

CALIFORNIA VICTOR UNIVERSITY

CATALOG

January 1, 2021 – December 31, 2021



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Welcome to California Victor University

I am delighted to welcome you to California Victor University. This new millennium of the 21st Century offers us both challenges and opportunities. There is an oriental saying that crisis means opportunity. We, California Victor University, exist to help you take opportunities and turn them to meaningful success.

Our mission is to provide you with a higher education, which is innovative, superb, and real-world, fulfilling the changing workforce needs of the society. California Victor University equips you with professional knowledge and skills you need for your area of specialty. Our quality education serves to make a significant and meaningful difference in your life and then to prepare you for successful career in the future. Above all, your perspective and purpose in life shall be formed and shaped by the eternal truth of the Bible. You, who desire to become Christian professionals or ministers, will appreciate how to serve and benefit the world with the truth and love of Christ Jesus. We earnestly want to see our students to serve as leaders with genuine Christian character in the community they engage.

Our highly qualified faculty and staff are committed to serving and working together for you to project and fulfill your dream. We recognize that you are so significant and valuable for the advancement of the Kingdom of God as well as for the enrichment of the society you involve. I invite you to California Victor University and begin your meaningful preparation for your gratifying future.

We welcome you sincerely and look forward to meeting you soon.

Admission Office
California Victor University

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Introduction

Prospective Students

California Victor University is open to everyone regardless of race, color, gender, nationality, ethnic origin, or personal religious commitment. The Office of Admissions compiles applicant's academic records and forwards the files for admission committees to review.

This school believes and aims for raising leaders with workmanship, character, and intelligence toward the 21st century.

In the rapid wave of the world, California Victor University aims to follow the trend by:

1. Educating the future leaders to lead the 21st century,
2. Raising specialized consultants for the modern era.

California Victor University currently offers the following programs:

Master of Business Administration

Prospective enrollees are encouraged to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

All information in the contents of this school catalog is current and is so certified as true by the President of California Victor University.

California Victor University is a private institution and it is approved to operate by the Bureau for Private Postsecondary Education, Department of Consumer Affairs, the State of California (BPPE), at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone (888) 370-7589 or (916) 574-8900, Fax (916) 263-1897.

“Approved to operate” or “approved” means that an institution has received authorization, pursuant to the California Private Postsecondary Education Act, to offer the public and to provide postsecondary educational programs, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This does not imply that the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards [CEC §94909(a)(2) and §94897(l)(1)(2)].

California Victor University 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] having been awarded Candidate status as a Category III institution by the TRACS Accreditation Commission on November 4, 2019; this status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

California Victor University has been approved to begin the Self-Study process toward Accredited Status by the TRACS Accreditation Commission on April 21, 2020.

CVU's graduates of degree programs will not be eligible to sit for the applicable licensure exam in California and other states. CVU's degree programs are not recognized for some employment positions, including, but

not limited to, positions with the State of California. Students enrolled in CVU are not eligible for federal financial aid.

CVU's educational programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the state of California.

CVU does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years nor has had a petition in bankruptcy filed against it within 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.).

There are no legal actions pending against CVU or ownership or any of the institution's owners, officers, corporate directors, administrators or instructors by any federal, state, or local law enforcement agency involving alleged acts of fraud, dishonesty, financial mismanagement, unpaid liabilities to any governmental agency or claims for pecuniary loss suffered by any student.

Disclaimer

This catalog is published for information purposes only. California Victor University reserves the right to make any changes in content, courses, regulations, personnel, policies and other provisions at any time without notice if deemed necessary by the university. The institution does not discriminate against any qualified person on the basis of age, sex, handicap, race, color, national or ethnic origin in any of its policies or procedures.

Internet Website Information

CVU's Web site (www.cavictorun.org) provides all of the following:

- (1) The school catalog
- (2) A School Performance Fact Sheet for each educational program offered by the institution
- (3) Student brochures offered by the institution
- (4) A link to the bureau's Internet Web Site
- (5) The institution's most recent annual report submitted to the bureau

CVU's BPPE approval status can be identified by entering "California Victor University" in the blank of school name at <https://search-bppe.dca.ca.gov/> or

Directly search internet url <https://search-bppe.dca.ca.gov/institutionDetail?schoolCode=12720993>

CVU's TRACS approval status can be identified by entering <https://tracs.org/california-victor-university/>

Biblical Foundation (Statement of Faith)

We Believe:

1. The Holy Scriptures: We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in every matter in the original writing, infallible and God-breathed (2 Timothy 3:16-17).

2. The Godhead: We believe in one Triune God, eternally existing in three persons- Father, Son, and Holy Spirit-co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; 2 Corinthians 13: 14).

3. The Person and Work of Christ: We believe that the Lord Jesus Christ, eternally God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary , in order that He might reveal God and redeem sinful men (Luke 1:35; John 1:1,2, 14). We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitution sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; Ephesians 1:7; 1 Peter 1:3-5; 2:24). We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1: 9-11; Romans 8:34; Hebrews 7:25; 9:24; 1 John 2:1-2).

4. The Person and Work of the Holy Spirit: We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; revealing Christ to men and enabling them to believe; and, that He is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; Romans 8:9; 1 Corinthians 12:12-14; 2 Corinthians 3:6; Ephesians 1:13-14).

We believe that He guides believers into all truth, anoints and teaches them, and that it is the privilege and duty of all the saved to be filled with the Spirit (John 16:13; Ephesians 5:18; 1 John 2:20, 27).

5. The Creation and Man: We believe that the book of Genesis presents a historically accurate account of the origin of man, the fall of Adam and Eve, and consequently the entire human race, the worldwide flood, the call of Abraham, and the origin of God's chosen people, Israel. Included in this is our belief that special creation of the existing universe, consisting of time, space, and matter, was accomplished in six literal, twenty-four hour days, as detailed in Genesis chapter one. We believe that man was created in the image and likeness of God, but that when man sinned the human race fell and became alienated from God. Man, thus, is totally depraved and of himself, utterly unable to remedy his lost condition. (Genesis 1:26-27; 5:2; Psalm 51; Romans 3:22-23; 5:12; Ephesians 2: 1-3, 12).

6. Salvation: We believe that salvation is the gift of God brought to man by grace and received by personal and purposeful faith in the death and resurrection of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins (1 Corinthians 15:1-5; Ephesians 1:7; 2:8-10; 1 Peter 1:18-19). We believe that while the death and resurrection of Christ is sufficient provision for the salvation of all men, only those who exercise saving faith will have forgiveness of sin and receive eternal life. Those who so exercise faith are then regenerated, baptized by the Holy Spirit into Christ, and granted every spiritual blessing in Christ (Romans 6:3-4; 1 Corinthians 12:13; Ephesians 1:3-4; 2:8-9; Philippians 2:13; Titus 3:5; 1 John 2:2).

7. The Eternal Security and Assurance of Believers: We believe that all the justified, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37-40; 10:27-30; Romans 8:1, 38; 1 Corinthians 1:4-8; 1 Peter 1:5). We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the

use of Christian liberty as an occasion to the flesh (Romans 13: 13-14; Galatians 5:13; Titus 2:11-15: 1 John 5:10-13).

8. The Two Natures of the Believer: We believe that the regenerated person retains his corrupt, sinful, depraved nature, but at the moment of salvation also becomes a partaker of the divine nature, capable of pleasing God through the ministries of the indwelling Holy Spirit (Romans 6:13; 8:12-13; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:9-10; 1 Peter 1:14-16; 1 John 3:5-9).

9. Separation: We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded by God (Romans 12: 1-2, 14: 13; 2 Corinthians 6:14-7:1; 2 Timothy 3:1-5; 1 John 2:15-17; 2 John 9-11).

10. Missions: We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the 9 Gospel to all mankind (Matthew 28: 19-20; Mark 16: 15; Acts 1 :8; 2 Corinthians 5: 19-20).

11. Ministry and Spiritual Gifts: We believe that God is sovereign in the bestowing of all His gifts; that the gifts of evangelist and pastor-teacher are given to the church for the equipping of the saints today; that each believer has a spiritual gift for the purpose of ministry to others, such as the gifts of ministry, helps, leadership, administration, exhortation, giving, mercy, and teaching; that the gifts of prophecy, speaking in tongues, and the working of sign miracles ceased as the New Testament Scriptures were completed and their authority became established (Romans 12:6-8; 1 Corinthians 12:4-11; 2 Corinthians 12:12; Ephesians 4:7-12; 1 Peter 4:10).

We believe that God does hear and answer the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7; James 5: 14-15; 1 John 5: 14-15).

We believe in the autonomy of the local church (Acts 13: 1-4; 20:28; Romans 16:1; 1 Corinthians 3:9, 16; 5:4-7; 1 Peter 5:1-4).

We recognize the ordinances of water baptism and the Lord's Supper as a scriptural means of testimony for the church today (Matthew 28: 19-20; Acts 2:41-42; 18:8; 1 Corinthians 11:23-26).

12. The Personality of Satan: We believe that Satan is a person, the author of sin and cause of the fall; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the lake of fire (Job 1 :6-7; Isaiah 14:12-17; Matthew 4:2-11; Revelation 20:11).

