class Contact Hours***

Unless otherwise specified, instructors have 32 contact hours per 3 quarter units course per quarter. This is important in maintaining current accreditation. Any missed classes must be made up at a later date.

### ***Grade Submission***

Instructors must submit final grades no later than 2 weeks after the end of the session. This is to ensure timely posting of grades. Procedures for submission can be obtained from the Office of Academic Affairs.

### ***Grade Scale***

93 – 100%: A	87 – 89%: B+	77 – 79%: C+	67 – 69%: D+	0-59%: F
90 – 92%: A-	83 – 86%: B	73 – 76%: C	63 – 66%: D	
	80 – 82%: B-	70 – 72%: C-	60 – 62%: D-	

A: The student exceeded expectations, worked above what is required, superior

B: The student met all expectations as specified for the class in a professional manner.

C: The student met minimum class requirements.

D: The student did not meet minimum requirements.

F: The student did not meet minimum requirements and must repeat course.

### ***Open Communication***

International American encourages instructors to discuss any issues they may have with a student, policies, or procedures. Any information discussed in an “open communication meeting” is considered confidential, to the extent possible while still allowing management to respond to the problem.

The University of South Los Angeles encourages all instructors to bring forward their suggestions and good ideas about making the University a better place to work and enhancing services to students, instructors, and staff. Any instructor who sees an opportunity for improvement is encouraged to talk it over with their Dean. The Dean can help bring ideas to the attention of the people in the University who will be responsible for possibly implementing them. All suggestions are valued.

Successful working conditions and relationships depend upon successful communication. It is important that instructors stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at the University of South Los Angeles.

### ***Field Trips and Off-Site Classes***

Field trips can only be conducted with the approval of the appropriate Dean. Requests must be submitted alongside rationale one week in advance. Classes cannot be conducted off-site or at an alternative site without the approval of the Dean. Requests must be submitted one week in advance with rationale.

### ***Break Periods***

It is customary to break for 10 minutes for every hour of work. Breaks can be combined or divided to create equivalent break periods. As a matter of course, the instructor will have a minimum of two break periods per class session. The time and length are at the discretion of the instructor.

### ***Classroom Visitors***

As a general practice, visitors and family members are not normally allowed in the classroom during class hours. However, it is at the instructor’s discretion as to the allowance of visitors, auditors, family members, etc. in the classroom.

### ***Recording of Classroom Material***

The allowance of recording material in the classroom is strictly at the discretion of the instructor. Students must obtain the instructor’s permission to record any and all discussions and lectures.

### ***Use of Internet***

Internet access is only available on site via hard wired computers. A wireless internet signal is available and requires a password.

### ***Food and Beverage***

Eating and drinking in the classroom is at the instructor’s discretion. However, it is common courtesy to not eat during class sessions, but to eat before class or during break periods.

### **Other Faculty Roles**

#### **Comprehensive Examination Mentor/Committee Member**

The purpose of the comprehensive examination is to provide students with the opportunity to demonstrate their ability to integrate and synthesize their competencies in the theoretical, research, and best practices literature in their specializations. These competencies represent program outcomes from the areas of specialization that students have developed through their doctoral course work and can be specifically applied to the areas of their dissertation research.

The comprehensive examination consists of written responses to a set of six (6) questions and a final conference call to discuss and further explore those answers with the Faculty Mentor. Students are required to pass the written examination and complete the final comprehensive examination conference call in order to progress to the dissertation stage of their doctoral program. Selected by the Faculty Mentor, the examination questions explicitly address the identified program outcomes for the student’s specialization.

