VIRSCEND UNIVERSITY

August 25, 2025 – May 8, 2026

University Catalog
2025-2026

www.virscend.edu

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Irvine, CA 92618

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(949) 502-6252

Table of Contents

Section 1: Introduction

OUR VISION

Virscend University will be the University of choice for aspiring business professionals who are dedicated to succeed in the business world.

OUR MISSION

Inspire students with innovative ideas and business intelligence to prepare them to excel in a dynamic global environment.

OUR CORE VALUES

Innovation, Inspiration, and Intelligence.

OUR INSTITUTIONAL PURPOSES

1. To provide equal educational opportunities for all students with educational needs
2. To develop student's rich knowledge, personality and cooperativeness to create opportunities for their future success
3. To inspire students with innovative and state-of-the-art technologies
4. To prepare students to engage in a diverse global environment

1.1 History

Our mission is to inspire students with innovative ideas and business intelligence to prepare them to excel in a dynamic global business environment. The university aspires to attain its mission by offering small size classes that are taught by professors and leading industry professionals with years of experience. Our curriculum is up to date to meet today's business needs. Currently, our professors hold Ph.D. degrees and have taught at accredited universities. This pairing of small classes with quality professors creates an ideal learning environment that supports a curriculum built on developing a highly skilled and versatile business professional.

Virscend University offers a Master's in Business Administration (MBA) program. The MBA program is designed to meet the personal needs of currently working professionals who require convenient school hours and a pace that can accommodate their ambitious goals. Our Bachelor of Science in Business Administration (BS) program is also designed with the students in mind. Our undergraduate 2-year program accommodates the financial concerns of talented students who are seeking to invest in their growth but who may be deterred by the high cost in quality education. In order to support talent, the university has made a conscious effort to deliver quality with an affordable price. As a result, the university has a financially competitive program.

Virscend University is part of Virscend Education Company Limited schools. Virscend Education Co Ltd currently owns a total of 16 educational institutions including fifteen K-12 schools and 1 four-year college with a total student population of more than 38,000 (Feb. 14, 2019). Virscend Education Co Ltd is the largest private educational organization in southern China with nationwide recognition for its innovative and high performing graduates. Many schools of Virscend Education Co Ltd have placed students in renowned universities in China

and all over the world, which include Beijing University, Tsinghua University, Harvard University, MIT, UC-Berkeley, UC-Irvine, CSU-Long Beach, CSUF, UCLA and many others.

As part of Virscend Education Co Ltd, Virscend University aspires to fulfill its parent company's commitment to quality education. Therefore, Virscend University prides itself on its effort of building a high-quality education validated by WSCUC. VU is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 510.748.9001. Our leadership team also ensures that we comply with the California Bureau for Private Postsecondary Education.

1.2 Instructional Location

Virscend University
16490 Bake Parkway
Suite 100
Irvine, CA 92618

1.3 BPPE Approval

This institution is a private institution approved to operate by the California Bureau for Private 7) Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with 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.

1.4 Financial Stability Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has it 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.

1.5 Accreditation Status

Virscend University is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 510.748.9001.

1.6 Description of the Facilities & Type of Equipment Used for Instruction

The school is located on a major thoroughfare in the city of Irvine, in a stand-alone building that is approximately 10 years old. The school facility is 5,000 square feet in size with 3 standard classrooms, a computer lab, a library/conference room, an administrator's and admissions' office. The classrooms are equipped with white boards, teacher and student desks, and a projector with HDMI and mini-display adapters. The computer lab has 14 brand new HP desktops, a projector with a HDMI and mini-display adapter, a white board and 14 modern office

chairs. The administrators' and admissions' offices have personal computers and servers along with standard peripherals.

1.7 Learning Resources

Virscend University provides internet access, an online course management system, a physical library and eLibrary with access to IBIS World. VU subscribes to the Industry Reports (non-specialized) (https://www.ibisworld.com/products/industry-research/), which includes the following: In-house analysts leverage economic, demographic and market data, then add analytical and forward-looking insight, to help organizations of all types make better business decisions for all industries. Virscend also provides access to Harvard Business Publishing, granting students and faculty an extensive catalog of case studies. Students and faculty are able to use the catalog of cases as needed for research, assignments, and projects.

These resources supplement the university's curriculum. Students may access the internet using their laptops or a desktop computer from the computer lab during operational hours. The online course management system, Moodle, supports classroom instruction. By using Moodle, students can send a message to their instructor regarding a missed assignment.

They can access PowerPoint slides and lecture videos for assignments missed or simply to revisit for further study. The university's physical library houses books, periodicals, journals, and other supporting material that supplement the university's curriculum. In addition, the library offers a communal space for students to work on homework or projects either individually or as a group.

1.8 Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:
- The right to inspect and review the student's education records within 45 days after the day Virscend University receives a request for access. A student should submit to the Office of Student Success a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Virscend University to amend a record should write to the Office of Student Success and clearly identify the part of the record the student wants changed and specify why it should be changed. If Virscend University decides not to amend the record as requested, Virscend University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before Virscend University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Virscend University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically including a person employed by Virscend University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Virscend University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Virscend University.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Virscend University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.
- FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —
    - To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
    - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
    - To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational

authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

○ In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

○ To organizations conducting studies for, or on behalf of, the school, in order to: (a)develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

○ To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

○ To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

○ To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

○ To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§ 99.31(a)(10))

○ Information the school has designated as "directory information" under §99.37. (§ 99.31(a)(11))

○ To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

○ To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

○ To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Section 2: Admission Process

2.1 Bachelors of Science in Business Administration (2-year degree completion program) Admission criteria:

This is a new program that Virscend University plans to start in the Fall of 2026.
This program is designed for students with an Associate Degree that are looking to receive a bachelor degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (949) 502-6252 or email admission@virscend.edu.

- An entering student must have earned an Associate Degree from an accredited institution in the United States or Canada; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
- Students must have been awarded an Associate degree or have completed a minimum of 60 units of lower division coursework with a GPA of 2.5 or higher.
- Students must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- This institution does not accept Ability to Benefit (ATB) students.
- This institution has articulation agreements with domestic and international universities

2.1.1 BS Admissions Process

Virscend University accepts admissions year-round. Admissions decisions are made by the Admissions Committee which consists of the Director of Admissions, faculty and staff. Submission Instruction (Bachelor of Science Application)
1. Fill out the application form online https://virscend.edu/apply-now
2. Upload all needed documents
3. Pay for the application fee (nonrefundable)

2.1.2 BS Admission Submission Instruction

- Complete personal essay answering one of the following prompts:
  - Describe a time you encountered a problem and resolved it and explain its significance to you.
  - Describe a problem that you would like to resolve and explain how you would resolve it and why it is important to you.

- If a student has less than a 2.5 GPA from their previous school, they must complete an academic personal statement and answer the following prompt:

  - Please justify the reasons why you deserve to be a candidate for our BS program.

- Official transcripts from all colleges attended (Unofficial Transcripts accepted during application process)
  - An official transcript must come directly from the issuing university or in a sealed envelope submitted by the student, from their previous university
- If applying for the online program, please also include your completed Information Competency Assessment (*linked here*), which is available on our website with all admission forms. **An online BS program will not be available in the 2025-2026 academic year.**
- Language Test Score: minimum of 61 TOEFL, 5.5 IELTS, 43 PTE, 95 DUOLINGO, Pre-1 EIKEN, 162 Cambridge English Assessment, 575 TOEIC, or Level 4 of an ESL program (ONLY for students with an international degree)
  - If you cannot meet the minimum language requirement, you can still apply, but an additional interview with our admissions team will be required

The personal essay and academic personal statement are critical components of the admissions process. These documents help the Admissions Committee assess your ability to communicate effectively in writing and articulate your thoughts clearly and authentically. Applicants are expected to complete these essays on their own, without the assistance of generative artificial intelligence (AI) tools. Submissions that are determined to have been written, in whole or in part, using generative AI may negatively impact an applicant's admission decision and scholarship eligibility. Virscend University values academic integrity and the genuine expression of each student's voice.

*Please note that the Bachelor of Science program only accepts transfer students who are at the Junior level of college or higher.

2.2 Master of Business Administration (MBA) Admission Criteria:

- Student must have earned a Bachelor Degree from an accredited institution in the United States or Canada; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
- Students must have been awarded a bachelor degree with a grade of 2.75 or higher. Students with a grade lower than 2.75 must demonstrate additional qualifications such as extensive work experience in related fields, or special awards.
- Students must pay all applicable fees, as per the current published fee scheduled at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- This institution has articulation agreements with domestic and international universities.

2.2.1 MBA Admission Process

Virscend University accepts admissions year-round. Students must enroll in the Fall semester and take all of the courses (three in Fall, three in Spring, three in the following Fall, and one in the following Spring) to complete the MBA program in two years. Admissions decisions are made by the Admissions Committee which consists of the Director of Admissions, faculty and staff. Submission Instruction (Master of Business Admission Application)

1. Fill out the application form online https://virscend.edu/apply-now
2. Upload all necessary documents
3. Pay for the application fee (nonrefundable)

2.2.2 MBA Submission Instruction

- Provide a copy of your resume
- Provide a copy of your government ID
  - International students must provide a copy of a valid passport
- Complete personal essay answering one of the following prompts:
  - Tell us about a recent personal or professional achievement and how it connects to your MBA goals.
  - Describe a situation in which you led a team. What challenges did you face, and how did you overcome them?
- If a student has less than a 2.75 GPA from their previous school, they must complete an academic personal statement and answer the following prompt:
  - Please justify the reasons why you deserve to be a candidate for our MBA program.
- Official transcripts from all colleges attended (Unofficial Transcripts accepted during application process)
  - An official transcript must come directly from the issuing university or in a sealed envelope submitted by the student, from their previous university
- If applying for the online program, please also include your completed Information Competency Assessment (linked here), which is available on our website with all admission forms.
- GMAT or GRE SCORE (Optional)
- Letter of recommendation from school or work (Optional)
- Language Test Score: minimum of 80 TOEFL, 6.0 IELTS, 58 PTE, 115 DUOLINGO, 1 EIKEN, 169 Cambridge English Assessment, 690 TOEIC, or Level 6 of an ESL program (ONLY for students with an international degree)
  - If you cannot meet the minimum language requirement, you can still apply, but an additional interview with our admissions team will be required

The personal essay and academic personal statement are critical components of the admissions process. These documents help the Admissions Committee assess your ability to communicate effectively in writing and articulate your thoughts clearly and authentically. Applicants are expected to complete these essays on their own, without the assistance of generative artificial intelligence (AI) tools. Submissions that are determined to have been written, in whole or in part, using generative AI may negatively impact an applicant's admission decision and scholarship

eligibility. Virscend University values academic integrity and the genuine expression of each student's voice.

2.3 Application Decision

Once the application has been received, the Director of Admissions will look through all the supporting documents to determine if everything has been submitted correctly. If the application's documents are incomplete, a representative from the admissions team will reach out to the applicant for the missing documents. Once all application documents have been provided and the application fee has been paid, the application will be reviewed by the admissions committee. Upon acceptance into the program, the admissions team will send out a formal acceptance letter with the next steps towards enrollment.

2.4 Scholarship Policy

1. Virscend University offers five types of scholarships for qualified students
2. Type of scholarships
   a. Presidential scholarship
      i. All tuition is waived for 6 consecutive semesters, after which you must reapply for your scholarship.
      ii. Scholarship receivers must maintain a minimum cumulative GPA of 3.5 or higher to continue receiving the scholarship
      iii. Only applicable to domestic students
   b. Academic Scholarship
      i. 75% tuition waived for 6 consecutive semesters, after which you must reapply for your scholarship.
      ii. Scholarship receivers must maintain a minimum cumulative GPA of 3.5 or higher to continue receiving the scholarship
      iii. Only applicable to domestic students
   c. Professional Scholarship
      i. 50% tuition waiver within 6 consecutive semesters, after which you must reapply for your scholarship.
      ii. Scholarship receivers must maintain a minimum cumulative GPA of 3.5 or higher to continue receiving the scholarship
      iii. Only applicable to domestic students
   d. Merit Scholarship
      i. 25% tuition is waived within 6 consecutive semesters, after which you must reapply for your scholarship.
      ii. Scholarship receivers must maintain a minimum cumulative GPA of 3.25 or higher to continue receiving the scholarship
      iii. Applicable to domestic and international students.
   e. International Scholarship
      i. 10% tuition is waived within 6 consecutive semesters, after which you must reapply for your scholarship.

  ii. Scholarship receivers must maintain a minimum cumulative GPA of 3.00 or higher to continue receiving the scholarship
  iii. Only applicable to international students
3. If an applicant's GPA is below the admission or scholarship requirement, educational/industry experience, test scores, or a personal statement can be used in addition to GPA in application consideration. Applications will be reviewed on a case-by-case basis by the Admissions Committee.
4. Scholarship cannot be carried over after leave of absence, unless necessary courses are not available. You must reapply for the scholarship upon return.
5. Full scholarships are not available to students that drop below the minimum GPA that was stipulated in the Scholarship Agreement (3.0 for BS, 3.5 for MBA).

2.4.1 In-Term Scholarship Policy

This policy outlines the eligibility criteria, application process, and award determination for students who are currently enrolled in the program and wish to apply for an in-term scholarship. This includes:
- Students who did not receive a scholarship at the time of admission.
- Students who wish to be considered for a higher-level scholarship.

The goal is to recognize and reward academic excellence, exceptional attendance, and contributions to the university community.

2.4.2 Eligibility Requirements

To be considered for an in-term scholarship, students must meet all of the following requirements:
- Be currently enrolled in the program and in good academic standing.
- Have completed at least one full semester at the university.
- Maintain a minimum cumulative GPA of 3.0.
- Demonstrate exceptional attendance in all previously completed courses, with no absences exceeding the limits set by the university's attendance policy.
- Have no active disciplinary actions or academic integrity violations.

2.4.3 Available Scholarships

The following scholarships are available for in-term applicants:
- Presidential Scholarship (100% tuition waived)
- Academic (75% tuition waived)
- Professional (50% tuition waived)
- Merit (25% tuition waived)
- International (10% tuition waived)

2.4.4 Application Process

- Submit a completed In-Term Scholarship Application Form.

- Include the following documents with the application:
  - An unofficial transcript showing cumulative GPA.
  - A personal statement (500–750 words) describing professional/academic achievements, extracurricular activities, community and university service, and reasons for requesting a scholarship or a higher scholarship level.
- The Director of Student Success will verify eligibility and forward qualified applications to the Administrative Council.

2.4.5 Review and Award Determination

- The Administrative Council will review each application to determine:
  - If the student meets the eligibility criteria.
  - Which scholarship level, if any, the student should receive.
- Award decisions will be based on academic performance, attendance, contributions to the university community, and available funding.
- Students will be notified in writing of the decision within 15 business days of the application review.

2.4.5 Maintaining the Scholarship

Students who receive an in-term scholarship must:

1. Maintain the minimum cumulative GPA for the awarded scholarship.
2. Continue to demonstrate exceptional attendance.
3. Abide by all university policies and uphold academic integrity.

Failure to meet these requirements may result in a reduction or revocation of the scholarship.

Section 3: Graduation Requirements

3.1 Graduation Requirements

3.1.1 BS Program

This is a new program that Virscend University plans to start in the Fall of 2026.
This program is designed for students with an Associate Degree that are looking to receive a Bachelor Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (949) 502-6252 or email admission@virscend.edu.

To earn a Bachelor of Science Degree, students must have completed a total of 120 credit units, among them a maximum of 60 lower-division units from the college/university previously attended and, in addition, completed a minimum of the 20 required courses (60 units) with a GPA of 2.0 or higher from Virscend University. Students are evaluated through written and performance assessments in each course taken in this program of study. An internship is not required for the Bachelor of Science (BS) in Business Administration program.