13. The Second Advent of Christ: We believe in that "blessed hope," the personal, imminent, pre-tribulation and premillennial coming of the Lord Jesus Christ for the church; and in His subsequent return to earth, with His saints, to establish His Millennial Kingdom, which will begin only after the second advent (Zechariah 14:4-11; 1 Thessalonians 1: 10; 4: 13-18; 5:9; Revelation 3: 10; 19:11-16; 20:1-6).

14. The Eternal State: We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment {Matthew 25:46; John 5:28-29; 11:25-26; Revelation 20:5-6; 22:12).

We believe that the souls of the justified are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when soul and body are reunited to be glorified forever with the Lord {Luke 23:43; 2 Corinthians 5:8; Philippians 1:23; 3:32; 1 Thessalonians 4:16-17; Revelation 20:4-6). We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment (Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thessalonians 1: 7-9; Jude 6- 7; Revelation 20: 11-15).

Educational Philosophy

An educational philosophy of California Victor University has fourfold: (1) to inspire students to cultivate their intellectual area to understand the will of God with God-provided wisdom and God-written word; (2) to encourage students to sharpen their mind and body to produce good behavior as Christian; (3) to guide students to develop their spirituality to live holy for their intimate relationship with God; and (4) to aid students to build a sense of sociability to make a gracious relationships with their family and neighboring members.

General Information

California Victor University is a private, faith based higher degree granting educational institution. It is organized and operated as a California non-profit corporation.

Mission Statement

California Victor University is an institution of higher education that educates and equips students to become Christian professional leaders so that they can effectively serve and lead in the global society.

Institutional Objectives

To fulfill this mission, California Victor University is committed to accomplishing the following objectives.

1. Provide a strong foundation in Christian faith and values.
2. Develop appropriate perspectives of viewing the world and society in students by providing diverse learning experiences.
3. Equip students to critically evaluate diverse problems and positions.
4. Provide relevant knowledge and skills essential for students' chosen field of study and their career and personal success.
5. Retain qualified faculty with appropriate academic credentials and professional experience to enhance student learning.
6. Provide effective administrative services for a safe, comfortable, and engaging learning atmosphere.

7. Provide an appropriate environment and resource necessary for students in support of learning, personal growth, and career development.

California Victor University is committed to fulfilling these objectives with dedicated and highly qualified faculty, administrators and staff. The University's excellent programs assist students in outdo in their future professions by providing essential information and skills for their chosen field of study. The institution's detailed objectives for each program are as follows.

Master of Business Administration

- Ascertain biblical values and ethics in business.
- Articulate the nature of domestic/global economics and markets.
- Effectively communicate and work in team environments.
- Articulate administration and management principles, strategies, and methods.
- Demonstrate knowledge and skills of accounting and finance.
- Understand and apply leadership theories and skills in business organizations.

Student Learning Outcomes and Assessment

The learning outcomes are achieved through the curriculum, with specific courses identified that are expected to provide primary assurance that the individual learning objectives are achieved. The learning are shown with the primary corresponding course(s) that accomplishes its mission. Trustees, administrators, and faculty must acknowledge the statement of objectives in writing. Each graduate of California Victor University will be able to:

1. Obtain ability for critically reasoning and solving problems.
2. Effectively use skills to communicate to a business audience.
3. Possess the methods of achieving organizational decisions in socially responsible manner.
4. Articulate and effectively use management/ leadership principles, strategies, and methods.
5. Demonstrate and use skills of accounting and finance.

These learning outcomes are assessed for each program through multiple measures. The first measure is the evaluation of the individual faculty member's performance in the classroom that is performed through peer review each Semester for each course. The second measure is actual grade assigned to each student in the course, with an "A" or "B" indicating satisfactory achievement. The third measure is the student's evaluation of the course includes several items indicating the student's opinion about how well the objectives of the course were achieved. The fourth measure is the program review is a comprehensive review of the entire program that incorporates many of these measures as well as internal and external research and benchmarks. Finally, the learning program using exit examinations that measure learning and graduating student and alumni surveys that measure the student's level of achievement at the end of the program and through the years following graduation.

Self-Monitoring procedures

California Victor University develops and retains policies and procedures that are necessary for its effective operation, consistent with accepted principles and procedures for postsecondary education and with the institution's purpose and objectives and in compliance with the California Private Postsecondary Education Act of 2009 and Title 5 of the California Code of Regulations (CCR). In an effort to ensure that California

Victor University is well maintained and operated in compliance with the Bureau for Private Postsecondary Education, the administrators' meetings are held on the first Mondays of every month. Through these meetings, California Victor University strives to stay apprised of the Bureau changes and such changes will be incorporated into the school documents such as enrollment agreements, catalogs, and performance fact sheets. Amendments to the California Victor University's policies and procedures are suggested and discussed at the administrators' meetings.

Chief Academic Officer is responsible for directing and administering the teaching activities of the Institute. At the administrators' meetings with faculty, Chief Academic Officer ensures that the University's educational standards, curriculum, and practices are being maintained by the BPPE standards and California Victor University's policies. California Victor University reviews and updates its policies/procedures and Catalog annually: the faculty, administrators, and the board participate in this process. Chief Academic Officer coordinates this process and the President presents the result to the board of trustees for their approval.

Award of Credit for prior experiential learning

The California Victor University does not award credit for student's prior experiential learning.

Language for Instruction

California Victor University conducts its educational programs only in English.

The methods of instruction

California Victor University's educational programs are provided only by direct class room instruction. The institution offers none of its programs via distance learning and currently has no plan to provide it.

English Language Proficiency Policy

Since all educational activities at California Victor University are conducted in English, it is essential that all students possess strong writing, comprehension and speaking skills in English. If your first language is not English, or if your previous education has been conducted in another language, you will be required to demonstrate proficiency in English by fulfilling minimum TOEFL score of 500 for paper-based test or 80 for internet-based test.

The level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted.

About the Catalog and Disclosure

California Victor University provides a catalog which is reviewed and updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. The faculty, administrators, and the board participate in the process of reviewing and updating the catalog: Chief Academic Officer coordinates this process and the President presents the result to the board of directors for their review and approval.

The electronic version of the catalog is uploaded at the University's website. 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.

When students are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, and if recruitment was not conducted in English, they shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in their primary language from a qualified school officer, upon their request.

Any questions a student may have regarding this catalog have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education;

Address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 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 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

Academic Freedom

California Victor University stands for academic freedom in the tradition of democratic spirit, and to encourage creative thinking of the students as well as the faculty members of California Victor University. Therefore, the students and the faculty members are assured of the following academic freedoms without fear of interference or penalty from the administration:

- Freedom of discussion in the classroom expressing a variety of views and opinions on the subject matter being taught.
- Freedom to express views on social, political, scientific, philosophical, ideological, or religious concerns in or outside of the classrooms, as long as they believe it would advance understanding in their specialized subject of study.

Institution's Location and the Place of Class Sessions

California Victor University is located and provides class sessions at 708 W. Holt Ave, Pomona, CA 91768. The campus is easily accessible by the 10 freeway. Occupying the atmosphere and design of the facility is highly conducive to learning. California Victor University has one (1) library, a student lounge, and classroom space for University and student parking. California Victor University is in full compliance with all state and local ordinances and regulations, including those requirements regarding fire, building safety, and health.

Class Room Capacity

The University's total space is 3,000 Square Feet. In order to maintain California Victor University's high educational standards, instruction is provided through 2 classrooms and library in residence with a facility occupancy level of 80 students at any one time.

Hours of Operation

Monday - Friday 9:00 A.M. to 10:00 P.M.

Non-Discrimination Statement

California Victor University, in compliance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (which includes sexual harassment), Section 503/504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, and the Age Discrimination Act of 1975, does not discriminate on the basis of race, sex, color, age, religion, national origin, or handicap in any of its policies, procedures or practices. If any student wishes to file a complaint covered by the above stated regulations, she/he must follow the grievance procedures of the University. All inquiries regarding this policy may be addressed to the President who is the Affirmative Action Officer.

Admissions

General Admissions Policy

Potential applications should contact California Victor University by visiting the institution and meeting with an Admissions Representative. The representative will give a tour of the campus, provide detailed information on the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives. The applicant will also meet with a Financial Services Representative to discuss tuition and possible financing. If inquiry is made by phone, the Admissions Representative will provide brief information about the programs and also invite the applicant to visit the University. The University does not implement Ability-to-Benefit (ATB).

Policy on Language of Enrollment Agreement, Disclosures, and Statements

When students are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, and if recruitment was not conducted in English, they shall have the right to obtain a clear explanation of the enrollment agreement, disclosures, and statements including the terms and conditions and all cancellation and refund policies in their primary language from a qualified school officer, upon their request.

Application Requirements

Applicants must present the following materials to the Registrar.

The Registrar is located at 708 W. Holt Ave, Pomona, CA 91768.

- A completed application form with two recent photographs, or photo I.D. (International students only)
- A non-refundable application fee \$100.00
- Two letters of recommendation
- Official transcripts of all academic work of bachelor's degrees and beyond for Master of Business Administration programs. Full time enrollment status requires that the student successfully complete 12 semester credits units per term. Applications must be presented at least one week prior to the beginning of any term.
- Applicants will be notified by mail of admission status.

