



Silicon Valley University

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A large, semi-transparent watermark of the SVU logo is centered on the page. It features the letters 'SVU' in the same color scheme as the top logo, with a white circle behind the 'V'.

Silicon Valley University

Student Handbook

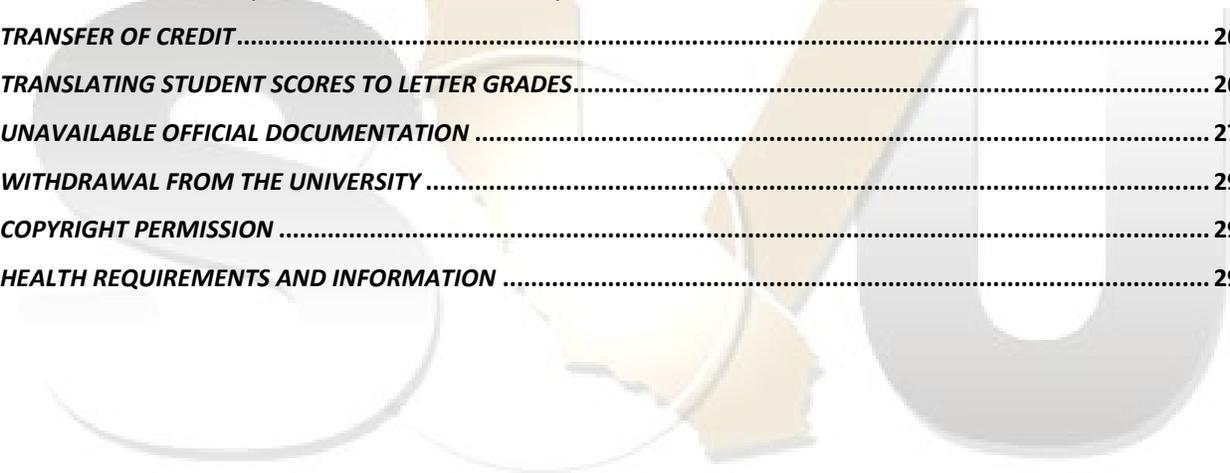
Silicon Valley University

2021-2022

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Silicon Valley University

INTRODUCTION

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

ACADMIC SYSTEM

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

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

DEGREE PROGRAMS AT SVU

- A. **Graduate program-** Master of Science degree program in Computer Science (MSCS). The entering students are required to have earned at least a Bachelor degree before entering the graduate program.

OTHER PROGRAMS

There are no other programs at SVU.

PLANNING YOUR ACADEMIC PROGRAM

You are responsible for planning your program. Your academic adviser and other counselors will assist you in making your study plan. You are required to show up during your assigned appointment with your adviser for course approval during registration. If you missed your assigned appointment, you are responsible for checking the enrollment schedule available on campus and online for the next open enrollment period and/or making an appointment with your advisor if the enrollment deadline has passed.

Use the Proper Catalog: Your graduation requirements will be based on what is specified in the catalog of the trimester when you begin your program of study at SVU. However if you take

more than one trimester off during the study of a program, you will fall under the new requirements of the catalog of the trimester when you return to continue the program.

Transfer Students:

Master's Degree

Transfer students must request official transcripts from institutions of higher learning that they have attended in the past to be sent to the Admissions Office for evaluation. SVU will accept a maximum of 6 credit hours that can be mapped into SVU's curriculum. Only course work prior to enrollment in SVU with B- grade from an accredited or approved university or college can be transferred.

General Requirement

Credits earned before to obtain prior degree (MS) can not be used to transfer to the current degree.

Transfer credits will be approved by the end of the first trimester, subjected to denial for late transfer.

ATTENDANCE

Class attendance is MANDATORY for each course that the student is enrolled in. Other class participation requirements follow the conventional rules, such as taking mid-term test, final examination, doing the assigned homework, etc. as required by the individual instructor. Attendance is also required for students **auditing** a class.

