University of San Jose

2024-2025 Catalog

This Catalog is designed to provide useful information to prospective, enrolled students and general public. It can be found on University of San Jose (USJ) official website. USJ may not be held responsible for any errors of a typographical nature although all reasonable steps have been taken to correct such errors. USJ reserves the rights to make amendments or modifications or change any information contained in this catalog without notice and without compensation whatsoever.

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

USJ 2024 - 2025 ACADEMIC CALENDAR

SPRING 2024		< JANUARY 23 – MAY 17, 2024>
JANUARY		
15		New Student Orientation
23	Tues	Classes begin
FEBRUARY		
19	Mon	Presidents' Day Holiday (campus closed)
MARCH		
11 - 15	Mon - Fri	Spring Break
APRIL		
01	Mon	Easter Holiday (No classes)
08	Mon	Last day to add/drop courses
MAY		
13-17	Mon-Fri	Final examinations
10	Fri	Last day of classes

FALL 2024		< SEPTEMBER 05 – DECEMBER 13, 2024>
AUGUST		
19		New Student Orientation
SEPTEMBER		
02	Mon	Labor Day (campus closed)
05	Thur	Classes begin
NOVEMBER		
8	Fri	Last day to add/drop courses
28-29	Thurs-Fri	Thanksgiving Holidays (campus closed)
25	Mon	Pre-registration for Spring 2025
DECEMBER		
9-13	Mon-Fri	Final examinations
6	Fri	Last day of classes

SPRING 2025		< JANUARY 21 – MAY 23, 2025>
JANUARY		
13		New Student Orientation
21	Tues	Classes begin
FEBRUARY		
17	Mon	Presidents' Day Holiday (campus closed)
MARCH		
10 - 14	Mon - Fri	Spring Break
APRIL		
07	Mon	Last day to add/drop courses
21	Mon	Easter Holiday (No classes)
MAY		
19-23	Mon-Fri	Final examinations
16	Fri	Last day of classes

FALL 2025		< SEPTEMBER 04 – DECEMBER 17, 2025>
AUGUST		
18		New Student Orientation
SEPTEMBER		
01	Mon	Labor Day (campus closed)
04	Thur	Classes begin
NOVEMBER		

7	Fri	Last day to add/drop courses
27-28	Thurs-Fri	Thanksgiving Holidays (campus closed)
19	Wed	Pre-registration for Spring 2026
DECEMBER		
15-19	Mon-Fri	Final examinations
12	Fri	Last day of classes

THE UNIVERSITY

Mission & Goals

The primary mission of University of San Jose (USJ) is to provide excellent educational programs in the graduate levels to equip and prepare students with the right set of knowledge and skills for careers in the high tech industry and competitive global business arena.

This mission is accomplished by leveraging Silicon Valley's expertise in technology and business sectors to:

- Provide students with a learning environment that utilizes the latest available technology in use in the work place;
- Prepare students with the practical skills necessary for performing at the highest levels in their chosen professions;
- Develop the capacity for independent and critical thinking; promote entrepreneurship by encouraging new ideas for business initiatives and product development.

Campus Description

USJ is located in the heart of Silicon Valley. Classes are held at 1631 North First Street, San Jose, CA 95112, housed in a modern, air-conditioned office building. USJ occupies approximately 10,000 square feet, which houses nine classrooms in addition to the administrative and clerical areas. The equipment consists of computers, network hardware and printers. All classes are being held in the campus. The administrative offices provide needful assistance to students 6 days a week.

INSTRUCTIONAL RESOURCES

To help students obtain competitive advantages in the real working environments from classrooms and to help students to acquire the knowledge through hands-on modern methodology effectively and efficiently, USJ participates in many university programs provided by the leading companies in their industries, such as Microsoft, Prometric and Cisco. Students who learn the usage of the emerging tools in the real world can definitely grant themselves better job opportunities. USJ's instructional resources aim to do just that.

Prometric Test Center Partner

USJ has joined Prometric Test Center Partner plan to offer IT Certification Testing online for allowing students to the international certification through Gocean Corporation.

Microsoft MSDN Academic Alliance (MSDNAA) Membership

USJ has subscribed to Microsoft MSDN Academic Alliance (MSDNAA) membership to make the latest Microsoft software available in labs and classrooms. The Microsoft MSDNAA program offers Microsoft developer tools for Science, Technology, Engineering, and Math (STEM) fields, including the up-to-date Visual Studio, Windows Operating Systems, Windows Server, .NET Framework, computer cluster server, SQL server, Mobile SDK and more than 300 tools.

Cisco Academy

USJ has joined Cisco Academy Partner plan to offer Cisco Certification Training online for allowing students to the CCNP certification through Gocean Corporation.

Electronic Resource Center & Library

As part of its effort to provide instruction using the latest internet technologies, the university will establish a web-based Electronic Resource Center. The center will be a digital research facility, created to provide students with the opportunity to make the most use of vast information resources available on the internet.

Faculty members and students will be able to access major professional journals and scholarly articles through nationally acclaimed databases such as ProQuest, ProQuest/ABI, and IEEE. These can be accessed on-site or via the university's remote proxy services at all time. The e-library service is free of charge.

USJ is planning having a physical library itself in the future. Meanwhile, USJ students can utilize access to a number of excellent libraries including San Jose State University (SJSU) and San Jose City College (SJCC). Students can also obtain free library cards from the Alameda County and Santa Clara County public library system, and make use of the Link+ unified catalog system as well.

APPROVAL STATUS

University of San Jose is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in California.

Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education. Also, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by phone call or by completing a complaint form, which can be obtained on the bureau's internet Web site:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
http://www.bppe.ca.gov
Phone: (888) 370-7589 or by fax (916)263-1897
(916) 431-6595 or by fax (916)263-1897

ACCREDITATION

We are pleased to announce that the University of San Jose has successfully completed Part I of the ACCSC accreditation process. This milestone reflects our commitment to providing high-quality education and ensuring that our programs meet the rigorous standards set by the Accrediting Commission of Career Schools and Colleges. We are excited to move forward with the next phase of the accreditation process and remain dedicated to achieving full accreditation.

CORPORATE STATUS

University is organized under California Corporate Law as a nonprofit, public-benefit corporation and is deemed tax-exempt, as applies to corporations falling within the IRS 501(c) (3) ruling.

UNIVERSITY OF SAN JOSE ADMINISTERS ALL ITS PROGRAMS WITHOUT REGARD TO RACE, ETHNIC ORIGIN, AGE, OR SEX. USJ DOES NOT DISCRIMINATE IN THE ADMINISTRATION OF ITS EDUCATIONAL POLICIES, ADMISSIONS POLICIES, SCHOLARSHIPS, OR OTHER SCHOOL ADMINISTERED PROGRAMS.

Governing Board

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

Yun Wang
   President of USJ
   San Jose, California
   Chairman of the Board

Ling Wang
   San Jose, California
   Secretary of the Board

Bin Li
   San Jose, California
   Member of the Board

UNIVERSITY PROGRAMS

Degree Programs

Master of Science in Computer Science (MSCS)

Graduates of a Master of Science in Computer Science (MSCS) program are prepared for various roles within the **Standard Occupational Classification (SOC)** system, particularly under the **15-0000 Computer and Mathematical Occupations** major group. Relevant SOC codes include:

- **15-1211**: *Computer Systems Analysts*
- **15-1212**: *Information Security Analysts*
- **15-1221**: *Computer and Information Research Scientists*
- **15-1231**: *Computer Network Support Specialists*

Master of Business Administration (MBA)

Graduates of Master of Business Administration (MBA) programs often pursue careers across various fields. Relevant SOC major groups and their codes include:

- **Management Occupations (11-0000):** Roles such as General and Operations Managers, Marketing Managers, and Financial Managers.
- **Business and Financial Operations Occupations (13-0000):** Positions like Management Analysts, Financial Analysts, and Human Resources Specialists.
- **Computer and Mathematical Occupations (15-0000):** Including roles like Information Technology Managers and Data Scientists.
- **Sales and Related Occupations (41-0000):** Such as Sales Managers and Sales Representatives.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT UNIVERSITY OF SAN JOSE

The transferability of credits you earn at USJ is at the complete discretion of an institution to which you may seek to transfer. Acceptance of degree(s) you earn in USJ is also at the complete discretion of the institution to which you may seek to transfer. If the educational program that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending USJ to determine if your degree(s) will transfer.

DISCLOSURE

Maximum Number of Students Per Class

The University of San Jose has set a maximum enrollment limit of 30 students per class to ensure a quality learning experience.

Licensure Exams

University of San Jose and its degree programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the State of California. Graduates of the degree programs offered at University of San Jose are not eligible to sit for any licensure exams in California and other states.

Financial Aid

University of San Jose does not participate in any state or federal financial aid programs.

Bankruptcy

University of San Jose does not have a pending petition in bankruptcy and is not operating as a debtor in possession. University of San Jose has not filed a petition within the preceding five years and has not 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 (11U.S.C. Sec. 1101 et seq.)

Translation Policy

If English is not the student's primary language, and the student is unable to understand the terms and conditions of any University of San Jose publications, policies, and documents including, but not limited to, the application for admissions, enrollment agreement, school performance fact sheet, school catalog and all other disclosures,

statements, terms, and conditions, the student shall have the right to obtain a clear explanation of the terms and conditions of any and all policies in his or her primary language from a qualified school officer, upon request.

Unaccredited Degree Notice

The University of San Jose has not yet obtained full accreditation. A degree from an unaccredited institution or an unaccredited degree program may not be recognized for certain employment opportunities, including, but not limited to, positions within the State of California.

Ineligibility for Federal Financial Aid

Students enrolled in an unaccredited institution are not eligible for federal financial aid programs.

ADMISSION TO THE UNIVERSITY

General Admission

USJ is an equal opportunity institution. Graduation from college or its equivalent is necessary for enrollment. Students are admitted on the basis of their projected ability to meet academic standards. The university evaluates both objective and subjective data to select its students. The factors that are taken into consideration during the selection process include, but are not limited to: the potential of the candidate to successfully complete the desired program, the candidate's past academic performance record, and the amount and quality of the candidate's prior experience and training.