3.1.2 MBA Program

To be awarded the Master of Business Administration (MBA) degree, students must complete a total of 11 courses (31 program units) with a minimum cumulative GPA of 3.0. In addition, a grade of no lower than C- is required in each course in order to receive credit toward the degree. Students in the programs should expect to take 24 months to complete the MBA program, provided that there is an uninterrupted and normal progression through their enrollment (Students must enroll in the Fall semester and take all of the courses (three in Fall, three in Spring, three in the following Fall, and 1 in the following Spring) to complete the MBA program in one year). Students are evaluated through written and performance assessments in each course taken in this program of study and are required to submit the final project issued in MBA 650. Once the project is submitted, the turnaround time for evaluation is a 2-4 week period. An internship is required for the Master of Business Administration program.

3.2 Validity of Coursework

3.2.1 BS Program

This is a new program that Virscend University plans to start in the Fall of 2026.
This program is designed for students with an Associate Degree that are looking to receive a Bachelor Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (949) 502-6252 or email admission@virscend.edu.

Students have an 8-year period from the date they sign the enrollment agreement and/or register for classes (whichever comes first) to complete the program. Students re-entering the program after the 8-year period must restart the program and retake all courses. Students who under

extreme circumstances cannot complete the program within the 8-year period may file for an extension. Upon review of the request, the Academic Committee will make the final decision.

3.2.2 MBA Program

Students have a 5-year period from the date they sign the enrollment agreement and/or register for classes (whichever comes first) to complete the program. Students re-entering the program after the 5-year period must restart the program and retake all courses. Students who under extreme circumstances cannot complete the program within the 5-year period may file for an extension. Upon review of the request, the Academic Committee will make the final decision

Section 4: Transfer Policy

4.1 BS Program

This is a new program that Virscend University plans to start in the Fall of 2026.
This program is designed for students with an Associate Degree that are looking to receive a
Bachelor Degree in Business Administration. Please read the information below and contact The
Admissions Department for further information at (949) 502-6252 or email
admission@virscend.edu.

Transfer students for our Bachelor of Science in Business Administration program must have an
associate degree from a community college or two-year equivalent study from either a two-year
or four-year college with a minimum of 60 units and a minimum GPA of 2.5 or other
consideration deemed valid by the Admissions Committee. The student will follow our
admissions process and submit an application along with official transcripts and an application
fee to the Office of Admissions (See Admissions). For further assistance, call the Office of
Admissions at (949) 502-6252.

Virscend University accepts up to 60 lower division units transferred from an accredited
institution based on case-by-case consideration or articulation agreements. The Admissions
Committee will evaluate and make judgments about the equivalency of the transfer of credits.
The evaluation criteria include the course level (upper or lower division), the course title and
content, the number of units, the accreditation status of the school where the course was taken,
the student's grade earned, and the mode of instruction.

4.2 MBA Program

Virscend University allows students to transfer graduate-level coursework completed at other
accredited institutions, subject to evaluation and approval. Transfer credits ensure that students
benefit from prior academic achievements while maintaining the rigor and integrity of Virscend's
programs.

4.2.1 Eligibility Criteria for Transfer Credits

To be considered for full credit transfer, courses must score between 14-18 points on the below
scale.

Select One		
US Coursework	**International Coursework**	**Unaccredited/Non-ED Recognized Coursework**

Credits will be transferred from a U.S. Department of Education (ED)-recognized accredited institution.	Transcript has been evaluated by an approved credential evaluation service or directly with the issuing university.	Credits transferred from an unaccredited/Non-ED recognized university will be subject to supplementary validation.*

*Supplemental evaluation may include evaluation of faculty qualifications, institutional policies, existing transfer agreements, consultation with accreditation and education authorities, etc.

Criteria	Excellent (3 Points)	Acceptable (2 Points)	Limited (1 Point)	Not Acceptable (0 Points)
Course Equivalency	Course learning outcomes match Virscend's equivalent course	Course covers similar content but maintains a differing focus	Course is in a related discipline but lacks equivalency	Course is unrelated or lacks sufficient rigor
Academic Rigor & Level	Course is of equal or greater rigor than Virscend's standards	Course meets minimum academic expectations	Course is remedial or non-collegiate in nature	Course is significantly below university-level expectations
Grade Earned	Grade of B or higher	Grade of C	Grade of C- or lower	Grade of D or lower (not accepted)
Credit Hours	3+ semester credits aligning with Virscend requirements	3+ semester credits but minor discrepancies	Less than 3 semester credits	Does not meet minimum credit hour requirements
General Education & Degree Applicability	Fully aligns with program requirements	Partially aligns and may fulfill elective credit	Limited applicability, requiring additional coursework	Not applicable toward degree program

Recency of Coursework	Completed within the past 5 years and remains relevant	Completed within 6-10 years with minor updates needed	Completed over 10 years ago but may still be relevant	Outdated content not applicable to current curriculum

Transfer Credit Decision Scale

- **14-18 points – Approved** for full credit transfer
- **9-13 points – Approved with Conditions** (e.g., elective credit only, course review needed)
- **4-8 points – Limited Credit Awarded** (partial credit or non-degree applicable)
- **0-4 points – Not Accepted**

4.2.2 Maximum Transfer Units Allowed

Students may transfer up to **12 semester units (18 quarter units)** toward the degree. An articulation agreement with other accredited school may allow to transfer 15 semester units (or 22.5 quarter units)

All transferable credits from schools utilizing a system other than the semester hour (such as quarter hours or ECTS credits) will be converted to semester hours. In accordance with university guidelines and based on the external transcript, the Department of Student Success will determine appropriate transferable credit hours. In no instance will a course transfer in with credit greater than the semester hour equivalent originally earned for the coursework. Please reference the conversion chart below:

Semester Units	Quarter Units
1	1.5
2	3
3	4.5
4	6
5	7.5
6	9

4.2.3 Exclusions and Restrictions

- Courses completed more than **ten (10) years** before the transfer request may not be eligible.
- Virscend University does not award academic credit for prior experiential learning. All credit applied toward degree completion must be earned through the successful completion of approved coursework.
- Professional development, certificate programs, or continuing education courses are not transferable unless they are part of an accredited graduate program.
- Pass/No Pass or Credit/No Credit courses are **not eligible** for transfer.
- Courses taken at non-U.S. institutions require evaluation through **a NACES-approved agency or direct validation from the issuing university** to determine equivalency.
  - Students seeking transfer credit for courses taken at institutions outside the United States must present a professional course-by-course evaluation of the foreign official transcript. The professional evaluation must verify that the foreign institution is equivalent to a regionally accredited U.S. academic institution and must include an explanation of credits earned (including U.S. semester hour equivalents), grade equivalents, and course levels (lower- or upper-level).
  - All professional evaluations should be obtained from **a NACES-approved agency** and submitted to the Department of Student Success. Payment for the professional evaluation is the responsibility of the student.

4.2.4 Transfer Credit Evaluation Process

Students must submit the following for review:

1. **Graduate Request for Transfer Credit form,** submitted to the Department of Student Success.
2. **Official transcripts** from the originating institution.
3. **Course syllabi** detailing learning outcomes, topics covered, and instructional materials.
4. **NACES-approved transcript evaluation or direct validation from the issuing university** if the credits were awarded by an international institution.

Faculty will evaluate all transfer requests and give their decision to the Provost for final approval/denial. Decisions are final and communicated within **30 days** of submission.

4.2.5 Appeals Process

If a student disagrees with a transfer credit decision, they may submit an appeal within 10 business days of receiving the decision. The appeal must include additional supporting documentation and will be reviewed by the Academic Affairs Office.

4.2.6 Policy Updates and Amendments

Virscend University reserves the right to amend this policy in alignment with WSCUC accreditation standards and institutional academic policies.

Section 5: Non-Matriculated Student Policy

Non-matriculated students are students who take courses with non-degree related objectives. Non-Matriculated students register directly for courses. Virscend University allows non-matriculated students to register for Fall, Spring and Summer classes (upon availability and meeting the Non-Matriculated Student Criteria). However non-matriculated students will not be granted a Degree/Diploma and the credits earned cannot be counted towards a degree as indicated on the student's transcript. Only matriculated students may receive a degree/diploma from Virscend University. If non-matriculated students decide to pursue a degree, they must apply for admission and credits earned under **non-matriculated** status may be applied towards the degree. This applies to both the BS and MBA programs. Note that the 8-year (B.S. program)/ 5-year (MBA program) Validity of Coursework policy applies.

5.1 Non-Matriculated Student Admission Criteria

5.1.1 Students to take courses offered by Bachelor of Science in Business Administration

This is a new program that Virscend University plans to start in the Fall of 2026.
This program is designed for students with an Associate Degree that are looking to receive a Bachelor Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (949) 502-6252 or email admission@virscend.edu.

- High School Diploma
- Prerequisite of coursework (if applicable for the desired course taken)
- Language Test Score: minimum of 61 TOEFL, 5.5 IELTS, 43 PTE, 95 DUOLINGO, Pre-1 EIKEN, 162 Cambridge English Assessment, 575 TOEIC, or Level 4 of an ESL program (ONLY for students with an international degree)

5.1.2 Students to take courses offered by Master of Business Administration

- Bachelor Degree (Accredited Institution) or at least 75% completion of a Bachelor Degree
- Prerequisite of coursework, (if applicable for the desired course taken)
- Language Test Score: minimum of 80 TOEFL, 6.0 IELTS, 58 PTE, 115 DUOLINGO, 1 EIKEN, 169 Cambridge English Assessment, 690 TOEIC, or Level 6 of an ESL program (ONLY for students with an international degree)

5.2 Non-Matriculated Student Application Process
1. Fill out the application form online https://virscend.edu/apply-now
2. Upload all needed documents.
3. Pay for the application fee (nonrefundable)

Section 6: International Degrees & English Requirements

All instructions will be delivered in English. Virscend University can refer students who fail to meet the minimum English language requirement to local ESL programs to assist in fulfilling the minimum standard. A conditional acceptance letter will be issued if the student has satisfied all other admission requirements. The student will be admitted to the program after completing the required ESL program. To learn more about attending an ESL school to obtain the minimum language requirements, please reach out to the admissions office via email at admission@virscend.edu or by phone at (949) 502-6252

6.1 Admission Requirements

For students who have obtained their undergraduate/graduate coursework from an institution outside of the United States, the following additional steps must be taken in order to satisfy the application requirements for the BS and MBA programs:

1. Degree Evaluation from WES (World Education Services), IERF (International Education Research Foundation), IEE (International Education Evaluations), or NACES
    ○ Students must submit their transcripts, degree and any other documents to either one of the above listed agencies or recognized NACES approved agencies. The agency will verify that all documentation is accurate and that it meets the accreditation criteria necessary to transfer their degree into the equivalent of a bachelor degree, coursework, and/or certificate from an accredited institution of the United States. The agency will report their findings to our school.
2. English Proficiency Requirement
    Students who have an international degree must provide proof of English proficiency in either of the following ways:
    ○ Medium of Instruction Letter (MIL): Students may obtain a MIL letter from the respective university in which they have completed their coursework. The MIL letter serves as a legal document that certifies that all instruction in the foreign institution has been delivered in the English Language Only.
    ○ Completion and a minimum score as listed below for either of the following exams:

       BS Program (2-year degree completion program)
       ● TOEFL: 61, IELTS 5.5, PTE: 43, DUOLINGO: 95, EIKEN: Pre-1, Cambridge English Assessment: 162, TOEIC: 575, or ESL Program: Level 4

       MBA Program:

- TOEFL: 80, IELTS 6.0, PTE: 58, DUOLINGO: 115, EIKEN: 1, Cambridge English Assessment: 169, TOEIC: 690, or ESL Program: Level 6

- Students who do not have a language test score nor a MIL may be provisionally admitted to the university upon review of a candidate's work experience and/or English related coursework, and in-house English test.
- If the student has acquired work experience where English language was the primary language used within their work environment, the student may submit their resume/employer's letter emphasizing the length of employment and department contact information where confirmation of English usage during employment may be verified. Please note that the student must have had a minimum of one year of employment.
  - Students submitting work experience to meet the English Proficiency requirement are subject to an interview and written assessment.
- If the student has completed an English program from an accredited institution, the student may submit transcripts/certificates showing English language coursework taken within the trajectory of a year.
- Candidates undergo an interview that allows the candidate to demonstrate his/her speaking and listening skills.
- The written assessment assesses reading comprehension and conventional grammar rules.

Both the interview and written assessment have been carefully crafted to assess a candidate's readiness for the program in which he/she is applying. Once conducted the results are assessed and communicated to the Admission Committee.

Further, Virscend University recognizes that second language acquisition is a lifelong endeavor. Students who satisfy the requirements for admission will be monitored periodically to ensure that the students receive language support when necessary. Virscend University may require students to partake in a language development course/program to further assist their English development. Currently, the university sponsors Irvine Project Manager Toastmasters. Irvine Project Managers Toastmasters is part of an international educational organization. It is recognized for its focus in communication and leadership development. Students may consider registering for Irvine Project Managers Toastmasters or other language development programs upon approval from the Academic Program Director.

6.2 Regarding Student Visas

Virscend University currently offers form I-20 for an F-1 status student visa to qualified international student applicants for the MBA program.

F-1 Student Visa:
The F-1 Student Visa is the most common visa for international students studying in the United States. It is issued to students who are enrolled in a full-time academic program at a U.S. educational institution. To obtain an F-1 visa, you must provide proof of acceptance to a SEVP-approved school, demonstrate that you have the financial resources to support yourself

during your studies, and show that you intend to return to your home country after completing your program.

6.3 F-1 Curricular Practical Training

Curricular Practical Training (CPT): CPT is employment that is an integral part of an established curriculum. It is designed to provide students with practical experience in their field of study through internships, cooperative education programs, or other types of work-study arrangements.

Eligibility Requirements:
- The student must have applied and been accepted to Virscend University, and enrolled for one full academic year (two semesters) before being eligible for CPT.
  - **Exception:** Graduate students whose programs (MBA) require immediate participation in CPT can apply for CPT when they start the program.
- Students must be registered for a minimum of 9 units per semester.
  - **Exception:** if the student needs less than 9 units to complete the program and is in the last semester of study, they are eligible to continue CPT with less than 9 units.
- Students must maintain the minimum satisfactory cumulative GPA to retain CPT employment. GPA is calculated at the end of every semester for CPT.
  - Students earning a cumulative GPA of 3.00 or above are eligible for Full Time or Part Time CPT
  - Students earning a cumulative GPA of 2.50 – 2.99 are eligible for Part Time CPT only
  - Students earning a cumulative GPA of 2.49 and below are not eligible for CPT
- The proposed employment must be directly related to the student's major field of study and it must be approved by the Director of Student Success.
  - See Relevant Jobs and Internships for examples
- Students must participate in and pass the CPT/Internship course (MBA 508) every semester they wish to continue CPT.
- In order for a student to be approved for CPT, he/she must have a Social Security Number. If the student does not have a SSN and need assistance please visit https://studyinthestates.dhs.gov/students/work/obtaining-a-social-security-number

Types of CPT:
- **Part-Time CPT:** Work 20 hours or less per week.
- **Full-Time CPT:** Work more than 20 hours per week.

Application Process:
- **Get an Offer:** Secure a job offer related to your field of study. Have your employer issue an offer letter that includes all the information required. See Offer Letter Template for guidance. NOTE: Offer letter must include the amount of hours you plan on working each week.
- **Approval from Academic Department:** Obtain approval from the Director of Student Success, confirming that employment is an integral part of your curriculum.

- **Complete the Experiential Learning Cooperative Agreement:** Fill out the [Experiential Learning Cooperative Agreement](#) including an authorized employer signature.
- **Submit Request to DSO:** Complete and submit the CPT Request Form in [SIS (Student Information System)](#) with attached Offer Letter and Experiential Learning Cooperative Agreement .
- **DSO Authorization:** The DSO will review your application and, if approved, will issue a new Form I-20 with the CPT authorization. You cannot begin CPT employment until you receive this authorization.