International Students

California Victor University does not have an authority to issue I-20 for students from other countries. Therefore, the University currently cannot accept international students. The University does not provide visa service or vouch for student status.

Transferring to other Institutions

Applicants who have attended theological seminaries in the United States or abroad may be given credit for the courses that are comparable to the courses offered at California Victor University, provided that the grades received are "B" or higher, and have been earned at institutions approved by the appropriate regulatory

or accrediting agency recognized by the U.S. Department of Education. In awarding transfer credits, the following guidelines will apply:

- Courses are substantially comparable to those offered at California Victor University.

Transfer Credit Policy

California Victor University has not entered into an articulation or transfer agreement with any other college or university.

Credits earned at other institutions will be evaluated using the following criteria:

- Transcript copies must be forwarded to the Director of Admissions for evaluation.
- Only those courses that are substantially comparable to the California Victor University course will be considered for evaluation.
- Courses under consideration must have a grade of “B” or higher.
- California Victor University had not entered into an articulation or transfer agreement with any other college or university yet.
- The maximum number of credits accepted for transfer credits permitted by the California Victor University as following;

Degree	Transfer Credit
MBA program	No more than six (6) graduate semester credit units awarded by another institution may be credited toward MBA program at CVU.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Victor University 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 the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution are 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 California Victor University to determine if your degree will transfer.

Facilities and Equipment

A Description of Facilities for Students:

The classrooms, offices, computer laboratory, library, and student lounge are provided approximately 3,000 square feet of usable space. Library holds 25,114 collection and Computer lab is equipped with 10 computers. All administrative services for students including admission, registration, counseling and payment of tuition and fees are conducted at the main administrative office. The building space and facilities used for instructional purposes, comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

A Description of the Physical Facilities:

Facilities	Quantity
Classroom	2
Computer Lab (10 desks, 10 computers)	1
Student Lounge	1
Library (with 6 study desks and chairs)	1
Faculty Room	1
President Room	1
Administration Office	1

The following table lists the equipment for all educational programs.

Equipment	Quantity	Ownership/Lease
Desk	88	Owned
Chair	176	Owned
Book Case (in Library)	66 (6 shelve)	Owned
White Board	6	Owned
Projector	2	Owned
TV	2	Owned
DVD Player	1	Owned
CD Player	2	Owned
Computer (in Computer Lab)	10 (equipped with: 2.3 GHz processors, 4 gigabytes of ram, 21 inch monitors)	Owned
Printer (in Computer Lab and Library)	4	Owned
Copier	3	Owned
Piano	2	Owned

MBA Program

Equipment	Quantity	Ownership/Lease
MS Office Excel	Installed for each 10 computers	Owned
Accounting software: Quick Books Pro	Installed for each 10 computers	Owned
Statistics Software: IBM Spss Grad Pack 21.0 Premium	Installed for 10 computers	Owned

Financial Policies

Tuition and Fees

The Enrollment Agreement obligates the student and the school for the entire program of instruction. The student’s financial obligations will be calculated in accordance with the school’s refund policy in the contract and this school catalog. Tuition and fees for each program are listed below. Application and Registration fees are not refundable.. The California Victor University catalog is available at no charge and will be provided to each enrollee prior to enrollment. California Victor University will work with each student to determine the best financial arrangement to meet their obligation for tuition. California Victor University provides a voluntary prepayment plan to students and their families to help reduce the costs upon entry into training. Details are available through the financial representative.

- Application Fee \$100
- Registration Fee \$100
- Tuition per semester hour:
 - MBA Program \$250
- Late Registration Fee \$30
- Add/Drop Fee \$20
- Graduation Fee \$100
- Equipment Use \$200
- Transcript Copy Fee \$10
- Student Association Fee \$50

An Estimated Total Charge for a Semester:

Academic Semester Charges	Amount
Tuition (12 units x \$250)	\$ 3,000
Student Association Fee	\$ 50
Books and Supplies	\$ 450
Equipment Use	\$ 200
Registration	\$ 100
Other Fees	\$100
Semester Estimated Total	\$ 3,900

Estimated Total Charges for the Entire Program

Academic Program	Estimated Total Charges
MBA (42 units)	\$ 15,600

STRF (Student Tuition Recovery Fund)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

If a student does not have a social security number or tax payer identification number, a claim will not be paid.

Books

An itemized list of the textbooks issued for each program is attached to, or listed in the course syllabus that each student receives in their particular course of study.

Course Challenge Fee

A \$100 fee per course will be charged for any course challenged by students. If the challenge test is not passed, then the student will be required to take the course for credit, and the fee paid for the challenge test will be applied toward the tuition of the class.

Returned Check

A \$35.00 fee will be charged if a check is returned for insufficient funds. This fee is added to the amount of the returned check, and the total payment must be made by cashier's check or money order.

Cancellation of Agreements and Refund Policy

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Those students who want to cancel the enrollment agreement or withdraw from the college shall obtain a refund by the following policies and procedures:

The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete. In order to cancel this enrollment agreement with California Victor University, the student shall mail or deliver to the address on the first page of this agreement a signed and dated form of "Notice of Cancellation," "Leave of Absence" or "Withdrawal Notice" along with "Refund Application" to the attention of the California Victor University emic affair office. Then, the refund shall be made to the student within 45 days following California Victor University's receipt of the cancellation notice. The refund excludes non-refundable registration fees. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 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, (916) 574-8900 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 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

Note: If a student completed more than 60% of the scheduled hours in the current term (actual hours attended divided by hours in the semester), then he or she will owe the full amount of tuition charged for the term

including, unreturned equipment, books, materials and copy charges. The student will be not entitles to a refund. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the Register's office of you withdrawal.
- The school terminates your enrollment
- You fail to attend classes for ten (10) consecutive school days.

Determination of the Withdrawal Date

The student's withdrawal is the last date of academic attendance as determined by the institution form its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

Unsatisfactory Financial Progress Requirements

Violation of any of the condition set forth in the signed Enrollment Agreement may lead to dismissal from the school and/ or probation. Failure to meet all financial obligations to the school may also lead to dismissal from school and/ or probation.

Student and Budget

In addition to the direct costs of your education, it is important that you develop a budget to identify other financial obligations that you may incur when attending school. These expenses may include transportation, childcare, personal expenses, etc. Our student service representative will assist you with this budget.

Payment Methods

Students must pay the required registration fee and tuition on or before the beginning of each semester. Tuition of each degree program does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the textbooks. Some courses require more than one textbook. California Victor University accepts the following forms of payment: Cash, Personal Checks, Money Orders, Traveler's Checks, Cashier's Checks, Credit Card (VISA, MasterCard)

Loan

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Financial Assistance

California Victor University does not receive financial aid for students who qualify for it under any state or federal financial aid program. At present, CVU is not able to offer federal financial aid to students, such as the Pell Grant and Stafford Student Loan Programs. However, California Victor University may award a limited number of partial tuition scholarships on the basis of high scholastic achievement, and the financial need of the student. Applications for scholarship assistance should be made to the Director of Admissions.

Academics

Faculty and Curriculum

The faculty of California Victor University are selected not only for their education, credentials, work experience, but also for their dedication, enthusiasm and ability to motivate students to their highest level of academic achievement. Students are urged to meet with their instructor for assistance when needed. Curricula for all programs have been designed not only to provide career skills but to also qualify students for immediate employment opportunities in a relatively short period.

Each curriculum's description indicates a standard program and/ or course length. Hours are devoted to lecture and research dependent upon the educational requirements of the program, and these hours are converted to semester units.

Degree Program and Number of Units Required for Graduation

California Victor University offers Master of Business Administration 42 semester credit hours (units).

Class Scheduling

California Victor University publishes the class schedule prior to the beginning of each term of study. The class schedule lists every section of each class to be offered for the impending term, including the class name and number, days, time, instructor, meeting dates, and units.

Policy and Program Modification

California Victor University reserves the right to modify the course content, structure, and schedule without additional charges to the student and within the regulatory guidelines. We reserve the right to amend the catalog and program(s).

Attendance

Attendance is essential to the overall effectiveness of the training a student receives at California Victor University. This process is as important as learning, since future employers emphasize punctuality and attendance as top job requirements. A student is required to attend all scheduled classes regularly and punctually.

Attendance Probation

California Victor University recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master their subject material. A student will be placed on attendance probation if he or she is below 80% attendance in any given subject/class. Frequent tardiness and/ or unexcused absences will result in placing the student on probationary status.

Attendance Requirements

Students are required to call the Register as soon as partial on the first day of absence and give an estimate of the duration of the absence.

Re-entry Policy

Students who have been terminated for violating the attendance policy may be re-entered through the appeal process.

Leave of Absence

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable reasons. Student may also request an administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, not to exceed 120 calendar days. All LOA's must be in documented in official writing and addressed to the Department Director, and/or the President to be approved. The request must be accompanied by written documentation from the appropriate person and/ or agency. The President will approve or deny the request in writing. If a student fails to return on the scheduled return date, then he or she will be terminated from the training program as a result. One subsequent leave of absence may be granted if the leave of absence does not exceed thirty (30) days and the school determines that it is necessary due to unforeseen circumstances. Subsequent leaves of absence may be granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act (1993). The school must document the reason for each subsequent leave of absence.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors might affect their eligibility to graduate within the maximum program competition time:

- Students returning from leave of absence are not guaranteed that the course required to maintain the normal progression in their training program will be available at the time of re-entry.
- Students may have to wait for the appropriate course to be offered.
- Students may be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.

