

UNIVERSITY OF SOUTH LOS ANGELES

Student Handbook



January 1, 2024 – December 31, 2024

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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, (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.

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]. 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 December 29, 2020 with an expiration date of October 26, 2025. For more information, call the Bureau for Private Postsecondary Education at (916) 574-8900, or toll free at (888) 370-7589, or visit its website at www.bppe.ca.gov.

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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. Applications will be accepted for entry into programs until capacity is reached up to the beginning of the quarter.

| Winter Quarter, 2024 | |
|---|----------------------------|
| 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 |
| Spring Quarter, 2024 | |
| 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 |
| Summer Quarter, 2024 | |
| 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 |
| Fall Quarter, 2024 | |
| 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

Administrative Staff

Chancellor (Chief Executive Officer)

Peter Choi, D.Min.

Executive Vice Chancellor

Richard Kang, Ph.D.

Chief Academic Officer

Guy Langvardt, MBA, Ph.D.

Chief Financial Officer and Director of Administration

Jackie Jung, MBA

Dean of Student Affairs, Institutional Effectiveness

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Dong Woo Park, Ph.D.

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.
Institutional Information and Policies

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 scholarships 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 into 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 of 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. Approval to operate means compliance with the state standards as set forth in the CEC (California Education Code) and 5, CCR (California Code of Regulations). While state approval is mandatory, accreditation is voluntary action through private agencies approved by the United States Department of Education (USDE) or the Council or the Council for Higher Education Accreditations (CHEA). The University of South Los Angeles is a member of the Transnational Association of Christian Colleges and Schools (TRACS) having been awarded Accredited Status as a Category IV Institution by the TRACS accreditation Commission on October 27, 2020 and 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).

Catalog Rights (In-Effect)

The university catalog, which is published each December, is the official document that describes the policies, academic programs, and requirements for students attending the University of South Los Angeles. Students are responsible for knowing and meeting, in full, the requirements for graduation or program completion as set forth in the university catalog and any published addendums for the specified catalog term. The program requirements outlined in the University of South Los Angeles catalog (USLA) is valid for five (5) years.

Catalog rights for any program of study at USLA are determined according to the Catalog in-effect at the time of initial enrollment. A degree-seeking student enters USLA under the catalog in-effect at the time of his or her official enrollment. This means that a student entering USLA in the winter, spring, summer, or fall of any calendar year would follow the degree requirements listed in the catalog of that calendar year. In order to

maintain catalog rights, a student must be in continuous enrollment, that is, enrollment in at least one credit course during each successive calendar year for up to five (5) years. Continuous enrollment means the student must earn a grade of 'A', 'B', 'C', 'D', 'F', 'NP', 'P', 'W', or 'AU' in at least one course each calendar year (12 months).

For the purpose of catalog rights, the calendar year begins each winter quarter and ends with the fall quarter. When a break in enrollment of more than 12 consecutive months occurs, graduation requirements are determined according to the Catalog in-effect when enrollment is resumed unless a petition has been approved by the Office of the Registrar.

Students graduating more than five (5) years after initial enrollment must adhere to the specific degree requirements in-effect in any USLA catalog within the five-year period prior to the students' graduation. Students may petition the Office of the Registrar in writing to meet degree requirements from a more recent catalog provided they are enrolled when that catalog is in effect.

Please refer to the university website to see the current and previous year editions of the university's academic catalog. For older archived editions of the catalog please contact the university registrar or the Administration Office.

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 |

School of Theology

| | | |
|------------------------------|-----|---------------|
| 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 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 President 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 USLA.edu domain. This privacy policy covers all 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), 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, 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. 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, 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 general information about cookies and how they work is available at 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. The webpage 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.

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.

Drug Free Workplace Policy

The 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, and/or use of a controlled substance is prohibited in this institution's workplace. The workplace is defined as any classroom, hallway, restroom, parking, and/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.

Equal Opportunity/Non-Discrimination Policy

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.