The university's application and selection procedures for its programs include the following requirements:

A)   Applicants must submit a completed University Application for Admission and pay a nonrefundable application fee in the form of a check or money order payable to "University of San Jose."

B)   All applicants must arrange to submit original transcripts from previously attended institutions. Students holding foreign degrees must make arrangements with USJ administration to have prior credits evaluated for equivalency. Contact USJ for further information regarding this process.

C)   Students planning to attend USJ must submit their application material and associated documents before the deadlines posted in the academic calendar. Each trimester has a separate deadline.

Master's Degree Programs

All applicants to a Master's degree program must hold a Bachelor of Arts, a Bachelor of Science, or an equivalent degree from an accredited or approved college or university to be admitted to a Master's program at USJ. An official transcript with the student's baccalaureate degree must be submitted to the university. Students must also demonstrate adequate proficiency in mathematics and English. Students lacking this proficiency may still be admitted as conditional students; however, students must take the appropriate courses required to achieve the proficiency.

All applicants to a Master's degree program must have a Bachelor's degree or its equivalent from an accredited institution with a minimum GPA of 2.5.
All applicants to a Master's degree program must submit previous transcripts for evaluation.

All programs at the University of San Jose are conducted **exclusively in English**.

Continuing Students

Students who completed a program or degree at University of San Jose and plan to obtain a second degree at USJ will be treated with new admission status. A new student ID will be issued and the student will have to submit all the required credentials and documents (e.g. all official transcripts previously obtained, diploma copy, etc.; for more information, please refer to General Admission) in order to be accepted in the program.

Admission Requirements

A) All coursework at USJ is offered entirely in English. Applicants whose native language is not English must demonstrate their English proficiency by providing an official score report from the Test of English as a Foreign Language (TOEFL®), International English Language Testing System (IELTS™), or the Test of English for International Communication (TOEIC®).

B) Applicants who have earned a degree from an institute where the language of instruction is English, (e.g. U.S., United Kingdom, Australia, Canada and New Zealand) are exempt from submitting a TOEFL®/IELTS™/TOEIC® score.

Instructions for Local/Resident Applicants

A) Submit the completed application form with attached $50 USD application fee and mail to the Admissions Office.

B) Request that one official transcript from each institution attended be sent to the Admissions Office. Applicants should allow those institutions about six weeks to process their request. This material may be sent either separately or with the entire application package. To expedite the application, the admission office recommends that all materials should be sent together.

Instructions for International Applicants

A) Same as the instructions for local/resident applicants (above).

B) In addition to the instructions for local/resident applicants, international applicants must:
   1) Submit a Financial Support Statement to the Admissions Office. Recommendation for admission cannot be certified without this information.
   2) Submit official transcripts of records from all universities attended to the Admissions Office.
   3) Meet the minimum standards of the English proficiency requirement by taking the TOEFL®/IELTS™/TOEIC® exam.

Additional Instructions for Applicants Whose Degree is from a Non-US Institution

Applicants must also provide:

A) Official documentation of all courses taken and grades received (transcripts of records) from each secondary, undergraduate and postgraduate institution attended. Transcripts of records should be issued in English or must be accompanied by notarized English translations.

B) Official certification of degrees and dates awarded, issued in the original language. Academic transcripts of records must have a seal and signature in ink from the institution's authorized official, such as a registrar.

Instructions for Submitting English Test Result

Original IELTS™ scores must be submitted by mail or in person to University of San Jose. TOEFL®/ TOEIC® scores may be sent directly to University of San Jose (TOEFL®/SAT institution code: 6591) or in person. Information and applications for TOEFL®, IELTS™, or TOEIC® tests may be obtained by contacting:

TOEFL®
Educational Testing Service
P.O. Box 6151
Princeton, NJ 08541-6151
Website: www.ets.org/toefl
Email: TOEFL@ets.org

IELTS™ INTERNATIONAL
825 Colorado Boulevard, Suite 112
Los Angeles, CA 90041
Website: www.ielts.org
Email: IELTS@IELTSintl.org
TOEIC®
TOEIC Service International
TOEIC Testing Program
Educational Testing Service
Rosedale Road
Princeton, NJ 08541 USA
Website: www.ets.org/toeic
Email: TOEIC@ets.org

The Certificate of Eligibility for Nonimmigrant Student will be prepared for and issued to the student after the application and all necessary documents have been received and thoroughly reviewed and the Office of Admissions has made a decision to accept the applicant as an USJ student.

TRANSFER STUDENTS

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

Master's Degree

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

Evaluation of Transfer Credits

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

- Compare the course description of the syllabus of the transfer course with the course description of the syllabus of an equivalent course in USJ.
- Allow the maximum of 3 credits for each course.
- After course equivalence is determined, only the credit is transferred. The grade from the transferred class is not used in the student's cumulative GPA.

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

Credit for Prior Experiential Learning

USJ does not recognize credit for prior experiential learning.

ENGLISH PROFICIENCY

Applicants of University of San Jose (USJ) whose native language is not English have to demonstrate an established level of English language proficiency through one of the following tests: the TOEFL® (Test of English as a Foreign Language), the academic format of the IELTS™ (International English Language Testing System), or the TOEIC® (Test of English for International Communication), etc.

- The TOEFL® Test - *Test of English as a Foreign Language*. The TOEFL® test is the most widely accepted English-language test in the world.

- IELTS™ is the International English Language Testing System. It measures ability to communicate in English across all four language skills (listening, reading, writing, and speaking) for individuals who intend to study or work where English is the language of communication.

- The TOEIC® Test - Test of English for International Communication. The TOEIC® test provides reliable measurement of English proficiency and is used by hundreds of companies, government agencies, and English language learning programs.

The test must be recent; it should be within two years of the time applying. The original test scores are required to be submitted to USJ by applicants, either in person or by mail.

Degree	Institutional TOEFL®	Internet-based TOEFL®	IELTS™	TOEIC®
Master	525	71	6.0	680

The following table explains the TOEFL®, IELTS™, and TOEIC® requirements at USJ. Note that there is no separate essay score on the internet based TOEFL® as essay scores are included in the writing score. Although the internet based TOEFL® includes a speaking component, a minimum score on the speaking section is not required.

Applicants who have not taken the TOEFL®, IELTS™, or TOEIC® test, or those who have not passed the proficiency requirements stated above, will be required to take the English Placement Test during the first week at USJ.

If an applicant does not qualify for provisional admission as indicated above, the applicant will have to arrange to have an English language evaluation upon arrival and will be recommended, if necessary, any required steps for remediation. This may include passing one or more English classes or retaking the TOEFL®/IELTS™/TOEIC® or equivalent proficiency test. Also note that the applicant has the option to retake the TOEFL®/IELTS™/TOEIC® prior to arriving at USJ and if the new scores exceed the minimum required, the applicant will not have his/her English evaluated upon admission.

Waiving the TOEFL®/IELTS™/TOEIC® Requirements

International applicants who have earned Bachelor's or higher degrees from English-speaking accredited institutions in the U.S., United Kingdom, Australia, Canada and New Zealand do not have to submit TOEFL®/IELTS™/TOEIC® scores.

The TOEFL®/IELTS™/TOEIC® requirement may be waived on a case-by-case basis for students who have earned a degree from a foreign institution where the language of instruction was English. Documentation that the school's language of instruction was English **must** be provided.

TUITION AND FEES

USJ reserves the right to increase or modify any listed fees, and fees are subject to change within one trimester's notice. All USJ fees are subject to change upon approval by the Board of Trustees.

Tuition for Master's Programs

Graduate Tuition   **$450** per credit hour

Registration Fee (Non-Refundable)
                                         $250 per trimester

Other Fees and Expenses

Application fee	**$50**
Late payment fee	**$100**
Late Registration	**$50**
Institutional TOEFL® Exam Fee	**$50**
Regular Document Processing Fee	**$20**
Urgent Processing Fee	**$20**
Changing Major Fee	**$50**

Official Transcript Request
      Pick Up   **$20**
      (Each additional copy is $10 extra.)
      Domestic Mail   **$30**
      (Each additional copy is $10 extra.)
      International Mail   **$60**
      (Each additional copy is $10 extra.)
      (Mailing costs may be higher depending

on destinations.)

Add/Drop Course Fee	**$50**
Graduation Fee	**$250**
Student ID Card Replacement	**$30**
Returned Check Fee	**$50**
Remittance in/out	**$50**
Deferred Admission	**$50**

Accepted Payments

Cash, Cashier Check, Money Order, Demand Draft, VISA, Master Card, and Debit Card are accepted.
(NO PERSONAL CHECKS)

Full-time Students' Estimate Costs

	Cost per trimester	Total cost of the program
Master's programs	$4,300	$17,200

Note: The displayed tuition cost of program varies by the credits successfully transferred into your program of study and/or pre-requisite courses required for your program of study.

CANCELLATION AND REFUND POLICIES

For detailed cancellation and refund policies, please refer to the student enrollment agreement. The following statement summarizes the policies:

Buyer's Right to Cancel

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later.   After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund if you have completed 60% or less of the instruction.

Withdrawal and Refund Schedule

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration fee, and less any deduction for equipment not returned in good condition. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:
- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of three (3) weeks; and/or failure to meet financial obligations to the School.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks.

Student Tuition Recovery Fund

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.

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.

ACADEMIC POLICIES AND REGULATIONS

Registration

Students are required to register on the registration day specified in the University calendar. Failure to register on that day may result in loss of space in that class. Full tuition fees and all prior debts must be paid in full on or before

registration day of each academic year. Matriculation is subject to the satisfactory completion of all academic requirements and the receipt of a final transcript from all undergraduate universities attended.

