

# **Silicon Valley University**

## **2017 Catalog Addendum**

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UPDATED 02/22/17

**The information in this addendum is effective from February 22<sup>nd</sup>, 2017 to December 31<sup>st</sup>, 2017**

Please note:

This Catalog Addendum is designed to provide useful information to prospective, enrolled students and general public. This Catalog Addendum should be used by students and staff along with the existing 2017 Catalog. It can be found on Silicon Valley University (SVU) official website. SVU may not be held responsible for any errors of a typographical nature although all reasonable steps have been taken to correct such errors.

This Catalog Addendum is designed to provide useful information to prospective, enrolled students and general public. Students are encouraged to review the Catalog, this Catalog Addendum and School Performance Fact Sheet prior to signing an Enrollment Agreement. As a prospective student, you are also encouraged to review the Catalog, this Catalog Addendum and School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

SVU has not filed bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has had a petition in bankruptcy filed against in within the preceding 5 years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code.

SVU does not offer any online courses. All class sessions are held on campus located at 2010 Fortune Drive, San Jose, CA 95131.

# SILICON VALLEY UNIVERSITY

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*Changes to “**ACCREDITATION AND APPROVAL STATUS**” Page 3 in 2017 Catalog*

**ACCREDITATION AND APPROVAL STATUS**

Silicon Valley University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Bachelor’s degrees, Master’s degrees, and Certificates.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the Council for Higher Education Accreditation (CHEA).

SVU is a private post-secondary institution which has been licensed to operate by the Bureau for Private Postsecondary Education (BPPE).

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. Also, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by phone call or by completing a complaint form, which can be obtained on the bureau’s internet Web site:

**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
<http://www.bppe.ca.gov>  
Phone: (888) 370-7589  
(916) 431-6595  
Fax: (916)263-1897

*Changes to “**CORPORATE STATUS**” Page 3 in 2017 Catalog*

**Governing Board**

SVU is governed by its Board of Trustees. The Board of Trustees consists of the following people:

**Ms. Seiko Cheng**  
Co-Founder of SVU  
San Jose, California

**Dr. Mark Chen**  
CEO, Agnes USA Corporation  
Fremont, California

**Ms. Ellie Chou**  
City Council  
Kaohsiung, Taiwan, ROC

They provide voluntary service and receive no remuneration for their services on the Board, as SVU is a nonprofit, public-benefit educational institution.

*Changes to “**UNIVERSITY PROGRAMS**” Page 3 in 2017 Catalog*

**UNIVERSITY PROGRAMS**

**Degree Programs**

Bachelor of Science in Computer Science (BSCS)  
Bachelor of Science in Computer Engineering (BSCE)  
Bachelor of Business Administration and Management (BBA)  
Master of Science in Computer Science (MSCS)  
Master of Science in Computer Engineering (MSCE)  
Master of Business Administration (MBA)

**Certificate Programs**

English as a Second Language (ESL)

*Changes to “**TRANSFER STUDENTS**” Page 5 in 2017 Catalog*

**TRANSFER STUDENTS**

Students may transfer credits from their previously attended school if the school is an accredited institution verified by SVU. Credit transfers could only be honored during first trimester of enrollment. Credits earned within the same academic level are transferrable subject to the approval of the Dean or Program Administrator. The Dean or Program Administrator will evaluate student transcripts individually and honor transferrable credits only if the course description matches to the course description of SVU. A maximum of 3 credits for each lecture class and 1 credit for lab class is allowed for transferring. Students have the option to challenge any issues pertaining to the transfer of credits by meeting with the Dean or Program Administrator during the student's first trimester attendance at SVU. The student must have the proof documentation to support the challenge. SVU does not currently have an articulation or transfer agreement with any other college or university.

**Bachelor’s Degree**

SVU will evaluate undergraduate academic credit for course equivalencies from four-year institutions and community colleges accredited by agencies recognized by CHEA. Students must request that transcripts from the accredited institutions in which they have

previously attended be sent to the Student Office for evaluation. The procedure for course equivalence is defined in the Evaluation of Transfer Credits. SVU will accept a maximum of 72 credits transferred for the BSCS, BSCE and BBA programs. All transfer course work requires an overall grade point average of "C", 2.0 on a 4.0 scale. The letter grades and GPA are not transferrable.