Sexual Harassment Policy

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.

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.

Observed Holidays

| Holiday | 2024 |
|----------------------------|------------------|
| 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 |

I-20

The University is currently approved as an SEVP Certified School by the United States Immigration and Customs Enforcement (ICE) to issue I-20 certificates (SEVIS School Code: LOS214F01918000). International Students interested in studying at the University of South Los Angeles may find additional information and requirements under the academic regulations section of this catalog. It is important to note that the University of South Los Angeles does not offer any visa services for international students.

University 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.

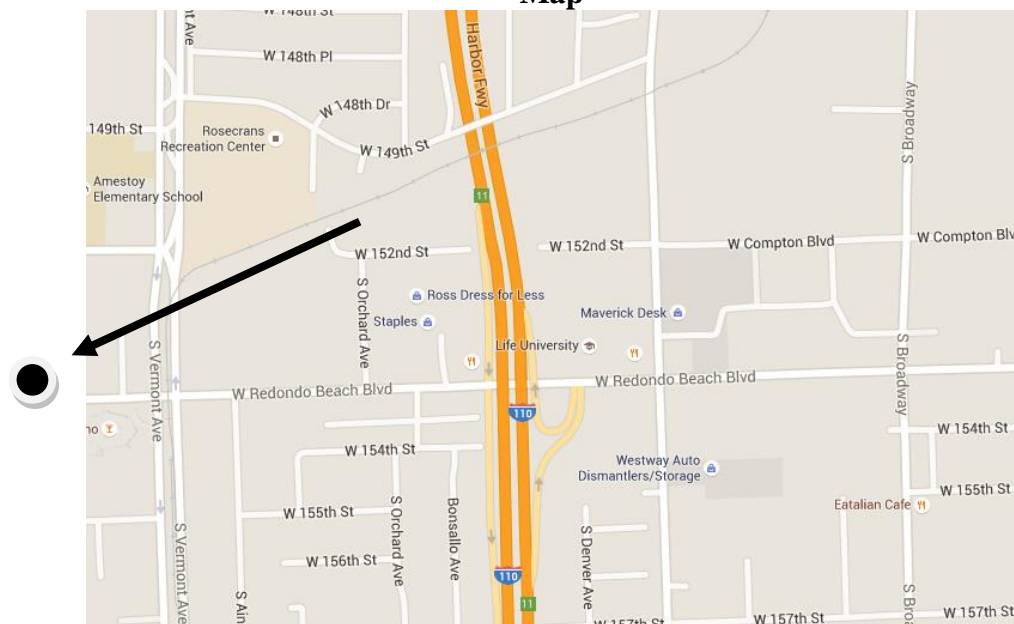
The computer resource center contains three tables, each equipped with a fully functioning computer, monitor, and headphones, and is open during the same hours as the Office of Administration. All are hard-wired to the internet, and equipped with web browsers, office software, and Adobe Reader. Students 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.

Campus Location and Facilities

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. Students 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 have access to 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 & Korean herbs in raw, powdered, capsule, and extract forms. Furthermore, the pharmacy can serve herbal decoctions as prescribed by clinic supervisors and interns to meet patient needs. Current University of South Los Angeles 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 for a quiet atmosphere for study should use the library.

Auditorium

The University's auditorium, located on the first floor, is large and modern. It is used for gatherings; convocations, orientations, seminars, commencement exercises, and special offerings open to the public.

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 takes no responsibility to assist students in finding suitable housing while they study here. The classified ads of local newspapers, apartment locator services, and realtors are good sources for locating housing.

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

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 in 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 successful 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 successful 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 successful 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.

Student Health Insurance

The University of South Los Angeles highly recommends that all international students holding non-immigrant visas obtain comprehensive health insurance while enrolled. If students require assistance in obtaining affordable health insurance please make an appointment with the Dean of Student Affairs for guidance.

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 be repeated one time.