Application Timeline:
- Students must have submitted the online CPT Application with attachments of
  - Offer Letter
  - Experiential Learning Cooperative Agreement
  - **Must be submitted no later than 14 days prior to the desired start date.**
- Please allow 5-10 business days for the DSO and Director of Student Success to review and approve the submitted materials.
- Once approved, the DSO will issue a new Form I-20 with CPT authorization.

Duration and Time Limits:
- **No Limit on Part-Time CPT:** There is no regulatory limit on the amount of part-time CPT a student can do.
- **Full-Time CPT Limit:** If a student accumulates 12 months or more of full-time CPT, they become ineligible for Optional Practical Training (OPT) at the same educational level.
  - If you become ineligible for OPT while completing a Master's level program, you will still be ineligible if you transfer to another school's Master's program.

Impact on OPT:
Engaging in Curricular Practical Training (CPT) does not affect a student's eligibility for Optional Practical Training (OPT), as long as the student does not exceed a total of 12 months of full-time CPT (more than 20 hours of work per week). If a student participates in 12 months or more of full-time CPT, they will lose their eligibility for OPT. Part-time CPT (20 hours per week or less), regardless of duration, does not impact OPT eligibility. It is the student's responsibility to monitor how much CPT they have completed. While Virscend University's DSOs authorize CPT on a per-semester basis, the university does not track a student's cumulative CPT usage over time. Failure to monitor CPT may result in exceeding the 12-month full-time CPT limit, which would eliminate eligibility for OPT. The University and its DSOs are not responsible for any loss of OPT eligibility resulting from a student's failure to track or understand their CPT usage. Please contact a university DSO if you have any questions or concerns regarding CPT or OPT eligibility.

Documentation:
- **Form I-20:** The CPT authorization will be recorded on the student's Form I-20.
- **Employment Authorization:** Students must show their Form I-20 with the CPT authorization to their employer as proof of employment eligibility.

Compliance and Reporting:
1. **Maintain Status:** Students must maintain their F-1 status while engaging in CPT.
   a. You must receive official CPT authorization and an updated Form I-20 before beginning any work or internship. Working without CPT approval is a violation of your F-1 status and will result in the termination of your form I-20 and SEVIS record.
2. **Report Changes:** Any changes in employment (e.g., job termination, change of employer) must be reported to the DSO.

Additional Notes
1. **Unpaid Internships:** Even unpaid internships require CPT authorization if they are a part of the student's curriculum.
2. **Concurrent Employment:** Students can engage in multiple CPT opportunities simultaneously, provided each is authorized and meets the eligibility criteria.
3. **Fees:** Standard registration and tuition fees still apply for MBA 508
   a. You must complete registration and either pay tuition or set up an approved payment plan before CPT authorization is granted and your updated Form I-20 is issued.
4. **Authorization:** CPT authorization is provided per job opportunity. Being granted CPT authorization for one job, does not mean it is approved for any other jobs. If you want to have multiple CPT authorizations, you must submit all forms and receive approval for each job opportunity.

CPT is a valuable opportunity for F-1 students to gain real-world experience in their field of study, enhancing their educational and professional development.

Additional Links and Resources
1. [Virscend University New Student Orientation](#)
2. [Working in the United States](#)
3. [Obtaining a Social Security Number (SSN)](#)
4. [Apply for a Driver's License](#)
5. [Training Opportunities in the United States](#)
6. [Maintaining Status](#)
7. [Traveling as an International Student](#)
8. [International Student Life Cycle](#)
9. [USCIS - Students and Employment](#)
10. [DHS - Study in the States](#)
11. [ICE - Practical Training](#)
12. [Relevant Jobs and Internships (MBA)](#)

Administrative Support

If you have any further questions regarding CPT, please feel free to reach out to the Virscend University DSO at jordan.austria@virscend.edu or the Director of Student Success at ryan.swindell@virscend.edu.

Section 7: Credit Hour Policy

7.1 Notice Concerning Transferability of Credits & Credentials Earned at our Institution

As mandated by BPPE under E. Code 94909:
"The transferability of credits you earn at Virscend University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in MBA or BS program is also at the complete discretion of the institution to which you may seek to transfer. If the degree or coursework that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Virscend University to determine if your degree or coursework will transfer."

7.2 Credit Hour Definition and Policy

Under federal regulations effective July 1, 2011, credit hour must comply with the following definition:
"Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours."

Our BS and MBA programs adopt a semester system of 16 weeks in length with 15 weeks of instructional hours and 1 week reserved for final exams. A unit credit hour shall represent 50 minutes of lecture or recitation combined with two hours of independent preparation per week throughout one semester of 15 weeks. Each course offers 3 credit units and requires a total of 3 instructional hours and 6 independent preparation hours per week for a semester total of 135 hours (45 instructional hours and 90 independent work hours) per class. The total commitment required to complete the MBA program (10 courses) is 1350 hours and the total commitment required to complete the BS program (20 courses) is 2700 hours. As of now, both of our BS and MBA programs are delivered through direct faculty instruction.

Section 8: Academic Policies

8.1 Attendance Policy and Procedure

8.1.1 Attendance Policy

Students are expected to attend classes regularly. Classroom participation is often one of the necessary and important requirements to learning and in many cases is essential to the educational objectives of the course. Students are required to attend more than 70% of the scheduled sessions throughout the entire program.

8.1.2 Attendance Procedure

When a student falls below 80% of attendance, they will receive a verbal warning from their instructor. When a student falls below 70% of attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Academic Program Director or student advisor. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor.

8.2 Academic Probation Policies

Objective: The academic probation policy aims to ensure the maintenance of academic standards and student engagement. It sets forth guidelines for students to uphold satisfactory academic progress and attendance requirements and serves as a tool for intervention and support with the ultimate goal of facilitating student progress toward graduation.

Policy Statement: Students enrolled in academic programs at Virscend University are expected to maintain a minimum cumulative Grade Point Average (GPA) of 3.0 for master's programs and 2.0 for bachelor's programs, and attend a minimum of 70% of scheduled courses. Failure to meet these standards will result in academic probation. Once a student is placed on academic probation they will receive written notice of their status prior to the start of the next semester.

Probation Criteria:
   1. **Grade Point Average (GPA) Requirement:** Students whose cumulative GPA falls below the program threshold at the end of any semester or term will be placed on academic probation.
   2. **Attendance Requirement:** Students who fail to attend a minimum of 70% of scheduled classes in any course during a semester will also be placed on academic probation.

Probation Period: Students placed on academic probation will be notified in writing by the Director of Student Success. The probation period will last for two semesters.

Expectations During Probation:
   1. **Academic Support:** Students on probation are strongly encouraged to seek academic support services provided by the institution, such as tutoring, study groups, or academic counseling.

2. **Attendance Improvement:** Students must demonstrate a significant improvement in attendance and active participation in all classes during the probation period.
3. **Academic Progress:** Students are required to actively work towards increasing their GPA to 3.0 by seeking assistance from instructors, utilizing academic resources, and actively engaging in coursework.

Consequences of Probation:
1. **Academic Advising:** Students on probation will be required to meet with their academic advisor to develop a probationary plan outlining strategies for academic improvement.
2. **Loss or Relegation of Scholarship:** Students on probation may lose their scholarship or have their scholarship relegated to a lower tier.
3. **Warning Notification:** Failure to meet the terms of probation may result in further disciplinary action, including suspension or dismissal from the institution.
4. **CPT Eligibility (International Students):** International students on Academic probation will only be allowed to participate in part-time CPT for the duration of their probation period.
5. **Visa Status (International Students):** Failure to maintain satisfactory academic progress may result in the termination of international student's Visa status.

Probation Review: At the end of each semester while on probation, the Office of Student Success will review the academic progress of the student. If the student has met the required GPA and attendance standards (>70%), they will be removed from probation status. However, if the student fails to meet the standards, further disciplinary action may be taken, including academic suspension or dismissal.

Appeals Process: Students have the right to appeal their probation status. Appeals must be submitted in writing to the Office of Student Success (counselor@virscend.edu) within a specified timeframe, accompanied by supporting documentation outlining extenuating circumstances.

8.3 Leave of Absence Policy and Procedure

8.3.1 Leave of Absence Policy

Students who find it necessary to take a leave from their studies due to extenuating circumstances, such as medical or emergency situations, may request a Leave of Absence through the Office of Academic Programs. It is important to note that this policy is intended for exceptional situations only, and requests for a Leave of Absence may be denied if deemed not to meet these criteria.

The Leave of Absence application will be reviewed by the Program Director. If approved, the leave is valid for one semester. Should the student require a longer leave, they must reapply when their current leave period ends. Students should be aware that if a Leave of Absence is requested, they will have to reapply for their scholarship upon return from their leave.

8.3.2 Leave of Absence Procedure

If a student needs to request a Leave of Absence due to extenuating circumstances, they must complete and submit the Leave of Absence application online. The Program Director will review the application, and a decision will typically be made within 5 working days. The student will be notified of the outcome, whether the Leave of Absence has been approved or denied.

8.4 Incomplete Grade Policy and Procedure

8.4.1 Incomplete Grade Policy

If you cannot complete all of the assigned work for a class and there is still a possibility of earning credit, you must contact your instructor to review the possibility of receiving an Incomplete ("I") grade. Per Virscend University Policy, an Incomplete ("I") grade may be assigned at the discretion of the instructor when the student has successfully completed approximately two-thirds or more of the course requirements. The Incomplete grade provides students with an extended period of time to complete course requirements. The reasons for requesting an incomplete are vast, such as illness that precludes you from attending class or studying, general hardships, or family emergencies; Virscend is willing to work with students in their specific situation. **You cannot re-enroll for a class with an Incomplete ("I") grade.**

8.4.2 Incomplete Grade Procedure

To receive an Incomplete grade:
  ● The student must contact their instructor to review the possibility of receiving an Incomplete grade.
  ● If the instructor approves, the instructor will work with the student to complete the Incomplete Grade Form no later than 5 working days after the end of the term. The form will include the course work required to remove the Incomplete grade.
  ● The student must submit their remaining assignments to the instructor, who will assign the final grade for the class.
  ● The deadline for the student to complete the remaining assignments outlined in the form is one calendar year from the last day of the term in which the Incomplete grade was assigned or by the "Deadline for Completion" indicated in the form, whichever is earlier.
  ● The Incomplete Grade Form will also include the "Grade Without Further Work," which will be assigned if the student fails to complete the remaining assignments by the deadline.
  ● After the student submits the remaining assignments to the instructor, the instructor will assign the final grade.

8.5 Add/Drop Policy and Procedure

8.5.1 Add/Drop Policy

  8.5.1a Add or drop within the first 10 working days of the semester

  ○ Students may add/drop course(s) within the first 10 working days of the semester without any administrative consequence. No instructor signature is required.

However, the university encourages students to meet with the instructor or academic advisor to evaluate whether dropping a course is the best course of action

8.5.1b Add or drop AFTER the first 10 working days and BEFORE the last 10 working days of the semester (Late add/drop)

- A late fee will be charged for a late add/drop.
- A late add/drop requires the acceptance and signature of the professor teaching the course as well as the Program Director.
- A late drop will appear on transcripts as a "W". In addition, the student will need to retake the course.

8.5.1c Dropping a class within the last 10 working days of the semester

- Only done in special circumstances and need permission from the Program Director

8.5.1d Administrative Withdrawal

- If a student is absent or stops showing up to classes, an instructor or administrator may withdraw a student from the course. It is the responsibility of the student to contact their instructor to notify him/her about any absence. Yet, it is at the discretion of a professor to determine whether the absence can be excused. If a student is administratively withdrawn, they will receive an F and will have to retake the course.

8.5.2 Add/Drop Procedure

8.5.2a Add or drop WITHIN the first 10 working days of the semester

- If you wish to add or drop a class, complete and submit the online add/drop form

8.5.2b Add or drop AFTER the first 10 working days and BEFORE the last 10 working days of the semester

- Email the faculty teaching the course you wish to add or drop. You must inform the teaching faculty before submitting the form.
- Fill out and submit the add/drop form online. The form will then be sent to the teaching faculty and the Program Director.
- The Office of Student Success will send you a confirmation email, typically within 5 business days of submission.
- Refunds are processed via the refund policy if applicable.

8.5.2c Add or drop WITHIN the last 10 working days of the semester.

- If you need to add or drop a class within the last 10 business days of a semester, please follow the procedure above. A special review by the Program Director will be completed to approve your add/drop request.

8.6 Student Records and Transcripts Policy and Procedure

8.6.1 Student Records and Transcripts Policy

Student records for all students are kept for ten years. Transcripts and diplomas are kept permanently. Students may inspect and review their educational records.

8.6.2 Student Records and Transcripts Procedure

- Submit a Transcript Request Form online
- Make the payment online
- The turnaround time is typically 5 to 10 business days

Section 9: Grading Scale and Standards

9.1 Grading Scale

The following grading scale is adopted for use in all University courses.

Grade	Equivalent	Grade Points
A	Excellent	4.0
A-	Excellent	3.7
B+	Excellent	3.3
B	Good	3.0
B-	Good	2.7
C+	Good	2.3
C	Below Average	2.0
C-	Below Average	1.7
D+	Below Average	1.3
D	Poor	1.0
D-	Poor	0.7
F	Fail	0
W	Withdrawal	N/A
AW	Administrative Withdrawal	N/A

WU	Withdrawal Unauthorized	0
I	Incomplete	N/A

9.2 Grading Standards

- **A, A-, B+ = Excellent**

    - The student demonstrates advanced knowledge of all of the content and skills presented in the course and is able to use professional or personal experience to contribute to class knowledge in a unique and insightful manner. The student has excellent writing skills and participates actively in all aspects of the learning process.

- **B, B-, C+ = Good**

    - The student demonstrates knowledge of most of the content and skills presented in the course and often uses relevant professional or personal experience to contribute to class knowledge. The student has very good writing skills and participates frequently in the online classroom.

- **C, C-, D+ = Below average**

    - The student demonstrates below-average knowledge of the content and skills presented in the course. The student somewhat applies relevant professional or personal experience to class topics. There may be deficiencies in writing skills and course participation may be inadequate.

- **D, D- = Poor**

    - The student fails to demonstrate sufficient knowledge of the content and skills presented in the course and poorly applies relevant professional or personal experience to class topics. There are deficiencies in writing skills and course participation may be inadequate.

- **F = Fail**

The student has presented an unacceptable quality and/or quantity of work that does not meet with the expectations and/or number of assignments specified by either the university and/or professor.

If the student has not completed the coursework and earned a grade, the student may petition for one of the following grading marks, if and when, the student follows the appropriate guidelines. NOTE: THE FOLLOWING GRADING MARKS MAY IMPACT A STUDENT'S GPA.

- I = Incomplete Grade
  - If an incomplete is granted, the student must submit all coursework required to the instructors within the allotted time. If the instructor does not receive the agreed upon coursework within the extension, the student will receive the grade indicated by the instructor on the Incomplete Grade Form. If the instructor does not indicate a grade to be assigned, the student will receive an F.
  - For more information on Incomplete grades, please refer to section 8.4
- W = Withdrawal
  - The student may withdraw from any course after 15 days or 3 weeks before the end of the semester (refer to Add/Drop Policy for more information). A pro rata refund may be reimbursed if the withdrawal Falls under the qualifying deadline, as specified by the academic calendar (See refund policy for more detail). The student will be responsible for a new tuition payment for the repeated course of study. A student who withdraws will have to retake the course.
- WU= Withdrawal Unauthorized
  - If the student discontinues the study without filing the withdrawal application. He/she will receive the grade of WU. The WU will appear on the transcript and the GPA of WU is "0".