<b>Student</b>	<b>Mentor/Chair</b>	<b>Members/Readers</b>
<ul style="list-style-type: none"> <li>• Complete course units as appropriate</li> <li>• Review materials and use resources</li> <li>• Set up and complete preliminary conference call</li> <li>• Write answers to the comprehensive examination</li> <li>• Receive feedback on questions</li> <li>• Make revision during two-week rewrite period if necessary</li> <li>• Conduct and complete the final conference</li> </ul>	<ul style="list-style-type: none"> <li>• Orient student to tasks and facilitate process for completing units</li> <li>• Discuss core themes and topics</li> <li>• Lead and participate in preliminary conference call</li> <li>• Provide student with clarification on questions if needed</li> <li>• Select three core theme-based comprehensive questions</li> <li>• Facilitate the answer collection and distribution process</li> <li>• Fully communicate Reader feedback on written examination to the student</li> <li>• Facilitate rewriting and approval process as necessary</li> <li>• Facilitate, participate in, and communicate Reader feedback during the final conference call</li> </ul>	<ul style="list-style-type: none"> <li>• Orient student to tasks and facilitate process for completing units</li> <li>• Discuss core themes and topics</li> <li>• Lead and participate in preliminary conference call</li> <li>• Provide student with clarification on questions if needed</li> </ul>

#### **Dissertation Mentor/Committee Members**

The Dissertation Committee has overall responsibility for providing content, technical, organizational, ethical, and administrative guidance for the student in the dissertation process. The Dissertation Committee members work collaboratively with the mentor (committee chair) to guide the student as he or she continues to develop and strengthen his or her advanced academic skills to accomplish the capstone project of the doctoral program. Committee members evaluate the dissertation proposal and manuscript to ensure that the work meets rigorous academic standards for quality, and that the student meets the guidelines for ethical research, academic honesty, and academic writing and presentation.

#### **Dissertation Committee**

The Dissertation Committee reviews and approves the proposal, guides the research, approves

the final dissertation, and participates in the scheduled proposal and dissertation conferences. The Dissertation Committee provides timely and competent guidance to the student throughout the doctoral research and writing processes.

The Dissertation Committee may be the same Members as the Comprehensive Examination Committee or the members may be different. That is up to the student to decide. If the student prefers the Members that they had chosen to serve on his/her Comprehensive Examination, they may choose the same members to serve on his/her Dissertation Committee. If the student did not enjoy the dynamics of the Comprehensive Examination Members or wishes to pursue different perspectives, experiences, etc., the student may choose new members.

### **Dissertation Committee--Mentor**

Faculty mentors are vitally important to the success of students working on their dissertation. Faculty mentors chair the Dissertation Committee, guiding and counseling students throughout the most critical phases of the doctoral program.

The mentor is the faculty member from the student's school and specialization. As chair of the Dissertation Committee, the Faculty Mentor is the liaison between the student, the Dissertation Committee, and the school. The mentor guides and supports the student as he or she develops and demonstrates competencies in critical thinking, analysis, synthesis, and integration of relevant theories and research.

The mentor is primarily responsible for guiding and supporting the student through the development of the proposal and supervising the student as he or she:

- Receives training in protection of human participants in research
- Designs and conducts the research project
- Completes the dissertation manuscript

The mentor provides feedback on the student's writing and research skills and refers the student to additional support and resources within the university when those skills need further development. During the dissertation process, the student and the mentor will be engaged in collaborative efforts involving the communication skills of writing, discussing, and negotiating.

The mentor should ensure that the proposal and the completed dissertation comply with all criteria used to evaluate acceptable scholar-practitioner work at the doctoral level, including content, structure, and ethical guidelines according to the Institutional Review Board (IRB) and the *APA 6th* Manual form and style requirements. The mentor is the focal point for communications between the committee members and the student, and facilitates the pace and flow of the conference calls. The mentor also is responsible for delivering the final drafts of the documents to the school for review and communicating any comments from the school to the student, who is, in turn, responsible for making the necessary improvements.

The ongoing relationship between the student and the mentor is unlike any other that the student will experience during their academic career. Because of factors such as the dissertation topic and methodology, as well as the personalities and work styles of student and mentor, there are few constants in the mentor/student relationship. The relationship evolves with each person's contribution.

In the beginning, the mentor provides significant guidance and advice, but as the project develops, students find themselves developing an increasing degree of autonomy and

independence. As mentioned earlier, the dissertation process transitions the student from practitioner-scholar to scholar-practitioner, and nowhere is this shift more evident than in the mentor/student relationship. What begins as a somewhat hierarchical relationship may end up as a relationship of peers and even continue afterward as colleagues.