Scholastic Honors

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

| | |
|------------------------|-----------------------|
| Graduate Honors | Cumulative GPA |
| 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, mid-term 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 point. 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 (less than 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 Dean 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 Dean of Academic Dean 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 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 environment because university course requires 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 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 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 to a Doctoral Committee. The Doctoral Committee supervises the student's doctoral program. A Chair for the committee is to be 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 candidate cannot submit any petition for the change of the Doctoral Committee.

Records and Credit Requirements

Record-Keeping/Custodian of Records

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

- Admission application
- 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 contain 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

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 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 activates.

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 current term.

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 Student 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 Student 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.

Computer

- 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:

1. Teach distance education courses using the University's LMS to ensure the security of student work and grades;
2. Keep student work, scores, or grades confidential. Students in the course should not have access to other students' work or grades;
3. Warn students not to share their login information or give anyone unauthorized access to Canvas; and
4. 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. Students 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

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 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:

- 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.

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:

- 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 12 in the Student Handbook and page 11 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.

Student Affairs and Support Services

General Statement

The University of South Los Angeles is committed to providing its students with the opportunity to engage in active learning and develop coherent values and ethical standards in line with our mission. The University sets and communicates high expectations for student learning and provides ample resources for students to achieve the educational goals. USLA also strives to build supportive and inclusive communities within and outside the walls of the school by forging educational partnerships that advance student learning. The following section elucidates the specific services and resources available to USLA students to achieve these goals.

New Student Orientation

New students are given a full tour of the campus, after which students will be informed of the college's academic policies, registration processes, scholastic regulations, library hours, office hours, student organizations, student codes of conduct, grievance policies and procedures, and other support services available to students. A new student orientation packet and PowerPoint are also made available to new students.

Academic Counseling

The Office of the School Dean will serve as the academic advisor or it will assign a faculty member to counsel students concerning the details of their program. Students will receive notification of the name of their academic advisor prior to their registration in the program.

Career Guidance

Academic advisors are available to guide and advise students throughout their time at the University of South Los Angeles in their career decisions.

Student Placement Services

The University of South Los Angeles does not provide placement services for students.

Student Government

The students of the University of South Los Angeles are organized in a Student Body Association, for the purpose of promoting the best interest of students and to create a spirit of cooperation.

This association also serves as the conduit through which students can input their ideas to the University for addressing students' needs and interests.

Officers of the University Student Association, elected by the student body for the term of one year, are:

- President
- Vice President
- Secretary
- Treasurer
- Representatives from each school (Business, Science, and Theology)

This student government should elect one representative to attend the annual RAP Workshop (Review-Analyze-Plan) and participate in the assessment and planning of university programs, facilities, and courses on behalf of the student body.

Student Clubs and Organizations

The University of South Los Angeles encourages students to form organization around issues and subjects they are passionate about. Clubs provide students the opportunity to become engaged in the campus community, gain a deeper sense of belonging, and enhance their learning in a co-curricular setting.

Leaders and members of clubs have the opportunity to create inclusive communities for the student body that support the University's mission. Through clubs, students are able to develop leadership skills, meet other students that share similar interests, and contribute positively to their USLA experience.

A student club must have a minimum of 5 members with two officers, an elected president and secretary. All members must have a minimum GPA of 2.0. All student clubs must have a faculty advisor who

- Assists the club in identifying its yearly goals and aiding in the clarification of member and officer responsibilities within the group.
- Is an advocate for the club's program.
- Actively participates in the planning of all on and off campus activities.
- Meets at least once a month with club officers to monitor club activity.
- Serves as a resource person to answer questions when necessary, as well as help resolve problems and issues confronting the group through alternative solutions.

Forms for club proposals are available at the university administration office.