9.3 Grading Policy

9.3.1 Grading Policy for BS Programs

Students that receive a D+ or lower must retake the course. Courses may be repeated.

9.3.2 Grading Policy for MBA Program

Students that receive a C- do not have to retake the course, unless their cumulative GPA is lower than the graduation requirement. Students that receive a D+ or lower must retake the class to graduate. Courses may be repeated.

9.4 Grade Appeal Policy and Procedure

9.4.1 Grade Appeal Policy

- Grade appeals are designed for disputed academic evaluations only.
- Communication between the student and the teaching faculty should be the first step taken. If an agreement cannot be reached, the student can file the Grade Appeal form online
- The Grade appeal will be reviewed by the Office of Academic Programs and forwarded to the Grievance Committee for recommendations.

9.4.2 Grade Appeal Procedure

- The student can file the Grade Appeal Online within 5 working days after the final grade is posted.

- The Office of Academic Programs will review the Grade Appeal and forward it to the Grievance Committee for recommendations.
- The Grievance Committee will review the grade appeal and make recommendations to the Office of Academic Programs for final decision.
- A written decision will be given to the student by Email by the Office of Academic Programs normally within 10 business days after the Grade Appeal is filed.

9.5 Credit/Non-Credit Policy

Credit/Non-Credit is the denomination of a CR/NC for a passing/non-passing grade in lieu of a course letter grade. Below is a chart used for the masters and bachelor degree. Students will receive credit/non-credit (CR/NC) according to the table below. It is important to note that program/course restrictions may apply. Questions may be directed to the Office of Academic Programs.

BS and MBA Program	
Grades: A, A-, B+, B, B-, C+, C, D+	Credit (CR)
Grades: D, D-, F	No Credit (NC)

Section 10: Tuition, Fee Schedule and Related Policies

10.1 Tuition for BS & MBA programs (2025-2026 Academic Year)

Programs	2025-2026 Tuition
Bachelor of Science **(This is a new program that Virscend University plans to start in the Fall of 2026)**	$600 per unit
Master of Business Administration	$800 per unit

10.2 Standard Fees

Please note that all fees on this page are only for the current catalog year and may change in the future. All fees are reviewed annually and may be subject to increase.

Description	Amount
Application Fee	$20 per application (Domestic) $50 per application (International)
Student Enrollment Deposit (will be applied to the first tuition payment)	$200
Registration Fee (including Student Activity Fee)	$470 per semester
Transcript Fee (students pick up)	$10 per copy
Transcript Fee (standard mail)	$10 per copy plus $20 postage
Transcript Fee (express mail)	$10 per copy plus $50 postage
Transcript Fee (international mail)	$10 per copy plus $80 postage
Rebooking Fee (International Students)	$100
Late Payment Fee	$50
Late Registration Fee (if register after 14 days of Semester)	$25
Late Drop Fee (if submitted the drop form after 14 days of Semester)	$25

Returned Check Fee	$100
Degree Conferral Fee (All Programs)	$300

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee (per semester)	STRF	Books & Materials	Total Program Charges
Bachelor of Arts Business Administration (degree completion program)	$36,000	$470 (semester) x 4 = $1,880	$0	$1,600	$39,480
Master of Business Administration (MBA)	$24,800	$470 (semester) x 4 = $1,880	$0	$1,200	$27,880

	Program	Semester
Total MBA Tuition	$24,800.00	$7,200.00
Registration Fee *($250 is non refundable)*	$1,880.00	$470.00
Books & Materials *(Estimated)*	$1,200.00	$300.00
STRF Fee *($0.00 per $1,000 Tuition - Non-refundable)*	$0.00	$0.00
Total Amount *(for full time enrollment)*	$27,880.00	$7,970.00
Expected Scholarship for MBA Program	N/A	N/A
TOTAL CHARGES AFTER SCHOLARSHIP FOR THE ENTIRE PROGRAM *(does not include books & materials)*	$27,880.00	$7,970.00
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT *(Tuition+Registration Fee)*		**$7,970.00***

*Note: This breakdown is based on a full-time student's first three semesters of courses. The last semester's charges will only be for one course, totaling $2,870. MBA 508 is a one unit

course ($800) that must be taken at least once at any point during the program, but can be taken a maximum of six times. This breakdown accounts for MBA 508 being taken once.

10.3 Additional Fees

Students should be prepared to meet additional costs of their degree program. These can include travel, accommodations, food, textbooks, learning guides, course readers, conference call charges, dissertation editors, computer software and hardware, courses at other institutions, commercial database searches, professional meetings, conferences, and workshops. Learning consultants or other editors are the sole responsibility of the students using their services.

10.3.1 Late Fees

Virscend University assesses a one-time late payment fee of $50 each time a tuition payment is submitted past its designated due date.

Students who are enrolled in a tuition payment plan must make each installment on time. Each late installment payment will result in a separate $50 late fee. Additionally, students who fail to establish a payment plan or make arrangements to pay their tuition in full for the semester with a university administrator by the published payment deadline will also be assessed a $50 late fee.

Failure to meet financial obligations with the university may result in additional administrative consequences. Students with outstanding balances will not be allowed to register for courses in the next semester until the balance is paid in full. Furthermore, students with unpaid tuition may not be issued grades for the current semester until financial obligations are resolved.

Students are strongly encouraged to communicate with the administration ahead of payment deadlines to avoid late fees and interruptions to their academic progress. Students on payment plans will receive regular reminders from a university administrator regarding upcoming or missed payments; however, it is the student's responsibility to proactively notify the administrator of any issues or delays. Failure to do so may result in additional late fees and holds on academic records.

10.4 Application Fee Policy

All application fees are non-refundable. An application fee is required with every application. If an applicant is unable to fully complete the application form for the intended semester, he or she can request that the application review be extended until the next semester. Such a one-time, one-semester extension of application review will incur no additional application fee. If an applicant is rejected, the file will be closed by the Admissions Office and the applicant will be required to complete a new application and submit a new application fee if he or she still wishes to pursue an education at Virscend University.

10.5 Student Enrollment Deposit

All students are required to pay a $200 deposit prior to enrolling. This $200 deposit will be applied towards the student's first tuition payment. The Student Enrollment Deposit is non-refundable.

10.6 Student's Rights To Cancel Policy

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. In such a case, Virscend University shall refund 100 percent of the amount paid for institutional charges, less a fee of fifty dollars ($50 application fee) or two hundred fifty dollars[1] ($50 application fee + $200 deposit).

NOTE: If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school's Admissions Office, 16490 Bake Pkwy, Suite 100, Irvine, CA 92618 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. In addition, the school may withdraw a student from a course, if within the first two weeks of class the student has not reported to class nor communicated his intent to the instructor and admission office.

10.7 Refund Policy & Procedure

Refund Policy

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

- (1) The amount owed equals the daily charge for the course (total institutional charge, divided by the number of days in the semester), multiplied by the number of days since the semester started. After 60% of the semester has been completed, there will be no refund available.

- (2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.

- (3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog

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[1] **For international students only**

specify amounts paid for an application fee or deposit not more than $250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

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

Refund Procedure

- In the event that the student wishes to withdraw from a course, the student must fill out and submit an Add/Drop Form on the Virscend University website at https://www.virscend.edu/student-resources-and-forms. The consent of the instructor is required if the request is past the first 2 weeks of the course. If the instructor does not provide consent within 2 business days after the form is submitted, the instructor is deemed to have consented. If instructor consent is not required, the date on which the form is submitted will be the withdrawal date. If instructor consent is required, the date on which the instructor provides consent (or is deemed to provide consent) will be the withdrawal date. The student will then be directed to the Office of Financial Services where the student will obtain a refund, in accordance with the refund policy and a receipt.

- **How to Calculate Prorated Refund:**
  - Count the number of days from the first day of the semester (Fall 2025 = Aug. 25 and Spring 2026 = Jan. 12) to the date of your withdrawal.
  - Divide the number of days by the number of days in the semester (Fall 2025 = 117 days and Spring 2026 =117 days) and multiply it by the cost of a single unit for your program (MBA $800 / BS $600). Then multiple by the total number of units dropped.
  - Subtract prorated fee from actual fees paid. This will be your approximate refund for your total units dropped.
  - **After 60% of classes are attended, there will be no refund available.**
  - Example:
    - Chris withdraws from all his Spring MBA classes (9 units) on the 10th day of the semester.
    - (10/117 x $800.00) x 9 units = $615.38
    - $7,200.00 - $615.38 = $6,584.63 refund

10.8 Tuition Refund Schedule for MBA and BS

The refund schedule for MBA and BS programs can be found through the link below to our website.

[Virscend University Refund Tables](#)

10.9 International Student Fees

10.9.1 Rebooking Fee

If an international student needs to defer their admission start date from what is on their original form I-20, they will be required to pay a rebooking fee. Once the rebooking fee is paid, the university DSO will defer the student's admission, update and provide a new copy of the student's form I-20. The Rebooking Fee is non-refundable. Please contact the University's DSO for more information.

10.9.2 F-2 Processing Fee

If an international student wishes to add an F-2 dependent, either a spouse or child, to their form I-20, an additional fee is required per dependent. The F-2 Processing Fee and each dependents' passport must be submitted to the DSO prior to receiving your form I-20. The F-2 Processing fee is non-refundable. Please contact the University's DSO for more information.

Section 11: Policies and Regulations Regarding Financial Aid

11.1 Financial Aid Policy

While Virscend is working on acquiring financial options for students, at the moment, Virscend university is not affiliated with any private, state, or government financial institutions. Students enrolled in an unaccredited institution are not eligible for federal or state financial aid programs. There are no loan programs or federal financial aid. Students must finance their own tuition or apply for Virscend University's academic scholarships. Currently, Virscend offers 3 types of scholarships: Presidential Scholarship, Academic Scholarship and Professional-Scholarship to qualified students. The Presidential Scholarship allows the student to waive 100% of the cost of tuition. The Academic Scholarship allows students to waive 75% of the full cost of tuition and Professional Scholarship allows students to waive 50% of the full cost of tuition. All scholarships do not waive any applicable fees such as the registration fee. Candidates who apply for scholarships are evaluated based on individual qualifications which may include the following criteria: GPA, standardized test scores, and work experience. Students must maintain satisfactory academic progress to remain eligible for the scholarships. For more information on our scholarship, email us at admission@virscend.edu.

To finance their own tuition, students either pay in-person via check (cash is not accepted) at the Office of Admissions office or online by visiting our website: www.virscend.edu. In person, students may pay either using cash, visa, master or American express or a check payable to: Virscend University. Online students pay using credit cards only.

11.2 Loan Repayment Policy

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
 Also, as established in BPPE Ed. Code §94911 the following actions may take place:
"An enrollment agreement shall include, at a minimum, all of the following:
(g) A statement specifying that, if the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid."

11.3 STRF Disclosure

Student Tuition Recovery Fund Disclosures:
In compliance with BPPE code, Virscend University provides the following regulations regarding STRF.

5 CCR §76215(a)
"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

5 CCR §76215(b)
"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd #225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

Section 12: Other Policies and Regulations

12.1 Equal Opportunity Policy and Procedure

12.1.1 Equal Opportunity Policy

This institution is committed to providing equal opportunities to all program applicants and employment applicants and current students and employees. Therefore, no act of discrimination shall occur against prospective and current students and employees in any program or activity on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that uses biases to preclude the acceptance and/or participation of a qualified individual. We do not tolerate any form of harassment based on race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer (CEO) who is assigned the responsibility for ensuring that this policy is followed.

12.1.2 Equal Opportunity Procedure

To file a report against a discrimination act, a student should submit a written report to the Grievance Committee at Virscend University 16490 Bake Parkway, Irvine, CA 92618. The written report must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents, if any, which contain information regarding the problem. The student can expect to receive a written response within ten business days. Student rights are set forth at various places in this catalog. Contact the Office of Student Success if you require additional information.

PLEASE SEE APPENDIX A FOR INFORMATION ABOUT DISABILITY ACCOMMODATIONS AND B, C, AND D FOR MORE INFORMATION ABOUT POLICIES AND PROCEDURES RELATED TO SEXUAL OR GENDER DISCRIMINATION ([LINKED HERE](#) AND [AVAILABLE ON THE WEBSITE](#)).

12.2 Disability and Accommodation Policy

Virscend University is committed to providing equal and integrated access for students with disabilities to academic, social, cultural and recreational programs. This resolve is grounded not only by law, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, but also by Virscend's own commitment to the inclusion of all members of the community. Individualized accommodation plans, academic adjustments, accessible technology, and grievance procedures will be provided by Virscend University to ensure equal access.

The Director of Student Success conducts individualized accommodation requests that include the review of relevant documentation and implementation of accommodations recommended by the student's licensed care provider. We emphasize the value of the student's experience, history,

and perspective in conjunction with the review of supporting medical documentation, and therefore meet with every student before finalizing accommodation plans. Students can apply for accommodation requests and submit supporting documentation on our website at https://www.virscend.edu/disability-resources. Upon approval of the accommodation, the university will implement the request within thirty (30) days, therefore it is recommended but not required that students submit their request prior to the beginning of the semester.

The appropriate academic adjustment must be determined based on the disability, individual needs, and the recommendations of a licensed care provider. Academic adjustments may include auxiliary aids and services, as well as modifications to academic requirements as necessary to ensure equal educational opportunity. Examples of adjustments are:

- reducing a course load
- substituting one course for another
- providing peer note takers, recording devices, taped texts, extended time for testing, and equipping school computers with screen-reading, voice recognition, or other adaptive software or hardware, etc.

Examples of accommodations we are prepared to provide are:

- Using early enrollment options for students with disabilities to allow time to arrange accommodations.
- All our current syllabi are ADA compliant and provided prior to the beginning of class; clearly communicating course requirements, assignments, due dates, grading criteria both orally and in written form.
- Implementing technology to deliver Distance Education that meet standards for accessibility to persons with disabilities including but not limited to:
  - Textual Content
    - Text must be able to be highlighted, copied, and pasted
    - Headings must be used and in the proper hierarchy.
    - There must be sufficient contrast between text and background colors
    - Images must provide appropriate text descriptions
    - Use accessibility checkers to help create and maintain accessible documents
  - Interactive Content
    - Content, like slide presentations, should be created with a template
    - Order of text should be verifiable in the outline
    - Tabbing should allow logical reading of the text
    - Color contrast between text and background should be significant
  - Spreadsheets

- ■ Header rows and columns should be specified
- ■ Hyperlink text should be meaningful
- ■ Avoid merged cells
- ○ Audio and Video
  - ■ All video content, whether web or device-based, must be captioned
  - ■ Transcripts must be made available for video-based materials which cannot be captioned
  - ■ Transcripts must be made available for audio-based materials
- ○ Accessibility Conformance Reports for Distance Education technology
  - ■ [Attachment IV.B.1-1 Zoom Accessibility Conformance Report](#)
  - ■ [Attachment IV.B.1-2 Moodle Accessibility Conformance Report](#)
  - ■ [Attachment IV.B.1-3 IBIS World Accessibility Conformance Report](#)

Every student with a disability at Virscend University has the right to:

- Equal access to courses, programs, services, and activities offered through the University.
- Reasonable accommodations and adjustments that are provided to eliminate disability-related barriers and achieve equal access.
- Confidentiality of all disability-related information disclosed to the Director of Student Success except where permitted or required by law or when the student requests that such information be shared, as outlined by the Family Educational Rights and Privacy Act (FERPA).

Every student with a disability at Virscend University has the responsibility to:

- Meet the same qualifications and academic standards expected of all Virscend students. Follow procedures for requesting accommodations.
- Provide timely notification to faculty of accommodations by presenting their Faculty Letter at the start of term, or as soon as accommodations have been established.
- Notify the Director of Student Success immediately when an accommodation is not being provided appropriately.
- Notify the Director of Student Success immediately when discontinuing an accommodation or dropping a course for which specialized accommodations were put into place.