### **Committee Members**

#### *Faculty Evaluator*

Faculty member from the student's school, preferably from within the student's specialization.

#### *Independent Faculty Reviewer*

An Independent Faculty Reviewer is a faculty member from another specialization or a visiting faculty member/scholar from another institution. Visiting scholars are required to hold a terminal degree (such as a PhD, DBA, or Ed.D) from a recognized accredited institution.

### **Faculty Progress**

#### ***Review/Evaluation Procedure for Faculty—Full-Time and Part-Time***

The University of South Los Angeles provides an established process for the regular evaluation of all faculty. In order to assure equity in evaluating members of the faculty being reviewed in consideration of reappointment and the pursuit of excellence, the faculty, in cooperation with the administration (Chancellor and Deans) and the Board, have adopted the following criteria and procedures. In its efforts to promote and maintain the highest possible standards among the faculty, the University will be guided solely by these criteria and procedures in the evaluation of faculty members. The main purpose for faculty evaluation is to help ensure teaching excellence among faculty.

New faculty shall be evaluated during the first quarter by the Dean of their school. The second faculty review shall take place one year later. Thereafter, review must take place once every two years. It is at the Dean's discretion which quarter to initiate the two-year reviews.

The formal process is as follows:

1. The Dean will contact the faculty members at the beginning of the quarter year to explain the faculty review process and clarify the procedures and forms.
2. If the faculty member is teaching more than one class they may request at this time which course they prefer for the formal evaluation. Requests are not guaranteed due to schedule restrictions.
3. Once the course is determined the Dean and the faculty member must agree upon a date for the classroom observation and subsequent face-to-face meeting to take place.
4. The Dean will provide faculty members with the Faculty Self-Evaluation form to be completed prior to their face-to-face meeting.
5. Faculty members may request that the Director of Institutional Effectiveness send the summary reports of course evaluation data from prior quarters prior to their scheduled meeting.
6. The Dean and faculty member will discuss the Dean's evaluation and the Faculty Self-Evaluation and course evaluation data at the face-to-face meeting.
7. The Dean will prepare and sign the Supervisor's Review/Report. The report will be given to the faculty member for signature and then added to the personnel file, along with supporting documents.

### ***Student Course Evaluations***

Each course will be evaluated by the students that will rate the instructor and the course. Sometime near the end of the class session, the academic staff will distribute Student Evaluation Forms. The results will be compiled and reviewed by the Dean or Director. Evaluation responses will be anonymous. This ensures that there is no student retaliation. A record of these evaluations will be held by the Dean and are considered confidential in nature. Emphasis will be placed on:

- Instructor's preparedness
- Instructor's interest and enthusiasm
- Course content
- The learning environment

### ***Updating Resumes***

Instructors must submit updated curriculum vitae to their academic Dean on an annual basis or when major changes have occurred. Included should be professional development courses, works published, paper presentations, conferences attended, etc.

### ***Intellectual Property and Copyright***

A wide body of federal and state laws protects creative property such as writing, music, drawings, paintings, photography, and films. Collectively, this body of law is called "intellectual property" law, which includes copyright, trademark, and patent laws, each applicable in various situations and each with its own set of technical rules. Obtaining permission to use creative works concerns copyright law. The University of South Los Angeles is committed to protecting its faculty and the institution and making sure they are all in compliance with applicable intellectual property laws.

Below is a summary of the various types of intellectual property laws that are relevant to the permissions process.

- Copyright. Original creative works such as paintings, writing, architecture, movies, software, photos, dance, and music are protected by federal copyright law.
- Trademark. Brand names such as Nike and Avis, as well as logos, slogans, and other devices that identify and distinguish products and services, are protected under federal and state trademark laws. Unlike copyrighted works, trademarks receive different degrees of protection depending on numerous variables, including the consumer awareness of the trademark, the type of service and product it identifies, and the geographic area in which the trademark is used.
- Right of Publicity. The image and name of a person are protected under a patchwork of state laws known as the right of publicity. These laws protect against the unauthorized use of a person's name or image for commercial purposes — for example, the use of your picture on a box of cereal. The extent of this protection varies from state to state.
- Trade Secrets. State and federal trade secret laws protect sensitive business information. An example of a trade secret would be a confidential marketing plan for the introduction of a new software product or the secret recipe for a brand of salsa. The extent of trade secret protection depends on whether the information gives the business an advantage over competitors, is kept secret, and is not known by competitors.
- Right of Privacy. Although not part of intellectual property laws, state privacy laws preserve the right of all people to be left alone. Invasion of privacy occurs when someone