Campus Ministry and Outreach

The University of South Los Angeles, in accordance with its Mission, is dedicated to providing our students various opportunities for Prayer, Mass, Confession, Adoration, Spiritual Retreats, and Christian Service to help their grow in relationship with God. Drawing on the Scriptures, campus ministry bears witness to God's amazing grace within the context of higher education. Sensitive to the pastoral needs of those on campus and engaged in the intellectual discourse of the university, campus ministry strives to communicate the gospel in fresh ways.

Prayers are held before all theology classes and occasional chapel services led by ordained ministers are held in the large assembly room at various times to commemorate religious holidays, important community events, or at student or faculty request. There are also many local Churches the provide worship and others services in the community surrounding the University of South Los Angeles. Students are encouraged to inquire with the Dean of Student Affairs for more information.

Outreach and Engagement is defined as meaningful and mutually beneficial collaborations with partners in education, business, and public and social service. It is:

- That aspect of research that makes what we discover useful beyond the academic community.
- That aspect of teaching that enables learning beyond the campus walls.
- That aspect of service that directly benefits the public.

USLA demonstrates a commitment to social outreach in the following ways:

- Teaching undergraduate or graduate courses that include a service-learning, internship, practicum or clinical component that benefits community members
- Providing distance learning credit or continuing education courses that enable nontraditional students to enroll
- Teaching extension, continuing education, professional development, or other nontraditional educational programs, workshops, or classes that reach people in their communities

Many of our faculty members have valuable relationship with community organizations and students looking for ways to get more involved with their community are encouraged to talk to their professors.

Administrative Services

In addition to academic counseling, the University of South Los Angeles provides the following student services upon request. Please see the front desk for more information:

- Mentoring
- Counseling
- Legal Services/consultations
- Housing Information service
- Transportation services (airport pick-up etc.)

Cultural, Education, and Religious Opportunities

Los Angeles is a large and diverse cultural capitol and USLA are encouraged to take advantage of the numerous opportunities to enrich their cultural, educational, and religious experience while living in this city.

For a calendar of cultural events that take place in Los Angeles please visit:

<https://www.lacity.org/public-events>

<http://culturela.org/events/>

<http://www.laweekly.com/calendar>

For a list of LA area museums and their websites:

https://en.wikipedia.org/wiki/List_of_museums_in_Los_Angeles

For a database of faith-based organizations in and around Los Angeles:

<https://crcc.usc.edu/resource-database/>

The City of Los Angeles is concerned about the education and personal development of its constituents. Through partnerships with other agencies, non-profits, and service providers in and around the City of Los Angeles, services are provided to individuals, especially the youth, for educational and employment assistance. For a list of services:

<https://www.lacity.org/for-job-seekers/education-and-personal-development>

Student Complaint Procedures

A valid grievance is an injustice and indicates a policy has been abused or violated. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. Faculty, administrator, or personnel who receive a complaint shall attempt to confidentially resolve all complaints that are related to his/her duties and transmit it as soon as possible to the Dean of Student Affairs.

If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the student is recommended to submit the complaint to the Dean of Student Affairs in writing using the university's complaint form. If the student provides a written complaint, the Dean of Student Affairs shall provide the student with a written response within 10 days of receiving the complaint, including a summary of university's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the university shall provide the student with the reasons for the

rejection.

The Dean of Student Affairs shall be responsible for taking action to remedy the complaint under California Education Code Section 73770.

The institution's Dean of Student Affairs is:

Tania Maync, Ph.D.

University of South Los Angeles

555 W. Redondo Beach Blvd. #111

Gardena, CA 90248

Phone: 310-756-0004 | Fax: 310-756-0004

tmaync@usla.edu

Student complaint records and their resolution are kept in the Office of the Dean of Student Affairs for five years. We encourage students to go through our internal process first, but that is not required and students may contact the Bureau at any time.

The students' participation in this optional complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's other rights or remedies including the right to directly file a complaint with the:

BPPE
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
P.O. Box 980818
West Sacramento, CA 95798-0818
www.bppe.ca.gov

Students may also submit complaints to the accrediting agency TRACS for the purpose of addressing any significant noncompliance by USOLA with TRACS' Standards, policies, or procedures.