No student is allowed to miss more than 3 lectures without legitimate proof (E.g. if it's for medical reasons, **ONLY** medical certificates from United States clinics will be accepted). Violators will receive a "WF- Withdraw with Fail" grade for the course (i.e. you will not receive any refunds and there will be no credits earned)

ACADEMIC CURRICULUM

It is important for a student to **meet the prerequisite requirements** when taking a course

The program courses requirements and electives listed in the catalog are standard study plans. Your advisor and counselors are very likely to follow these when advising you. Also, you will benefit the most if you follow the curriculum chart by taking courses on a trimester basis as certain courses are offered every other trimester.

Graduate Programs

SVU offers the following graduate program: Master of Science in Computer Science (MSCS).

Master of Science in Computer Science (MSCS)

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

Undergraduate Deficiencies

Students who do not have a Bachelor's degree in Computer Science should have had courses such as Introduction to Computer Science, Compilers, Introduction to Database Systems, Object-Oriented Programming, Operating Systems, Calculus, Discrete Mathematics, Probability & Statistics, and Algorithms. If a student have not taken these courses, the student should plan on acquiring these skills before registering in SVU's MSCS program.

CURRICULAR PRACTICAL TRAINING (CPT)

RULES & PROCEDURE REGARDING CPT:

Effective Fall 2021, the following rules and regulations apply:

1. Each student is only allowed to apply for CPT **ONCE** with Silicon Valley University
2. Re-applying for CPT is strictly prohibited after the submission of CPT
3. A non-refundable fee of USD \$500.00 is required for the application of CPT if the student cancels the CPT within one (1) month.
4. All CPT students are required to maintain their legal status during their CPT period
 - Students who cannot maintain the required number of courses in each trimester will result in the University reporting directly to the Department of Homeland Security-US Immigration and Citizenship immediately for those who violate the existing US Immigration Laws.

5. All CPT students are obliged to register for the required number of courses plus **CPT project course** and are not allowed to drop the CPT project course after issuance of the CPT. If the CPT student cancels the CPT after one (1) month; the tuition will not be refundable.
6. CPT is not a degree requirement and does not count towards graduation requirement
7. Students must maintain certain requirements in order to qualify for CPT:
 - All outstanding balance must be paid off in full; the application for CPT will not be processed until all fees have been paid in full. No installment is allowed.
8. USCIS states that the maximum number of hours a student is allowed to work under CPT is 20 hours (Part time).

Note: SVU reserves the right to terminate the CPT at any time if any violation occurs.

INDEPENDENT STUDY & GRADUATE PROJECT

RULES & PROCEDURE REGARDING *INDEPENDENT STUDY & GRADUATE PROJECT*:

Effective Fall 2021, the following rules and regulations apply:

1. Each student is only allowed to apply for independent study or graduate project with Silicon Valley University once.
2. The student must have completed at least 36 credit hours at Silicon Valley University before applying.
3. Graduate GPA must be below 3.0 to qualify for the independent study and graduate project.

ACADEMIC STANDARDS

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

<u>Symbols</u>	<u>Meaning</u>	<u>Grade Points per Credit</u>
A+	excellent	4.3

A	excellent	4.0
A-	excellent	3.7
B+	good	3.3
B	good	3.0
B-	good	2.7
C+	fair	2.3
C	fair	2.0
C-	fair	1.7
D+	poor	1.3
D	poor	1.0
D-	poor	0.7
F	failing	0.0
CR	credit by examination	
NC	non-passing by examination	
I	incomplete	
AU	audit	
W	authorized withdrawal	
WF	withdrew failing	
IP	in progress	
RD	report delayed	

- **Graduate students** are required to maintain a GPA of 3.0 or better to honor the program requirements.