publishes or publicly exploits information about another person's private affairs. Invasion of privacy laws prevent you from intruding on, exposing private facts about, or falsely portraying someone. The extent of this protection may vary if the subject is a public figure — for example, a celebrity or politician.

## **Emergency and Safety Policies**

The University of South Los Angeles takes safety very seriously and works hard to provide a safe workplace for employees. To help keep this safe environment, it is very important that you immediately report unsafe conditions or violations of safety rules.

### **Campus Emergency Plan**

In case of emergency, it is important to remain calm and to listen for instructions from personnel in charge, whether these are school personnel or an emergency response team. In all emergencies, someone should phone 911; if this is an emergency involving the whole school and is during regular office hours, someone in administration will make the call. If this is a personal emergency, such as a medical emergency, or after hours and the office is closed, the student or a capable friend or acquaintance should make the call to 911.

All classrooms and offices at the University of South Los Angeles are equipped with an up-to-date evacuation plan that includes emergency procedures and a map of all emergency exits. All university buildings are inspected annually to ensure compliance with local building and fire codes.

If you have not had a first aid course, you may want to familiarize yourself now with the first aid survival guide at the front of the white pages in the phone directory. It addresses a variety of medical emergencies and earthquake issues. When you dial 911, be prepared to tell the operator:

1. The phone number from which you are calling;
2. The address (555 Redondo Beach Blvd., Gardena - if you are on campus);
3. Any special directions of how to find the victim (i.e., the first floor library);
4. Describe the victim's condition (i.e., unconscious, bleeding, burned, broken bones, etc.);
5. Describe what happened; how many are injured; what help is being given;
6. Give your name;
7. **DO NOT HANG UP** until the 911 operator tells you; they may have special questions.

### **Medical Emergency**

All students are encouraged to maintain a medical insurance policy for themselves (and their families, if they are head of household) while studying at the University of South Los Angeles.

A first aid kit is kept in the Registrar's office for minor medical care. Students are encouraged to provide their own first aid supplies as they know their potential medical needs better than anyone. Students are encouraged to visit their own physicians as needed to prevent medical emergencies.

A partial list of local full-service hospitals and urgent care clinics is provided here. If a medical emergency is acute, phone 911 and request an ambulance or paramedics.

#### **Memorial Hospital of Gardena (Nearest)**

1145 W. Redondo Beach Blvd.  
Gardena, CA  
310-532-4200



**Care Station Carson**

21501 S. Avalon Blvd., Suite 100  
Carson, CA  
310-835-6627

**Manhattan Medical Group**

15401 S. Main St.  
Gardena, CA  
310-323-0484

**Torrance Memorial Medical Center**

3330 W. Lomita Blvd.  
Torrance, CA  
310-325-9110

**Weather-Related and Emergency-Related Closings**

At times, emergencies such as severe weather, fires, or power failures can disrupt classroom activities. In such instances, the instructor will decide on the closure and will provide the official notification to the appropriate Dean.

**Fire**

In case of fire or fire drill on the campus, all persons are to proceed quickly and calmly to the main parking lot toward Redondo Beach Boulevard (in front of the building). Faculty members are responsible for ensuring that all students leave the classrooms immediately.

**Earthquake**

In case of an earthquake: If inside, stay there and drop, cover and hold.

- DROP to the ground. (Do not rush for the doors and try to get into a doorway)
- Take COVER by getting under a sturdy desk/table or crouching down close to a wall. Protect your head, neck, and face from falling object.
- HOLD ON until the "shaking" stops (2 to 5 minutes).

If outside, stay there and stay clear of falling objects.