A formal complaint is one that is:

- Submitted in writing using the TRACS Complaint Processing Form (including all required supporting documentation),
- Signed, and
- Sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.

Complaints are submitted in writing on the TRACS Complaint Processing Form and in accordance with the provisions detailed on the TRACS Complaint Information Sheet (both available on the TRACS website)

Two hard copies of all materials are sent to:

President
Transnational Association of Christian Colleges and Schools
15935 Forest Rd.
Forest VA 24551

Notice of Student Rights and Due Process

Students matriculated at the University of South Los Angeles are entitled to and are assured of the following rights:

- To receive quality educational services provided by the duly qualified and experienced faculty;
- To cancel enrollment and receive a full refund of the amount paid for tuition, fees and other instructional charges consistent with refund policies (less non-refundable fees), if notice of cancellation is delivered or mailed to the Registrar's office prior to the posted deadline;
- To discontinue his or her academic program at any time and receive a prorated refund for the part of the course not taken in accordance with the refund policy stated in the school catalog;
- With a 24 hour notice to inspect and review his or her records during normal business hours and seek correction of errors in the records through the established administrative procedures;
- To write to the state regulatory agency or accrediting agency or register complaints and seek fair and just remedial action.
- The Fifth Amendment to the Constitution states, as a command to the federal government, that no person shall be "deprived of life, liberty, or property, without due process of law." All USLA students are according the right to due process and fairness and justice in all legal proceedings.

Student Tuition Recovery Fund (STRF)

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

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

The Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

or

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Phone: (916) 574-8900 (Toll Free: (888) 370-7589)

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

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

the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

Amount of STRF Assessment

Pursuant to Code Section 76120. (a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

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 is 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 in to 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.

Visitors

All visitors to an office or facility maintained by the University of South Los Angeles should be directed to the reception area and remain there until escorted to another area by a 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.

Financial Information

Tuition Programs

School of Science

Master of Science in Oriental Medicine

| | |
|--|-------------------|
| Didactic Courses | \$120.00 per unit |
| Clinical Internship Courses | \$120.00 per unit |
| Doctor of Science in Oriental Medicine in Research Advancement | \$200.00 per unit |

School of Business and Management

| | |
|-------------------------------------|-------------------|
| Associate of Arts in Accounting | \$150.00 per unit |
| Bachelor of Business Administration | \$150.00 per unit |
| Master of Business Administration | \$170.00 per unit |
| Doctor of Business Administration | |
| Core Courses | \$200.00 per unit |
| Concentration courses | \$250.00 per unit |
| Research Courses | \$300.00 per unit |

School of Languages

| | |
|---------------------------|-----------------------|
| ESL 100, ESL 200, ESL 300 | \$900.00 per quarter |
| TOEFL Preparation | \$900.00 per quarter |
| Business English | \$900.00 per quarter |
| TESOL | \$1250.00 per quarter |

School of Theology

| | |
|------------------------------|-------------------|
| Bachelor of Arts in Theology | \$100.00 per unit |
| Master of Divinity | \$120.00 per unit |
| Master of Theology | \$120.00 per unit |
| Doctor of Ministry | \$180.00 per unit |
| Doctor of Theology | \$200.00 per unit |

General Fees

| | |
|---------------------------------|---------------------|
| Admission Application Fee** | \$200.00 one time |
| Add/Drop Course Fee** | \$30.00 per course |
| Audit Fee** | \$40.00 per unit |
| Comprehensive Examination Fee** | \$150.00 |
| Challenge examination** | \$240.00 per course |
| Deferred Tuition Fee* | \$30.00 |
| Diploma Replacement Fee* | \$100.00 |
| Dissertation Fee** | \$300.00 |
| Graduation Fee** | \$200.00 |
| Early Transfer Fee | \$600.00 |
| I-20 Application Fee (SEVIS)** | \$200.00 |
| Document Fee for I-20 | \$200.00 |
| Institution Equivalency Report* | \$275.00 |
| Make-up Exam Fee** | \$40.00 per exam |