Students' Academic Advising

Students will be assigned a faculty advisor upon matriculation. Faculty advising should be considered a privilege of the academic process. This is a valuable opportunity to develop and sustain individual contacts between faculty and students on both academic and personal levels. It is the student's responsibility to meet with his/her faculty advisor at least once a trimester. If either the student or faculty member does not find the relationship helpful, either is free to seek a change. This request should be made to the Academic Dean.

Professional Behavior and Demeanor

Students enrolled at USJ must demonstrate professionalism while studying at school and in their real world career. Students are expected to hold themselves to high standards of ethical conduct while they attend USJ. In particular, plagiarism and cheating are not acceptable under any circumstances. For more details, please consult the Student Handbook.

Attendance Policy

USJ has a mandatory Class Attendance Policy which calls for students to attend a minimum of 80% of class lecture sessions in a course or be administratively withdrawn from the course. No excused absences are permitted. An absence for any reason, except emergencies or a compelling reason beyond the student's control, counts towards the maximum 20% absence allowed.

GRADING POLICY

General

The courses are designed to measure the students' progress by written and practical examinations. Specified objectives have been defined for each course to help the students and faculty members evaluate the degree of progress.

Evaluation Methods

Overall, student performance is evaluated differently in each class using one or more of the following methods:
A) Written examinations based on analytical or logic-based inference questions, multiple choice questions, short answer questions, and essay questions.

B) Practical or laboratory examinations including: classroom observation of laboratory projects, independent hands-on design projects, and presentation/discussion of projects.

C) Written reports or research papers on assigned topics.

Review of Examinations

Examinations are graded by the faculty and are usually returned to students within seven days. Questions of the examinations are kept on file for review for one year.

Grade Reports

In cases when final grades are not available at grade reporting time, a grade of "I" is submitted to the Registrar in lieu of the course grade. "I" grades entered on the grade reports must be converted to student-achieved grades by the student completing the necessary requirements within two trimesters or it will be converted to an F. An up-to-date summary of student performance is maintained in the Student Office and is available to students for review.

Final course grades are given based on the four-point letter system, as follows:

Letter Grade	Grade Points
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
U	0.0

Explanation of Grading Marks:

A: Highest level, showing excellence
B: Performance is good, but not the highest level
C: Performance is adequate
D: Performance is less than adequate
F: Course requirements have not been met
WF: Withdrawal with Fail - Drop a course after the eighth week. The class credits and grade will not be used in the cumulative GPA calculation.
I: Incomplete - Satisfactory performance, but could not complete the course due to special circumstances. The class credits and grade will not be used in the cumulative GPA calculation.
W: Withdrawal - Authorization to drop a course before the end of eighth week. The class credits and grade will not be used in the cumulative GPA calculation.
AU: Audit – Students was enrolled on a non-credit basis. A Non-Credit course has zero credits and the grade does not count towards the cumulative GPA calculation.
CR: Credit by examination - Credit = grade "C" or better
TR: Transfer credit – Only the credits are transferred. The grade is not transferred.
NC: No Credit - Failure on challenge examination
P: Pass - Student passed the course which was offered on a pass/no-pass basis
NP: No pass - Performance is unsatisfactory of the course which was offered on a Pass/No pass basis.
IP: In progress - Performance is satisfactory, but a final grade is not yet assigned. This applies to work normally exceeding beyond one trimester
U: Unauthorized incomplete - The student did not withdraw from the course but failed to complete course requirements. For purposes of a grade point average, this symbol is equivalent to an "F"
RD: Report delayed - Indicates a grade has not yet been turned in by the instructor.
RP: Repeating the course; previous grade is replaced and will not count toward graduation credits or cumulative GPA.

Dean's Honors

Excellence in scholastic achievement is recognized each trimester by the compilation of a Dean's List. A graduate student successfully completing at least 9 credits with grade points, with a minimum term grade point average of 3.85 or better, qualify for the Dean's Honor List.

Incomplete Grades

In circumstances where a student is unable to complete the coursework required prior to the end of the trimester, the student may, with the instructor's approval, file a petition to receive a grade of Incomplete. Incomplete grades will be indicated by a mark of "I" on the student's grade report and transcript until the student either successfully completes the course requirements (at which time the "I" will be changed to a letter grade) or fails to complete the course requirements (at which time the "I" will be changed to an "F").

An incomplete will not have class credit and grade count towards the cumulative GPA calculation in the trimester in which is given. Students have two trimesters, following the trimester for which an incomplete is given, to successfully complete any deficient coursework. The trimester extends to the last day of scheduled final examinations. Failure to complete all work within this time period will result in the student receiving a failing grade for the course.

Auditing Courses

Students who wish to take courses without formally enrolling in a degree program may do it on an audit basis. Students who wish to audit courses must:

A) File an Application for Admission and pay the admission fee (if not currently enrolled);
B) Demonstrate proficiency in English;
C) Pay applicable tuition; and
D) Meet attendance and other requirements as specified by the instructor.

A course which is audited will be indicated by an "AU" on the student's transcript.

Changing Programs

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

ACADEMIC PROGRESS

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

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

Standards of Satisfactory Progress

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

A) Every trimester, the student must maintain a cumulative GPA of 3.0 or above for graduate students.

B) After each academic year, the student's course completion percentage must be at or above 70%. Also, the student must maintain a cumulative GPA of 3.0 for graduate students.

C) After attempting 50% of the normal program length, the student's course completion percentage must be at or above 70%. Also, the student must maintain a cumulative GPA of 3.0 for graduate students.

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

Academic Warning

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

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

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

Academic Probation

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

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

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

The Academic Probation period is two trimesters from the trimester in which the student was placed on Academic Probation. During the probation study plan, the student will only be allowed to take a maximum of 3 classes for the particular term.

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

Dismissal

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

A) A final grade of "F" in any course;

B) Any event that could result in either academic or professional probation for a student currently on academic or professional probation;

C) Violation of the terms of probation;

D) Repeated tardiness at program-scheduled activities and in meeting deadlines set by the faculty in regards to tests and/or assignments; and/or

E) Failing to complete the required procedures for either Voluntary Withdrawal or Leave of Absence from the university.

Withdraw

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

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

Leave of Absence

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

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

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

A) Written request for a leave of absence;

B) A leave of absence form from the Registrar. After completing the student's portion, take the form to the faculty advisor who will consult with the student, sign the form, and write a conference report for the Academic Dean's use in considering the approval for leave;

C) A personal meeting with the Academic Dean to discuss the reason for the leave; and

D) Official exit interview with the Academic Dean, the Program Administrator, and Registrar.

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

If the leave of absence is approved, the official date of the leave of absence will be the original date of receipt of the student's request and any tuition charged will be in accordance with the institution's refund policy. Leave of absence requested for a full academic year may be for one year only with expected reinstatement scheduled at registration for the following year. Leave of absence requested after registration for any given academic year may be

granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

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

EDUCATIONAL RECORDS

The Family Educational Rights Act grants student significant rights of access to their records. This Act also protects the privacy of the student records and requires the University to inform students of all their rights and safeguards. The following explains the various sections of the Act.

Students may gain access to any written records directly concerning them by asking the official (the Registrar) holding the records. Where a record contains information on more than one student, students requesting inspection must be informed about the information pertaining to them. The student does not have the right to inspect personally such records, as this would violate the privacy of another student.
There are some records to which the student has no access. These are: (1) financial records of parents; (2) confidential letters and recommendations written prior to January 1, 1975; (3) confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which a waiver may be signed - admissions, employment, and honors); and (4) doctors' and psychiatrists' records - which, however, may be reviewed by the students' own physicians.

Students have the right to the interpretation and explanation of all records subject to review. Furthermore, the subject matter of the files can be challenged directly with the official holding them. If students are not satisfied with the explanation or reach an impasse with the record holder, they have the right to appeal the case to the Academic Dean, who has been designated as the hearing officer.

In addition, students have the right to copies of their records. The student may, however, be charged for this service, but the amount cannot exceed the actual cost of producing them.

The Act also entitles students to the privacy of their records. Only material classified as "directory" information can be released without student consent. Directory information, as defined by USJ, includes the student's name, address, telephone number, school of enrollment, periods of enrollment, degree awarded and honors, field of study, and date or place of birth. With reasonable notice, students can have any or all of the information withheld.

However, the Act does allow persons serving in official capacities to have access to student records. These include: (1) University officials who have a legitimate interest, i.e., those performing their official duties; (2) officials of other universities in which the student seeks enrollment, provided the student is given notice and the opportunity to review the records sought; (3) Government officials acting in their legitimate functions; (4) those persons needing them in connection with a student's application for, or receipt of, financial aid; (5) organizations conducting surveys, provided that the information will not reveal the students name, and when the information is no longer necessary it will be destroyed; (6) accrediting organizations; and (7) those persons named in a judicial order.

Students may consent to have others review their files. To protect students, a record will be kept of those granted access, other than USJ officials. Such records will be maintained for each file reviewed.

Student permanent records are maintained on-site for a minimum of five (5) years in a secure fire-proof cabinet, and transcripts are kept permanently.

STUDENT SERVICES

The university seeks to enrich the quality of student life by providing a variety of academic and non-academic counseling, referral, professional development, recreational,　and social opportunities through the Office of Student Affairs.

Academic Counseling

For students who want additional instruction, the Student Office will establish the "USJ Student Learning Center," which can help students arrange either private or small group tutorial sessions.

The Student Learning Center offers more informal counseling sessions. It is to help students do well on their class work. At the same time, it can also help students identify and pursue their career goals, providing advice and suggestions on non-classroom aspects of the academic process including realistic career recognition and selection, time and workload management, stress reduction and strategies for dealing with academic fatigue or burnout.

Non-Academic Counseling and Referrals

Recognizing that life in general, and academic life in particular, is filled with complexity and confusion, the Student Office provides a wide array of counseling and referral services designed to assist students with their non-academic concerns, including conflict resolution, as well as referrals to housing services, health services and legal services.

Professional Development

To assist students in locating and securing employment opportunities, the Student Office will offer workshops designed to cultivate students' professional development, including, resume reviewing, interview coaching, and an employment bulletin service.