**Crime**

While we have experienced very little crime at the University of South Los Angeles, the possibility is still very real. If you are the victim of a violent criminal act, or witness one, phone 911 immediately. Also report any crime to the administration offices at the earliest possible time. Students should use caution after leaving campus at night.

**Campus Intruder**

In the event of a campus intruder or shooter please follow all emergency policies and instructions by faculty and staff. If you notice strange or suspicious behavior, please contact staff OR call 911 to report the behavior.

Security, while impossible to guarantee, requires everyone's attention and cooperation. At a minimum, we all must abide by the following security measures.

### **Visitors**

All visitors to an office or facility maintained by USLA should be directed to the reception area and remain there until escorted to another area by an USLA representative.

### **Offices and Related Facilities**

You must never disable, disarm, obstruct, or tamper with any doors or fire exits; locks, alarms, or other security devices; smoke alarms, fire alarms, or security lights; fire extinguishers or sprinklers; or similar devices or equipment.

### **Computer System Access**

Information Technology users are required to take reasonable measures to prevent unauthorized use of the computing resources made available to them.

**Appendix**

- I. Peer Evaluation Form: page 84***
- II. Peer Evaluation for Online Instruction: page 85***
- III. Student Course Evaluation: page 86***
- IV. Annual Evaluation: page 88***
- V. Faculty Application: page 89***
- VI. Course Syllabus Template: page 91***

## PEER EVALUATION FORM: HYBRID INSTRUCTION

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### PEER EVALUATION for CLASSROOM INSTRUCTION

Course Code		Term / Year	
Course Title		Instructor	
Method of Evaluation (Video Recording or Live)			

Please answer each question with a value from below. The value corresponds to how you feel about each question.

A = Not Applicable    1 = Strongly Disagree    2 = Slightly Disagree    3 = Neutral    4 = Slightly Agree    5 = Strongly Agree

SECTION 1: INSTRUCTOR		Score
1.	Appeared comfortable and competent with course content.	
2.	Explained topics clearly so that they were understandable to the students	
3.	Promoted critical thinking from students (practiced applying concepts, problem-solving, finding relationships).	
4.	Treated students fairly and with respect	
5.	Spoke audibly and clearly	
6.	Communicated a sense of enthusiasm and excitement about the content	
7.	Encouraged students' questions and/or discussion	
8.	Used audio-visual aids (chalkboard, slides, maps, technology, etc.) which enhanced the understanding of the material)	
9.	Responded confidently, clearly, and constructively to questions.	
SECTION 2: CLASSROOM ACTIVITY		
Please describe, to the best of your observation, the classroom activity that is occurring.		
SECTION 3: COMMENTS/FEEDBACK		
Discuss any area(s) of strength, effectiveness or suggestions for improvement (related to methods, delivery, personal style, instruction, innovation, technology, rapport, etc.).		

## PEER EVALUATION FORM: ONLINE INSTRUCTION

### PEER EVALUATION for ONLINE INSTRUCTION

This evaluation form is a Word form. Please complete this form on your computer. You can type in the grey field text boxes. The numerical values are a drop down menu. When you are done, please email the form to [ACADEMICS@UOFSLA.ORG](mailto:ACADEMICS@UOFSLA.ORG)

Course Code		Term / Year	
Course Title		Instructor	

Please answer each question with a value from below. The numerical value corresponds to how you feel about each question.

A = Not Applicable    1 = Strongly Disagree    2 = Slightly Disagree    3 = Neutral    4 = Slightly Agree    5 = Strongly Agree