| | |
|--|------------------------|
| Registration Fee** | \$50.00 per quarter |
| Late Registration Fee** | \$100.00 |
| Professional Liability and Malpractice Insurance** | \$50.00 per quarter |
| Returned Check Service Charge* | \$50.00 |
| STRF Fee** | \$2.50/1000 of tuition |
| Thesis Fee** | \$200.00 |
| Transcripts Official* | \$20.00/copy |
| Transcripts Unofficial* | \$10.00/copy |
| Other Documentation | \$10.00 |
| Pre-Internship Test Fee | \$100.00 |
| Withdrawal Fee*** | \$200.00 |

* Fee is non-refundable

** Fee is non-refundable, except for veterans and other eligible persons for whom it is pro-rata

*** Withdrawal fees only apply after the cancellation period.

Note: Fees are subject to change. The University reserves the right to withhold a student's diploma, degree, or grades if the student is in default on a student tuition contract. International students will have increased tuition and additional fees.

A unit is defined as 11 hours of classroom instruction.

Estimated Schedule of Total Charges for Period of Attendance

The University of South Los Angeles reserves the right to change the fees and tuition at any time.

| Program | Cost Per Unit/Quarter (Languages) | Tuition | Admission Application Fee | STRF | Registration Fees | Total Charges | |
|--|-----------------------------------|-------------|---------------------------|----------|-------------------|---------------|-------------|
| Master of Science in Oriental Medicine | \$120.00 | \$32,400.00 | \$200.00 | \$80.00 | \$1,150.00 | \$33,830.00 | |
| Doctor of Science in Oriental Medicine in Research Advc. | \$200.00 | \$24,000.00 | \$200.00 | \$60.00 | \$750.00 | \$25,010.00 | |
| Associate of Art in Accounting | \$150.00 | \$13,800.00 | \$200.00 | \$35.00 | \$400.00 | \$14,435.00 | |
| Bachelor of Science in Business Administration | \$150.00 | \$27,000.00 | \$200.00 | \$67.50 | \$750.00 | \$28,017.50 | |
| Master of Business Administration | \$170.00 | \$11,560.00 | \$200.00 | \$30.00 | \$300.00 | \$12,090.00 | |
| Doctor of Business Administration | Core (20 units) | \$200.00 | \$16,600.00 | \$200.00 | \$42.50 | \$450.00 | \$17,292.50 |
| | Concentration (36 units) | \$250.00 | | | | | |
| | Research (12 units) | \$300.00 | | | | | |
| ESL100 | \$900.00 | \$2,700.00 | \$200.00 | \$7.50 | \$150.00 | \$3,057.50 | |
| ESL200 | \$900.00 | \$2,700.00 | \$200.00 | \$7.50 | \$150.00 | \$3,057.50 | |
| ESL300 | \$900.00 | \$2,700.00 | \$200.00 | \$7.50 | \$150.00 | \$3,057.50 | |
| TESOL | \$1250.00 | \$5,000.00 | \$200.00 | \$12.50 | \$200.00 | \$5,412.50 | |
| TOEFL Preparation | \$1250.00 | \$1,250.00 | \$200.00 | \$2.50 | \$50.00 | \$1,502.50 | |
| Business English | \$900.00 | \$2,700.00 | \$200.00 | \$7.50 | \$150.00 | \$3,057.50 | |
| Bachelor of Arts in Theology | \$100.00 | \$18,000.00 | \$200.00 | \$45.00 | \$750.00 | \$18,995.00 | |
| Master of Divinity | \$120.00 | \$17,280.00 | \$200.00 | \$42.50 | \$600.00 | \$18,122.50 | |
| Master of Theology | \$120.00 | \$5,520.00 | \$200.00 | \$15.00 | \$200.00 | \$5,935.00 | |
| Doctor of Ministry | \$180.00 | \$12,240.00 | \$200.00 | \$30.00 | \$450.00 | \$12,920.00 | |
| Doctor of Theology | \$200.00 | \$14,400.00 | \$200.00 | \$35.00 | \$450.00 | \$15,085.00 | |