Recreational and Social Opportunities

The university seeks to foster a sense of community among the members of the university by encouraging social interactions and experiences. The university will pursue this goal through two university-sponsored organizations: The Student Association and the Alumni Association.

Student Association and Alumni Association

The Student Association and Alumni Association seek to encourage the development of university community by organizing and providing recreational and social opportunities designed to unite students by introducing them socially to one another and to enrich their academic experience by providing access to local cultural and recreational venues.

Housing

The university does not have any dormitory facilities, and USJ does not provide assistance students with finding housing. However, housing near the university is not difficult to find. Rent for one bedroom apartment in the vicinity of the university currently averages about $2,000 per month. Students can also just rent individual room in private residences. Rooms typically range from $550 to $800 per month, and usually include full privileges for the kitchen, laundry, living room and other common areas of the residence.

The University of San Jose offers a non-residential program and does not provide or assist students in securing housing.

Student Financial Assistance

University of San Jose has yet participated in federal and state financial aid programs. However, there will be some available positions of on-campus jobs available every trimester. Positions like Office Assistant, Teaching Assistant and Tutor are available to qualified students. Selection will be based on academic achievements, course requirements, and prior experiences, as well as the school's current budget availability during each trimester.

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. If in the future a USJ student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program funds.

Career Service

Individual job search assistance is available to students at no additional cost. However, University cannot guarantee an employment in any particular job or salary range upon graduation.

UNIVERSITY POLICY ON ACADEMIC FREEDOM

University of San Jose is dedicated to the pursuit of truth and acquisition of knowledge through the unfettered opportunity to engage in research and intellectual exchange. Consequently, the university considers the following academic freedoms essential to the fulfillment of its mission:

A) The right to engage in scholarship and to form academic opinions;
B) The right to equal treatment under university policies and to equal access to university resources;
C) The right of access to course and degree requirements and expectations;
D) The right to objective analysis based solely on the quality of academic performance;
E) The right to an academic environment free of harassment and/or intimidation; and
F) The right to engage in free expression, subject only to reasonable regulation concerning time, place and manner.

UNIVERSITY STATEMENT ON STUDENTS' RIGHTS

The university considers the following rights to be inherent to the pursuit of academic excellence and intellectual enterprise. Consequently, the university endeavors to uphold and honor the following on behalf of its students:

A) The right to academic freedom;
B) The right to administrative integrity;
C) The right to an environment conducive to intellectual pursuit;
D) The right to equal access to university facilities and equal treatment under university policies;
E) The right to petition for redress of grievances against other individuals or the university; and
F) The right to privacy and confidentiality of personal and academic records as provided by law.

UNIVERSITY STATEMENT ON STUDENTS' OBLIGATIONS

The university considers the following standards of conduct to be inherent in its mission of providing an environment of academic excellence and free academic exchange. Students violating these standards are acting in

contravention to their basic obligation to maintain and uphold the university's fundamental mission and may therefore be subject to official sanction.

At all times, students are under the obligation to uphold and maintain:

The Principle of Academic Integrity

All students are expected and required to show the highest respect for the principle of academic honesty concerning all information provided to the university and in all academic performance undertaken while subject to the university's oversight. At a minimum, demonstrated respect for the principle of integrity requires the student at all times to:

A) Act with complete candor in furnishing the university with required information; and

B) Act with complete honesty while engaged in intellectual inquiry, refraining at all times from the commission of plagiarism, fraud, bribery or sabotage upon the university or upon any member or representative of the university community.

The Principle of Academic Community

All students are expected to act at all times with the deepest respect for the larger academic community of which he or she is a member. At a minimum, demonstrated respect for the principle of academic community requires that the student refrain at all times from engaging in:

A) Harassment of students or other members of the university community;

B) Hazing, belittlement, oppression or intimidation of students or other members of the university community;

C) Misuse, destruction, sabotage or improper conversion of university property or the personal property or work product of others;

D) Possession on campus of firearms, dangerous chemicals, explosives or other dangerous or proscribed substances or articles;

E) Objectionable behavior, including the failure to adhere to official or reasonable requests made by authorized members of the university community or the disruption or impairment of university functions or programs or other students' rights to an intellectual environment conducive to academic performance; and

F) Criminal conduct which affects the university or adversely affects the participation or suitability of the student as a continuing member of the university community.

The Principle of Academic Effort

All students are expected to act with respect for themselves and for the academic pursuits in which they are engaged. At a minimum, demonstrated respect for the principle of academic effort requires that the student:

A) Maintain at all times the minimum grade point average (GPA) required for successful performance in the student's particular field of study; and

B) Maintain at all times the minimum attendance requirement and all applicable deadlines for all courses and projects in the student's particular field of study.

Change of Grade

A change of grade may be made only in the case of a declared clerical or other administrative error, except as indicated below. The definition of a clerical error is an error made by the instructor or by an assistant in calculating or recording the grade.

An appeal with the Grade Examination Application form for a change of grade must be initiated by the student and must first be approved by the instructor and the Academic Dean. The instructor must also submit the Grade Change form to be approved by the Academic Dean before it can be accepted by the Student Office. An appeal for a change

of grade must be initiated as soon as possible, within two trimesters following the trimester that the incorrect grade was assigned, in order to ensure that proper documentation is available. The grade will not change until the conclusion of the appeal process is finished. When new grade is issued, old grade will be removed. Only new grade will count toward GPA calculation.

NON-DISCRIMINATION POLICY

University of San Jose is an equal opportunity institution of higher learning that does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, disability or handicap, disabled veteran's, or Vietnam era veteran's status. This policy applies to all employment practices, admission of students, educational programs and activities.

UNIVERSITY POLICY ON SEXUAL AND DISCRIMINATORY HARASSMENT

University of San Jose is committed to the fostering of an atmosphere of uncompromising academic excellence and unfettered academic inquiry. Subversion of these standards through the harassment of students is in contradiction to the university's fundamental mission and such harassment is therefore absolutely prohibited.

Sexual Assault

Assault is defined as the unprivileged, non-consensual touching of another person in any manner which would prove offensive to a reasonable person. Students and university personnel are strongly encouraged to immediately report any instances of assault to both university administration and appropriate law enforcement agencies.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature directed at any member of the campus community by any other member of the community, whether student, faculty, administrator or other university employee, resulting in unreasonable

interference with an individual's enjoyment of the university environment and/or with the performance of his or her academic or employment duties.

Any harassment, threat or offer by any employee of the university to condition any aspect of a student's academic performance, reputation or standing upon the provision of sexual favors is prohibited.

Any other harassment of any member of the campus community resulting in the creation of an offensive, intimidating or hostile environment is similarly prohibited.

Discrimination

Discriminatory harassment is defined as intimidation through the use of personal vilification and/or physical violence based upon an individual's race, gender, creed, religion, disability, national or ethnic origin, marital status or sexual orientation. Speech or other conduct constitutes personal vilification if it is: A) intended to intimidate or stigmatize a specific individual or group of individuals on the basis of any of the preceding categories; B) is addressed directly to the individuals whom it insults or stigmatizes; and C) makes use of "fighting" words or nonverbal symbols. Fighting words or nonverbal symbols are those which are inherently provocative and inflammatory such that they inflict injury by their very expression or tend to incite an immediate breach of peace.

Students with questions regarding the university's policies on sexual or discriminatory harassment or with any complaints concerning possible instances of sexual or discriminatory harassment should contact the appropriate university administrator.

GRIEVANCE PROCEDURE FOR STUDENTS

Disciplinary Action

Investigations into allegations of misconduct or other violations of official university policy are subject to a judicial hearing presided over by a judicial board or a judicial officer as appointed by the university president. Allegations of misconduct which are deemed to be supported by a preponderance of the evidence presented during the hearing may result in the imposition of judicial sanction. Allegations of misconduct which are violations of local, state or federal statute may also result in formal criminal or civil proceedings.

Judicial Hearings

Upon the credible presentation of an allegation of misconduct, the president of the university will appoint, according to his or her discretion and the dictates of fairness and justice, a judicial officer or a judicial panel consisting of interested members of the university community having the wisdom and temperament necessary for conducting a fair hearing and rendering a fair decision. Upon appointment, the judicial officer or panel will convene a judicial hearing to examine the circumstances surrounding any of the following situations:

A) Allegations of student misconduct;
B) Allegations of administrative misconduct;
C) Allegations of faculty misconduct;
D) Allegations of student-student harassment;
E) Allegations of sexual or discriminatory harassment;
F) Allegations of observed misconduct (third-party accuser).

Upon the convention of a hearing, the student or other party accused of misconduct shall possess, subject to the dictates of all relevant law and the dictates of fairness and justice, the following rights:

A) The right to be present during the hearing;
B) The right to confront accuser and witnesses;
C) The right to examine and challenge evidence;
D) The right to appoint an advocate to argue on one's behalf; and
E) The right to present evidence and call witnesses on one's own behalf.

At the conclusion of the hearing, the judicial officer or panel will rule whether a preponderance of the evidence presented during the hearing supports the allegation of misconduct. If the evidence fails to support the allegation, the party accused of misconduct is exonerated and will not be subject to further sanctions. No record of the accusation shall be placed in the student or personnel file of the accused party. If the evidence is deemed sufficient to support the allegation, the judicial officer or panel shall choose an appropriate sanction as determined by the nature and seriousness of the offense.

Should the student or other party accused of misconduct object to:

A) The judicial officer or the composition of the judicial panel;
B) The preservation of his or her rights during the hearing; or
C) The fairness of the final judgment

A petition of appeal specifically detailing the appellant's objections may be made directly to the president of the university, who shall approve or deny the petition based on the substance of the allegations. Should the petition be approved, the president may order a reconstitution of the judicial panel or a rehearing, as required by the dictates of justice and fairness.