### **Master's Degree**

SVU will evaluate graduate academic credit for course equivalences from institutions of higher learning and accredited by agencies recognized by CHEA. Students must request that transcripts from the accredited institutions in which they have previously attended be sent to the Student Office for evaluation. The procedure for course equivalence is defined in the Evaluation of Transfer Credits. SVU will accept a maximum of 9 credits transferred for the MSCS, MSCE, and MBA programs. All transfer course work require an overall grade point average of "B-", 2.7 on a 4.0 scale. Letter grades and GPA are not transferrable.

### **Evaluation of Transfer Credits**

The evaluation of academic credits will be performed by the Dean or Program Administrator. The Dean will use the syllabi from the transferring institution and the SVU syllabi to determine course equivalency. The Dean or Program Administrator will:

- Compare the course description of the syllabus of the transfer course with the course description of the syllabus of an equivalent course in SVU.
- Allow the maximum of 3 credits for a lecture course.
- Allow a lab course to be transferred only if the lab course has a lecture course that is transferred. The maximum number of credit is 1 for a lab course.
- After course equivalence is determined, only the credit is transferred. The grade from the transferred class is not used in the student's cumulative GPA.

The student has the option to petition the transfer of credits by meeting with the Dean or Program Administrator during the student's first trimester at SVU. The student must bring documentation (course syllabus) to support the challenge. After the first trimester SVU will not accept petitions for re-evaluation of the transfer of credits.

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

SVU does not recognize credit for prior experiential learning.

## *Changes to "GRADING POLICY" Page 12 in 2017 Catalog*

### **Changing Programs**

#### **Students Change to A Different Program or Seek Additional Credential**

For students who are seeking to change to a new program, the credit hours, cumulative GPA and SAP status of the previous program will remain in the new program of study.

For students who are pursuing a different program of study after graduation, the credit hours, cumulative GPA and SAP status of the previous program will not count toward the new program of study.

Students can change their declared academic program of study at any time. To make a program change, the student should complete the Change Major/Program form at the Registrar's office. The student should meet with the designated Program Director for an interview and discussion of qualifications and goals. The student's credentials will be assessed to determine the proper classes for the new degree requirements. The specific requirements for changing the major depend on the number of credit hours the student has completed and the requirements of the intended major. Transfer credits approved for the prior degree program will be reassessed to determine the eligibility of transfer to the new degree program. Credits that are transferred during the reassessment do not have the grade transferred.

## *Changes to "ACADEMIC PROGRESS" Page 12 in 2017 Catalog*

### **ACADEMIC PROGRESS**

A student's progress through the program is based on successful completion of expected competencies.

The faculty determines if the student has demonstrated the knowledge, skills, and approach necessary to be eligible to progress to the next phase. In special instances, the faculty may convene outside of class time to consider cases relating to unusual circumstances, such as probationary or dismissal cases.

### **Undergraduate Students**

#### **Standards of Satisfactory Progress**

All undergraduate students must maintain Satisfactory Academic Progress (SAP) over the course of their study at SVU. Students will undergo SAP evaluations

several times during their attendance at SVU. SAP evaluations will be based upon the following criteria:

- A) Every trimester, the student must maintain a cumulative GPA of 2.0 or above
- B) After each academic year, the student's course completion percentage must be at or above 70%. Also, the student must maintain a cumulative GPA of 2.0.
- C) After attempting 50% of the normal program length, the student's course completion percentage must be at or above 70%. Also, the student must maintain a cumulative GPA of 2.0.

Maximum program length is determined for each student at admission. Maximum program length is equal to the number of credit hours required for the student to complete the program times 1.5. The number of credits includes all transferred credits from institutions accredited by agencies recognized by the CHEA.

