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Catalog for Academic Year 2023

01/01/2023 – 12/31/2023

Table of Contents

Prospective students may either electronically download the school catalog from the school's website: www.upasadena.org, or prospective students may call the school and request a catalog be delivered through the mail by calling (626) 6008727

About University of Pasadena and Distance (On-Line) Learning

University of Pasadena (UPAS) was founded in 2012 by a group of eminent educationists and entrepreneurs with a vision to create an educational institution that will enable our students to be competent professionals and lifelong learners.

UPAS is a degree granting Institution. All instruction at UPAS is online and is considered distance education. We believe that students with just knowledge of what is thought or learned is not enough to be successful in their career, they also need to build their skills and abilities as well. Hence we have adopted an innovative approach of Outcome based education model that incorporates tasks, projects and activities that will help our students achieve their career goals and also help them to think as entrepreneurs.
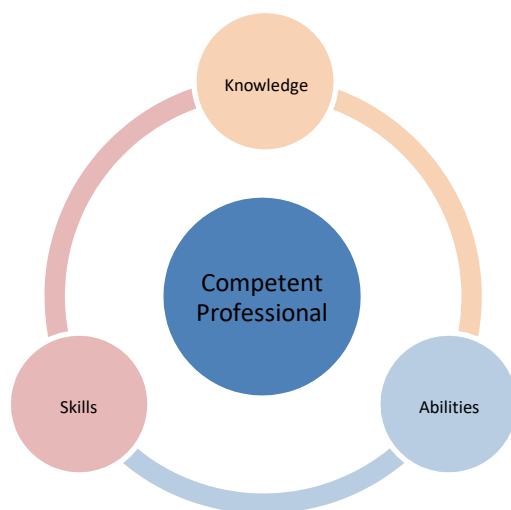
At UPAS we leverage the latest technologies and one of the best learning platforms available to help our students learn from customized and easy to learn content from anywhere, at any time of the day, and get the best one on one coaching and mentoring when needed from our eminent faculty.

Academic Advisory Board:

The Academic Advisory Board at UPAS is comprised of senior professionals in the industry and academia who are well respected by their peers. They provide strategic advice and focus on the welfare of the institution than anything else. They exercise independent judgment and conduct themselves with highest ethical standards.

Academic Advisory Board: Education
- Ms. Agnes Joseph - School Director ,The Indian Public School (TIPS) ,Bengaluru
- Ms. Thara Mohan - School Director ,The Indian Public School (TIPS), Coimbatore
- Ms. Kara Cleaver – Founder, Influency Group.

Top Administrators:
- Mr. Ashok Kumar – Chief Executive Officer (CEO)
- Dr. Chockalingam Arunachalam - Chief Academic Officer (CAO)
- Dr. Narayanan Solayappan - Chief Operations Officer (COO),
- Ms. Kripa Lakshmi R - Chief Financial Officer (CFO)
- Mr. Mark Treston –Compliance Officer (CO)
- Mr. Karthikeyan Doraiswami – Registrar

Ownership:

University of Pasadena is a C Corporation which is 100% owned by Fuji International Limited.

About Online Learning

Online learning at UPAS provides a location independent, technology driven learning experience through Moodle rooms, the university's online course delivery platform. Online classes at UPAS are completely interactive and easily usable, enabling students to interact directly with faculty and students through Moodle rooms.

Classes follow a trimester program. Students will need a computer and Internet access to complete their coursework. Students who complete the program receive transcripts and degree from UPAS that is equivalent to a degree earned in a classroom program.

Please read our Frequently Asked Questions (FAQ) for answers to commonly asked questions about online learning at UPAS.

Knowledge – Through Guided Discovery
- Customized Course Content

Skills – Through projects and activities
- Problem Solving
- Communication
- Leadership
- Innovation
- Lifelong Learning
- Critical & Analytical Thinking Interpersonal Skills
- Decision Making