SECTION 1: INSTRUCTOR		Score
1.	<b>Introductions:</b> The self-introduction by the instructor is appropriate.	Select One
2.	<b>Subject Matter:</b> The instructor demonstrated knowledge of the subject matter. The subject matter was made stimulating or relevant.	Select One
3.	<b>Clarity:</b> The instructor used illustrations and examples to clearly explain important concepts. The instructor was successful in communicating or explaining subject matter.	Select One
4.	<b>Experiences:</b> The instructor shared challenges and solutions experienced to add practical value to the course.	Select One
5.	<b>Meaningful Feedback:</b> When responding to student work, the instructor referred to specifics so that students know their work has been thoroughly read. The instructor provided feedback indicating areas in which the students have succeeded as well as areas that require further development in a timely manner.	Select One
6.	<b>Engaged Students:</b> The instructor engaged students and stimulated classroom interaction. The instructor encouraged learners to analyze alternative ways of thinking and acting and assisted students in exploring their own experiences.	Select One
7.	<b>Timeliness:</b> The instructor responded to postings within 48-72 hours.	Select One
8.	<b>Enthusiasm &amp; Social Interaction:</b> The instructor expressed enthusiasm for online learning and conveyed the belief that students will be successful in the online setting. The instructor showed concern and respect for individuals as students. The instructor created a friendly, social environment in which learning is promoted.	Select One
9.	<b>Praise and Encourage:</b> The instructor provided (at minimum) weekly praise and encouragement to individuals and/or groups for work that is well done.	Select One
10.	<b>Availability:</b> The instructor provided scheduled phone availability.	Select One
<b>SECTION 2: COMMENTS/FEEDBACK</b>		
This section is available for open candid feedback. Discuss any area(s) of strength, effectiveness or suggestions for improvement (related to methods, delivery, personal style, instruction, innovation, technology, rapport, etc.):		

Faculty Conducting Observation

Date



## University of South Los Angeles

### Confidential Instructor and Course Evaluation Form

**To the Student:** The evaluation you are about to write is an important document for your instructor. The information provided will be used by the university in the evaluation of your instructor's teaching. It will also be used by the instructor for improving course structure and teaching. Your evaluation does count. You are encouraged to respond thoughtfully, to take this evaluation seriously, and to provide written remarks; we have allowed time for you to reflect and provide an honest appraisal.

Your instructor will not see these evaluation forms until after he or she has turned in final grades. If you do not want the instructor to see your hand-written form, check this box  and your responses will be typed before it is given to the

Course# \_\_\_\_\_ Quarter \_\_\_\_\_ Year \_\_\_\_\_ Instructor's Name \_\_\_\_\_

Major \_\_\_\_\_ Minor (if applicable) \_\_\_\_\_ Expected Grade \_\_\_\_\_

Status:  First year  Sophomore  Junior  Senior  Graduate Student

#### 1. Instructor's Promotion of Students' Learning

	Disagree					Agree				
a. The instructor was intellectually challenging.	1	2	3	4	5	1	2	3	4	5
b. The instructor was skilled in helping students master relevant concepts and skills.	1	2	3	4	5	1	2	3	4	5
c. The instructor encouraged students to take learning seriously and to think critically.	1	2	3	4	5	1	2	3	4	5
d. The instructor encouraged students' intellectual self-reliance and self-motivation.	1	2	3	4	5	1	2	3	4	5
e. Class assignments (e.g., homework, lab reports, papers, readings) were useful learning tools.	1	2	3	4	5	1	2	3	4	5
f. The instructor presented material in a clear manner.	1	2	3	4	5	1	2	3	4	5

Please explain the choices you checked above with comments that help give context to your ratings.

#### 2. Instructor's Organization and Ability to Establish Clear Expectations

	Disagree					Agree				
a. Overall, the course was well organized.	1	2	3	4	5	1	2	3	4	5
b. The instructor was well prepared for each class session.	1	2	3	4	5	1	2	3	4	5
c. The instructor established clear expectations of students' responsibilities.	1	2	3	4	5	1	2	3	4	5

Please explain the choices you checked above with comments that help give context to your ratings.

**3. Instructor's Interaction with Students**

	Disagree					Agree				
a. The instructor showed concern for the students' understanding of the material.	1	2	3	4	5	1	2	3	4	5
b. The instructor was respectful of a variety of viewpoints.	1	2	3	4	5	1	2	3	4	5
c. The instructor was available during office hours and/or by appointment.	1	2	3	4	5	1	2	3	4	5
d. The instructor led students to engage the course material.	1	2	3	4	5	1	2	3	4	5

Please explain the choices you checked above with comments that help give context to your ratings.