If a student is dissatisfied with the treatment under the university's judicial system, a complaint can be made to the following organizations:

Bureau for Private Postsecondary Education (BPPE)
P.O. Box 980818
West Sacramento, CA 95798-0818
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959
(888) 370-7589
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

Judicial Sanction

Upon the determination that an allegation of student misconduct is supported by a preponderance of submitted evidence, the judicial board or judicial officer may sanction the offending student in a manner consistent with the seriousness of the offense and consonant with the range of judicial sanctions permitted by the university:

A) Disciplinary probation. No permanent record of the misconduct will be placed in the student file. However, a repeated violation may result in imposition of more serious sanctions.

B) Written reprimand. A written account of the incident to be placed in the student's file and made available to others consistent with applicable law. The student thereafter is ineligible to hold office or other leadership positions in campus organizations.

C) Educational sanction. The student is required to undertake a specified program or course of study within a determined time frame. Failure to successfully complete the program may result in the imposition of more serious sanctions.

D) Loss of privileges. Restriction or prohibition on use of or access to selected university facilities or resources.

E) Restitution. Repayment of monetary damages incurred by the university as a result of misconduct, or requirement of equivalent compensatory service to either the university or a university-designated community organization.

F) Interim suspension. The student placed on interim suspension will be required, as a matter of public safety or for the good of the academic community, to leave the university pending the final judgment of a judicial hearing.

G) Academic probation. The student placed on probation must meet specified academic requirement(s) within a determined time frame to maintain continued eligibility for and participation in university programs.

H) Academic suspension. The student placed on suspension will be required to leave the university for a determined period of time, after which application for readmission may be made.

I) Academic expulsion. The student placed under expulsion will be required to permanently leave the university and may not, except under exceptional circumstances to be determined by the president or his or her designees, apply for readmission.

J) Criminal or civil complaint. Misconduct of a particularly egregious nature may result in the university seeking formal legal redress under applicable law within the court of law relevant to the offense.

GRADUATION REQUIREMENTS

General University Requirements

Students seeking a degree from University of San Jose must complete specific requirements as determined by the faculty, the Board of Trustees and the State of California.
The requirements for graduation include all of the following:

A) Completion of minimum number of credits;
B) Meet the minimum cumulative GPA requirement for graduation; 3.0 for graduate students out of 4.0 grading scale.
C) Faculty approval;
D) Filing of petition for graduation
E) Administrative clearance

Bulletin Requirements

A student's graduation requirements are dictated by the terms of the catalog applicable to the trimester in which the student enrolls in the university as a degree seeking student. Students who exit the university for a full trimester or longer and choose to return to USJ are subject to the terms of the catalog in effect at the time of reentry. Students may change the terms of their graduation requirements according to the catalog currently in effect by filing a petition and paying a fee. Should courses required for graduation at the time of a student's entry be discontinued, the university will designate courses to serve as effective substitutions.

Minimum Number of Credits

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

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

- Master of Science in Computer Science   (MSCS)   36 credits
- Master of Business Administration   (MBA)   36 credits

Minimum of 36 total credits must be completed for graduation. Both core and electives courses requirement must be satisfied for the degree program.

Checklist of Requirements

A) Successful completion of all coursework listed in the study plan.
B) GPA (Grade Point Average) of 3.0 or above for graduate students.
C) All tuition and fees must be paid.
D) Application for graduation and graduation fees are paid.
E) Satisfactory completion of English Proficiency.

Faculty Approval

To graduate, students must demonstrate that they have conducted themselves in a professional and ethical manner according to the standards of student conduct throughout their course of study at the university. Students subject to unresolved allegations or pending discipline concerning breaches of student obligation or university policy may be denied approval for graduation until such time as pending allegations or disciplinary actions against the student are resolved.

Petition to Graduate

Upon registering for the final trimester of study, or at any time within the trimester proceeding the last trimester, a student intending to graduate upon the completion of that trimester must file a petition for graduation with the registrar and pay the required graduation fee. Upon receipt of the petition, the Registrar will prepare a deficiency declaration outlining any remaining courses and other obligations needed to successfully accomplish the student's program of study. It is important that the student successfully address any deficiencies before the end of the last trimester. The petition will be either approved or disapproved depending on the student's success in resolving any deficiencies in the last trimester.

Estimated deadlines for filing the application are:

Fall Trimester	November	1
Spring Trimester	March	1
Summer Trimester	July	1

A fee of $250 is required. Please also check USJ website and/or announcement boards for any changes to the deadlines.

Administrative Clearance

To obtain approval to graduate, a student must clear any outstanding debts owed to the university. Failure to do so will result in the denial of a student's petition to graduate for as long as a balance owed to the university remains outstanding.

COURSE DESCRIPTIONS

Definitions of Subject Acronyms

BA: Business Administration

CS: Computer Science

Course Numbers

Course Number Prefix indicates each course level.

100-299 Non-Credit Courses

Courses with these numbers are offered by the university to permit students to make up deficiencies in previous training or to improve their facility in certain basic skills without earning credit.

300-399 Graduate Courses

Courses with these numbers count for graduate requirement.

Course Numbers Convention

Course Number Suffix indicates each course in the area of specialization.

Business Administration

00-09:   Accounting
10-19:   Information System
20-39:   Finance
40-59:   Management
60-79:   Marketing
80-89:   Others

Computer Science

00-19:   Computer Science Introduction/ Fundamental/Operating Systems
20-29:   Databases
30-39:   Programming
40-49:   Networks
50-59:   Computer Engineering Introduction/ Fundamental
60-69:   Software Systems/Embedded Systems
70-79:   Board/Chip Hardware Systems
80-89:   Others

Special Courses

98:       Projects/Research
99:       Independent Studies

GRADUATE PROGRAMS

USJ offers two graduate programs: Master of Science in Computer Science and Master of Business Administration.

Master of Science in Computer Science (MSCS)

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

Graduate Level Requirements   36 credits

Required credits: The MSCS program requires students to complete at least 36 credits from the following:

- Computer Science Graduate Core: 18 credits
- Electives: 18 credits

The details are shown in the table below.

Computer Science Graduate Core18 credits		
CS301	Operating System Design	3 credits
CS340	Computer Networks I	3 credits
CS341	Computer Networks II	3 credits
CS302	Design & Analysis of Algorithms	3 credits
CS321	Database System Principles	3 credits
CS350	Computer Architecture	3 credits
Electives Minimum 18 credits		
CS300	Operating Systems	3 credits
CS320	Introduction to Database Systems	3 credits
CS330	Object-Oriented Programming	3 credits
CS331	J2EE Programming	3 credits
CS344	UNIX Network Programming	3 credits
CS345	Network Administration	3 credits
CS360	Software Engineering	3 credits
CS361	Software Design and Architecture	3 credits
CS380	Blockchain and Digital Currency	3 credits
CS382	Data Mining and Big Data	3 credits
CS383	Machine Learning and Data Mining	3 credits
CS398	Graduate Project	3 credits
CS399	Independent Study	3 credits

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 December 7, 2023, and full accreditation by December 7, 2026.

• The USJ has achieved candidacy accreditation (Part I accreditation) with ACCSC, effective February 10, 2025 and will continue to achieve full accreditation by December 7, 2026.
• 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.

Master of Business Administration (MBA)

Program objectives: The MBA program covers the essential subjects in Accounting, Economics, Finance, and Enterprise Resource Planning (ERP). These subjects provide the foundations for effective business management. The MBA program provides the students solid training with additional emphasis on entrepreneurship and globalization due to its proximity to Silicon Valley's vibrant startup culture and multinational corporations.

Graduate Level Requirements   36 credits

Required credits: The MBA program requires students to complete at least 36 credits from the following:

• Core Courses: 18 credits
• Electives: 18 credits

The details are shown in the table below.

Business Administration Core		18 credits
BA300	Financial Accounting	3 credits
BA340	Human Resource Management	3 credits
BA341	Operations Management	3 credits
BA330	Financial Management	3 credits
BA311	Enterprise Resource Planning	3 credits
BA385	Statistical Methods for Business Research	3 credits
Electives Minimum 18 credits		
BA303	Tax Accounting	3 credits
BA304	Managerial Accounting	3 credits
BA333	Investment Management	3 credits
BA337	Financial Statement Analysis	3 credits
BA344	Project Management	3 credits
BA347	Supply Chain Management	3 credits
BA348	Customer Relationship Management	3 credits
BA349	Product Management	3 credits
BA387	Quantitative Research and Analysis	3 credits
BA388	Data Mining and Big Data	3 credits

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 December 7, 2023, and full accreditation by December 7, 2026.

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.

COMPUTER SCIENCE COURSES

CS300 Operating Systems
3 credits (3 hours of lecture)
An operating system (OS) is a set of system software programs in a computer that regulate the ways application software programs use the computer hardware and the ways that users control the computer. This class introduces the basic facilities provided in modern operating systems. Topics include: principles of operating system design and implementation; concurrent processes; inter-process communication; job and process scheduling; deadlock handling; issues in memory management (virtual memory, segmentation, paging); and auxiliary storage management (file systems, directory structuring, protection mechanisms); performance issues; and case studies.
Pre-requisite: None

CS301 Operating System Design *
3 credits (3 hours of lecture)
The course covers the internals of the different Operating Systems subsystems including: Process Mgmt, Threads and SMP, Concurrency Control, Memory Mgmt, Scheduling, I/O Mgmt and Disk Scheduling, File Mgmt, and Security threats and techniques to handle it.
Pre-requisite: CS300 Knowledge of development environment on UNIX or LINUX operating system, editing, compiling, and debugging on UNIX or LINUX.
Co-Requisite: Background on editing, compiling and debugging C programs on Linux or UNIX

CS302 Design and Analysis of Algorithms *
3 credits (3 hours of lecture)
An algorithm is an effective method for solving a problem expressed as a finite sequence of instructions. This course provides students with balanced introduction on computational models for asymptotic time-space complexity analyses as well as algorithmic design techniques with performance and cost implications. Topics include: growth of functions, recurrences, probabilistic analysis and randomized algorithms, sorting algorithms, binary search trees, red-black trees, dynamic programming, greedy algorithms, B-trees, heaps, graph algorithms, minimum spanning trees, shortest paths, maximum flow, sorting networks.
Pre-requisite: CS330

CS303 Programming Languages
3 credits (3 hours of lecture)
Programming languages are the medium of expression in the art of programming. This course explores the issues and trade-offs in the design and implementation of modern programming languages. Topics include: functions, procedures, types, memory management, controls, data abstraction, modularity, object-oriented programming, run-time efficiency, portability and safety.