Grading Policies

Evaluation of student achievement will be based on meeting the objectives for each class. At the beginning of each class, the instructor will provide the student with a syllabus identifying the objectives and grade determination criteria. Students must achieve a cumulative grade point average of at least 70%. A student who fails a class is permitted to continue in his or her studies as long as satisfactory progress is maintained. In a course in which a failing grade has been received, a student who has feasible reasons may ask the professor to grant permission to take a re-examination, or complete a reassignment of sufficient quality to raise the grade to a passing score. Such work must be completed twenty one (21) days after notification of the failing grade, or in the case of spring semester courses, between the opening of the semester and September 25 of the following academic year. If the grade is raised to a passing grade, the student receives credit for the course, but no grade points are counted into the calculation of the student's GPA. If the student repeats a course after having received an F grade initially, the previous F grade remains factors into the GPA, as does the new grade.

Grade Point

The following systems of grade points are used to evaluate a student's level of achievement. A student's general standing is the result of the total number of grade points earned, divided by the total number of semester hours taken.

<u>Grade Scale</u>	<u>Points</u>	<u>Administrative Grading & Meaning</u>	
A	4.00	W	Withdraw (not counted Grade Point)
A-	3.67	FW	Withdraw Failing
B+	3.33	CR	Credit (not counted Grade Point)
B	3.00	NC	No Credit (not calculated Grade Point)
B-	2.67	TC	Transfer Credit (not counted Grade Point)
C+	2.33	ADU	Audit (not counted Grade Point)
C	2.00	I	Incomplete (not counted Grade Point)
C-	1.67	IP	In Progress (not counted Grade Point)
D+	1.33	P	Pass (not counted Grade Point)
D	1.00	NP	No Pass (not calculated Grade Point)
D-	0.67	RD	Report Delayed (not counted Grade Point)
F	0.00		

An incomplete grade may be given for incomplete class assignments and/ or examinations only with permission from the instructor. Then I grade will be Converted to an F if the incomplete is not made up within one week after the following class begins.

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 semester. 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.

Policy For Credit Hour

1. All courses offered for credit by California Victor University faculty must meet standards for class contact hours and for expected out of class student work.
2. For purposes of the application of this policy and in accord with federal regulations, state guidelines and the Higher Learning Commission standards, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is the equivalent of
 - a. Not less than one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for fifteen weeks for one semester, or the equivalent amount of work over a different amount of time, or
 - b. At least an equivalent amount of work as required outlined in item A. above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
 - c. To assist faculty in ensuring that a course complies with this policy, the summary chart (Appendix A) should be used as a guide.
3. Assignment of credit hours for courses will occur during course approval process and be monitored through faculty, curriculum, and program reviews established by the CVU.
4. Regardless of the mode of instruction, courses will be consistent in terms of purpose, scope, quality, assessment, and expected learning outcomes with other courses with the same course title and number.
5. For all accelerated courses, the content and substantive learning outcomes will be the same as those in the standard semester. These courses will meet the equivalent guidelines for direct instruction and out-of-class work hours as courses offered in a standard 15 week semester.
6. Course syllabi will state of the number of class contact hours and the expected hours of out of class student work for the course.

DEFINITIONS

Credit hour: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than: (1) 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

Credit hour – Consistent with USDE and HLC, a credit hour represents the amount of work governed by intended and clearly identified student learning outcomes and verified by evidence of student achievement that approximates one hour (at least 50 minutes) of classroom or direct faculty instruction and a minimum of two hours (for undergraduate) or three hours (for graduate) of out-of-class student work each week for a fifteen-week term, or the equivalent amount of work over a term of a different length. Classroom or direct faculty instruction and out-of-class student work leading to the award of credit hours may vary for courses that require laboratory work, internships, practica, studio work, online work, research, guided study, study abroad, and other academic work to achieve the identified student learning outcomes. In addition, student workload may vary based upon program expectations established by national or regional accrediting bodies. Accelerated course - Courses offered outside of a standard 15-week semester in which the credit hours offered are the same as standard semester courses.

Satisfactory Academic and Progress Requirement

Academic Progress

All student(s) must maintain satisfactory academic progress in order to remain eligible to continue as student in the college. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standard for grades, work projects, etc.

Requirements

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- The minimum cumulative grade point average attempted at California Victor University is 2.5 for the graduate programs.
- Units of credit that are transferred from other institution must be at least 2.5 average on a 4.0 scale.

Unsatisfactory Academic and Progress Requirement. A student who fails a course, or whose cumulative fall or spring term grade point average falls below C will be placed on academic probation. In this circumstance, the student will receive written correspondence from the Register outlining a plan of study designed to improve his or her academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case. The student is automatically removed from probation upon successfully completing an academic term in which none of the conditions listed in the first sentence of this statement occurs.

Probation Status

The following provision describes Academic Probation:

- A student with a GPA of 1.75 or lower, after completion in his or her first semester with less than 24 credit hours completed, will be on academic probation.
- A student whose cumulative GPA is between 1.76 and 1.80 after the completion of 24 credit hours will be on academic probation.

A student on academic probation will be required to meet with the Register before the beginning of the following semester or withdrawal will result.

Program Changes

Students wishing to add or drop a course after registration must obtain a “Request for Course Change” form from Register, and secure a signature from the instructor teaching the course. Changes must be made by the deadline for program changes not posted in the academic calendar. Course dropped in this matter will **not** be recorded on the student’s permanent record.

For dropped courses, refunds are calculated from the date the ADD/DROP form is postmarked, if mailed, or received by the Registrar. The institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete. Then, the refund shall be made to the student within 45 days following California Victor University’s receipt of the cancellation notice.

The difference in tuition resulting from a reduction in the number of units registered will be refunded to the student in accordance with the posted refund schedule. Conversely, the student will pay the difference in tuition when the number of units is increased.

After the deadline for program changes, students may drop a course only with the permission of the instructor of the course, and will receive a “W” grade. After the end of the deadline for program changes, all requests for dropping courses must be in writing and approved by the Registrar in order to receive a “W” grade. Students who do not officially drop a registered course, and do not attend the course, are subject to a failing “WF” grade.

Audit to Credit

Once registered as an auditor, a student may not change to credit status unless such a change is requested prior to the deadline for adding a course specified in the academic calendar. A student, who is enrolled in a course for credit, may not change to audit status after the last day of class to add or drop courses.

Repetitions

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student, and with the permission of the college president, or designee based on a finding that circumstances exist which justify such repetition. In such repetition, under special circumstances, the student’s permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student’s grade point average.

Students may petition for approval to repeat courses up to a total of 15 units in which substandard grades (less than “C”) were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the grade point average, and the student academic record so annotated. No specific course or categories of courses shall be exempt from course repetition.

Course Challenge Examination

Students may challenge courses by taking examinations designed to verify the student’s knowledge of the subject matter. In order to earn credits by challenged examinations, students must first obtain the “Petition for Credit Examination” approval from the Registrar, who will assign a faculty member to administer the challenge examination. Students must also pay the course challenge examination fee prior to taking the examination.

Petition for Credit by Examination 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 yet previously been granted for any similar or advanced course.

The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses essentially the same knowledge and/or skills as those students who successfully completed a similar course offered at California Victor University. The letter grade of “P” will be awarded to those who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the 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 courses previously taken. The only way to earn a higher grade for earlier attended courses is to repeat the course and pay the normal course unit fee.

Summary of Termination/Reinstatement Policies

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog, may be subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 70% and 85% cumulative attendance.

Expulsion

The following practices are causes for expulsion:

- Cheating – The unauthorized use of study aids, examination files, and other related materials, and receiving unauthorized assistance during any academic exercise.
- Fabrication – The falsification or invention of any information in an academic exercise.
- Facilitating Academic Dishonesty – The intentional helping or attempting to help another student to commit an act of academic dishonesty.
- Plagiarism – The intentional or conscience representation of words, ideas, or work of others as one's own in any academic exercise.

Appealing

Re-admission to California Victor University following withdrawal for any reason will be at the discretion of the California Victor University's Academic Committee which is composed of the Chief Academic Officer and full time faculty. A student may petition in writing for reinstatement within one year of dismissal. The petition must be filed at least two weeks before the beginning of a module. The Committee will review the student's previous academic admission records and his/her current situation in making a decision for reinstatement. The student will then be notified of the Committee's decision. Students accepted for re-admission will be entitled to the same rights and privileges and are subject to the same regulations as any student. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

Student Records

Student records, which include grades, attendance, prior education and training, personal achievements, etc. are kept for a period of not less than five (5) years on the school premises. We keep our student records in fire proof cabinets to assure our student records are safe. Academic and financial records are maintained in separate files in separate cabinet. Academic transcripts are kept indefinitely.