Rights and Responsibilities of the Deputy Director of Student Success and Distance Education

Director of Student Success and Distance Education has the right to:

- Request and receive current information supporting requests for accommodations, academic adjustments, and/or auxiliary aids and services.

- Deny an accommodation if the student's disability information does not reflect a connection between their disability and the accommodation request.
- Explore alternate accommodations if a requested accommodation imposes a fundamental alteration or undue hardship to a program or activity of the University.

Director of Student Success and Distance Education has the responsibility to:

- Provide or arrange for reasonable accommodations, academic adjustments, and/or auxiliary aids and services for students with disabilities in courses, programs, services, and activities.
- Maintain confidentiality of all disability-related information disclosed to the Director of Student Success except where permitted or required by law or when the student requests that such information be shared, as outlined by the Family Educational Rights and Privacy Act (FERPA).
- Responsibly advocate for the needs of students with disabilities within the campus community and assist students in developing skills to become self-advocates.

Documentation Guidelines

Current and complete documentation of the disability or disabilities must be submitted by the student to the Director of Student Success as part of the academic accommodation service(s) eligibility determination process. The university reserves the right to request supplemental information to verify a student's functional limitations.

Documentation of disability must conform to the following published Virscend disability documentation guidelines and is required to establish and assess how a student's disability can be reasonably accommodated to ensure equal educational access within a postsecondary academic environment.

When submitting documentation, the following guidelines are requested universally:

1. A statement by the treating physician, therapist, or other qualified care provider that a disability is present including the name, title, license number, address, and signature of the qualified care provider.
2. Current disability and history of diagnosis (Although we do not set a limit on the age of the documentation, it must still be accurate and relevant to the student's current diagnostic profile.)
3. Information regarding current treatment plan (if relevant to accommodation planning)
4. Functional impact of diagnosis (e.g., learning, concentrating, walking, seeing, etc.)
5. Any recommendations or strategies that will mitigate the Impact of the described limitations.

Temporary Injuries & Illnesses

The Deputy Director of Student Success works with students experiencing temporary injuries and illnesses in order to facilitate short-term accommodations. Temporary injuries refer to non-recurring medical conditions of short duration (generally six months or less). Examples of temporary injuries and illnesses include broken limbs, manual injuries, concussions, and impairments resulting from surgical recovery.

Students requesting accommodations for a temporary injury should contact the Deputy Director of Student Success directly in order to schedule an access meeting with a member of our staff. Additional documentation to support your request for accommodations may be requested. Documentation from students with temporary injuries and illnesses should indicate the current impact of the condition and provide an estimated time of recovery.

Confidentiality

The Director of Student Success operates under the Family Educational Rights and Privacy Act (FERPA), and all information and medical documentation submitted to the office is protected under the parameters of this law. College officials who have a legitimate educational interest in obtaining information about student accommodations and disability needs may request this from the Director of Student Success on a need-to-know basis without further authorization from the student. The Director of Student Success strives to respect student privacy, especially surrounding diagnostic information, and takes care in staying within legal compliance with this information.

Furthermore, in order to safeguard the confidentiality of individuals with disabilities, evaluators may withhold or redact any portion of the documentation that is not directly relevant to the University's criteria for establishing a rationale for the requested accommodations as long as the remaining information substantiates the presence of a disability and all documentation criteria are met.

12.2.1 Documentation Guidelines

The Office of Student Success and Distance Education conducts individualized assessments of accommodation requests that include the review of relevant documentation. We emphasize the value of the student's experience, history, and perspective in conjunction with the review of supporting medical documentation, and therefore meet with every student before finalizing accommodation plans.
When submitting documentation, the following elements are requested universally:
- A signature of a licensed, treating physician, therapist, or other qualified care provider is required for all documentation.
- A signed, dated, typewritten narrative written in English (or translated into English by a certified translator) provided on letterhead

- Current disability and history of diagnosis (Although we do not set a limit on the age of the documentation, it must still be accurate and relevant to the student's current diagnostic profile.)
- Information regarding current treatment plan (if relevant to accommodation planning)
- Functional impact of diagnosis (e.g., learning, concentrating, walking, seeing, etc.)
- Any recommendations or strategies that will mitigate the Impact of the described limitations.

12.2.2 Temporary Injuries & Illnesses

The Office of Student Success works with students experiencing temporary injuries and illnesses in order to facilitate short-term accommodations. Temporary injuries refer to non-recurring medical conditions of short duration (generally six months or less). Examples of temporary injuries and illnesses include broken limbs, manual injuries, concussions, and impairments resulting from surgical recovery.
Students requesting accommodations for a temporary injury should contact the Office of Student Success directly in order to schedule an access meeting with a member of our staff. Additional documentation to support your request for accommodations may be requested.
Documentation from students with temporary injuries and illnesses should indicate the current impact of the condition and provide an estimated time of recovery.

12.2.3 Confidentiality

The Office of Student Success operates under the Family Educational Rights and Privacy Act (FERPA), and all information and medical documentation submitted to the office is protected under the parameters of this law.

12.3 Student Grievance Policy and Procedure

12.3.1 Student Grievance Policy

Problems or complaints that students may have about students, faculty, staff or the institution can be resolved by directing the concern to the Grievance Committee (composed of one faculty and one staff). The Grievance Committee is in charge of investigating and providing a resolution to the grievance.

12.3.2 Student Grievance Procedure

In order to process their grievance/complaint, the grievant must submit the online form (https://www.virscend.edu/student-resources-and-forms). The committee will send an acknowledgment by email/mail and schedule a meeting with the student within 10 days from which the letter was received.

However, if the grievant disapproves of the Committee's response, the grievant may submit a complaint to the Office of Academic Programs. The complaint may be sent via email (admission@virscend.edu) or letter to the following name and address: Virscend University,

Office of Academic Programs, Virscend University 16490 Bake Parkway, Irvine, CA 92618. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents, if any, which contain information regarding the problem, evidence (if any) demonstrating that the institution's grievance/complaint procedure was properly followed, and the student's signature. Upon review, the Program Director will send a written response to the individual within 10 business days. Please note that the University expressly forbids anyone to take any form of retaliatory action against any member of the Virscend community who in good faith voices concerns, seeks advice, files a complaint or grievance, testifies or participates in investigations, compliance reviews, proceedings or hearings, or opposes actual or perceived violations of Virscend's University's policy or unlawful acts.

12.4 Student Conduct Policy

Students are always expected to behave professionally and respectfully. Students are subject to dismissal for any inappropriate or unethical conduct including any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:
- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to another person(s).
- Disobedient or disrespectful behavior to other students, an administrator and/or instructor.
- Stealing or damaging the property of another.

Any student(s) found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer (CEO) of this institution and such determination will be made within 10 days after meeting with both the corresponding department chair and the student in question.

12.5 Faculty and Student Research Policy

Virscend University encourages faculty and students to conduct applied research in the domain of Business Administration. The research topics include:
- Management, Human Resources Management and Operational Management
- Accounting
- Finance
- Information Systems and E-commerce
- Marketing Management
- International Business
- Supply Chain Management
- Other Business Administration related topics

Virscend University may sponsor up to 50% of the domestic travel expenses for Faculty and students to present research papers in academic conferences and project competitions.

In order to be considered for the travel support, the applicant needs to submit the travel request at least one month before the travel and include the following information:
- Name of Conference
- Accepted paper for presentation and the acceptance notice
- Estimated travel cost including transportation, lodging, meals, and conference registration fee
- Brief description of the purpose and impact of the conference presentation

12.5.1 Faculty Qualifications

Name	Degree and Major Earned
Dr. Robert Chi	Ph.D., Management Science and Information Systems, University of Texas - Austin
Dr. Banafsheh Behzad	Ph.D., Industrial Engineering, University of Illinois - Urbana Champaign
Dr. Sean Jasso	Ph.D., Political Science, Claremont University
Dr. Ping Lin	Ph.D., Accounting, University of California Irvine
Dr. Fisher Wu	Ph.D., Management Information Systems, Purdue University
Dr. Mohamed Abdelhamid	Ph.D., Management Science and Systems, The State University of New York at Buffalo
Dr. Minder Chen	Ph.D., Management Information Systems, University of Arizona
Dr. Maria Lee	Ph.D., Computer Science and Engineering, University of New South Wales, Australia
Professor Erick Jensen	Master, Business Administration, Pepperdine University

Dr. Cihan Cobanoglu	Ph. D., Hospitality Management, Oklahoma State University
Professor Frank McEnulty	Master, Business Administration, University of Southern California

12.6 Cheating and Plagiarism Policy

Students are expected to maintain high standards of academic integrity. Acting in good conscience is integral to our mission statement. Academic dishonesty is willful and intentional fraud used to deceive in order to improve a grade or obtain course credit. It includes all student behavior intended to gain unearned academic advantage by fraudulent and/or deceptive means.

- The instructor shall contact the student with evidence of the cheating/plagiarism in writing within one week of discovery of the event.
- At faculty's discretion, cheating/plagiarism may result in an "F" grade on the assignment or examination, or in the course. If a student denies the charge of cheating/plagiarism, he/she will be permitted to remain in the class until it has been resolved by the Grievance Committee.
- The Grievance Committee shall determine if any further disciplinary action is required. Disciplinary actions might include, but are not limited to, requiring special counseling, loss of membership in organization(s), disciplinary probation, suspension or expulsion from Virscend University.

12.6.1 Cheating Definition

Cheating is defined as obtaining or attempting to obtain or aiding another in obtaining or attempting to obtain credit for work or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to:

- Copying graded homework assignments from another student.
- Working with others on a take-home test or homework when specifically prohibited by the instructor.
- Looking at another student's paper or screen during an examination.
- Looking at text, notes or electronic devices during an examination when specifically prohibited by the instructor.
- Accessing another student's electronic device and taking information from the device.
- Allowing another person to complete assignments or an online course on behalf of you.
- Giving one's work to another to be copied or used in an oral presentation.
- Giving answers to another student during an examination or for a take-home test.
- After having taken an exam, informing another person in a later section about questions appearing on that exam.
- Providing a term paper to another student.

- Taking an exam, writing a paper, or creating a computer program or artistic work for another.

12.6.2 Plagiarism Definition

Plagiarism is defined by using someone else's content either by paraphrasing or using word for word or exact image(s) without giving the content writer, creator, maker, owner etc... credit. Whenever the student utilizes material borrowed either from but not limited to the web, books, videos, and podcast, the student must consult Purdue OWL and/or copyright laws to ensure that they have attributed the proper credit to the corresponding person/people/agency/artist etc.… Plagiarism includes, but is not limited to:

- Using online or written content without giving proper credit.
- Taking someone else's content without properly providing citation.
- Taking either clauses, paragraphs and or paraphrasing without any reference to the content from where it was obtained.

12.6.3 Generative AI (Artificial Intelligence)

The use of generative Artificial Intelligence (AI) tools in this program must, first and foremost, follow the guidelines set by the instructor. If such use is permitted by the instructor, your use of AI tools must be properly documented and cited in order to follow Virscend University's Policy on Academic Integrity Regarding Cheating and Plagiarism. Any assignment that is found to have used generative AI tools in unauthorized ways may incur a penalty, as determined by your instructor. When in doubt about permitted usage, please ask the instructor for clarification. An individual or group caught using AI to cheat on any exam/quiz or plagiarism will receive no credit for the work concerned. Their letter grade may also be lowered depending on the extent of academic dishonesty. You may also consult the section on academic integrity in the Virscend University catalog

12.7 Academic Freedom Policy

Virscend University is committed to ensuring full academic freedom to all faculty and students. In Research and Publication, faculty and students have the right to choose methodologies, draw conclusions, and assert the value of their contributions based on evidence, but does not protect against critiques of their claims.

In Teaching and Learning, faculty has the right to select course materials and content, pedagogy, make assignments and assess student performance germane to the subject matter, provided that these judgments align with the context of the course descriptions as currently published, and the instructional methods are those officially sanctioned by the institution. Limits may arise when the manner of instruction substantially impairs the rights of others or demonstrates that the instructor is professionally ignorant, incompetent, or dishonest with regard to their discipline or fields of expertise. Faculty should be careful not to introduce into their teaching controversial matters which have no relation to their subject.

Both faculty and students have the right to express their views - in speech, writing, and through electronic communication, both on and off campus - without fear of censorship or retaliation. No political, religious, or philosophical beliefs of politicians, administrators, and members of the public can be imposed on students or faculty. If faculty or students feel their rights have been violated, he/she reserves the right to file a complaint to the Grievance Committee.

12.8 Jeanne Clery Act Policies

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. This includes amendments implemented with the Campus SaVE Act as pertains to the Violence Against Women Act (VAWA).

Additional information may be obtained from the U.S. Department of Education Campus Safety and Security website at http://ope.ed.gov/security/. Crime statistics are reported to the Department of Education annually.

12.9 Student Services

Academic advising is always available through the Office of Student Success (counselor@virscend.edu) during normal operating hours. Registration information and assistance is available through the Office of Student Success as well (counselor@virscend.edu). Financial assistance and support are available through the Office of Financial Services (finance@virscend.edu). Admission and Marketing information is available through the Office of Admissions (admission@virscend.edu).

Should a student encounter a personal problem that interferes with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community. For more information contact the Office of Student Success and Distance Education.

12.10 Placement Services

Career advising is provided by the Faculty and a Virscend University Career Advisor. Students are advised on career pathways and potential employment opportunities.

SOC Codes:

11-0000 Management Occupations

13-1080 Logisticians and Project Management Specialists

13-1110 Management Analysts

13-1160 Market Research Analysts and Marketing Specialists

13-2000 Financial Specialists

12.11 Student Housing

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two-story walkup and garden apartments.

Currently the average rent for a studio apartment in Irvine is about $2,620 per month, one bedroom is around $2,882, and a two-bedroom apartment is around $3,533.

12.12 Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

12.13 Distance Learning

There will be approximately 5 working days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.

Section 13: Disclosures

13.1 Other BPPE Required Disclosures

- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- The policy of this institution is to update the official school catalog annually, in August of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, and/or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's admissions office.
- Any questions a student may have regarding information that is not covered may direct their concern to the admissions office.
- Any questions unsatisfactorily answered by the catalog or admissions office may be directed to our Grievance Committee.
- If a student does not conform with how the Grievance Committee responded to their concern(s), the student may direct their concern to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818P (916) 574-8900 F (916) 263-1897 www.bppe.ca.gov
- A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.
- This institution currently does not offer visas or any related services.

- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.osar.bppe.ca.gov/.

- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd #225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the Bureau's Internet web site www.bppe.ca.gov

13.2 Catalog Disclosures

- "Catalog Rights" define a student's right to the set of requirements, conditions and policies in which he/she was admitted into the program. Both undergraduate and graduate students acquire "Catalog Rights" through their continuous attendance. Continuous attendance is defined as maintaining uninterrupted enrollment in the program and adhering to the attendance policy (See 8.1 Attendance Policy). A student impacted by circumstances beyond their control may request the Office of Academic Programs to consider his/her situation and allow them to maintain "Catalog Rights". The Academic Program Committee will review and make the final decision.
- As we continue to improve our program and services to meet the educational needs of the 21st century, policies might be created, edited and/or renamed. As part of the enrollment agreement, it is the obligation of the student to become familiar with the latest catalog's content from Virscend University. Furthermore, while we make every effort to ensure that we provide students with the most updated information, there may be instances where this may not be so. In such cases, we ask students to contact the office in charge of their respective concerns.

Section 14: GE Requirements for BS Program

14.1 Transferable General Education Course Descriptions

This is a new program that Virscend University plans to start in the Fall of 2026.

This program is designed for students with an Associate Degree that are looking to receive a bachelor degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (949) 502-6252 or email admission@virscend.edu.