Pre-requisite: None

CS304 Compilers
3 credits (3 hours of lecture)
A compiler is a computer program that transforms source code written in a programming language into the target language to create an executable program. This course introduces the student to the principles and practices of compiler implementation. Topics include: regular expressions, lexical analysis, syntax analysis (parsing), context-free language, semantic analysis, intermediate code generation and optimization, object code generation and optimization.
Pre-requisite: None

CS320 Introduction to Database Systems
3 credits (3 hours of lecture)
A database management system provides efficient, reliable, convenient, and safe multi-user storage of and access to massive amounts of persistent data. This course covers the basic concepts of a database system. Topics include: data models, relational algebra, database design, E-R modeling, functional dependency analysis, normalization, SQL queries, updates, constraints, triggers, views, stored procedures, and embedded and dynamic SQL.
Pre-requisite: Familiarity with data structures and programming.

CS321 Database System Principles *
3 credits (3 hours of lecture)
Students will learn relational database design both at the physical and at the logical levels. An overview of relational algebra, and will cover the SQL programming language. Special topics to be covered include constraints and triggers, views and indexes. In addition we cover SQL in the server environment including embedded SQL, stored procedure, CLI, and JDBC. We close by covering an overview for query processing and high-level overview of SQL compiler design.
Pre-requisite: CS320

CS322 Database Administration
3 credits (3 hours of lecture)
Database administration is the key to success of any Relational Database Management System (RDBMS). This course provides the fundamental concepts and techniques involved in the administration of an Oracle database. Topics include: SQL queries, DML, DDL, Oracle database architecture, instance management, control file, online redo log file, table space and data file, tables, indexes, sequence/synonym, views, user management, privileges, roles.
Pre-requisite: CS320

CS323 Transaction Processing and Distributed Databases
3 credits (3 hours of lecture)
In a distributed database system, collection of data can be distributed across multiple physical locations. It allows better performance, increased reliability and availability, distributed query processing as well as distributed transaction management. However, it also introduces greater complexity in the design, security, maintenance, and concurrency control of the database. This course discusses the design, advantages, and challenges of distributed database systems. Topics include: principles and organization of distributed databases, distributed database design, concurrent control, reliability and, commit protocols, and distributed algorithms for data management.
Pre-requisite: CS320

CS330 Object-Oriented Programming
3 credits (3 hours of lecture)
Based on the Java programming language, this course first introduces fundamental programming techniques with selections, loops, methods, and arrays. The second part of the course focuses on object-oriented programming concepts such as classes, inheritance, polymorphism, abstract classes, and interfaces. The course concludes with an overview of the Java Collection Framework, which defines a set of useful API for data structures. Topics include: elementary programming, selections, loops, methods, arrays, objects and classes, strings and text I/O, inheritance and polymorphism, abstract classes and interfaces, generics, Java Collection Framework.
Pre-requisite: None

CS331 J2EE Programming

3 credits (3 hours of lecture)

The course covers the different client-server programming paradigms in the context of the web and internet. Also, the course covers the evolution of application development from object-oriented to component-based paradigm to Frame works. The course covers two examples to understand as applications to the above architecture two example paradigms: CORBA (Object-oriented paradigm) and Java Enterprise Edition (JEE: example of component-based application paradigm).

Pre-requisite:C330

CS340 Computer Networks I *

3 credits (3 hours of lecture)

Computer networks form the backbone of technology in the information age. This course is a comprehensive technical introduction to the increasingly important and exciting field of computer networking. It covers the theory and practice of essential computer network hardware, architecture and protocols. Topics include: signal transmission; Fourier analysis, modulation, and multiplexing; OSI reference model; Media Access Control; error detection; flow control; error control; congestion control; routing and network applications.

Pre-requisite: None

CS341 Computer Networks II *

3 credits (3 hours of lecture)

For students with CS240 or equivalent background, this course provides detailed coverage of advanced topics in computer networks. Topics include: layer 2 switching and spanning tree protocol, VLAN, TCP/IP, VLSM and subnet, IP routing protocols (RIP, OSPF, BGP, and ISIS), advanced network IPV6 Addressing scheme and static routing, switch/router testing methodology, enterprise network design. The course learning will be aided by regular GNS3 Lab sessions.

Pre-requisite: CS340

CS342 Internetworking with TCP/IP

3 credits (3 hours of lecture)

TCP/IP is the fundamental building block of the Internet. This course focuses on the TCP/IP protocol suite as an enabling technology for building scalable, multi-vendor networks, giving students a solid foundation in TCP/IP theory and application. Topics include: Internet protocol suite overview, IP addressing, subnet structuring, link-layer technologies (Ethernet, PPP/SLIP, IP fragmentation and re-assembly), routing protocols (OSPF and RIP), and supporting protocols (ARP, RARP, ICMP, IGMP, and DHCP).

Pre-requisite: CS340

CS343 Network Management

3 credits (3 hours of lecture)

This course presents the basic principles and functionality of network management systems and introduces you to network management protocols, i.e., Simple Network Management Protocol (SNMP). Future trends in network management technologies are also discussed. Topics include: overview of network management, hands-on network design, modeling and analysis of computer networks, network operating systems, probability theory for network engineers, network security, network requirements for multimedia, SNMP, network wiring theory and practice, ATM and frame relay network modeling, network management tools, ASN.1, SNMPv1 and standard MIBs, SNMPv2, SNMPv3.

Pre-requisite: CS340

CS344 UNIX Network Programming

3 credits (3 hours of lecture)

Students learn how to use the network services provided by the Unix operating system to develop robust distributed applications. Topics include the client/server model for distributed applications; the Open System Interconnection (OSI) network model; abstract transport layer services; programming with the BSD sockets; API; comparison of BSD Sockets and System V Transport Layer Interface; usage of domain name resolution services; event-driven programming in client/server systems; and design patterns for network programming.

Pre-requisites: CS340

CS345 Network Administration

3 credits (3 hours of lecture)

This course first introduces the basics of the TCP/IP protocols and services that provide the fundamental concepts of networks. It then covers key concepts involved in network administration. Topics include: TCP/IP, addressing, network services, client & server, network installation planning, TCP/IP & Unix kernel configuration, Ethernet & PPP interface configuration, routing table, DNS name services, POP mail servers, network file system, Send mail, troubleshooting, security, and keeping up with changing network information.
Pre-requisite: CS340

CS346 Network Security

3 credits (3 hours of lecture)

This is an introductory course to network security. Topics covered include basics of cryptography, symmetric and asymmetric cryptography, basic number theory, and classical cryptosystems, public key cryptography, one-way functions, Diffie-Hellman key exchange, and key distribution problem. Public-key management, Stream cipher RC4, RSA cryptosystem, El Gamal cryptosystem, hash functions SHA-512, Whirlpool, HMAC, digital signatures, data authentication and integrity, MAC, cryptography a la Claude E. Shannon, Data Encryption Standard, and Advanced Encryption Standard , elliptic curves based cryptosystem, crypto placements in networks, public-key infrastructure (PKI), IPsec, SSL/TLS, secure email (PGP, S/MIME), Kerberos, secure remote logins, wireless network security (WEP, WPA, WPA2, Bluetooth security, wireless mesh network security), network perimeter security (firewalls, viruses, worms, Trojan horses, web security, denial of service attacks, anti-malicious software), intrusion detection (network-based and host-based detections, signature detections, behavioral forensics, honey pots).
Pre-requisite: CS340

CS347 Network Design and Analysis

3 credits (3 hours of lecture)

Overview of techniques used in design and analysis of computer networks. Well known graph-theoretic techniques used in computer networks. Topics covered in this course include: Evaluation of network connectivity and its reliability, analysis of networks via queuing theory and simulation, factorial design, design of different types of networks (i.e. access and backbone networks), study of Internet traffic, structure of the Internet, general principles used in the design and evaluation of network protocols.
Pre-requisite: CS340

CS348 Wireless Communication and Networks

3 credits (3 hours of lecture)

This course is an introduction to wireless communication. Topics include: Transmission fundamentals, Communication networks, protocols and the TCP / IP suite, Antennas and wave propagation, Signal encoding techniques, Spread spectrum, coding and error control, Satellite communication, Cellular wireless networks, Cordless systems and Wireless Local Loop. Mobile IP and Wireless Access Protocol, Wireless LAN technology, IEEE 802.11 Wireless LAN standard, and Bluetooth will also be covered.
Pre-requisite: None

CS350 Computer Architecture *

3 credits (3 hours of lecture)

This course provides students with a solid understanding of fundamental architectural techniques used to build today's high-performance processors and systems. Course topics include pipelining, superscalar, out of order execution, multithreading, caches, virtual memory, and multiprocessors. Some emphasis will be placed on hardware/software interaction to achieve performance. Issues affecting the nexus of architecture, compilers and operating systems will be briefly touched upon.
Pre-requisite: None

CS360 Software Engineering

3 credits (3 hours of lecture)

The need to produce efficient, reliable and maintainable software requires the use of engineering principles in specification, creation, verification, validation and management. This course introduces the student to the principles of software engineering as they apply to each stage in the development of a software product. Topics include:

software process, requirement engineering, analysis methods, architectural design, component-level design, user interface design, design patterns, software quality assurance, and overview of project management.
Pre-requisite: None

CS361 Software Design and Architecture
3 credits (3 hours of lecture)
The study of software architecture is the study of how software systems are designed and built. An architecture-centric approach to software development places an emphasis on design that pervades the activity from the very beginning. Design quality correlates well with software quality. This course covers key facets of software design and architecture as well as how they serve as the intellectual centerpiece of software development. Topics include: design process, connectors, modeling, visualization, analysis, implementation, deployment and mobility, security and trust, architectural adaptation.
Pre-requisite: None