Family Educational Rights and Privacy Act of 1974, as amended

California Victor University complies with the Family Educational Rights and Privacy Act (FERPA), which provide students certain rights related to their educational records. The following is a description of those rights:

- The right to inspect and review the student's educational records within 45 days of the day the Institution receives a written request for access. Students should submit to the California Victor University's President written requests that identify the record (s) they wish to inspect. The California Victor University's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the university does not maintain the records, the official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Student may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.
- Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school request students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(s), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, Department of Education, and 600 Independence Avenue, SW, Washington, DC 20202-4605.

Note: The FERPA does not apply to international students.

Success is dependent upon the student's individual efforts, abilities and application to the requirements of California Victor University.

To be eligible for graduation, a student must:

- Complete all required classroom classes with at least a cumulative grade point average of 2.5.
- Meet the specific grade and other program requirements for specific classes (if applicable)
- Meet the Satisfactory Progress requirement
- Meet all financial or other obligations to the school.

Degrees or certificates will be issued to students upon successful completion of all academic requirements. Successful completion of all courses listed in the program section requires a minimum cumulative grade point average of 2.5 or above.

Any student subject to a records hold must satisfy outstanding obligations before an official degree for Theological programs. A \$25.00 fee will be assessed for all duplicate requests. Duplicate degree takes approximately ten (10) working days after payment to produce.

Student Services & Policies

Student Orientation

During orientation, a school administrator will familiarize the student with the California Victor University facilities, services, grading policies, graduation requirements, etc. as described in this catalog.

School Holidays

Legal holidays are observed. The school provides special consideration for holidays of all religious beliefs. Appropriate arrangements can be made with the president. The following is a list of recognized school holidays:

New Year's Day	Martin Luther King's Day
President's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	following day after Christmas

Maintenance of School Facility

Courtesy and respect for others around you is the responsibility of the student attending classes at California Victor University. In order to maintain an environment that promotes and supports this objective, the following rules are to be followed:

1. Smoking is prohibited in the classrooms and restrooms. Smoking will be permitted outside on the building.
2. Students must maintain a clean, organized, area at all times.
3. When leaving the area, all electrical devices, computers, and so forth, must be turned off.
4. Food and drinks are prohibited in the classrooms.
5. Students misusing the equipment and instrumental devices may be subject to dismissal and may be billed for damaged equipment.
6. Accidents and/or breakdowns must be reported immediately to the student's instructor.

Parking

Ample parking lots for students, staff, and visitors are available around California Victor University Campus Building. These parking lots accommodate about 60 vehicles.

Housing

California Victor University has no dormitory facilities under its control. California Victor University has no responsibility to find or assist a student in finding housing. Apartments are available around California Victor University and in the Pomona downtown. Students would contact the owners or managers of apartments directly for rental arrangements. An estimation of the approximate range of cost for the housing is \$1,500 through \$1,900 for 1 or 2bed room apartment.

Visitors

Parents, spouses, prospective employers, etc. are cordially invited to visit the school at any time, but with appropriate notice to the school. Special arrangements will be made for groups. Anyone, who is disruptive to the smooth operation of the school, may be asked to leave the premises immediately. Students are not allowed to bring children into the classrooms/laboratories without approval from the administration.

Academic Advisement

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance. California Victor University welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestion may be submitted to the school's official President.

Academic Achievement Recognition

To encourage academic excellence and progress, California Victor University offers honors to full time students who earn a grade point average of 3.7 or better. These students are recognized by being placed on the Dean's List, and automatically become members of the Honor Society.

At graduation, the following awards are presented to those students who have demonstrated outstanding scholastic achievement, leadership and service.

Academic Achievement Awards

Cum Laude	Cumulative GPA of 3.5 or higher
Magna Cum Laude	Cumulative GPA of 3.7 or higher
Summa Cum Laude	Cumulative GPA of 3.9 or higher

Career Development and Placement Process

As specified in the Institutional Objectives, the California Victor University actively helps and provides students relevant knowledge and skills chosen field of study and their career. The CVU provides an appropriate environment and resource necessary for students in support of learning personal growth and career development.

The CVU guides a variety resources of career development and job placement thru Dean of Student Affair. Career counseling will be offered when the student requested.

Personal Placement process :

- Preplacement meeting
- Resume revision
- Interview preparation
- Interview with potential employer
- Job placement

Library

California Victor University has a library containing resource materials for student and faculty use. The library exists to support instruction and the academic objectives of the school. The library provides learning resources sufficient to support the instructional needs of students. The library holds 25,114 collection in the space of 1,108 Square Feet. Student can search and find textbooks, periodicals, news and current events, encyclopedias and dictionaries. Library hours are available during the week in between class schedules. Times are posted on the outside of the library. Students have internet access in the library. A list of libraries in the immediate area is posted on the library wall.

Users

Persons associated with California Victor University (students, faculty and staff) (registered member) have borrowing privileges. Any student may receive a library card free of charge. Others must pay a yearly membership fee of \$20.00 in order to borrow materials. Books may be checked out for up to three weeks.

Library Hours

Monday-Thursday 12:00 p.m. - 10:00 p.m.

Friday 12:00 p.m. - 6:00 p.m.

Saturday and Sunday closed.

Description of Library

The floor space allocated to library functions is 1,108 square feet. The total library holdings are 25,114. The library provides 15 seating places while the computer lab provides 10 seating places. Library provides students and faculty with access to the regular services of a professional librarian experienced in the electronic retrieval of information, who shall provide support for faculty in curriculum matters and actively serve as a resource guide for both graduate and undergraduate students.

The computer lab functions as a multi-purpose resource for library use and classroom interaction. A total of 10 workstations are in place to provide full multimedia functioning and Internet access. Each computer unit is accessible to the Internet to get educational resources. Each student's workstation has an accessible USB port to transfer study materials and headphones for private listening of multimedia. Each computer unit is provided with Microsoft Office 2010 (Word, Excel, Access, Powerpoint, Outlook, etc.), and other educational software.

Librarian's Services and Responsibilities

CVU provides a librarian for students and faculty. The librarian supports and assists their instructional and educational needs as follows:

- (1) Develop and administer policies, rules and regulations governing library services.
- (2) Coordinate library services with administration, finance, faculty and students.
- (3) Provide support for faculty in curriculum matters and actively serve as a resource guide for both graduate and undergraduate students.
- (4) Plan and develop collection.
- (5) Prepare reports, surveys, studies and analysis of library holdings.

- (6) Oversee the maintenance of the library and equipment, and plan and coordinate placement of the collection.
- (7) Assist the Chief Academic Officer with special assignments.

Library Holdings and Other Learning Resources

CVU’s current library holdings provide a good support for faculty in curriculum matters. CVU’s library collection subject areas include humanities and general works, social science and business administration, physical science, theology and biblical studies, technology, fiction, children’s. The library’s reference works consists of dictionaries, encyclopedias, and bibliographies. The library holds monographs and journals/periodicals to assist students and faculty with their academic research. The media collection includes various digital non-print materials such as software, DVDs, and music CDs.

Distribution of Library Collection

Area	Number of Collection	Percentage of Total Collection
Humanities and General Works	4,612	18.4%
Social Science & Business Administration	5,194	20.7%
Physical Science	934	3.7%
Theology and Biblical Studies	11,512	45.8%
Technology	1,021	4.1%
Fiction, Children’s, etc.	1,836	7.3%
Total	25,114	100%

Learning Resources for Master of Business Program

- Number of Journals /Periodicals: 15
- Number of Reference works: 16
- Number of Monographs: 15
- Number of Books: 5,034
- Number of Media (software, DVDs, and music CDs): 114
- Equipment is as follows:

Equipment	Quantity	Ownership/Lease
MS Office Excel	Installed for each 10 computers	Owned
Accounting software: Quick Books Pro	Installed for each 10 computers	Owned
Statistics Software: IBM SPSS Grad Pack 21.0 Premium	Installed for 10 computers	Owned

Internet Service

Internet Service is available at the library. Please call the library for an appointment for usage or reservation.

Copiers

Photocopies and copies made on the microform reader-printer and EC-ROM printer are five cents per page.

Lending Policies

1. All borrowers are required to fill out a library user application form.
2. All borrowers must show a library card or student ID (for students) to check out books.
3. Books are loaned for a three week (church member) or six week (students) period. Patrons are limited to having four books checked-out (six books for students) at one time.
4. The overdue fine for circulating books is 10 cents a day.
5. Renewals can be made twice unless another patron requests them.
6. Reference books and periodicals cannot be checked out.
7. The reserve shelf is located behind the circulation desk. Reserve materials are loaned for a two hour period and must be used in the library. Reserve items may be checked-out overnight, but they cannot leave the library until a half-hour before closing and must be returned within a half hour after the library opens the following day.
8. Those borrowers who lose or severely damage a library book will be charged the full replacement value (\$ 15.00 minimum).

Library Rules

1. Unnecessary or excessive noise or any disruptive behavior will not be permitted.
2. Consumption of food or beverages is not allowed in the library.
3. Do not re-shelf library materials. Return books to a book cart.
4. Periodicals must be returned to their original places.
5. All library users must have their bags or books checked at the circulation desk.
6. Due to duties involved in closing the library, the books should be checked out or renewed ten minutes before closing.
7. Persons not complying with these policies may be asked to leave the library.