Abilities – Through Practical Application
- Design and Implementation Skills
- Apply Knowledge
- Familiarity of Latest Tolls and Technologies
- Professionalism
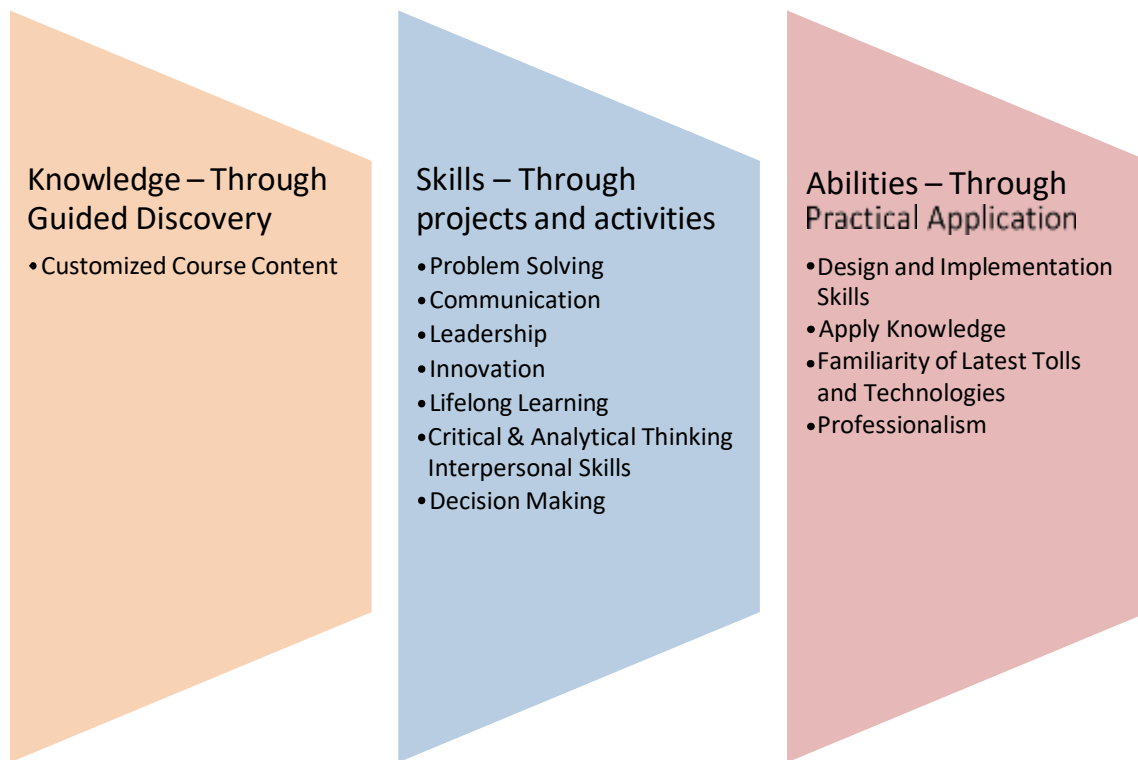
Mission and Objectives

Mission Statement

> **"To provide students worldwide with outcome-based, multi-modal, technology-enabled graduate level distance education that can empower them to achieve their professional goals."**

Objectives:
- To prepare students to be successful professionals in their field of choice through industry exposure
- To provide a high quality and cost-effective online degree program for students who desire an alternative to traditional institutions for a higher education
- To adopt an outcome-based education model that helps students build skills and abilities that are essential to becoming competent professionals
- Continuously leverage evolving technology to ensure effective content delivery
- Remain cost effective as progress is made at University of Pasadena
- Focus on maintaining industry relevance both in curricula and delivery

School Catalog Policy:

The UPAS Catalog is published once each year, and at the end of each school year, in December; the catalog is reviewed and updated as to course offerings, school policies and compliance with the BPPE, regulatory agency, as needed.

Approval:

University of Pasadena is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

<div align="center">

Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834

</div>

Accreditation:

University of Pasadena is accredited by Distance Education Accrediting Commission (DEAC), recognized by US Department of Education and the Council for Higher Education Accreditation (CHEA).

UPAS Online Academic Program

UPAS offers the following program of study:

- Master of Arts in Education

All courses and instruction are provided through Distance Education, and not in traditional classroom locations.

The institutional learning outcomes are as follows

- Apply critical thinking skills in finding solutions to solve real world problems and make informed, ethical decisions
- Display mastery of knowledge and skills to succeed professionally in the field of choice through industry exposure
- Display the ability to share skills and knowledge with others and demonstrate cultural and global awareness to be responsible citizens
- Utilize latest tools and technologies available in the respective field of choice to enhance learning
- Demonstrate and ensure effective information literacy skills to support continuous, lifelong learning.

<u>MASTERS OF ARTS IN EDUCATION</u>

The Postgraduate Degree Program in Education has been designed to broaden the training and understanding of education in relation to the philosophy and concepts underlying international education (online/distance learning) and sharpen teachers' skills in relation to the processes, cultures and classroom practices. It is a professional development course with a series of on-line modules covering core and contemporary topics in education. The modules are intended for teachers, administrators, librarians, or anyone interested in education — and there is no prior technical expertise required. The modules are designed for self-paced learning, so one can explore the training on their own time and review often as desired.