CS362 Software Quality Assurance
3 credits (3 hours of lecture)
The requirements of high-quality, reliable, predictable software become increasingly necessary as software use continues to grow both generally and in the professional work places. As the software industry evolves, the need for qualified engineers trained in the principles, methodologies, techniques and tools of software quality assurance has grown. This course presents the specifics of software quality assurance and software testing. The course also describes how these processes fit into the software development process. Topics include: unit testing, control flow testing, data flow testing, domain testing, system integration testing, functional testing, system test design, system test planning and automation, system test execution, acceptance testing, and software reliability.
Pre-requisite: CS330

CS380 Blockchain and Digital Currency
3 credits (3 hours of lecture)
This course is to provide an overview and in-depth explorations of the emerging field of blockchain technology and give students an understanding how blockchain can be used to impact the economics, privacy, and communications. The goal of this course is a technical deep dive, in which we outline the theories and technologies necessary to develop blockchain. It covers the technical foundations, from cryptographic basics, distributed consensus, to network storage. The students will learn how to build blockchain applications by learning the fundamentals of front-end development tools and principles.
Pre-requisite: None

CS381 Cloud Computing
3 credits (3 hours of lecture)
This course is designed for graduate students in Computer Science who wishes to become familiar with Cloud Computing and its impact on the Data center. Topics covered include: Infrastructure as a Service (IaaS), Platform as a Service(PaaS), and Software as a Service(SaaS).The course covers case studies for popular Cloud Computing offerings, and we conclude with Mobile and cloud computing overview.
Pre-requisite: Background in data management and Web-based applications development.

CS382 Data Mining and Big Data
3 credits (3 hours of lecture)
Students will learn different data mining techniques including OLAP and hands-on experience with Data Mining with SQL Server 2008. In addition, the course covers Big Data including what is Big Data, why Big Data matters, Big Data and the business case, Big Data sources, Big data details, and security/compliance/auditing/protection, and best practices for Big Data Analytics. Finally, we survey available open source technologies/tools in the Apache Hadoop including: Ambari, Cassandra, HBase, Hive, Pig, Mahout, and Zookeeper. Finally, brief overview of the R Statistical Programming Language.
Pre-requisite:CS320 or CS321. Background about SQL Server is a plus.

CS383Machine Learning and Data Mining
3 credits (3 hours of lecture)
The course covers the fundamental concepts in Machine Learning theories, including Probability, Bayes Estimate, Decision Trees, Support Vector Machine, Supervised and Unsupervised Learning, etc. The course also discusses applying machine learning and Python tools to solve problems in data mining.
Pre-requisite: None

CS398 Graduate Project
3 credits (3 hours of lecture)
CS598 is a supervised development, analysis, and/or research in the field of concentration A or B. Basic requirements for a graduate project are: (1) it is an independent effort, and (2) represents either significant effort or significant technical contribution.
(To initiate a graduate project, the student should set up a counseling session with a potential project instructor to define the project objective, scope, and progress check points. In general, the student should meet with his or her instructor at least biweekly and submit a formal report and presentation for discussion and evaluation. Upon completion, and with the instructor's approval, a final report shall be submitted to CS department and a formal project presentation shall be presented to the department.)
Pre-requisite: None

CS399 Independent Study
3 credits (3 contact hours)
Independent study tailored to a student's special interest in computer science under the direction of an instructor, who is knowledgeable in the field. It may consist of reading, homework, tests, presentation and project determined by the instructor.
Pre-requisite: None

BUSINESS ADMINISTRATION COURSES

BA300 Financial Accounting *
3 credits (3 hours of lecture)
Accounting is an essential aspect of every business institution and origination. This course will introduce students to the basic accounting equation, and how accounting decisions effect an organization. Primary areas of study will include debits and credits, accounts, the accounting cycle, accruals and deferrals, common assets, liabilities and owners' equity, and the preparation of financial statements.
Pre-requisite: None

BA301 Intermediate Financial Accounting
3 credits (3 hours of lecture)
This course is an in-depth study of the principles and procedures underlying external financial reporting. Topics to be covered are review of the accounting cycle and preparation of financial statements. It analyzes accounting for assets, liabilities, revenues, and equities.
Pre-requisite: BA300

BA302 Corporate Accounting
3 credits (3 hours of lecture)
This course will enhance the ability of the students to reconstruct economic events from corporate financial statements. It will help in developing a set of principles and concepts, which provides a framework for analyzing various accounting and financing issues.
Pre-requisite: BA300

BA303 Tax Accounting
3 credits (3 hours of lecture)
This course is an introduction to the fundamentals of federal taxation as they apply to tax entities including individuals, corporations, and partnerships. Primary emphasis is on the taxation of individuals with some issues on

business activities including property transactions, the taxation of corporations and flow-through tax entities. The course includes expanded coverage of tax research and planning as well as ethical responsibilities in tax practice.
Pre-requisite: None

BA304 Managerial Accounting
3 credits (3 hours of lecture)
Managerial accounting studies the generational, communication, and interpretation of internal information, both financial and non-financial, for operational and strategic decision-making purposes. In this course, we will study how managers can use this information to implement plans and improve the process of providing goods and services to customers. We will also determine that the accounting information generated for financial reporting purposes is not particularly helpful when managers need to make decisions. The scope of the course embraces the use of accounting information for planning and control purposes in both operational and strategic decision-making.
Pre-requisite: BA300

BA310 Enterprise Information Systems
3 credits (3 hours of lecture)
This course focuses on enterprise-level information systems, technologies, and infrastructures used by large organizations. This course will provide students with the fundamental knowledge associated with the managerial, technological, and organizational issues of enterprise-wide information systems. The course will also introduce personnel issues related to such enterprise-wide information systems and information systems that extend beyond the traditional organizational boundaries, including project management of a team. Course topics include: introduction to enterprise systems, enterprise systems architecture, systems integration, enterprise-wide information systems development life cycle, implementation strategies, software and vendor selection, pre- and post-implementation, project management (PM), organizational change and business process management systems (BPM); global, ethics, and security management issues; supply chain management systems (SCM); and customer relationship management (CRM) systems, SAP ERP or Oracle E-Business Suite.
Pre-requisite: CS300

BA311 Enterprise Resources Planning (ERP) *
3 credits (3 hours of lecture)
This course covers concepts in enterprise resource planning (ERP). The main focus of this course is to show how ERP systems integrate business processes across functional areas and support business management and performance analysis. This course will also examine how an ERP system is utilized for business applications, and will evaluate the costs and benefits of implementing an ERP system. Software such as QuickBooks Pro 2015 and Intacct Financials will be used to demonstrate and amplify the course concepts.
Pre-requisite: None

BA330 Financial Management *
3 credits (3 hours of lecture)
Emphasis will be placed upon being able to understand financial information value cash flows, evaluate investment projects, quantify relevant risk, assess the cost of capital, develop dividend policy, and determine optimal capital structure in order to solve real business problems faced by companies. The course approach will focus on basic theoretical concepts and their application.
Pre-requisite: None

BA331 Corporate Finance
3 credits (3 hours of lecture)
This course addresses the principles underlying alternative financial arrangements for business operation, capital budgeting, minimum rates of return for capital investments, capital structure, financial analysis and planning, short, intermediate, and long-term financing, and the market for corporate control. *Pre-requisite: BA330*

BA333 Investment Management
3 credits (3 hours of lecture)
This course covers the fundamentals of investment management, including the functioning of public and private security markets and the pricing of money market, fixed income, and equity securities. Develop tools to evaluate the

value of financial securities and the factors to determine the value of companies -- both publicly listed and private equities. The focus includes quoted and private equity investments and entrepreneurial finance.
Pre-requisite: BA330

BA337 Financial Statement Analysis
3 credits (3 hours of lecture)
This course combines theoretical concepts underlying the presentation of financial statements with the practical technique of financial analysis. Topics include: accounting processes, examination of the components of the balance sheet, the income statement and the statement of cash flow, application of the various quantitative techniques of financial analysis such as ratio interpretation and EPS evaluation, the meaning and significance of the auditor's opinion, and current SEC reporting regulations. SAP NetWeaver ERP Financials and Accounting or Oracle Financials E-Business Suite will be used in this course.
Pre-requisite: BA300 and BA330

BA340 Human Resource Management *
3 credits (3 hours of lecture)
This course provides a framework for understanding and thinking strategically about the management of human resources in organizations. Topics include: recruitment and selection, compensation and benefits, promotion, training, performance appraisal, retention and turnover, and selected public policy issues pertaining to employment (e.g. discrimination and affirmative action). Special topics covered in this course include strategic human resource planning, job analysis and work design, legal aspects of strategic HRM, recruitment and selection, training and development, performance appraisal, strategic compensation and benefits decisions, and employee rights and disciplines. ERP tools or E Business Suite will be utilized in this course.
Pre-requisite: None

BA341 Operations Management *
3 Credits (3 hours of lecture)
This course will provide students with methodologies and skills of how to manage the efficient transformation of inputs into outputs to effectively satisfy customers. Inputs are materials, labor, capital and management. Outputs are products or services, which customers want and often pay for to maintain daily control of business processes. Topics include: the role of operations and their interaction with other activities of a firm, how operations affect people and society, appreciating the challenge, excitement and creativity associated with managing operations, analyze operation processes from various perspectives such as efficiency, responsiveness, quality and productivity, learn basic but useful analytical skills and tools, such as SAP ERP or Oracle E-Business Suite in studying operations in a company.
Pre-requisite: BA310 and BA340