REGISTRATION

Once accepted into the University, you must **register on or before the registration deadline** for each trimester. **Fees are payable at registration.** A **Late registration fee** will be charged to those who register after the deadline. The advisors' advisory hours will also be posted on the bulletin boards and on SVU website. You must obtain your advisors approval for the courses you will take. If you want to **repeat** or **audit** a class, please remember to specify it in the "Remark" column on the registration form.

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

TUITION REFUND POLICY

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

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

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

Refund Schedule

Week of the Trimester	% of Refund
1	100%
2	93%
3	87%
4	80%
5	73%
6	67%
7	60%
8	0%

.	0%
15	0%

Student Tuition Recovery Fund

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

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

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

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

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 574-7720
Web site: www.bppve.ca.gov
E-mail: bppve@dca.ca.gov

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

FORMS FOR VARIOUS REQUESTS

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

CLASS AND OFFICE HOURS

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

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

STUDENT SERVICES

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

Academic counselor(s) will be available on weekdays 6-7pm Mondays through Fridays (appointments are highly encouraged).

Grader/Teacher assistants are available to assist the students certain courses.

For **new students**, orientation day is on the first day of school. Information on the University, Library resources, health insurance (for international students), and regulations set by the Immigration & Naturalization Services and other school regulations are delivered in the program. **All SVU students** are welcome to attend the orientation to get familiar with SVU's campus and school's policy. Please contact the student office for more information.

STUDENT ORGANIZATIONS

The Students Association is our student organization. The officers are elected by the students' body annually. All students are encouraged to participate in the activities sponsored by the Student Association. Past activities included, gift of SVU tee-shirts, BBQ party, Christmas party, social events, etc. Each student is required to pay a \$15 Association fee each trimester. The fund

goes to the Student Association which is managed by the designated officers of the Student Association.

LIBRARY

The University library serves the faculty members and the students **without extra charge**. You are expected to follow the library policy to check out books or use its resources.

Since our library has a smaller collection of books compared to other established universities, a degree program student is required to purchase a **library card from a major local university library** in the area so that he/she will have access to a major university's library books too. Silicon Valley University also provides an e-library (ACM, and IEEE) to its University's students. Students may access the e-library on any laptop or PC with their student ID and password.

THE LEGAL RIGHTS OF STUDENTS

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

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

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

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

Students may not inspect or review the following, as outlined by the Act: confidential letters and recommendations associated with admission, employment, or educational records containing

information regarding more than one student (in which case the student will be permitted access only to the part of record which pertains to the inquiring students).

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

State or California Student Tuition Recovery Fund-

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

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

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

(916) 574-7720

Filing a Grievance

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

be directed to the Office of Private Postsecondary Education (California Department of Education) located in Sacramento.

Appeal of Dismissal

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

STUDENT CONDUCT CODE

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

STUDENT DISCIPLINE

THE UNIVERSITY SUBSCRIBES TO RELEVANT PORTIONS OF THE CALIFORNIA ADMINISTRATIVE CODE AS IT APPLIES TO THE CALIFORNIA STATE UNIVERSITY

SYSTEM. INAPPROPRIATE CONDUCT BY STUDENTS OR BY APPLICANTS FOR ADMISSION IS SUBJECT TO DISCIPLINE AS PROVIDED IN PORTIONS OF SECTIONS 41301 AND 41303. THE APPLICABLE PARTS OF THESE SECTIONS ARE AS FOLLOWS:

41301 Expulsion, Suspension and Probation of Students –

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

CONTACT THE ADMINISTRATION PERSONNEL

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

ACADEMIC PROBATION

A student may be placed on Academic Probation for any of the following reasons:

- 1) Trimester G.P.A, falls below 2.75 for graduate students.
- 2) Failure to comply, after due notice from the Admissions and Records Office, with an academic requirement or regulation.