#### **Academic Warning**

The instructor of the course where a student demonstrates unacceptable performance must notify the student of such performance as soon as it becomes evident. The student will be notified that continued poor academic performance can lead to academic probation and dismissal.

Students who do not meet the Standards of Academic Progress will be placed on probation. The duration and conditions of the probationary period will be determined on an individual basis by the Academic Review Committee. The Committee may recommend remedial study and/or repetition of a unit of study.

The "D" or "U" grade and credit would have been used in the cumulative GPA calculation.

#### **Academic Probation**

Should a student fail to meet the requirements set by the SAP evaluation, they will be placed on Academic Probation. Academic Probation is defined as a period of time in which a student will be kept under strict scrutiny by an academic advisor to determine if they are able to meet SVU academic requirements to remain in good standing with the university. Failure to satisfactorily complete academic probation will result in disqualification from SVU.

If a student fails to meet SAP, the following procedures must be followed:

- A) Students will receive an email notice informing them that they have been placed on Academic Probation.
- B) Within two weeks of receiving the email notice, students will be required to meet with an advisor to discuss their probation. Failure to do so will prevent a student from registering for classes.

- C) Prior to meeting with the advisor, students must pick up the Academic Probation Letter, Academic Probation Advising Form, and unofficial transcript from the Student Office.
- D) At the advising session, students will be instructed on what actions they must take to clear their probation status.

The Academic Probation period is two trimesters from the trimester in which the student was placed on Academic Probation. During the probation study plan, the student will be allowed to take maximum 3 classes for the graduate programs or maximum 4 classes for undergraduate programs.

After the Academic Probation period, the student must meet the SAP Evaluation criteria or the student will be subject to dismissal.

#### **Dismissal**

A student may be subject to dismissal from the program for substandard academic or professional performance, as follows:

- A) A final grade of "F" in any course;
- B) Any event that could result in either academic or professional probation for a student currently on academic or professional probation;
- C) Violation of the terms of probation;
- D) Repeated tardiness at program-scheduled activities and in meeting deadlines set by the faculty in regards to tests and/or assignments; and/or
- E) Failing to complete the required procedures for either Voluntary Withdrawal or Leave of Absence from the university.

#### **Appeal**

If the student who is placed in Academic Probation or Dismissal feels that there are unusual, mitigating circumstances, which might lead to an exception being made to academic probation or dismissal; the student may submit a letter of appeal with strong supporting documents to the Academic Dean. Please adhere to the following:

- A) The deadline for submitting the appeal letter is two weeks after the probation notice was sent.
- B) Please submit legitimate supporting documents to support your claim for an exception.
- C) Appealing letter can be sent by email, mail or hand delivers.

Information and deliver method of the appealing letter can be found at Student Office. Students will be notified with an appeal decision by email in three weeks.

## **Withdraw**

Application for voluntary withdrawal from the university must be made in writing to the Academic Dean. Except in special cases, the application will be accompanied by a personal interview. Every effort should be made to assure that no misunderstanding or errors occur in the withdrawal process. Students, who leave the University without notifying the Office of the Registrar and not completing the withdrawal procedures within 30 days, will automatically be dismissed from the university. In addition, students must report to the Student Office to sign a withdrawal form before they can officially withdraw from the university. Students who do not complete this procedure will not be considered for readmission at a later date.

Readmission for students withdrawing in good standing is not assured unless it is part of the final agreement made between the Academic Dean and the withdrawing student. This final agreement must be in writing so that it is clear to all parties involved. Students who have not withdrawn in good standing may request readmission through the university's admissions application process. The Admissions Committee will evaluate the student's entire academic record and make a recommendation to the Academic Dean.

## **Leave of Absence**

A student in good academic standing may request a leave of absence with the occurrence of a medical problem, serious personal problems or pregnancy.

Students requesting a leave of absence must apply in writing to the Academic Dean. In the event of a medical problem, a letter from a physician describing the condition for which the leave is requested and the estimated length of time needed for recovery must accompany the request.