Students must have earned GE credits in each of the categories before being admitted to the BS Program at Virscend University. The GE course does not count toward meeting the major requirements. Must have a "C" or better to earn credit in GE.

CATEGORY	SUB-CATEGORY	GE COURSE	Units
A: ENGLISH LANGUAGE AND COMMUNICATION (15 UNITS REQUIRED)	A1: WRITTEN COMMUNICATION (6 UNITS REQUIRED)	A1.1 ENGLISH COMPOSITION	3
		A1.2 ANALYTICAL COLLEGE WRITING	3
		A1.3 ENGLISH COMPOSITION 2	3
	A2: ORAL COMMUNICATIONS (6 UNITS REQUIRED)	A2.4 INTERPERSONAL COMMUNICATIONS	3
		A2.5 PUBLIC SPEAKING	3
		A2.6. COMMUNICATION SKILLS	3
	A3: CRITICAL THINKING (3 UNITS REQUIRED)	A3.7 CRITICAL THINKING IN THE DIGITAL AGE	3
B: SCIENCE, INFORMATION LITERACY, QUANTITATIVE REASONING (21 UNITS REQUIRED)	B1: SCIENCE (6 UNITS REQUIRED)	B1.1 INTRODUCTORY NUTRITION	3
		B1.2 THE GLOBAL ENVIRONMENT	3
	B2: INFORMATION LITERACY (6 UNITS REQUIRED)	B2.3 COMPUTER LITERACY	3
		B2.4 INTRODUCTION TO PROGRAMMING	3
	B3: QUANTITATIVE REASONING (9 UNITS REQUIRED)	B3.5 COLLEGE ALGEBRA	3
		B3.6 CALCULUS FOR BUSINESS	3
		B3.7 INTRODUCTION TO BUSINESS STATISTICS	3
C: ARTS AND HUMANITIES		C1.1 FOUNDATION ART HISTORY	3
		C1.2 WORLD LITERATURE	3
		C1.3 DIGITAL ARTS	3

(12 UNITS REQUIRED)		C1.4. BUSINESS ETHICS	3
		C1.5. MUSIC AND FILM	3
D: SOCIAL SCIENCE (12 UNITS REQUIRED)		D1.1 CIVIL RIGHTS AND LAW	3
		D1.2 MODERNIZATION IN GLOBAL PERSPECTIVE	3
		D1.3 BUSINESS ETIQUETTE	3
		D1.4 CULTURE AND COMMUNICATIONS	3
		D1.5 INTERNATIONAL ECONOMICS	3
		D1.6 CYBERSPACE CITIZENSHIP	3
		D1.7 SOCIAL PSYCHOLOGY	3

Category A (15 units, English Language Communications and critical thinking)
A1. Written Communications (6 units)
    1. English Composition I (3 units)

> Prerequisites: Virscend University General Education Written Communication Placement Exam.
>
> Course Description: A basic course in writing, offering intensive practice in every stage of the writing process from generating ideas to final proofreading, as well as to the development of stronger reading comprehension for specific writing tasks.
>
> Letter grade only (A-F). (Lecture 3 hours)

    2. Analytical College Writing (3 units)

> Prerequisite: None
>
> Course Description: Introduction to college writing focusing on composing as a recursive process for generating meaning and communicating effectively. Emphasizes short analytical essay writing based on reading, media, film and other relevant discourse, including selections that examine issues of diversity.
>
> Letter grade only (A-F). (Lecture 3 hours)

3. English Composition II (3 units)

> Prerequisite: English Composition I
>
> Course Description: An advanced course in writing. Expository writing based upon the close reading and study of selected examples from fiction, poetry, and drama. The course emphasizes written analytical interpretations which include recognition of the traditional techniques, forms, and rhetorical devices used by writers of literature.
>
> Letter grade only (A-F). (Lecture 3 hours)

A2. Oral Communications (6 units)
1. Interpersonal Communications (3 units)

> Prerequisite: None
>
> Course Description: Basic characteristics of processes underlying the formation, maintenance and termination of interpersonal relationships; theoretical and practical implications of these characteristics in various forms of interpersonal communication. Workshop: Planned exercises and activities to develop interpersonal communications skills.
>
> Letter grade only (A-F). (Lecture 2 hours, Workshop 1 hour).

2. Public Speaking (3 units)

> Prerequisite: None
>
> Course Description: Help students for a variety of academic and other situations in which formal presentations are required. Topics will include cultural conventions and speech, perceptions of others, verbal and nonverbal messages, and techniques of oral presentation and persuasion. Students will learn how to research, outline, and deliver short, informal presentations as well as longer speeches.
> Letter grade only (A-F). (Lecture 2 hours, Workshop 1 hour).

3. Communication Skills (3 units)

> Prerequisite: None
>
> Course Description: Help students with strategies and practices to develop the written, verbal, non-verbal, and technical communication skills of the middle-level learner. Also examines the culture and dynamics of communication within the classroom and the school. Foci will include: process writing; writing in all areas of the curriculum; communication assessment; communicating with technology; and how to guide the middle-level learner in asking critical questions.
>
> Letter grade only (A-F). (Lecture 2 hours, Workshop 1 hour).

A3. Critical Thinking (3 units)
1. Critical thinking in Digital Information Age (3 units)

> Prerequisite/Corequisite: English Composition I
>
> Course Description: Help students develop critical thinking skills using technical software. Main topics include: identifying engineering issues for investigation, developing planning and problem-solving strategies, locating pertinent information and examples, critically analyzing these sources, forming and testing hypotheses, synthesizing and organizing results for effective communication, and developing transferable problem-solving skills.
>
> Letter grade only (A-F). (Lecture 2 hours, laboratory 1 hour)

Category B (21 units, Science, Information Literacy and Quantitative Reasoning)
B1. Science (6 units)
1. Introductory Nutrition (3 units)

> Prerequisite: None
>
> Course Description: Essential nutrients, their physiological functions and human needs during the life cycle; food sources as applied to selection of an adequate diet; problems encountered providing food to meet nutritional needs; food additives and consumer protection.
>
> Letter grade only (A-F). (Lecture 3 hours)

2. The Global Environment (3 units)

Prerequisite: None

Course Description: An introduction to the Earth's principal human-environmental relationships and biogeographic processes with a focus on how human actions impact the geography of living things from the local to the global scale.

Letter grade only (A-F). (Lecture 3 hours)

B2. Information Literacy (6 units)
  1. Computer Literacy (3 units)

Prerequisite: Course design assumes familiarity with computers.

Course Description: Gain practical, hands-on experience in installing hardware and software on a PC. Learn what a computer network is and how it is similar to the telephone network. Learn the parts that make up a computer and a network.

Letter grade only (A-F). (Lecture 2 hours, laboratory 1 hour)

  2. Introduction to Programing (Python) (3 units)

Prerequisite: Computer Literacy (or equivalent)

Course Description: An introduction to basic concepts of computer science and fundamental techniques for solving problems using the Python programming language. Variables, data types, conditional statements, loops and arrays. Programming style. Applications to numerical and non-numerical problems.

Letter grade only (A-F). (Lecture 2 hours, laboratory 1 hour)

B3. Quantitative Reasoning (9 units)

1. College Algebra (3 units)

> Prerequisite: None
>
> Curse Description: Fundamental algebraic concepts and with the necessary skills needed to solve and formulate algebraic problems, apply and make connections of algebraic concepts to real life applications. Topics include laws of exponents, factoring, inequalities, polynomials, roots, linear and quadratic equations, complex numbers, rational functions, systems of equations, exponential, logarithmic functions, and inverse functions.
>
> Letter grade only (A-F). (Lecture 2 hours, laboratory 1 hour)

2. Calculus for Business (3 units)

> Prerequisite/Corequisite: College Algebra
>
> Course Description: Functions, derivatives, optimization problems, graphs, partial derivatives. Applications to business and economics. Emphasis on problem-solving techniques.
>
> Letter grade only (A-F). (Lecture 2 hours, laboratory 1 hour)

3. Introduction to Business Statistics (3 units)

> Prerequisites/Corequisites: Calculus for Business
>
> Course Description: Sampling methods, data collection, organizing and visualizing, descriptive statistics, random variables, probability distributions, point and interval estimation, hypothesis testing, correlation, regression, contingency tables, applications in business, finance, econometrics, and marketing research.
>
> Letter grade only (A-F). (Lecture 3 hours)

Category C (12 units, Arts and Humanities)
1. Foundation Art History (3 units)

> Prerequisites: English Composition I & Interpersonal Communications
>
> Course Description: Students learn from guest artists and arts scholars about their work, and how they have established and sustained a practice and career. Invited from across the spectrum of visual arts, each guest represents a case study in presentation and professionalism.
>
> (Letter grade only (A-F). (Lecture 3 hours)

2. World literature (3 units)

> Prerequisites: English Composition I & Interpersonal Communications
>
> Course Description: Readings in translation from world literature. Emphasis on how literature engages unique cultural elements around the world as well as cross-cultural comparisons.
>
> Letter grade only (A-F). (Lecture 3 hours)

3. Digital Arts (3 units)

> Prerequisites: English Composition I & Interpersonal Communications
>
> Course Description: Techniques and concepts involved in the production of visual effects, computer animation, and interactive media. Through screenings, field trips and hands-on production, students explore art and science of digital graphics, 2D-compositing, and 3D-animation. Culminates in the development of digital elements for student production.
>
> Letter grade only (A-F). (Lecture 3 hours)

4. Business Ethics (3 units)

> Prerequisites: English Composition I & Interpersonal Communications
>
> Course Description: Various types of ethical dilemmas that take place in business organizations and acquire concepts and tools needed to manage these complex value conflicts for the well-being of individuals, organizations, and society.
>
> Letter grade only (A-F). (Lecture 3 hours)

5. Music and Film (3 units)

Prerequisites: English Composition I & Interpersonal Communications

Course Description: Study of interrelationships of dramatic, visual, and musical arts in film, with special emphasis on the role of music.

Letter grade only (A-F). (Lecture 3 hours)

Category D - upper division (12 units, Social Sciences and Citizenship)
    1. Civil Rights and Law (3 units)

Prerequisite: Category A GE courses

Course Description: Designed to provide the student with a basic understanding of the interaction between the American legal system and civil rights of African Americans, other minorities, women and the general citizenry.

General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.
Letter grade only (A-F). (Lecture 3 hours)

    2. Modernization in Global Perspective (3 units)

Prerequisites: Category A GE courses

Course Description: Exploration of psychological and material problems in modern society (both western and Third World) due to accelerating change beginning with the advance of technology, rise of capitalism, abandonment of "old values," increasing complexity of bureaucracy, and lowering of social barriers.

Letter grade only (A-F). (Lecture 3 hours)

    3. Business Etiquette (3 units)

Prerequisites: Category A GE courses

Course Description: Basic concepts for understanding/practice of communication in world of business for managers and professionals. Language/conversations in business and role in coordinating actions. International, technical, and linguistic developments in business communication.

General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.

Letter grade only (A-F). (Lecture 3 hours)

4. Culture and Communications (3 units)

Prerequisites: Category A GE courses

Course Description: Culture and its influence on the communication process; practical application to intercultural and multicultural situations; cultural patterns in America and abroad and their effect on verbal and nonverbal communicative behavior; cultural dimensions of ethnocentrism, stereotypes, and prejudices and their effect on communication; multicultural approaches to human interaction.

General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.

Letter grade only (A-F). (Lecture 3 hours)

5. International Economics (3 units)

Prerequisites: Category A GE courses

Course Description: Covers selected issues concerning the international economy from an interdisciplinary perspective. Topics include: International trade theory, globalization production, political economy of trade policy, international economic institutions, bi-lateral and multilateral trade negotiations, and foreign exchange markets.

General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.

Letter grade only (A-F). (Lecture 3 hours)

6. Cyberspace Citizenship (3 units)

Prerequisites: Category A GE courses

Course Description: The role of internet in politics, society, and economy. Development of cyberspace, virtual communities, online commerce, Web free speech fora. Evolving governmental institutions for managing property rights, Internet expansion and resolving cyberspace conflicts. Multiple dimensions of participatory citizenship in cyberspace.

General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.

Letter grade only (A-F). (Lecture 3 hours)

7. Social Psychology (3 units)

Prerequisites: Category A GE courses

Course Description: Examines the origins and development of the self through the socialization process. Emphasis is on the social influence of small groups (family, peers, reference groups and subcultures) and societal organization and institutions on identity, role behavior and attitudes.

General Education Category A must be completed prior to taking any upper-division course except upper-division language courses where students meet formal prerequisites and/or competency equivalent for advanced study.

Letter grade only (A-F). (Lecture 3 hours)

Section 15: Program Descriptions

15.1 Program Description For BS Program

This is a new program that Virscend University plans to start in the Fall of 2026.
This program is designed for students with an Associate Degree that are looking to receive a Bachelor Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (949) 502-6252 or email admission@virscend.edu.

Program Name:
Bachelor of Science (BS) in Business Administration

Program Description:
This program is designed to help students obtain business administration knowledge and skills. Students develop competencies in the rapidly changing economy with new opportunities arising daily in the business world. The students will acquire tools to prepare them to meet the challenges of a global marketplace in a wide variety of industries.

Program Mission:
Our mission is to inspire business professionals to be intellectually prepared for the fast-changing global business environment.

Program Outcomes:
After completing the Business Administration program, students will be able to:
- Demonstrate knowledge of the strategic management process and an ability to assess industry attractiveness and the competitive environment.
- Explain how effective leaders use their interpersonal skills to promote change, communicate vision, provide a sense of direction, and inspire employees.
- Successfully utilize the tools and techniques of managerial accounting to make decisions about both day-to-day operations and long-term tactics and strategies.
- Utilize the tools and methodologies needed to solve marketing problems, including developing marketing plans and the use of various marketing strategies.
- Identify and analyze the pertinent concepts and theories of law, ethical issues that arise, and the principles of legal reasoning.
- Apply fundamental processes, theories, and methods to business communication in the workplace and the overall writing initiative.
- Demonstrate proficiency in English composition, including the ability to use appropriate style, grammar, and mechanics in writing assignments and to conduct academic research.
- Demonstrate an understanding of computer applications and proficiency in the managerial applications of Internet technology, including the application of management principles to business-to-consumer, business-to-business, and intra-business commercial ventures.

- Identify and apply fundamental math concepts for operations and problem solving and apply basic statistical concepts and tools in order to correctly interpret the results of statistical analyses.

Learning Outcomes:
1. Critical Thinking: Students will demonstrate conceptual learning, critical thinking and problem-solving skills.
2. Business Ethics: Students will demonstrate awareness and knowledge of social responsibility, ethical leadership and citizenship issues in the local, rational and world communities.
3. Team Skills: Students will demonstrate interpersonal skills for working in a dynamic and diverse world including in a team.
4. Communication Skills: Students will demonstrate effective oral and written communication skills in English.
5. Business Functions: Students will demonstrate an understanding of all business functions, practices and related theories and integrate this functional knowledge to address business problems.
6. Quantitative & Technical Skills: Students will demonstrate quantitative and technology
7. Globalization: Students will learn the fundamental theories and practices of globalized environment, supply chain and government policies and apply the relevant concepts to facilitate efficient globalized operations

Graduation Requirements:
To earn a Bachelor of Science Degree, students must have completed a total of 120 credit units, among them a maximum of 60 lower-division units from the college/university previously attended and, in addition, completed a minimum of the 20 required courses (60 units) with a GPA of 2.0 or higher from Virscend University. Students are evaluated through written and performance assessments in each course taken in this program of study. An internship is not required for the Bachelor of Science (BS) in Business Administration program.

15.2 Program Description for MBA Program

Program Name:
Master of Business Administration

Program Description:
The MBA program is STEM-designated and provides students with a strong foundation in content and competencies that will support their development as effective managers in many different types of settings. Students develop and utilize analytical tools to assist in decision making, to acquire organizational skills, to assist in their effective implementation of operational policies, to acquire a body of knowledge in the functional areas of business so that they develop leadership and supervisory skills, communication skills, and an understanding of the role of technology as an aid to effective management.