Book Stores

California Victor University does not operate a bookstore on campus. However, our University has an agreement with the bookstores Dong- A Book Plaza (213)382-7100 and Word of Life Book Store (213)382-4538 will provide textbooks we use. Students can purchase books at these locations.

Lost and Found

It is important not to carry valuables such as large sums of money, jewelry, credit cards, etc. to class. Due to the nature of the classes, valuables cannot always be secured within a classroom. If something is lost, contact the administrative assistant at the front desk.

Dress Code

Creating a professional image requires dressing professionally throughout your educational experiences.

Code of Conduct

Code of conduct for California Victor University students:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.

4. Demonstrate strong ethical character.
5. Treat people as you would like to be treated.
6. Maintain professional grooming and personal hygiene at all times.
7. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
8. Rules of conduct at California Victor University are based on the California Administrative Code.
9. An act of dishonesty is the most serious violation of student conduct.
10. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
11. Fabrication is the falsification or invention of any information in an academic setting.
12. Food or drink is **NOT** permitted in the classrooms, unless designated by the school Director, the instructor or the Registrar.

Violation of the rules of conduct present in the catalog may lead to dismissal from California Victor University and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from California Victor University. California Victor University reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the school.

Emergency and Campus Crime

Any student in an emergency situation should call 911. You may contact City of Pomona Police Department at (909) 620-2155, Fire Department at (909) 620-2003, or school office at (909) 671-4038.

If a student needs assistance, ask the general affair office. On campus, crime is very scarce. However, to prevent any crime attempts it is recommended that you walk in a group and watch one another. In case of medical care the following local urgent care centers are available.

Local Urgent Care Centers

- **Rite Medical Clinic Urgent Care (distance 0.3 miles)**
502 W Holt Ave, Pomona, CA 91768
(909) 620-8500
- **Pomona Urgent Care (distance 1 mile)**
1749 N Garey Ave, Pomona, CA 91767
(909) 729-5079
- **Mountain View Urgent Care (distance 2.9 miles)**
255 E Bonita Ave, Pomona, CA 91767
(909) 643-2980
- **Concentra Urgent Care (distance 3.0 miles)**
801 Corporate Center Dr Suite 130, Pomona, CA 91768
(909) 623-1954

Local Hospital & Health Clinics

- **Pomona Valley Hospital Medical Center (distance 1.6 miles)**
1798 N Garey Ave, Pomona, CA 91767
(909) 865-9500
- **Casa Colina Hospital and Centers for Healthcare (distance 3.0 miles)**
255 E Bonita Ave, Pomona, CA 91767
(909) 596-7733

First Aid Kit

A First Aid Kit is provided at the school's administrative office. It may be utilized free of charge.

Fire Extinguisher

Three fire extinguishers are available in case of emergency.

Emergency and Campus Crime

Any student in an emergency situation should call 911. If a student has an English language problem, the Pomona police department is available (909) 620-2155. If a student needs assistance, ask the general affair office. On campus, crime is very scarce. However, to prevent any crime attempts it is recommended that you walk in a group and watch one another.

Sexual Harassment

California Victor University intends to provide a work and learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – will not be tolerated.

Sexual harassment consists of overt activity of a sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Demands for sexual favors, accompanied by threats concerning an individual's employment status.
- Demands for sexual favors, accompanied by promises of preferential treatment concerning an individual's employment status.
- Verbal, written or graphic communication of a sexual nature.
- Patting, pinching, or unnecessary contact with another employee's body.

All California Victor University employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to their immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact the President.

Substance Abuse Prevention Policy

As a matter of policy, California Victor University has adopted and implemented a program that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any University activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions.

Student Responsibilities and Rights

Responsibilities

1. In addition to the requirements described under sections on attendance, satisfactory progress, etc. in this catalog, students expected to follow standards of conduct and ethical consideration generally found in the professional workplace.

2. Read and understand all forms that you are asked to sign and keep copies of them.
3. It is the student's responsibility to compare and choose the class they wish to attend. Tuition must be paid regardless of any future complaints or problems, unless discharged by a court of law.
4. Pay all installment payments on time.

Rights

1. Know what financing is available. For all loans you receive, you have the right to know the total amount that must be repaid, the monthly payment amount, the late penalty charge, the payback procedures, and the length of time you have to repay the loan, and when repayment is to begin.
2. Know the criteria for satisfactory progress and when you are not meeting these criteria.
3. You may stop school at any time and receive a refund for the part of the course you did not take (if payment has been made). The refund policy is in this catalog and also described in your enrollment agreement.
4. If you have unresolved complaints after following the grievance procedures, you may contact the Bureau for Private Postsecondary Education. Read the section on grievance procedures carefully.

Crime Statistic Report

No criminal offenses or arrests have occurred in the following categories on the school premises from 2004 to the present. Murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability. This information was reported to the Department of Education in the crime statistics report.

Student Grievance Procedures

California Victor University, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a California Victor University student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The President shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

Definition:

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body. The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to California Victor University on the petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps toward Resolution:

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the President. Resolution shall be attempted at the lowest possible level.

Procedures for Official Hearings

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the President will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the President, the Admission Director, the Registrar, and one faculty member, who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

Recourse after Hearing

If students have exhausted these procedures, and the problems have not been resolved, they have the right to contact the Department of Consumer Affairs. In contacting the Bureau with a grievance, students are encouraged to follow these guidelines:

- Contact the Dept. of Consumer Affairs offices by mail. A written follow-up letter must accompany complaints received by phone.
- Include the following required information in the letter of complaint:
 - The nature of the problem
 - The approximate date(s) that the problem(s) occurred
 - The name(s) of the individual(s) involved in the problem(s) (within the institution, or any other students who were involved)
 - Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions)
 - Evidence demonstrating that the institution's complaint procedure was followed before contacting the Dept. of Consumer Affairs, Bureau for Private Postsecondary Education.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818 West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or (916) 574-8900 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 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

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.

Accreditation and Approval

California Victor University is a private institution and it is approved to operate by the Bureau for Private Postsecondary Education, Department of Consumer Affairs, the State of California (BPPE), at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone (888) 370-7589 or (916) 574-8900, Fax (916) 263-1897.

“Approved to operate” or “approved” means that an institution has received authorization, pursuant to the California Private Postsecondary Education Act, to offer the public and to provide postsecondary educational programs, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This does not imply that the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards [CEC §94909(a)(2) and §94897(l)(1)(2)].

California Victor University 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] having been awarded Candidate status as a Category III institution by the TRACS Accreditation Commission on November 4, 2019; this status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

California Victor University has been approved to begin the Self-Study process toward Accredited Status by the TRACS Accreditation Commission on April 21, 2020.

California Victor University’s graduates of degree programs will not be eligible to sit for the applicable licensure exam in California and other states. The California Victor University’s degree programs are not recognized for some employment positions, including, but not limited to, positions with the State of California. Students enrolled in California Victor University are not eligible for federal financial aid.

Recordkeeping: Custodian of Records

California Victor University's recordkeeping complies with CEC 94900.5. The institution maintains, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information: (a) The educational programs offered by the institution and the curriculum for each. (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty. (c) Any other records required to be maintained by the ACT.

California Victor University maintains a file, including records of the name, address, e-mail address, and telephone number, for each student who enrolls in the University whether or not the student completes the educational service. The University maintains, for each student granted a degree or certificate by that institution, permanent records of all of the following (transcripts): (1) the degree or certificate granted and the date on which that degree or certificate was granted. (2) the courses and units on which the certificate or degree was based. (3) the grades earned by the student in each of those courses.

The file shall contain all of the following pertinent student records and these records be maintained for a period of 5 years from the student's date of completion or withdrawal:

(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the University or the University's award of credit or acceptance of transfer credits including the following:

(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;

(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the University as transfer credits toward the student's completion of an educational program;

(C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;

(D) All of the documents evidencing a student's prior experiential learning upon which the University and the faculty base the award of any credit;

(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;

(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;

(4) Records of the dates of enrollment and, if applicable, withdrawal from the University, leaves of absence, and graduation; and

(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:

(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;

(B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;

(C) Credit for courses earned at other institutions;

- (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
- (E) The name, address, website address, and telephone number of the University .
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (7) The dissertations, theses, and other student projects submitted by graduate students;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

California Victor University maintains records relating to federal financial aid programs as provided by federal law.

(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

- (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
- (2) For a record that is current, California Victor University maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the University's primary administrative location in California. For a record that is no longer current, the University shall be able to reproduce exact, legible printed copies within two (2) business days.
- (3) The University has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and
- (4) Any person authorized by the Act to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the University for the reasonable cost of using the University's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) California Victor University shall maintain a second set of all academic and financial records required by the Act at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

(e) All records that the University is required to maintain by the Act shall be made immediately available by the University for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If an institution closes, California Victor University and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained

by the Act for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, during normal business hours by any entity authorized by law to inspect and copy records.

Student records and files are stored in fire proof cabinets for the safekeeping of student records including records of graduation and degrees granted. Each student's academic and financial records are all stored and maintained in one collective student physical file. Electronic financial files are kept on a private financial intranet system on a server and electronic academic files are kept on an Internet Cloud.