After consultation with the student, the Academic Dean will decide whether or not the leave is to be granted and the conditions under which the student may return to school. A student requesting a leave of absence during, or at the end of, the academic year must complete the following:

- A) Written request for a leave of absence;
- B) A leave of absence form from the Registrar. After completing the student's portion, take the form to the faculty advisor who will consult with the student, sign the form, and write a conference report for the Academic Dean's use in considering the approval for leave;
- C) A personal meeting with the Academic Dean to discuss the reason for the leave; and
- D) Official exit interview with the Academic Dean, the Program Administrator, and Registrar.

When all of the above have signed the form, the Registrar will again sign the form and date it, indicating final approval. At this time, the Academic Dean or designee will send an official letter to the student indicating that the leave of absence has been approved and specifying the terms of the leave.

If the leave of absence is approved, the official date of the leave of absence will be the original date of receipt of the student's request and any tuition charged will be in accordance with the institution's refund policy. Leave of absence requested for a full academic year may be for one year only with expected reinstatement scheduled at registration for the following year. Leave of absence requested after registration for any given academic year may be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

It is the student's responsibility to keep the Registrar informed of any change of address while on a leave of absence.

## **Graduate Students**

### **Standards of Satisfactory Progress**

All graduate students must maintain Satisfactory Academic Progress (SAP) over the course of their study at SVU. Students will undergo SAP evaluations several times during their attendance at SVU. SAP evaluations will be based upon the following criteria:

- D) Every trimester, the student must maintain a cumulative GPA of 3.0 or above
- E) After each academic year, the student's course completion percentage must be at or above 70%. Also, the student must maintain a cumulative GPA of 3.0.
- F) After attempting 50% of the normal program length, the student's course completion percentage must be at or above 70%. Also, the student must maintain a cumulative GPA of 3.0.

Maximum program length is determined for each student at admission. Maximum program length is equal to the number of credit hours required for the student to complete the program times 1.5. The number of credits includes all transferred credits from institutions accredited by agencies recognized by the CHEA.

### **Academic Warning**

The instructor of the course where a student demonstrates unacceptable performance must notify the student of such performance as soon as it becomes evident. The student will be notified that continued poor academic performance can lead to academic probation and dismissal.

Students who do not meet the Standards of Academic Progress will be placed on probation. The duration and conditions of the probationary period will be determined on an individual basis by the Academic Review Committee. The Committee may recommend remedial study and/or repetition of a unit of study.

The “D” or “U” grade and credit would have been used in the cumulative GPA calculation.

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Should a student fail to meet the requirements set by the SAP evaluation, they will be placed on Academic Probation. Academic Probation is defined as a period of time in which a student will be kept under strict scrutiny by an academic advisor to determine if they are able to meet SVU academic requirements to remain in good standing with the university. Failure to satisfactorily complete academic probation will result in disqualification from SVU.

If a student fails to meet SAP, the following procedures must be followed:

- E) Students will receive an email notice informing them that they have been placed on Academic Probation.
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- H) Violation of the terms of probation;

- I) Repeated tardiness at program-scheduled activities and in meeting deadlines set by the faculty in regards to tests and/or assignments; and/or
- J) Failing to complete the required procedures for either Voluntary Withdrawal or Leave of Absence from the university.

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It is the student's responsibility to keep the Registrar informed of any change of address while on a leave of absence.

*Changes to **"GRADUATION REQUIREMENTS"** Page 18 in 2017 Catalog*

## **Minimum Number of Credit Hours**

Students must complete an appropriate number and distribution of credit hours to earn a degree.

*Unit of credit per clock hour:* SVU utilizes the trimester system. Each class is assigned a specific number of credits according to the lecture or lab hours spent. For lab sessions, 1 credit hour equals 15 lecture hours, a total of 30 lab hours. One class hour of teaching or 1 unit of credit hour is 60 minutes in length for each week of a 15-week trimester. Class sessions should equal credit hours multiplied by 60 minutes each week. For example, a 3 credit hour course should meet for a period of 180 minutes each week. In addition, students are expected to have 6 hours of study workload outside the lecture per week. Students earn 3 credits after successfully completing the course work for 15 weeks.