Program Objective

- Provide teacher education to those with or without a bachelor's degree in education to enable them to become competent while continuously developing professionals as teachers and/or education administrators
- Inculcate the attitude and ability to evolve, through continuous self-study even while practicing the profession, as leaders in their chosen career

Program Outcomes

Students completing this program are expected to achieve the following:

- Analyze the application of educational research and evidence-based practices to design innovative curriculum and academic writing
- Analyze diversity issues in education and learning practices to make informed, ethical decisions
- Integrate advanced approaches to instruction and assessment to enhance student learning
- Apply practitioner research methods and ideas to instruction in both traditional and digital learning environment

Program Delivery:

The program consists of both 3 credit and 4 credit courses. Students will need to complete all the Graduate Core courses. They can choose electives in their choice. They will need to complete a minimum of 36 credits. The course credits are awarded as semester credits. The following is the course break up.

CATEGORY	Courses	Credits
CORE COURSES	8	25
ELECTIVES	1	3
CAPSTONE PROJECT	1	4
INTERNSHIP	1	4
TOTAL	11	36

All courses follow a 15 week- delivery model where course objectives and outcomes for each week are thoroughly outlined and presented to students. Each course consists of the following elements:

- Multi-Media Presentations
- Interactive Sessions with Faculty online
- Assignments including tasks, projects and activities (pop quizzes) mid-term tests, etc. that are graded manually by the professors
- Continuous Assessments
- Final Exam

There will be a significant emphasis on the outcomes for each week. Assignments are focused on assessing the students' capability of applying the knowledge gained and demonstrating their skills and abilities in specific areas.

Courses for Master of Arts in Education:

Courses	Credits
Historical and Contemporary Thoughts on Education	3
Child Psychology: Principles and Perspectives	3
Learning through Inquiry: The IB paradigm	3
Trans Disciplinary and Holistic Approaches to Education	3
Collective and Collaborative Design and Transaction of Curriculum.	3
Continuous and Comprehensive Assessment of Learning.	3
Statistical Methods for Teachers and Education Administrators	4
Issues in Language Teaching	3
Electives:	3
Arts, Crafts and Physical Education: Integrating into Curriculum	3
Design of Assessment Tools and Rubrics for Diversity.	3
Role of ICT for Effective Teaching and Education Management	3
Human Resource Management for Education Managers	3
Education Policy: Local, National and Global Perspectives.	3
Education and Society: Local, National and Global Dimensions	3

HISTORICAL AND CONTEMPORARY THOUGHTS ON EDUCATION (3 credits)

This course is intended to provide an overview of the processes by which knowledge, skills, values and beliefs have been transmitted from one generation to another across different civilizations through the ages. Roles of the family, peers, formal institutions such as gurukuls of ancient India, collegiums of Greece and religious institutions are evaluated. Contemporary thoughts on education and schooling across different societies and their relevance for IB approach are discussed.

CHILD PSYCHOLOGY: PRINCIPLES AND PERSPECTIVES (3 credits)

The objective of this course is to review the evolution and development of the ideas pertaining to the psychology of children and the implications of various learning theories. The student-□□teachers will be sensitized to the importance of their impact as role-□□models and counselors.

LEARNING THROUGH INQUIRY: THE IB PARADIGM (3 credits)

This course aims to introduce the participants to the inquiry approach to learning. The framework of the IB methodology and its importance in the objective development of children; meeting the IB learner profiles will be the mainstay of the course. Student will have a hands-on approach to develop effective practices, and to strengthen the inquiry approach to learning.

TRANS:DISCIPLINARY and HOLISTIC APPROACHES TO EDUCATION (3 credits)

This core course is intended to inculcate among the student teachers, the crux of international teaching and learning methodology: namely breaking the barriers between subjects and helping children learn holistically across disciplines.

COLLECTIVE AND COLLABORATIVE DESIGN AND TRANSACTION OF CURRICULUM (3 credits)

The student/teachers are helped to understand the meaning and nature of curriculum. The processes associated with collaborative design of the curriculum, as well as effective implementation / transaction of the curriculum in the classroom will be discussed in detail.

CONTINUOUS AND COMPREHENSIVE ASSESSMENT OF LEARNING (3 credits)

Through this course, the teacher-trainees learn to appreciate the role of assessment as a constructive learning aid rather than as a mechanism for grading and certification. Approaches and techniques to carry out formative, mid-course and summative assessment in the context of the inquiry approach would be the core content of this course.

STATISTICAL METHODS FOR TEACHERS AND EDUCATIONAL ADMINISTRATORS (4 credits)

This core course facilitates the participants to efficiently organize the mass of data they collect about children and their academic progress during their teaching / learning journey and analyze the same towards inferring constructive conclusions to enhance the teaching / learning process. A related aim is to assist the student teachers to glean the essence of research-based on published reports and articles in the field of international education (teaching and learning).

ISSUES IN LANGUAGE TEACHING (3 credits)

The basic principles and desirable practices to effectively teach languages – mother tongues, as well as second language acquisition will be the focus of this course. Emphasis would be placed on teaching / learning the English language since it will be the medium of instruction where the student teachers would practice and would later implement what they have learned

Electives:

HUMAN RESOURCES MANAGEMENT FOR EDUCATION MANAGERS (3 credits)
This elective course is appropriate for those who intend moving to educational administration. The team leaders and program coordinators would benefit greatly from the input through this course on managing human resources effectively.