Program Mission:
Our mission is to inspire business professionals to be intellectually prepared for the fast-changing global business environment.

Program Outcomes:
Students who successfully complete the Master of Business Administration degree program will acquire the following competencies:

- Critical Thinking and Research Analytics: Students will demonstrate the ability to discern and capitalize on emerging business prospects, employing sophisticated analytical techniques to evaluate competitive landscapes comprehensively. Through advanced problem-solving methodologies, students identify potential business opportunities and navigate complex strategic frameworks to formulate innovative solutions that drive sustainable organizational success.

- Business Ethics and Corporate Governance: Students will exhibit an understanding and mastery of ethical reasoning across multifaceted dimensions of corporate governance. They will demonstrate a heightened awareness in navigating intricate ethical dilemmas inherent in contemporary business landscapes. Through analysis and application of ethical frameworks, students will emerge equipped to lead ensuring ethical principles are integrated into organizational governance, fostering trust, sustainability, and long-term value creation.

- Interpersonal & Team Skills: Students will integrate diverse perspectives and leverage the collective intelligence of teams. Through immersive experiential learning opportunities, students will refine their interpersonal acumen, navigating the complexities of diverse team dynamics. They will not only demonstrate exceptional communication and conflict resolution skills but also exhibit the ability to inspire and motivate team members towards achieving shared goals. With advanced interpersonal competencies, graduates will emerge as influential leaders capable of creating inclusive environments that drive innovation, and organizational excellence.

- Business Functions: Students will demonstrate advanced business knowledge to address complex challenges and drive strategic initiatives. Through coursework and real-world simulations, students will cultivate an advanced understanding of the interconnectedness of various business functions and will apply theoretical frameworks that leverage sophisticated analytical tools to develop innovative business solutions. Graduates will have the strategic capability of orchestrating cross-functional collaborations to capitalize on emerging opportunities and navigate dynamic market landscapes with confidence and proficiency.

- Quantitative & Technical Skills: Students will demonstrate mastery in advanced quantitative techniques and analytical reasoning to derive actionable insights from complex datasets. Students will develop proficiency in utilizing statistical methodologies, predictive modeling, and data visualization tools to not only analyze and interpret data

but also exhibit a sophisticated understanding of how to translate insights into strategic recommendations that optimize decision-making processes.

- Domestic & Global Environment: Students will demonstrate mastery in evaluating both domestic and global competitive landscapes, applying advanced conceptual frameworks to streamline effective global operations. Through in-depth case analyses, students will develop an understanding of the complexities inherent in navigating diverse market environments and assess market dynamics while devising strategic initiatives that capitalize on both local niches and global trends. Graduates will have advanced analytical skills and cultural intelligence, capable of orchestrating responses to dynamic market conditions and driving sustainable growth on a global scale.

Curriculum:
Core Courses (6 courses + internship / 19 units):
- MBA 500 Management Information Systems (3 units)
- MBA 501 Decision Technologies and Statistics (3 units)
- MBA 520 AI and Data Analytics (3 units)
- MBA 601 Database Management Systems (3 units)
- MBA 621 Digital Marketing (3 units)
- MBA 650 Project Management (3 units)
- MBA 508 Practicum and Experiential Learning (1 units)

Restrictive Electives (4 courses / 12 units):
- MBA 502 Management Strategies (3 units)
- MBA 503 Financial Management (3 units)
- MBA 504 Accounting Management (3 units)
- MBA 505 Marketing Management (3 units)
- MBA 612 Big Data Analytics using Programming Language (3 units)*
- MBA 631 Investment Principals (3 units)*
- MBA 632 Corporate Financial and Financial Certificate (3 units)*
- Any other master's level courses (3 units)

These courses are not currently offered

Graduation Requirements:
To be awarded the Master of Business Administration (MBA) degree, students must complete a total of 11 courses (31 program units) with a minimum cumulative GPA of 3.0. In addition, a grade of no lower than C- is required in each course in order to receive credit toward the degree. Students in the programs should expect to take 24 months to complete the MBA program, provided that there is an uninterrupted and normal progression through their enrollment (Students must enroll in the Fall semester and take all of the courses (three in Fall, three in Spring, three in the following Fall, and 1 in the following Spring) to complete the MBA program in two years). Students are evaluated through written and performance assessments in each course taken in this program of study and are required to submit the final project issued in MBA 650. Once the project is submitted, the turnaround time for evaluation is a 2-4 week period. An internship is required for the Master of Business Administration program.

Section 16: Course Descriptions

16.1 Bachelor of Science in Business Administration

This is a new program that Virscend University plans to start in the Fall of 2026.
This program is designed for students with an Associate Degree that are looking to receive a Bachelor Degree in Business Administration. Please read the information below and contact The Admissions Department for further information at (949) 502-6252 or email admission@virscend.edu.

BA 300 (Core Course) - Foundations of Economics (3 units)

Economics terms, concepts, theories, models and practice. Money and banking, price changes, national income analysis, business cycles, economic growth, fiscal and monetary policy, and international trade.

Objectives:

- Demonstrate the understanding of the definitions of the concepts, theories and models of economics.
- Solving problems by applying the principles, theories of economics.
- Examine and analyze different economic impacts, consumers' behavior using economic theories and concepts.

Letter grade only (A-F)

BA 301 (Core Course) - Business Communications (3 units)

Analysis of principles of collecting, organizing, analyzing, and presenting business information. Written and oral communications involving problem-solving in the business management process.

Objectives:

- Demonstrate the understanding of the uses of written and oral communication in the business organization.
- Solving problems through collecting, evaluating, organizing, analyzing, and presenting information using proper style and form.
- Examine and analyze different alternatives by conducting research using a broad range of sources, synthesizing and judging the quality of collected information and collaborate productively in a team environment to produce written documents and deliver oral presentations.

Letter grade only (A-F)

BA 302 (Core Course) - Business Statistics (3 units)

Application of statistics to business problems. Data collection and organization, probability theory, measures of central tendency and dispersion, hypothesis testing and estimation, simple regression, and correlation. Use of statistical software.

Objectives:

- Demonstrate the understanding of statistical terms, definitions, terminologies and to teach the basic concepts of business statistics. A prime objective is to develop the ability to understand real-world statistical data.
- Solving problems by communicating intelligently with statisticians and other experts in the field. And, to enable students to use statistical procedures.
- Examine and analyze management problems in order to make intelligent, optimal business decisions.

Letter grade only (A-F)

BA 303 (Core Course) - Organizational Behavior (3 units)

Principles and theories of management, organization theory, planning and control techniques. Management of the overall organization and the production/operation systems of organizations.

Objectives:

- Solving problems by using Critical Thinking skills.
- Demonstrate the understanding of Ethical Practices.
- Solving problems by applying Business Functions learned in class.
- Demonstrate the understanding of Domestic and Global Environment.

Letter grade only (A-F)

BA 304 (Core Course) - Organizational Behavior (3 units)

Information systems concepts and components, contemporary organizational applications, development and management of information systems, and future trends. Computer-based team projects requiring integration and application of conceptual and skills-oriented information systems knowledge in business environment.

Objectives:

- Identify potential applications of Information technology to benefit their organization.
- Demonstrate understanding of how to apply information technology to support various business functions and to understand the fundamental principles on which new applications can be developed.
- Demonstrate the selection for their organization of an information system of effectiveness, reliability and flexibility.
- Solving problems by the usage of planning and implementing team projects. Plus integrating database and Internet applications for a completed project.

Letter grade only (A-F)

BA 305 (Core Course) - Financial Accounting with Data Analytics (3 units)

The use and reporting of accounting data for managerial planning, cost control, and decision-making purposes. Includes broad coverage of concepts, classifications, and behaviors of costs.

Objectives:
- Demonstrate the understanding of managerial accounting concepts and how they relate to decision making in the business world.
- Solving problems by applying Accounting is a complex subject that requires a substantial time investment.
- Examine and analyze the practice of accounting in a business environment.

Letter grade only (A-F)

BA 306 (Core Course) - Financial Management (3 units)

Introductory course for all business majors. The topics include but are not limited to (1) time value of money, risk, valuation, cost of capital, capital structure; (2) capital budgeting; (3) long-term financing decisions; and management; (4) financial analysis and planning used in financial decision making.

Objectives:
- Demonstrate the understanding of the time value of money principles and related finance theories in financial decisions of individuals, financing and capital budgeting decisions of corporations, and valuations of securities.
- Solving problems by applying basic mathematics involved in corporate finance and how to deal with the major aspects of corporate finance.
- Examine and analyze the company's long-term investment affairs and financing policies as well as overseeing the management of short-term working capital.

Letter grade only (A-F)

BA 307 (Core Course) - Marketing Management (3 units)

Buyer behavior, marketing research, pricing, distribution, promotion, product strategies, and the influence of external factors. Ethic, corporate social responsibility, and public policy that are intrinsic to marketing decision making in global environments are explored. Human Subject Pool participation required.

Objectives:

- Demonstrate the understanding of Marketing concepts including marketing mix, marketing segmentation and positioning strategies, and pricing strategies.
- Solving problems by applying marketing functions in a business environment.
- Examine and analyze the various steps that consumers and organizations go through in the decision-making process.

Letter grade only (A-F)

BA 308 (Core Course) - International Business (3 units)

Introduction to nature, dimensions, and environment of international business. Emphasis on business functions, practices, and decisions as influenced by cultural, political, economic, social, and institutional factors in various parts of the world.

Objectives:

- Demonstrate the understanding of Global Business Functions in terms of how accountancy, finance, marketing, and HRM adjust internationally and how strategic management, organizational design, manufacturing, and supply chain management operate in a multinational firm.
- Solving problems by applying the theories and practice of international business.
- Examine and analyze different strategies in a Globalized Environments in terms of How historical, geographic, environmental, socio-cultural, economic, political, legal, labor, and competitive factors affect the conduct of international business.

Letter grade only (A-F)

BA 309 (Core Course) - Business Law (3 units)

Law and the American legal system in today's business world. Contracts, sales, and commercial paper. Examination of the role and function of the judiciary, elements of civil and criminal lawsuits, and other emerging areas of the law, including alternative dispute resolution.

Objectives:

- Demonstrate the understanding of basic concepts of law including procedure, torts, crimes and contracts.
- Solving problems by applying learned knowledge of business law, legal concepts and procedures.
- Examine and analyze legal choice selection and decision making as an employee or executive.

Letter grade only (A-F)

BA 310 (Core Course) - Human Resource Management (3 units)

Overview of the dynamics of human behavior in organizations and implications for management. Motivation, personality and attitudes, human perception, groups and teams, norms, power and politics, conflict, learning, communication, job design, organizational culture, organizational change, leadership and cross-cultural issues.

Objectives:

- Demonstrate the understanding of basic concepts and theories in organizational behavior to work situations including theories and concepts of personality, learning, motivations, teams/groups, and leadership.
- Solving problems by applying team & interpersonal skills including team/group development in organizations, common errors in team/group decision-making basic principles of team/group management.

Letter grade only (A-F)

BA 401 (Core Course) - Database Management Systems (3 units)

Introduction to database requirements, analysis and specification. SQL query formulation. Database implementation using relational database management system software, such as Oracle. Design of computerized business forms and reports.

Objectives:

- Demonstrate the understanding of the knowledge in database management theory and concepts, database modelling and database management systems with an emphasis on the relational database model.
- Solving problems by using the relational database models, Normalization, Entity-Relationship Diagram and Structured Query Language (SQL).
- Examine and analyze database alternatives for effective data management.

Letter grade only (A-F)

BA 402 (Core Course) - Managerial Accounting with Data Analytics (3 units)

Accounting theory including recording, valuation, and statement presentation of assets, liabilities, capital, and earnings. Funds statements, financial analysis, compound interest theory, and applications.

Objectives:

- Demonstrate the understanding of the knowledge of accounting theory including recording, valuation, and statement presentation of assets, liabilities, capital, and earnings.
- Solving problems by applying learned knowledge in accounting theory.
- Examine and analyze managerial decisions based on the result of the accounting practice.

Letter grade only (A-F)

BA 403 (Core Course) - Programming for Business Analytics (3 units)

An introduction to programming concepts and techniques specifically tailored for business analytics. This course provides an overview of key programming concepts such as data types, conditional statements, loops, function, methods, classes, and libraries. Through hands-on coding exercises and real-world applications Students will learn how to utilize programming (Python, R or similar languages) to manipulate, analyze, and visualize data, enabling them to make informed decisions in a business context. The course also introduces essential libraries and techniques related to coding for data analytics.

Objectives:
- To advance students' analytical skills as they relate to programming.
- Apply programming to perform data cleaning, transformation, and aggregation, as well as perform basic statistical analysis.
- Create data visualization using business data.
- Explore predictive modeling.
- To advance students' foundational understanding of key programming concepts.
- To advance students' hands-on skills and experience with a leading programming language

Letter grade only (A-F)

BA 404 (Core Course) - Investment Principals (3 units)

Investment markets and transactions; sources of investment information; return vs. risk; margin trading and short selling; investment planning; investing in equities and fixed income securities; speculative tax-sheltered investments; gold and other tangibles; portfolio management. Demonstrations and use of microcomputer technology.

Objectives:
- Demonstrate the understanding of a variety of investment concepts such as the nature and operations of security markets, risk analysis, modern portfolio theory, the capital asset pricing model, valuation models for stocks and bonds, option trading, investment strategies in equity and fixed income securities and the various aspects of investment companies.
- Solving problems by applying risk analysis, modern portfolio theory, and the capital asset pricing model.
- Examine and analyze the alternatives of investments through investment research in security analysis and portfolio management.

Letter grade only (A-F)

BA 405 (Core Course) - Digital Marketing (3 units)

The study of global marketing theory and practice. The historical, economic, cultural, political, and legal factors that affect marketing decision-making in an international context. How to develop and present plans for exploiting global marketing opportunities.

Objectives:

- Demonstrate the understanding of the managerial aspects of historical, economic, political, legal, and cultural environments that impact decision making globally.
- Solving problems by applying international marketing strategies.
- Examine and analyze the alternatives of international marketing strategies in critical success factor analysis and the application of concepts and techniques.

Letter grade only (A-F)

BA 406 (Core Course) - Foundations of Leadership (3 units)

Determinants of effective leadership and successful methods of motivating employees to achieve organizational goals. Identification of appropriate styles of leadership and methods for developing and applying leadership skills. Case studies, research, and simulation exercises.

Objectives:

- Demonstrate the understanding of team dynamics and personal strengths and weaknesses relevant to individuals in leadership positions.
- Solving problems by applying leadership management techniques.
- Be able to make decisions for behaviors to enact in given situations based on leadership theory and knowledge.

Letter grade only (A-F)

BA 407 (Core Course) - Operations Management (3 units)

Strategic principles and tactical practices related to operations planning. Topics include process selection, facilities layout, work systems design, inventory management, aggregate planning, master scheduling, MRP and ERP, scheduling and JIT production activity.

Objectives:

- Demonstrate the understanding of long, medium and short-term planning within organizations and particularly within operations.
- Solving problems by applying appropriate methods and techniques within the development of operations planning.
- Examine and analyze integrating planning and control tactics across business functions within a company and across businesses within a supply chain. Demonstrate critical awareness of emerging issues and unique planning and control practices in service operations organizations.

Letter grade only (A-F)

BA 408 (Core Course) - Data Analysis and Visualizations (3 units)

This course will provide a rigorous and comprehensive overview of the most important data analysis and visualizations techniques and tools and how business analytics can be used in a variety of situations. Students will learn to appraise the power of data analysis but also acknowledge limitations and weaknesses, especially in an age where the abundance of data is posing new opportunities.