The University's policy is to maintain the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the University disclose, any information from a student's academic records without the written consent of the student except: The University personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order, and in an emergency in order to protect the health or safety of a student or other persons. The student's academic file is the sole property of the University. The University will not release copies of documents of course work from other institutions attended. All student records are held a minimum of five years and transcript will be maintained indefinitely.

The name, physical address, e-mail address, and telephone number of the custodian of records: Benjamin Hong, : 708 W. Holt Ave, Pomona, CA 91768, ceo@cavictorun.org, Tel. 909-602-9888.

Academic Program

California Victor University currently offers the following program:

Master of Business Administration (MBA)

Total: 42 semester credit hours (units)

The Masters of Business Administration at our California Victor University is a two year program that is designed to introduce students to various branches of business such as accounting, human resources, marketing, management, strategy, and etc. Our MBA program is designed to help those develop their communication and oral skills so that they will be able to apply their skills in real-world competencies. MBA is usually interdisciplinary because it requires for the student to use their knowledge from fields other than business such as, psychology and sociology. Therefore, students who are willing to pursue their studies in MBA will require motivation and time commitment for successful course completion. The course of study provides a balanced approach to the art and science of management and informs the individual how to manage through given information. The employment opportunities for the graduates of this program include accountants, company managers, and finance analysts, and insurance specialists.

Students enrolled in the Master degree program shall be required to study at least one academic year or 25% of the credit hours at the CVU.

Mission Statement:

California Victor University is an institution of higher education that educates and equips students to become Christian professional leaders so that they can effectively serve and lead in the global society.

Institutional Objectives:

1. Provide a strong foundation in Christian faith and values.
2. Develop appropriate perspectives of viewing the world and society in students by providing diverse learning experiences.
3. Equip students to critically evaluate diverse problems and positions.
4. Provide relevant knowledge and skills essential for students' chosen field of study and their career and personal success.
5. Retain qualified faculty with appropriate academic credentials and professional experience to enhance student learning.
6. Provide effective administrative services for a safe, comfortable, and engaging learning atmosphere.
7. Provide an appropriate environment and resource necessary for students in support of learning, personal growth, and career development.

Program Objectives

1. Ascertain biblical values and ethics in business.
2. Articulate the nature of domestic/global economics and markets.
3. Effectively communicate and work in team environments.
4. Articulate administration and management principles, strategies, and methods.
5. Demonstrate knowledge and skills of accounting and finance.
6. Understand and apply leadership theories and skills in business organizations.

Learning skill and other competencies to be acquired by students

1. Obtain an ability for critically reasoning and solving problems
2. Effectively use skills to communicate to a business audience.
3. Possess the methods of achieving organizational decisions in socially responsible manner
4. Articulate and effectively use management/leadership principles, strategies, and methods.
5. Demonstrate and use skills of accounting and finance.

Graduates of Master of Business Administration degree program could prepare the Job Classification as followings using the United States Department of Labor's Standard Occupational Classification codes:

- 11-1000 Top Executives
- 11-2000 Advertising, Marketing, Promotions, Public Relations, and Sales Managers
- 11-3000 Operations Specialties Managers
- 11-9000 Other Management Occupations
- 13-1000 Business Operations Specialists
- 13-2000 Financial Specialists

Degree Requirements

Candidates are expected to have acquired basic math skills and working knowledge of computers. Students who have not had a course in basic math skills or computer concepts involving database management and spreadsheet software must either a) demonstrate to faculty that they have the requisite proficiency in these areas or b) take the necessary courses. Students must own or have access to a computer. Those without a Business Administration academic background will be required to complete pre-requisite courses.

Candidates must have a 2.5 cumulative GPA to be eligible for the graduate program, or in special circumstances, may be accepted with approval from the Faculty Advisor and Dean of Academic Affairs. Students are expected to maintain a 2.5 GPA in order to complete the program. In addition, each degree program requires completion of the graduate core plus either a) graduate research class and thesis, or b) graduate research class and successful passage of a comprehensive exam.

Credit is assigned in graduate guided instruction and labs for completion of course requirements that include both developmental and evaluative components based upon faculty contact throughout instruction. Students must satisfy prerequisite requirements for any courses selected.

The MBA is a breadth degree. Lab work is assigned on an individual basis and is determined by faculty assessment.

- Successfully complete 42 semester credit hours (units) of the Following coursework with a minimum cumulative Grade point average of 2.5 on a 4.0 scale:
- Complete 36 semester credit hours (units) of coursework for those entering with a Bachelor's degree in Business Administration.
- Students entering the program with a Bachelor's degree from another discipline will be required to take the First Year MBA Core courses and complete a total of 42 semester credit hours (units) of coursework.
- Successfully complete a thesis or comprehensive examination.

Time Limit

The Master of Business Administration program must be completed within four years from the date of admission.

Notice to Prospective Degree Program Students

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval). If this institution stops pursuing accreditation, it must:
- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund. An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: _____ Student Initials: _____

Date: _____ Date: _____

Curriculum and Course Description

First Year Graduate Core: (Waived with an undergraduate business degree)	9 units
Second Year: (Required for all MBA students)	18 units
Concentrations	9 units
Master's Thesis or Comprehensive exam	6 units
TOTAL	42 units

First Year Graduate Pre-Requisite Core: 9 units

6 units Waived with an Undergraduate Business Degree

Course No.	Course Title	Units/Hours
BMN 501	Graduate Management Theory & Practice	3 units
BMK 501	Graduate Marketing	3 units
BMSI 585	Graduate Business Statistics	3 units

Course Description

BMN 501 Graduate Management Theory & Practice (3 Units)

Covers various management approaches, including recent, emerging, and anticipated developments. Focuses critical attention on relevant theory, research, and practice; facilitates the development of analytical and research skills to encourage further contributions to the field; and identifies important and current employee issues for application of existing and future management knowledge.

Prerequisite: Graduate Standing.

BMK 501 Graduate Marketing (3 units)

Covers issues in marketing policy, develops management knowledge and skills to address them, and identifies recent and anticipated environmental developments which relate to marketing.

Prerequisite: Graduate Standing.

BMSI 585 Graduate Business Statistics (3 units)

Emphasizes analyzing data, interpreting the output and utilizing skills to effectively apply statistical techniques to the design and evaluation of research regarding business practice. Included are the knowledge and skills to select statistical procedures appropriate to a research task and design, and the performance of accurate calculations in applying them. Covers concepts and techniques regarding problems, case studies, data analysis and the interpretation of computer output via Minitab and excel.

- A First Look at Statistics and Data Collection & Data Presentation Using Descriptive Graphs
- Data Summaries using Descriptive Measures & Probability Concepts
- Discrete Probability Distributions
- Continuous Probability Distributions
- Statistical Inference and Sampling
- Hypothesis Testing for the Mean and Variance of a Population
- Inference Procedures for Two Populations
- Analysis of Variance (ANOVA)
- Quality Improvement
- Applications of the Chi-Square Statistic
- Correlation and Simple Linear Regression
- Quantitative Business Forecasting
- Nonparametric Statistic

Second Year Graduate Core: 18 units

Required of All MBA Students

Course No.	Course Title	Units/Hours
BACC501	Graduate Principles and Procedures of Financial Accounting	3 units
BECO501	Graduate Economic Analysis	3 units
BFI 501	Graduate Financial Theory & Policy	3 units
BMN520	Graduate Production & Management System Analysis & Development	3 units
BMN 592	Graduate Strategic Planning & Management	3 units
BMIS 502	Graduate Computers & Management Information Systems	3 units

Course Description

BACC 501 Graduate Principles and Procedures of Financial Accounting (3 units)

Detailed examination of standard financial accounting, including major financial statements, double-entry accounting method, accrual and cash accounting, and specific analysis of assets, liabilities, and owner's equity accounts.

BECO 501 Advanced Economic Analysis (3 units)

This course develops an overview of economics theory for analyzing managerial operations. This course will analyze customer behavior, demand functions and elasticity of demand, demand estimation, elementary techniques and multiple regression analyses, forecasting, measurement of production functions, costs, and profit. This course will further examine planning and control, pricing-output-and non-price competition in different market structures, the economic role of government, and capital budgeting-financial policy. Finally this course provides the necessary statistical tools to empirically analyze a business/industry for optimal managerial decision making.

BFI 501 Graduate Financial Theory & Policy (3 Units)

Directs critical attention to financial theory, focuses on its direct application to business analysis and management, and covers a wide range of financial concepts.

BMN 520 Graduate Production & Management Systems Analysis & Development (3 Units)

This course identifies key production problems, including planning, scheduling, layout, and control; applies the system approach to their resolution; and includes recent developments, such as decision analysis and large-scale modeling.

BMN 592 Graduate Strategic Planning & Management (3 Units)

Introduction to methods for maximizing competitiveness in the industrial and macroscopic environment. Focuses on the importance of, key issues reflected in and effective methods for, corporate goal formulation, internal and external analysis, business and corporate level strategy, and supportive organizational structures, processes, and systems. Includes case analyses. Assignments include analysis, evaluation, and if needed, modification or design of strategy for existing company, deliverable as a term project as well as consultant report to client.