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

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

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

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

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

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

ACADEMIC RENEWAL

Graduate Students:

Graduate students may repeat courses in which the earned grade was D+, D, D-, or F. Such repetition is permitted for purposes of academic renewal. Academic renewal is at

the discretion of the University. Also, each program has a core series of courses that must be passed with a grade of C- or better. Academic renewal is mandatory when grades F are earned for required graduate level courses.

In all instances, the student must pay the appropriate tuition for the courses to be repeated

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

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

ACCESS TO STUDENT RECORDS

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

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

ADD/DROP/WITHDRAW CLASSES

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

Adding a course:

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

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

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

Dropping after the first three-week deadline: The student must have instructor's permission to drop with "W" grade after the third week of the trimester. Student must obtain signature prior to submitting the request to the Records Office. Tuition refund follows the refund policy specified on page 14.

AUDITING A CLASS

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

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

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

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

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

CHANGE IN STUDENT RECORDS

A student is required to complete a “Change of Student Record” form to change any personal information, e.g. address, phone number, etc. The Records Office personnel update the student’s information. The Records Office may also make changes of address or phone number in student’s record based on student registration information, or letters from alumni. A request for any other type of change must be completed and signed by the student.

DEAN’S HONOR LIST

Excellence in scholastic achievement is recognized each trimester by the compilation of a Dean’s List. A **graduate student** successfully completing at least 9 credit hours with grade points, with a minimum term grade point average of **3.85** or better, qualify for the Dean’s Honor List. “Dean’s Honor List” will also appear on the transcripts of students obtaining a 4.0 grade point average.

DISMISSAL FROM THE UNIVERSITY

Grounds for dismissal:

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

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

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

Appeal of dismissal:

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

GRADE CHANGE

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

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

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

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

GRADING

Refer to section “ACADEMIC STANDARDS” on page 13 for the grading system. Incomplete or Report Delayed (“I” or “RD”) grades must be cleared within two trimesters following the one in which the original grade was assigned. If it is not cleared within the following two trimesters, the “I” or “RD” grade will revert to an “F” and will be posted to the trimester grade report and the permanent transcript as such.

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

GRADUATION CEREMONIES

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

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

GRADUATION REQUIREMENTS

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

- Students are highly encouraged to check the academic calendar online or in the catalog for **graduation petition deadlines**.
- Your **official undergraduate transcript(s) and copy of diploma** from previous college(s) must be on file.
- Your **senior/graduate project** is complete – approved for both its contents and its format; two complete copies have been turned in to the Administration Office. (Please check with the school librarian to find out about the format requirements.)
- Your **library record, financial record and other office and Lab records** are cleared.
- An international student is required to have passed the **English** requirement.

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

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

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

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

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

PETITION FOR GRADUATION

The petition is first submitted by the student to the Registrar, and must be accompanied by payment of the \$275.00 graduation fee. The Registrar will check to make sure that the student has fully completed and signed the top portion of the Petition. He/she will then verify receipt of the form by signing and dating the form.

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

RECORDS MAINTAINED FOR STUDENTS WHO WITHDREW FROM THE UNIVERSITY

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

If a student does not notify SVU of intentions to either withdraw or postpone registration to the following trimester. SVU will maintain the materials for six months from the application

date. After the six month period, SVU will discard all materials except the application form, and official transcripts.

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

PETITION FOR CHANGE OF MAJOR

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

FILING A GRIEVANCE

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

STUDENT REVIEW OF EXAMINATION

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

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

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

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

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

STUDY PLANS

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

SUBSTITUTION OF CORE REQUIREMENTS

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

FINANCIAL ASSISTANCE

There are limited numbers of office assistant, teaching assistant/grader, library assistant, and computer lab assistant available to qualified current graduate level students. Selection will be based on academic achievements, course requirements, and prior experiences, as well as the school's current budget availability during each trimester.

Duties:

- 1) Laboratory Assistants are supervised directly by the instructor or laboratory manager. Duties may include assisting students in lab experiments, maintaining equipment, tutoring beginning computer programmers or maintaining computer files/systems.