Objectives:

- To advance students' critical thinking and problem-solving skills analytics.
- To advance students' analytical and technical skills in analyzing, visualizing, interpreting business.
- To advance students' team and collaboration skills in data-oriented projects

Letter grade only (A-F)

BA 409 (Core Course) - Spreadsheet Modeling (3 units)

This course introduces the students to the use of spreadsheets for decision-making. It covers data manipulation and analysis, formatting and charting using Microsoft Excel. Topics include: basic classification and prediction techniques and decision trees.

Objectives:

- Acquire basic knowledge of commonly used analytic tools in processing quantitative information and making quantitative business decisions
- Recognize and formulate business problems in Excel spreadsheets Evaluate or solve Excel spreadsheet models using professional softwares (e.g., Analytical Solver Platform)

Letter grade only (A-F)

BA 410 (Core Course) - Project Management (3 units)

Selection of project ideas and implementation of projects. Roles of team members and project managers. Project planning and organization. Budgeting, scheduling, monitoring and controlling, including computerized network models and project management software packages. Final project analysis and termination.

Objectives:

- Demonstrate the understanding of Project Management analytical functions, practices and tools and be able to integrate this functional knowledge to address project issues.
- Solving problems by applying quantitative and technological skills that are required to enable them to analyze and interpret project data to improve project performance.
- Examine and analyze different projects based on project data collected.

Letter grade only (A-F)

BA 411 (Elective Course) - Accounting Information Systems (3 units)

Theory and practice of cost accounting. Managerial use of cost accounting data for planning, controlling and decision making. Emphasis on cost accumulation and management information systems.

Objectives:

- Demonstrate the understanding of the role of accounting information in management decision making and how management accounting contributes to business strategy development.
- Solving problems by applying a normal costing system to determine overhead application rate, allocate overhead to products and services, and dispose under or over-applied overhead.
- Examine and analyze managerial decisions based on break-even and cost-volume-profit analysis for both single and multiple products; and to determine margin of safety and operating leverage.

Letter grade only (A-F)

BA 412 (Elective Course) - Supply Chain Management (3 units)

Management of value creation and the dynamic interaction of companies within a supply chain. Topics include supply chain drivers and performance, network planning, inventory positioning, supply chain coordination, and information sharing. Contemporary practices are discussed.

Objectives:

- Demonstrate the understanding of the key links in a supply chain that drives performance.
- Solving complex supply chain management problems by applying theories, models and practice of supply chain management.
- Examine and analyze different supply chain management solutions and propose rational, sensible, practical recommendations to problems based on analysis.

Letter grade only (A-F)

BA 413 (Elective Course) - Corporate Finance (3 units)

An intermediate-level, lecture-discussion course in corporate finance. Topics include: cash budgeting, capital budgeting, business acquisition and mergers, cost of capital, and international finance.

Objectives:

- Demonstrate the understanding of the definitions of finance theories and applications of financial management.
- Solving problems by applying financial management models.

- Examine and analyze different proposals or long-term investment opportunities (capital budgeting decisions) and about how a corporation should raise and allocate long-term funds (long-term financing decisions or capital structure choice).

Letter grade only (A-F)

16.2 Master of Business Administration

MBA 500 (Core Course) - Management Information Systems (3 units)

Foundation and infrastructure of information technology applied to strengthen competitiveness. Effective utilization of strategic information systems, telecommunications, system development process, database concepts and electronic commerce to enhance organizations' operations.

Objectives:
- Demonstrate the understanding of various management information Systems concepts and practice including database, telecommunications, information security, e-commerce and enterprise systems.
- Solving problems by applying information models and technologies to improve business efficiency and effectiveness.
- Examine and analyze different MIS alternatives based on system analysis and design process.

MBA 500 mode of instruction: Face-to-Face, Online
Letter grade only (A-F)

MBA 501 (Core Course) - Decision Technologies and Statistics (3 units)

This course provides statistical tools and concepts that aid managerial decision making in business. Statistical analysis includes probability, estimation, hypothesis testing, forecasting, and decision process. Management Science includes quantitative modeling, math programming, decision support systems and simulation applicable to various business functions.

Objectives:
- Demonstrate the understanding of basic principles and techniques of applied mathematical modeling for managerial decision making.
- Solving problems by applying decision technologies and mathematical modeling.
- Examine and analyze different alternatives by decision tools, models and research.

MBA 501 mode of instruction: Face-to-Face, Online
Letter grade only (A-F)

MBA 502 (Restrictive Elective) - Management Strategies (3 units)

Principles and theories of management, organization theory, planning and control techniques. Management of the overall organization and the production/operation systems of organizations.

Objectives:
- Demonstrate the understanding of the definitions, theories of management, organization theory, planning and control techniques.
- Solving problems by applying theories of strategic management.
- Examine and analyze different alternatives by using management, organization theory, planning and control techniques.

MBA 502 mode of instruction: Face-to-Face, Online

Letter grade only (A-F)

MBA 503 (Restrictive Elective) - Financial Management (3 units)

Introduction of Financial Management. Theories, models and practice in Financial management. Integration of computers, management information systems and cases to: (1) time value of money, risk, valuation, cost of capital, capital structure; (2) capital budgeting; (3) long-term financing decisions; (4) working capital policy and management; (5) financial analysis and planning.

Objectives:
- Demonstrate the understanding of the theories, models and practice of finance management.
- Solving problems by applying theories of finance management
- Examine and analyze different alternatives in financial decisions based on financial analysis and planning technologies.

MBA 503 mode of instruction: Face-to-Face, Online

Letter grade only (A-F)

MBA 504 (Restrictive Elective) - Accounting Management (3 units)

The use and reporting of accounting data for managerial planning, cost control, and decision-making purposes. Includes broad coverage of concepts, classifications, and behaviors of costs.

Objectives:
- Demonstrate the understanding of the theories and practices of accounting information in investing and lending decisions and how accounting information impacts business strategy.
- Solving problems by applying accounting theories and practices in a business environment.
- Examine and analyze different accounting solutions based on accounting theories and practices.

MBA 504 mode of instruction: Face-to-Face, Online

Letter grade only (A-F)

MBA 505 (Restrictive Elective) - Marketing Management (3 units)

The theories and practice of marketing management. Buyer behavior, marketing research, pricing, distribution, promotion, product strategies, and the influence of external factors. Ethic, corporate social responsibility, and public policy that are intrinsic to marketing decision making in global environments are explored. Human Subject Pool participation required.

Objectives:
- Demonstrate the understanding of all marketing functions, practices, and related theories.
- Solving problems by applying marketing mix (product, price, place, and promotion); marketing research, e-commerce/Internet marketing and explain how marketing decisions are made using the basic business functions in a marketing context.
- Examine and analyze different marketing decisions based on quantitative analysis using performance metrics and analyzing financial performance including a pro forma analysis and their performance in two examinations which involve quantitative analysis of marketing issues.

MBA 505 mode of instruction: Face-to-Face, Online

Letter grade only (A-F)

MBA 508 (Core Course) - Practicum and Experiential Learning (1 unit)

Career Practical Training (CPT) is a hands-on training program designed to equip students with practical skills and knowledge essential for success in their chosen career field. Through a combination of theoretical learning and real-world application, students will develop the competencies required to excel in their professional endeavors.

MBA 508 mode of instruction: Online

Pass/No-Pass Only

* This course can be waived if the student has extensive work experience

MBA 520 (Core Course) - AI and Data Analytics (3 units)

Learn to perform big data analysis using Excel's most popular features such as Excel Macros, Visual Basic, Pivot Tables, and the other intermediate-to-advanced Excel functionality. The ability to analyze big data is a powerful skill that helps you make better decisions. Microsoft Excel is one of the top tools for data analysis and data visualization. This course will prepare you to design and implement advanced Excel formulas that aggregate data to create meaningful reports.

Objectives:

- Fluent in Excel's most commonly used business functions such as VLOOKUP, HLOOK, LOOKUP, INDEX and MATCH, summarize data in flexible ways, enabling quick exploration of data and producing valuable insights from the accumulated data.
- Demonstrate understanding of how pivot tables, pivot charts and slicers work together for analyzing big data and help in creating automated dynamic dashboards/reports.
- Become proficient in Excel macros and VBA user forms.

MBA 520 mode of instruction: Face-to-Face, Online

Letter grade only (A-F)

MBA 601 (Core Course) - Database Management Systems using SQL (3 units)

Introduction to database design and creation using a DBMS product such as MS SQL Server. Develop SQL programming proficiency. Emphasis is on data dictionary, data manipulation, data integrity, data normalization, data control statements as well as on report generation. Upon completion, students should be able to write Structured Query Language (SQL) programs which create, update, and produce computerized business forms and reports.

Objectives:
- Demonstrate the understanding of essential database management theory and concepts, database design and implementation with an emphasis on the relational database model.
- Utilize database design techniques such as Entity-Relationship Diagram, normalization, and data warehouse.
- Develop SQL programs to create complex forms and reports that integrate data from multiple sources.

MBA 601 mode of instruction: Face-to-Face, Online

Letter grade only (A-F)

MBA 612 (Restrictive Elective) - Big Data Analytics using Programming Language (3 units)

Introduction to the powerful open source language R. The course covers practical issues in statistical data analysis and computing, and explores many different types of data using R. Learn to prepare data for analysis, compute various statistical measures, create meaningful data visualizations, create reusable R functions, create R models to predict future outcomes. how to use R for effective data analysis.

Objectives:
- Proficient in basic R programming including reading data into R, accessing R packages, writing function, debugging, and commenting R code.
- Familiar with R Console, data types and structures in R, programming structures, functions, and data relationships in R.
- Perform statistical data analysis through R programs to explore and visualize data.

MBA 612 mode of instruction: Face-to-Face, Online

Letter grade only (A-F)
Not Currently Offered

MBA 621 (Core Course) - Digital Marketing (3 units)

Introduction to E-Commerce and Internet Marketing concepts and technologies. Examines the concepts of media marketing and the role that digital technology plays in making marketing more effective. The course demonstrates how social media and digital technology can improve marketing strategy formulation and execution, in understanding and utilizing the many tools and techniques of media marketing. The focus will be on Facebook and Google Analytics.

Objectives:
- Understand internet users, e-business models, and identify profitable E-Marketing strategies.
- Describe marketing strategies of segmenting, targeting, positioning, and differentiation.
- Analyze digitally based market research techniques, such as FaceBook and Google Analytics
- Identify features of successful websites.
- Evaluate and assess the context and content that is interesting to the target audience and increases traffic to the website.
- Design a marketing plan for a product that will effectively advance customers from awareness to commitment.

MBA 621 mode of instruction: Face-to-Face, Online
Letter grade only (A-F)

MBA 631 (Restrictive Elective) - Investment Principals (3 units)

Investment markets and transactions; sources of investment information; return vs. risk; margin trading and short selling; investment planning; investing in equities and fixed income securities; speculative tax-sheltered investments; gold and other tangibles; portfolio management. Demonstrations and use of microcomputer technology.

Objectives:
- Demonstrate the understanding of a variety of investment concepts such as the nature and operations of security markets, risk analysis, modern portfolio theory, the capital asset pricing model, valuation models for stocks and bonds, option trading, investment strategies in equity and fix income securities and the various aspects of investment companies.
- Solving problems by applying risk analysis, modern portfolio theory, and the capital asset pricing model.
- Examine and analyze the alternatives of investments through investment research in security analysis and portfolio management.

MBA 631 mode of instruction: Face-to-Face, Online

Letter grade only (A-F)

Not Currently Offered

MBA 632 (Restrictive Elective) - Corporate Financial and Financial Certificate (3 units)

Introduction to the theory, the methods, and the concepts of corporate finance. Understand the corporate environment, create values for shareholders through strategic planning and effective corporate financial management to maximize return based on specific competitive, regulatory, and financial market conditions.

Objectives:
- Understand the optimal capital structure, the corporate finance decision making, and the financial markets and processes.
- Familiarize with the time value of money, capital budgeting techniques, valuation of bonds and stocks, the cost of capital, initial public offerings, uncertainty and the trade-off between risk and return, security market efficiency, and dividend policy decisions.
- Discover the complex interaction between the economy, the financial markets, and psychology.

MBA 632 mode of instruction: Face-to-Face, Online

Letter grade only (A-F)

Not Currently Offered

MBA 650 (Core Course) - Project Management (3 units)

Theory and applications of electronic commerce including issues such as E-cash, E-banking, E-tailing, SCM, E-marketing, B2C, B2B, C2C, E-government, Internet business opportunities, Internet security homepage maintenance, Internet database interface and cooperative computing.

Objectives:
- Demonstrate the understanding of Project Management analytical functions, practices and tools and be able to integrate this functional knowledge to address project issues.
- Solving problems by applying quantitative and technological skills that are required to enable them to analyze and interpret project data to improve project performance.
- Examine and analyze different projects based on project data collected.

MBA 650 mode of instruction: Face-to-Face, Online

Letter grade only (A-F)

Prerequisites: MBA 500, MBA 501. MBA 621, MBA 503 or MBA 504, MBA 508 CO: MBA 601, and at least 6 classes completed

NOTE: MBA 650 is the only course with a prerequisite. Students must complete MBA 500, MBA 501. MBA 621, MBA 503 or MBA 504, MBA 508, and complete at least 6 classes. Prerequisites/Corequisites may be waived in lieu of professional or academic experience

Section 17: Articulation Agreements

Virscend University partners with local and international universities to further support students' educational pursuits.

Articulation agreements with universities allow students to transfer their credits/units to universities that have signed articulation agreements with Virscend University. It offers students options to take courses not offered during a semester or to transfer to other university programs.

Below we list the schools that have articulation agreements with Virscend University. If you have questions regarding transferring your credits/units to another university, contact the admission department of the university you wish to attend. If you are a university wanting to establish an articulation agreement, contact the Director of Admissions, at admissions@virscend.edu (949) 502-6252.

We accept up to three courses (nine units) for the MBA program from schools in which we have an articulation agreement, pending approval from the Program Director.

We currently have articulation agreements with the following schools:
- Taiwan FuJen University
- Evergreen College
- California University of Management and Sciences
- Shih Hsin University
- Kyungsung University
- Final International University
- Yasar University
- University of Naples Federico II
- Fo Guang University
- Tatung University, Taiwan R.O.C

Section 18: Addendums

Addendums from the 2024-2025 Catalog
- **Updated Resources (page 8) -** HBR cases are now available to students
- **Added Transparency (pages 11, 17, 19, 23, 63, 74, 78) -** the BS program is expected to launch in Fall 2026
- **Added Transparency (page 12-13) -** what Virscend deems an official or unofficial transcript
- **Added New Policy for Generative AI (pages 12-14) -** the use of Generative AI for an applicant's personal essay and academic personal statement is prohibited
- **Updated Policies (pages 15-16)** - students can now apply for scholarship in-term
- **Added Redundancy (pages 17, 75, 77)** - graduation requirements for both BS and MBA programs now consistent through multiple sections
- **Updated Policies (pages 19-22)** - transfer credit policy has been updated for the MBA program, allowing students to transfer course credits from other universities
- **Updated Policies (pages 26-28)** - CPT policies and regulations have been updated
- **Added Transparency (page 32) -** added information about CPT eligibility while on academic probation
- **Added New Policy (page 42) -** added new policy regarding late fees accrued from late payments
- **Updated Refund Table (pages 44-45) -** updated the existing refund tables to correctly show calculations for this academic year
- **Added New Policy (page 45)** - added new policy regarding F-2 Processing Fees for dependents
- **Updated Table (pages 56-57)** - added new faculty members to the faculty qualifications table
- **Updated Course Name (pages 77, 89, 93)** - MBA 508's course name was changed
- **Updated Prerequisites (page 93) -** some prerequisites have been removed and some have been added
- **Updated Articulation Agreements (page 94)** - a few additional schools have been added to the existing list and one has expired/been removed