Schedule of Total Charges Per Quarter

| Program | Registration Fee (Per Quarter) | Per Unit/Quarter (Languages) | STRF | Tuition |
|---|---|---|-------------|----------------|
| Master of Science in Oriental Medicine | \$50.00 | \$120.00 | \$2.50 | \$1,492.50 |
| Doctor of Science in Oriental Medicine in Research Advancement | \$50.00 | \$200.00 | \$5.00 | \$1,655.00 |
| Associate of Art in Accounting | \$50.00 | \$150.00 | \$5.00 | \$1,855.00 |
| Bachelor of Science in Business Administration | \$50.00 | \$150.00 | \$5.00 | \$1,855.00 |
| Master of Business Administration | \$50.00 | \$170.00 | \$5.00 | \$2,095.00 |
| Doctor of Business Administration | \$50.00 | \$250.00 | \$5.00 | \$2,055.00 |
| ESL100 | \$50.00 | \$900.00 | \$0.00 | \$950.00 |
| ESL200 | \$50.00 | \$900.00 | \$0.00 | \$950.00 |
| ESL300 | \$50.00 | \$900.00 | \$0.00 | \$950.00 |
| TESOL | \$50.00 | \$1250.00 | \$2.50 | \$1,302.50 |
| TOEFL Preparation | \$50.00 | \$1250.00 | \$2.50 | \$1,302.50 |
| Business English | \$50.00 | \$900.00 | \$0.00 | \$950.00 |
| Bachelor of Arts in Theology | \$50.00 | \$100.00 | \$2.50 | \$1252.50 |
| Master of Divinity | \$50.00 | \$120.00 | \$2.50 | \$1,492.50 |
| Master of Theology | \$50.00 | \$120.00 | \$2.50 | \$1,492.50 |
| Doctor of Ministry | \$50.00 | \$180.00 | \$2.50 | \$1,492.50 |
| Doctor of Theology | \$50.00 | \$200.00 | \$5.00 | \$1,655.00 |

Financial Policies

Payment Policy

All tuition and fees are payable during registration. However, student loans are available. For more details concerning student loans, see the following student loans section.

Student Loans

The University of South Los Angeles does not currently participate in federal financial aid programs. In addition, the University has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Tuition Installment Plan

All students at the University of South Los Angeles are given the option to apply to pay tuition in installments that allows them to pay their dues in two installments. Policy

- Students must apply for the tuition installment plan during the enrollment period of each quarter
- The student must fill out a form in order to apply. Forms are available at the Administration Office of the university at 555 Redondo Beach Blvd, Ste. 111.
- There is a \$30 fee if approved to participate in the tuition installment plan and half the tuition is due immediately along with the fee.
- Students must then pay the remaining balance of tuition within 45 days.

University Scholarships

The University of South Los Angeles awards a limited amount of tuition scholarships on a quarter to quarter basis to truly deserving students who meet the following qualifications:

- The student must be accepted for admission.
- The student must submit an application for scholarship.
- The student must satisfy the scholarship requirements established by the Scholarship Committee of the university.
- The student must submit any additional documents requested by the Scholarship Committee required for assessing the student's scholarship application.
- Apply at least two weeks prior to the beginning of any quarter.
- Maintain the minimum Standards of Student Achievement.
- Pay tuition in full.

Students who are admitted provisionally are not eligible for university scholarships.

Further details regarding USLA scholarship programs and its requirements may be found at the Office of Administration.

Class Availability

The availability of each on site course listed in the catalog is contingent upon the requisite number of students registering for each course.