BMIS 502 Graduate Computers & Management Information Systems (3 units)

An introduction to the study and practice of information systems management. The objective is to facilitate students' understanding of the structure, development, and management of information systems that can support a wide range of organizational functions at various levels with a view to develop a capability to analyze and/or to design an information system to satisfy business needs. Component parts of the information system are studied, together with the interactions between such components.

The discussion assumes logical reasoning to be the core of conceptualization. Thus, much of the material covered appears to be a re-statement of common sense logic, which in fact it is. You will frequently observe formalized statements of natural reasoning in the context of computer operations and information systems structure and application.

Concentrations: 9 units

Students may earn concentrations by taking the equivalent of at least three three-unit elective courses in one of the following areas:

- Finance
- Marketing
- Entrepreneurship
- International Business
- Strategic Management

- Human Resources and Organizational Development

Concentration courses are generally taught using the one-on-one tutorial model. Students shall consult the MBA chair to determine a particular area for study and receive academic guidance. Concentration courses are generally taken as an independent study.

Master's Thesis or Comprehensive Studies/Exam: 6 units

Course No.	Course Title	Units/Hours
MBAT599A	Directed Graduate Research	3 units
MBAT599B	Master's Thesis or	6 units
MBAC599A	Comprehensive Studies	3 units
MBAC599B	Graduate Comprehensive Examination	3 units

Course Description

MBAT 599A Directed Graduate Research (3 units)

The purpose of this course is to teach the student how to apply research methods in their Master's Thesis. This includes selecting a research problem, developing a thesis proposal, as well as instruction on the completion of a thesis after the topic has been approved by the thesis advisor and the thesis committee. Various kinds and types of research will be studied. Systems for gathering and reporting data as well as statistical processing of data will be covered.

Students will develop a Final Project, consisting of a preliminary proposal for Thesis Committee Approval and development of the first three chapters of the thesis.

MBAT 599B Master's Thesis (6 units)

Guidance to assist graduate students in the writing of the thesis following thesis writing guidelines. The thesis will demonstrate the student's ability to clearly define a significant problem; investigate a problem; then organize and logically present data; draw defensible conclusions and make recommendations.

MBAC 599A Directed Comprehensive Studies (3 units)

Instruction to assist graduate students in the research of a series of topics for faculty-prepared comprehensive questions covering subject areas studied during the student's graduate program. Students will conduct their research using the scientific method. Various kinds and types of research will be studied. Systems for gathering and reporting data as well as statistical processing of data will be covered.

MBAC 599B Graduate Comprehensive Examination (3 units)

Guidance to assist graduate students in the preparation of the topics in readiness for the exam questions. The examination itself will be of 3 hour duration and consist of writing selected questions under proctored supervision, according to rigorous guidelines.

Academic Calendar

Spring Semester 2021

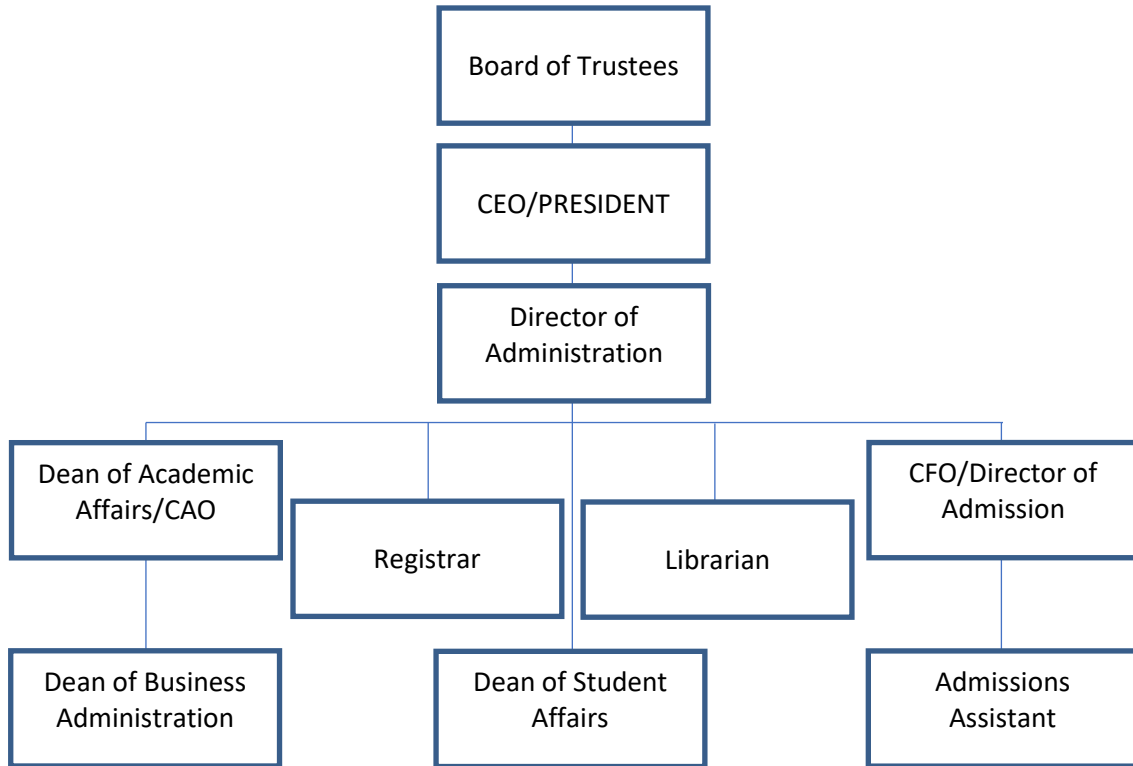
Last day to Registration	Jan. 15, 2021
Martin Luther King Jr. Day- Academic Holiday	Jan. 18, 2021
New Students Orientation	Jan. 25, 2021
Beginning of Semester and First day of Classes	Jan. 25, 2021
Last day to Add / Drop Classes	Feb.05, 2021
President Day- Academic Holiday	Feb. 15, 2021
Spring Break-Academic Holiday	March 29-April 02, 2021
Last day of Classes	May 07, 2021
Final Examinations	May 05-07, 2021
End of Semester	May 07, 2021
Memorial Day- Academic Holiday	May 31, 2021
Beginning of Next Spring Semester	Aug. 23, 2021

Fall Semester 2021

Last day to Registration	Aug. 14, 2021
New Students Orientation	Aug. 23, 2021
Beginning of Semester and First day of Fall Classes	Aug 23, 2021
Last day to Add / Drop Classes	Sept. 03, 2021
Labor Day- Academic Holiday	Sept. 06, 2021
Columbus Day- Academic Holiday	Oct. 11, 2021
Veterans Day- Academic Holiday	Nov. 11, 2021
Thanksgiving Day- Academic Holiday	Nov. 25-26, 2021
Final Examinations	Dec. 01-03, 2021
Last day of Classes	Dec. 03, 2021
End of Semester	Dec. 03, 2021
Christmas Day- Academic Holiday	Dec. 25, 2021
Beginning of Next Spring Semester	Jan. 24, 2022

Administration

Organizational Chart



Board of Trustees

Board member:

Chair	Deok Jin Kim
Secretary	Michael Lim
Treasurer	Bo Ram Hong
Trustee	An Kun Yoo
Trustee	So Yoon Jeong
Trustee	Benjamin Hong

Administration

Dr. Benjamin Hong	President / Chief Executive Officer
Dr. Kevin Grant	Dean of Academic Affairs / Chief Academic Officer / Director of Assessment
Dr. Rachel Kim	Chief Financial Officer / Director of Admission / Registrar
Dr. Suk Young Kim	Dean of Student Affairs
Ms. Laurie Anderson	Librarian

Faculty

The faculty of the California Victor University is committed to fulfilling the mission of the University and educating students with excellence. CVU's faculty should possess minimum a master's degree from an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services(NACES).

Full Time:

Sam Y. Ryu

MBA, Pacific States University, Los Angeles, California

MBA, Northrop University, Los Angeles, California

MBA, Seogang University, Seoul, South Korea

Part Time:

Kevin Grant

Ph.D, Regent University, Virginia Beach, Virginia.

MBA, Azusa Pacific University, Azusa, California.

B.A, Sterling College, Sterling, Kansas.

Ar-Young Wang

J.D, McGeorge School of Law, University of Pacific, Sacramento, California

Ph.D, University of Cincinnati, Ohio

M.A, University of Cincinnati, Ohio

B.A, National Taipei University, Taipei, Taiwan

Yan-Hseue Wang

Ph.D, University of Cincinnati, Ohio

M.A, University of Cincinnati, Ohio

B.A, Chengchi University, Taipei Taiwan

School Information Request Form

SEND TO: Admissions
California Victor University
708 W. Holt Ave, Pomona, CA 91768
Tel (909) 671-4038 Fax (909) 671-4086
www.cavictorun.org
info@cavictorun.org

I am interested in the California Victor University and would like to receive the following material(s):

- () Information Literature
- () Application Form
- () Current Catalogue

Name: _____

Address: _____

Phone: () _____

** Please make a photo copy of this page and fill it out.