**4. Instructor's Evaluation of Students' Learning**

	Disagree					Agree				
a. Tests, quizzes, papers, and other coursework, etc., were consistent with the course's contents and objectives.	1	2	3	4	5	1	2	3	4	5
b. The instructor provided reasonable preparation for tests, quizzes, papers and other coursework.	1	2	3	4	5	1	2	3	4	5
c. The instructor did a thorough job of evaluating my work.	1	2	3	4	5	1	2	3	4	5

Please explain the choices you checked above with comments that help give context to your ratings.

**5. Overall Instructor and Course Evaluation**

	Poor					Excellent				
a. After carefully considering the items above, provide an overall rating of your <u>instructor</u> .	1	2	3	4	5	1	2	3	4	5
b. After carefully considering the items above, provide an overall rating of this <u>course</u> .	1	2	3	4	5	1	2	3	4	5

**6. Overall Course Evaluation**

- a. Please describe what you think your instructor does best and what you think should be improved.

**ANNUAL EVALUATION**

Faculty Name (Evaluate):				Date:
Evaluator:				
Course Code & Name:				
Check the items as (A) <i>Acceptable</i> or (U) <i>Unacceptable</i> . Items, which are not applicable to the type of lesson presented, will be (NA). Any items checked (U) will require comment.				
<b>I. Pre-Evaluation Interview</b>	<b>A</b>	<b>U</b>	<b>NA</b>	<b>COMMENTS</b>
Portfolio				
Syllabus				
Sample Assignment				
Sample Examination				
Sample Handouts				
Student Critiques				
<b>II. Overall Quality of Teaching</b>	<b>A</b>	<b>U</b>	<b>NA</b>	<b>COMMENTS</b>
Met requirements established by the department & institution				
Demonstrated satisfactory teaching performance set reasonable standards				
Maintained respect for students				
Fulfilled responsibilities as an advisor				
Handled co-curricular assignments (if applicable)				
<b>III. Overall Quality of Service</b>	<b>A</b>	<b>U</b>	<b>NA</b>	<b>COMMENTS</b>
Carried out non-teaching assignments in the department				
Exerted a positive effort to reach department goals				
Served on faculty and institutional projects				
Involved in community projects; local use of scholarly / professional skills				
<b>IV. Overall Quality of Scholarship / Creative Activity</b>	<b>A</b>	<b>U</b>	<b>NA</b>	<b>COMMENTS</b>
Further education or participation in professional meetings				
Appropriate travel				
Papers presented and/or publications/creative artifacts				
Other research or grant-related work				
Disciplinary/professional organizational work				
<b>V. Post-Eval Interview and Comments</b>				
<b>VI. Final Rating</b>				
Final Rating Score:	Keep in Pool:	YES	NO	RE-EVALUATE
<b>VII. Signatures</b>				
Evaluator	Evaluatee			Date





UNIVERSITY of  
SOUTH LOS  
ANGELES

555 W. Redondo Beach Blvd. Suite #111  
Gardena, CA 90248

*AN EQUAL OPPORTUNITY EMPLOYER*

# Employment Application

Please print your responses. The employer is sometimes referred to below as "Company."

## IDENTIFICATION:

Date: \_\_\_\_\_

Name [last name first]: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Present Address: \_\_\_\_\_  
[Street] [City] [State] [Zip Code]

Mailing Address: \_\_\_\_\_  
(if different from above) [Street] [City] [State] [Zip Code]

Home Phone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Referred by: \_\_\_\_\_

## EMPLOYMENT APPLIED FOR:

Position: \_\_\_\_\_ Are you applying for:

Salary Desired: \_\_\_\_\_  Full Time  Part Time  
 Temporary (includes holiday or summer employment)

Days and hours you are available for work: \_\_\_\_\_

Date you are able to start: \_\_\_\_\_

Are you currently employed?  Yes  No  
Overtime as necessary?  Yes  No

Have you ever applied for work with this Company before?  Yes  No  
If so, Where? \_\_\_\_\_



**UNIVERSITY of  
SOUTH LOS  
ANGELES**

555 W. Redondo Beach Blvd. Suite #111  
Gardena, CA 90248

# Employment Application

*AN EQUAL OPPORTUNITY EMPLOYER*

**PERSONAL INFORMATION:**

EDUCATION:	Name & Location of Institution	Years Attended	Did You Graduate?	Name of Degree or diploma?	Subjects Studied
Grammar School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade, Vocational Business or Correspondence School			<input type="checkbox"/> Yes <input type="checkbox"/> No		

**GENERAL:**

Do you possess any other background, training, skills or knowledge that qualify you for the position applied for?