Enrollment Cancellation

You have the right to cancel this Agreement for a course of instruction, including any equipment such as books, materials, and supplies or any other goods related to the instruction offered in this Agreement, before 60% of the program has been completed. Cancellation shall occur when you give written notice of cancellation at the address shown above. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and however expressed, is effective if it shows that you no longer wish to be bound by this Agreement.

You will be given two “Enrollment Agreement Cancellation” forms along with the Enrollment Agreement for you to use in the event you decide to cancel this enrollment agreement, but you can use any written notice that you wish. The “Enrollment Agreement Cancellation” forms may also be obtained at the administration office during normal business hours. If the Institution has given you any equipment, including books or other materials, you shall return it to the Institution within 45 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within this 45 day period, the Institution may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel this Agreement, the Institution shall refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

The amount of refund shall be in accordance with the terms and conditions of the University of South Los Angeles’ refund policy which is based on Code Section 94909 (a) (8) (B), as described below.

Course Withdrawal

Students have the right to drop or withdraw from any course of instruction at any time. All requests to drop or withdraw a course must be in writing and delivered to the Registrar’s office in person or by registered mail. If mailed, the date posted on the envelope constitutes the effective date of drop or withdrawal. Forms necessary to drop or withdraw are available at the Registrar’s office.

If you withdraw or drop from a course of instruction after the period allowed for cancellation of the Agreement, the university will remit a pro-rated refund less any non-refundable fees within 45 days following the withdrawal or drop. You are obligated to pay only for educational services rendered and for any unreturned equipment. The amount of refund shall be in accordance with the terms and conditions of the University of South Los Angeles’ refund policy which is based on Code Section 94909 (a) (8) (B), as described below

Refund Policy

In accordance with Section 94909 (a) (8) (B) of the Code, a student is entitled to a full refund after the first class session or seven days after enrollment, whichever is later. A student is entitled to a prorated refund if the student withdraws or drops the program before 60% of the program has been completed. Pursuant to Section 94919(c) or 94920(d) or 94927 of the Code, the pro-rata refund shall be no less than the total amount owed of the student for the portion of the educational program provided, subtracted from the amount paid by the student, calculated as follows:

- The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.
- Except as provided for in subdivision (a)(3) of Code Section 94909, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.
- Except as provided in Section 73120 of the Code, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable.

For purposes of determining a refund under the Act and this Section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

- If the University of South Los Angeles has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination, and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the University of South Los Angeles shall refund the money to the student within 45 days of the student's withdrawal or cancellation.
- The University of South Los Angeles shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.
- The University of South Los Angeles shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawals of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

Audits

Auditing a course or being allowed to take a course for non-credit means a student has obtained permission to attend the course and is not enrolled for academic credit. Thus, audit or non-credit courses cannot be dropped nor can refunds be issued for said courses. Audited courses are not listed on transcripts.

Instruction by Correspondence

The student shall have the right to cancel the agreement for Distance Learning instruction and receive a full refund before the first lesson and initial study materials are received. Cancellation is effective on the date the written notice of cancellation is mailed. The University of South Los Angeles shall make the refund within 30 days of the cancellation. If the first lesson and materials were sent before an effective cancellation notice was received, the University of South Los Angeles shall make a refund within 30 days after the student returns the Distance Learning materials. The University of South Los Angeles shall mail all of the lessons and other materials to the student if the Student has fully paid for the program and requests all of the materials in writing after having received the first lesson and initial correspondence material. If the University of South Los Angeles mails the balance of the material as the student requests, the University of South Los Angeles remains obligated to provide educational services that have been agreed to be provided, such as responses to student inquiries, student and faculty

interaction, and evaluation and comment on lessons submitted by the student. The university shall refund the fees for any unwanted lessons that have been paid for and not yet sent to the student. However, the university shall not be obligated to refund the fees for any lessons that have been received by the student after the cancellation period.

Distanced Learning is not an option for Oriental Medicine, language students, veterans, and other eligible persons receiving benefits payments.