- Bachelor of Science in Computer Science (BSCS) 128 credit hours
- Bachelor of Science in Computer Engineering (BSCE) 128 credit hours
- Bachelor of Business Administration and Management (BBA) 128 credit hours
- Master of Science in Computer Science (MSCS) 36 credit hours
- Master of Science in Computer Engineering (MSCE) 36 credit hours
- Master of Business Administration (MBA) 36 credit hours

Credit hour earned through lab session does not apply.

*Changes to **"UNDERGRADUATE PROGRAMS"** Page 23 in 2017 Catalog*

### **Bachelor of Business Administration and Management (BBA)**

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

*Required credits:* The BBA program requires coursework in the following areas with a minimum of 128 credit hours required:

- Lower Division 58 credits
  - General Education 58 credits
- Upper Division 70 credits
  - Core Courses 56 credits
  - Electives 14 credits

**Lower-Division Curriculum (Minimum 58 credit hours)**

All students must complete at least 58 credit hours in general education courses with at least 12 credit hours in Basic Subjects, 37 credit hours in Mathematics and Science Core, and 9 credit hours in Humanities and Communications.

***Area A***

Basic Subjects 12 credits  
As a requirement of Area A, each student must complete:

ENGL100	English Composition
MATH110	Mathematical Analysis
ENGL130	Fundamentals of Intercultural Communications
ENGL200	Critical Thinking

***Area B***

Mathematics & Science Core 37 credits  
As a requirement of Area B, each student must complete:

I. Mathematics 12 credits

MATH200	Calculus I
MATH202	Calculus II
MATH210	Introduction to Probability Theory
MATH212	Introduction to Statistical Methods

II. Natural Science 10 credits

CS200	Introduction to Computer Science
EN200	Energy and Environment
EN220	Introduction to Environmental Science

III. Social Science 15 credits

ECON100	Principles of Economics: Macroeconomics
POLS100	U.S. History
PSYCH100	General Psychology
POLS150	American Government
ECON200	Principles of Economics: Microeconomics

***Area C***

Humanities and Communication 9 credits  
As a requirement of Area C, each student must complete:

ENGL220	Technical Writing
ENGL230	Professional Communication I
ENGL232	Professional Communication II

**Upper-Division Curriculum (Minimum 70 credit hours)**

**Business Administration and Management Core (Minimum 56 credit hours)**

BA300	Fundamentals of Accounting	4 credits
BA301	Intermediate Accounting I	4 credits
BA302	Accounting for Management Decision Making	4 credits
BA320	Cash Management	3 credits
BA380	Introduction to Quantitative Methods in Business	3 credits
BA401	Intermediate Accounting II	4 credits
BA410	Enterprise Information Systems	4 credits
BA430	Financial Management	3 credits
BA431	Introduction to Corporate Finance	3 credits
BA432	Introduction to Investment Analysis	3 credits
BA433	Financial Reporting and Analysis	3 credits
BA440	Management Principles	3 credits
BA442	Human Resource Management	3 credits
BA452	Operations Management	3 credits
BA460	Marketing Management	3 credits
BA462	Consumer Behavior	3 credits
BA481	Business Law	3 credits

**Electives (Minimum 14 credit hours)**

The student must complete at least 14 credit hours of elective courses to meet the graduation requirements from both the lower-division 300 level courses and the upper-division 400 level courses curricula in a program.

Courses can be chosen from elective courses below:

BA352	Discovering Business	3 credits
BA354	Negotiation	3 credits
BA445	Organizational Theory and Behavior	3 credits
BA461	Business Communications	3 credits
BA463	Sales Management	3 credits
BA470	International Marketing	3 credits
BA496	Special Topics in Business Administration	3 credits

*Changes to “BUSINESS ADMINISTRATION UNDERGRADUATE COURSES” Page 46 in 2017 Catalog*

BUSINESS ADMINISTRATION AND  
MANAGEMENT UNDERGRADUATE  
COURSES