- 2) Office Assistant assists the student office with general clerical duties such as answering general questions at the front desk, filing, etc.
- 3) Library Assistant assists the Librarian with general library duties such as cataloging books, organizing library holdings, assisting students with general library related questions
- 4) Graders/Teaching Assistant receives assignments based on their through knowledge of the subject matter for a given course. Duties include correcting problem assignments, grading quizzes, tutoring and working out solutions to examinations and other assignments.

At the beginning of each trimester, Graduate students selected for the above mentioned position will have to take a one hour workshop course to understand their job responsibility, professional ethics, office hours, and the school's rules and regulations.

TRANSCRIPT REQUEST (SVU)

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

It is the student's responsibility to complete all information on the form, including the exact name and address of the institution/person where the transcript is to be sent. Make sure that you signed the form and the proper fees are paid. If any of these are not done, the request will not be processed. You are entitled to one complimentary official transcript upon graduation. Otherwise, for any transcripts request, there is a fee of \$10.00 per official transcript.

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

TRANSCRIPT REQUEST (FROM OTHER INSTITUTION)

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

TRANSFER OF CREDIT

1) Grades Required for Transfer Credit

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

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

4) Transfer Credit for Non-Collegiate Learning Experience

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

5) Transfer of Credit to Qualify for Graduate Study

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

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

TRANSLATING STUDENT SCORES TO LETTER GRADES

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

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

98 - 100 = A+

92 - 97.9 = A

90 - 91.9 = A-

78 - 79.9 = C+

72 - 77.9 = C

70 - 71.9 = C-

88 - 89.9 = B+

82 - 87.9 = B

80 - 81.9 = B-

68 - 69.9 = D+

62 - 67.9 = D

60 - 61.9 = D-

Below 60 = F

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

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

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

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

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

UNAVAILABLE OFFICIAL DOCUMENTATION

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

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

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

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

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

Education Credential Evaluators, Inc.

P.O. Box 17499

Milwaukee, WI 53217-0499

(414) 964-0477

DETAILED REPORT NEEDED

International Education Research Foundation, Inc.

P.O. Box 66940

Los Angeles, CA 90066

(213) 390-6276

SUBJECT BREAKDOWN TYPE EVALUATION NEEDED

Information and application forms for these two agencies are available from SVU Admissions and Records Office.

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

WITHDRAWAL FROM THE UNIVERSITY

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

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HEALTH REQUIREMENTS AND INFORMATION

Vaccination Requirements

To achieve academic success, students should strive to achieve good physical and mental health themselves. It is expected that all routine medical, dental, and surgical care have been completed prior to the beginning of the semester.

Students are required to present proof of vaccinations before registration. Documentation of required immunizations must be completed by the student's personal physician.

Students will be required to provide the college with proof of the following required, current inoculations:

PPD (TB) skin result or chest x-ray report (Must be completed no longer than 6 months ago)

Health Care Insurance Requirements

It is mandatory for students to have medical insurance while enrolled in the program. Registration for classes will not be authorized until a student provides proof of insurance and coverage.

Information on other individual health plans in California can be found at:

Blue Cross of California: www.bluecrossca.com

Blue Shield of California: www.blueshieldcaplans.com

Compass Benefits: www.CompassStudentHealthInsurance.com

Health Net: www.healthnet.com

ISO Student health Insurance: www.isoa.org

This list is neither complete nor in any way an endorsement or recommendation by Silicon Valley University.

Orientation and Registration

First year student orientation is mandatory for all students. If a student is not able to attend the scheduled orientation, due to illness or emergency, the Student Office must be notified of the absence immediately. The student will be required to complete a make-up orientation within the first week of school.

In order to register for classes all admission contingencies must be fulfilled, and all required paperwork must be submitted to the Student Office. This includes all required immunizations, and any other institutional requirements.

Block registration will be conducted by the Registrar prior to the beginning of each semester if requirements are not met.