Yes  No If so, please specify: \_\_\_\_\_

\_\_\_\_\_

U.S. Military Service: \_\_\_\_\_ Rank? \_\_\_\_\_

Are you 18 years of age or older?  Yes (Persons under 18 must verify they are of minimum legal age to be hired)

No

If the Company hires you, will you be able to document your U.S. citizenship or prove your legal right to live and be employed in the U.S.?  Yes  No

**University of South Los Angeles  
School of Languages**

**SYLLABUS**

<b>Course Number &amp; Title:</b>		<b>Term:</b>
<b>Number of Units &amp; Hours:</b>		<b>Class Days and Time:</b>
<b>Prerequisites:</b>		
<b>Instructor:</b>		<b>Telephone No:</b>
<b>E-mail:</b>		
<b>Course Description:</b>		
<b>Objectives: What the student will achieve in this course:</b>		
<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Required Textbooks:</b>		
<b>Other Required or Recommended Materials: Additional resources will be provided by the instructor.</b>		
<b>Method(s) of Instruction: Class periods will comprise a variety of techniques including: discussion, lecture, reading textbook, research, article reviews of current issues, case study review and presentation, etc.</b>		
<b>Additional Requirements: As needed.</b>		
<b>Evaluations System: Each MAY be calculated into the course grade.</b>		
Attendance:	Class Participation:	
Assignments:	Projects:	Practical:
Examinations: Midterm	Quizzes	Final:
<b>Grading Scale:</b>		
A	93-100 %	C- 70-72 %
A-	90-92 %	D+ 67-69 %
B+	87-89 %	D 63-66 %
B	83-86 %	D- 60-62 %
AU	Audit(No Credit)	
CR	Credit	
NC	No Credit	
WP	Withdraw Pass	

B-	80-82 %	F	Below 60 %	WF	Withdraw Fail
C+	77-79 %	I	Incomplete		
C	73-76 %	P	Pass Course Challenge Exam		
<b>Attendance Policy: Please see all requirements in the catalog.</b>					
<ol style="list-style-type: none"> <li>1. More than 3 absences may result in being dropped from the class.</li> <li>2. You are responsible for all assignments, even if you are absent.</li> <li>3. Absence is NOT an excuse for late work or being unprepared.</li> </ol>					
<b>Course Outline:</b>					
1 <sup>st</sup> Week: (Orientation)					
2 <sup>nd</sup> Week: Assigned Reading					
3 <sup>rd</sup> Week: Assigned Reading					
4 <sup>th</sup> Week: Assigned Reading					
5 <sup>th</sup> Week: (Mid-Term Exam)					
6 <sup>th</sup> Week: Assigned Reading					
7 <sup>th</sup> Week: Assigned Reading					
8 <sup>th</sup> Week: Assigned Reading					
9 <sup>th</sup> Week: Assigned Reading					
10 <sup>th</sup> Week:					
11 <sup>th</sup> Week: (Final Exam)					
<b>Required Reports, Term Papers, Dissertations or Theses:</b>					
The traditional term paper in international marketing will be completed by individual students on topics of special interest to them.					
<b>Additional Information:</b>					

**Instructor /Professor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Acknowledgment**

I acknowledge that I have received a copy of the University of South Los Angeles Faculty Handbook, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding University policies I should direct them to the Office of Academic Affairs.

I know that the University of South Los Angeles' policies and other related documents do not form a contract of employment and are not a guarantee by the University. Nevertheless, the provisions of the University of South Los Angeles' policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that the University of South Los Angeles, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

\_\_\_\_\_  
Faculty's Printed Name

\_\_\_\_\_  
Faculty's Signature

\_\_\_\_\_  
Date