BA342 Entrepreneurship
3 credits (3 hours of lecture)
Entrepreneurs are an integral part of a thriving economy. Yet the aspects of successful entrepreneurship remain a mystery. This course is designed to provide a global introduction to the process of turning an idea into a successful startup enterprise or business. The course will be a mixture of class lectures, group discussions, case studies, and a special emphasis on real-world practices through writing a business plan for a marketable business idea in order to arrive at a comprehensive assessment of this type of future endeavor. This course is interesting, fun and rewarding especially for those interested in starting their own business initiatives.
Pre-requisite: None

BA344 Project Management
3 credits (3 hours of lecture)
This course offers a study of project management history, methodologies, processes, leadership and strategic planning. It briefly traces the development of project management, and then discusses the five processes that must be done for project success: Define, Organize, Execute, Control and Close. It studies the best methods and processes of project management that assure success within these five processes. It includes a hands-on course project which enables students to apply Project Management tools and methods to a real world situation.
Pre-requisite: None

BA347 Supply Chain Management
3 credits (3 hours of lecture)
This course will enable students to develop the ability to conceptualize, design, and implement supply chains aligned with product, market, and customer characteristics. Business competition is now between supply networks rather than individual corporations. Managing the flow of products, information, and revenue across supply chains differentiates the ability of supply networks to fulfill customer needs. Students also will use SAP ERP (SCM) software tools or Oracle E-Business Suite to develop the ability in evaluating how information flows can substitute for the stock of physical resources, such as inventory, and why such systems succeed or fail. They assess how internet technologies, dynamic markets, and globalization are impacting supply chain strategies and practices, including logistics, digital coordination of decisions and resources, inventory and risk management, procurement and supply contracting, product and process design, and revenue management.
Pre-requisite: BA311

BA348 Customer Relationship Management
3 credits (3 hours of lecture)
Customer Relationship Management (CRM) links the relationship between suppliers, technology and customers which provides the infrastructure for customer support in the modern e-business environment. CRM is the overall process of building and maintaining profitable customer relations by delivering value and satisfaction to the customer. The integrated information from sales, marketing and service delivery are working together to improve a business. This course provides students with working knowledge of fundamentals of CRM, strategic marketing planning, creative communications, implementation of data and technology in CRM system, statistical analysis techniques of customer data, quantify customer orientation, and develop relationship-driven CRM. Oracle E-Business Suite of CRM or SAP ERP tools (CRM) will be used for students' hands-on experiences and projects.
Pre-requisite: BA311

BA349 Product Management
3 credits (3 hours of lecture)
A company's fate is often directly tied to the successful introduction of new products and services. Unfortunately, the failure rate of these introductions is high because of the lack of understanding of the product management process. In most companies, the product managers (PM) are responsible for decisions related to a product or service. Their functions include discovering an idea for a new product, defining the features and technical specifications, coordinating the R&D effort, formulating marketing or product launch plan (pricing, sales channels and promotion), forecasting sales volume, profits and risks, making arrangement with manufacturers and preparing a proposal to convince the company's management or potential investors.
This course introduces 6 key phases of the entire new product development process: idea generation and screening, concept development and testing, product development, product launch and product life cycle management.
Pre-requisite: None

BA360 Marketing Research
3 credits (3 hours of lecture)
This course emphasizes the development of various research designs used in contemporary marketing. It utilizes contemporary case studies that incorporate both qualitative and quantitative approaches. The relationship between marketing research and the challenges of research in the real world will be stressed. The key components of a marketing research project will also be discussed including sampling, data analysis, and recommendations. Critical thinking and creativity will be encouraged.
Pre-requisite: None

BA380 Macroeconomic Theory
3 credits (3 hours of lecture)
This course analyzes what determines the level and rate of growth of output income, employment and prices, interest, and foreign exchange rates. It prepares decision-makers to understand how an economy functions in the aggregate, how to interpret, analyze, and operate within a changing macroeconomic environment.
Pre-requisite: None

BA381 Microeconomics for Business Decisions
3 credits (3 hours of lecture)

This course covers analysis of managerial economics for demand, cost, production and pricing at the individual firm or industry's level under market structure and the regulatory environment. Emphasis will be placed on applications as well as theory.
Pre-requisite: None

BA385 Statistical Methods for Business Research *
3 credits (3 hours of lecture)
This course is designed for graduate students with a business major to utilize probability and statistical analysis methodologies to managerial decision problems based on available business data collected. Topics include: Descriptive Statistics, Exploratory Data Analysis, Probability Theory, Sampling Techniques, Correlation Analysis, Interval Estimation, Maximum Likelihood Estimation, Statistical Hypothesis Testing and Inference, Analysis of Variance, and Statistical Quality Control.
Pre-requisite: None

BA386 Time Series Data Analysis
3 credits (3 hours of lecture)
This course is designed for graduate students in business, science and engineering fields to gain knowledge of time series data analysis and forecasting methods. The smoothing procedures and regression with time series errors that reveal the underlying components of the data which plays an important role in forecasting and inference are covered in this course. Methods of assessing goodness-of-fit are also included. Important topics covered in this course include: ARCH and GARCH models which are widely used in the financial time series modeling, ARMA and ARIMA forecasting processes, stationary processes, multivariate time series and state space models and generalized state-space models with applications to time series of count data.
Pre-requisite: BA385

BA387 Quantitative Research and Analysis
3 credits (3 hours of lecture)
This course is designed for advanced graduate students in Science, Engineering or Business fields to introduce the concepts and methods of regression analysis for discovering the relationships among variables. Regression methods can be used to build up system models to predict their behavior. It also can be utilized to provide a direction in selecting best regression model, analyzing fitting bias and variances. Topics include: Simple Linear Regression Models, Diagnostics and Remedial Measure, Multiple Linear Regression Models, Transformations in Multiple Linear Regression, Selection of Regressors, Logistic Regression, Generalized Linear Models, Maximum Likelihood Estimation, Time Series Regression, Generalized Least Square Regression, Robust Regression and Non-linear Regression.
Pre-requisite: BA385

BA388 Data Mining and Big Data
3 credits (3 hours of lecture)
Students will learn different data mining techniques including OLAP and hands-on experience with Data Mining with SQL Server 2008. In addition, the course covers Big Data including: what is Big Data, why Big Data matters, Big Data and the business case, Big data sources, Big data details, and security / compliance / auditing / protection, and best practices for Big Data Analytics. Finally, we survey available open source technologies/tools in the Apache Hadoop including: Ambari, Cassandra, HBase, Hive, Pig, Mahout, and Zookeeper. Finally, a brief overview of the R Statistical programming Language.
Pre-requisite:CS320. Background about SQL Server is a plus.

UNIVERSITY ADMINISTRATION

Dr. Yun Wang
- President

Dr. Bin Li
- Academic Dean

Dr. Yueh-Jen Ted Sun
- CS Program Coordinator

Dr. Tom Tafolla
- BA Program Coordinator

Mr. Kevin Cheng
- Administrative Officer

Mr. Charlie Chi
- Institutional Effectiveness Director and Accreditation Officer

Mr. Haidan Tang
- Facility Manager

Mrs. Lynn Wang
- Finance Director

Dr. Jim Hao
- Student Office Manager

Mr. Kedi Miao
- Director of Office Administration
- Institutional Effectiveness Vice Director and Accreditation Officer

Mr. Wenxiu Li
- Database Administrator

Ms. Yueyin Ji
- Student Services Associate

Ms. Keyu Lai
- Student Service Associate

Mr. Jinzhi Wang
- Administrative Office Associate

Dr. Avid Farhoodfar
- Facility Coordinator

Ms. Yao Zhang
- Bookkeeper

UNIVERSITY FACULTY MEMBERS

Yun Wang
TITLE: Professor
Program of Teaching: Master of Business Administration (MBA)
Ph.D.in Educational Economics and Management, Peking University, Beijing (2014)
B.S.in Applied Mathematical, Tsinghua University, Beijing (1992)

Bin Li
TITLE: Professor
Program of Teaching: Master of Science in Computer Science (MSCS)
M.S.in Computer Science, Stanford University, Stanford, California (2001)
Ph.D. in Applied Mathematics, Tsinghua University, Beijing (1997)
M.S.in Applied Mathematics, Tsinghua University, Beijing (1994)
B.S.in Applied Mathematics, Tsinghua University, Beijing (1992)

Tom J. Tafolla
TITLE: Professor
Program of Teaching: Master of Business Administration (MBA)
J.D. in Educational Psychology and the Psychology of Personality, University of San Francisco, San Francisco, California (1989)
B.S.in in Psychology, Santa Clara University, Santa Clara, California (1978)

Jigang Hao
TITLE: Professor
Program of Teaching: Master of Science in Computer Science (MSCS)
Ph.D. in Computer Engineering, Tsinghua University (1996)
M.S. and B.S. in Electrical Engineering, Ha'erbin Industry University, China (1992)

Kedi Miao
TITLE: Lecturer
Program of Teaching: Master of Science in Computer Science (MSCS)
M.S. in Science of Electrical Engineering, Washington University in Saint Louis, USA (2018)
B.S.in Industrial Engineering, Beijing Institute of Technology (2016)

Xin Ai
TITLE: Lecturer
Program of Teaching: Master of Business Administration (MBA)
Ph.D. in Physical Chemistry, Emory University
B.S. in Physical Chemistry, Jilin University, China

Avid Farhoodfar
TITLE: Lecturer
Program of Teaching: Master of Business Administration (MSCS)
Ph.D. in Computational Quantum Systems, Queens University, 2011
M.S. in Software Engineering and Computer Science, International Technological University, 2018
M.S. in Condensed Matter Engineering Physics, Superconductivity, Brock University, 2005
M.S. in Plasma Physics, Plasma Research Center, Iran, 2002
B.S. in Applied Physics, Shahid Beheshti University, Iran, 1998

Yueh-Jen Sun
TITLE: Lecturer
Program of Teaching: Master of Science in Computer Science (MSCS)
Ph.D. in Electrical Engineering, Santa Clara University, California (2013)
M.S. in Electrical Engineering, National Central University, Taiwan (1991)
B.S. in Electrical Engineering in Electronics and Communications Engineering National Central University, Taiwan (1988)