EDUCATION POLICY: LOCAL, NATIONAL AND GLOBAL PERSPECTIVES (3 credits)
Given the diversity of societies across the world, an international educator who aspires to seek positions in different societies would do well to be aware of the diversity in education policy and implications of the role and responsibilities of teachers / administrators. This course aims to provide input towards that objective.

EDUCATION AND SOCIETY: LOCAL, NATIONAL AND GLOBAL DIMENSIONS (3 credits)
Awareness of the crucial nexus between education in a society and the way the society develops is crucial for educators who plan to not only function as teachers but get involved in off-□□school social entrepreneurial activities. Such individuals would benefit from the discussions in their elective course and contribute meaningfully to society.

DESIGN OF ASSESSMENT TOOLS AND RUBRICS FOR DIVERSITY (3credits)
This elective course facilitates building the competence and skills to design and administer need- based assessment tools for special children.

ARTS, CRAFTS AND PHYSICAL EDUCATION: INTEGRATING INTO CURRICULUM (3 credits)
This core course helps the student-teachers to integrate arts, crafts and physical education into the inquiry method, and enables them to effectively utilize the assistance of specialized teachers for those activities. The process of planning to assessment interrogation is addressed in this course.

ROLE OF ICT FOR EFFECTIVE TEACHING AND EDUCATION MANAGEMENT (3 credits)
This elective course is intended for those who would like to go beyond the basics of using ICT in education and develop their own ICT-based tools and aids for enhancing the teaching / learning
/ Assessment processes. Exposure to a variety of learning management systems and their deployment would be part of the hands-on practice.

CAPSTONE PROJECT (4 credits)
Capstone project is a requirement. It is offered to provide an opportunity to those who have innovative ideas and want to experiment in education. Depending on the gravity of the topic/effort required this project could be worth even two courses subject to the approval of the academic management. Display of original idea and adoption of rigorous research methodology is expected for undertaking this project. The capstone project is the culminating experience of the student's education program and provides students with the opportunity to apply and integrate their knowledge and skills gained. Students will take the responsibility to organize, plan and carry out the various tasks required for successful completion of the project.
Requirements for Capstone project:
- Identify the faculty advisor.
- Identify an appropriate title or problem statement.
- Submit the project proposal describing the project.
- Upon completion of the project submit the report.
- Online presentations of the capstone project through zoom to the faculty.

INTERNSHIP (4 credits)

Internship is a requirement to share your knowledge that will help in long-term specialized development. Student gain work involvement and gratify requirements for a stipulation. UPAS supports internship program that provide growth and learning opportunities to students in high school, college and trade schools.

Requirements for Internship:

- The students should select the organization related to their career goal.
- Internship can be taken by the students where they are located and according to their travel convenience.
- Identify the Internship field supervisor.
- Identify a faculty.
- They should maintain an attendance record.
- Should submit a weekly report to their supervisor and faculty
- Student should get feedback from the faculty.
- Students should get feedback from the employer.
- Online presentations of the Internship through zoom to the faculty

Recommended Course Schedule

CATEGORY	NAME OF COURSE	TYPE	TERM	CREDITS
EDUC 511	Historical and Contemporary Thoughts on Education	CORE	1	3
PSYC 512	Child Psychology: Principles and Perspectives	CORE	1	3
EDUC 513	Learning through Inquiry: The IB paradigm	CORE	2	3
EDUC 514	Trans-Disciplinary and Holistic Approaches to Education	CORE	2	3
EDUC 515	Collective and Collaborative Design and Transaction of Curriculum.	CORE	3	3
EDUC 521	Continuous and Comprehensive Assessment of Learning.	CORE	3	3
MATH 522	Statistical Methods for Teachers and Education Administrators	CORE	4	4
EDUC 523	Issues in Language Teaching	CORE	4	3
ELECTIVE	ELECTIVE COURSE	ELECTIVE	5	3
EDUC 900	Capstone project	CORE	5	4
EDUC 901	Internship	CORE	6	4
		Total		**36**

COURSE CODE	ELECTIVE COURSES	CREDITS
MGMT581	Human Resource Management for Education Managers	3
EDUC 582	Education Policy: Local, National and Global Perspectives	3
EDUC 583	Education and Society: Local, National and Global Dimensions	3
EDUC 584	Design of Assessment Tools and Rubrics for Diversity	3
EDUC 585	Arts, Crafts and Physical Education: Integrating into Curriculum	3
COMP 586	Role of ICT for Effective Teaching and Education Management	3

Student Technology Requirements

When you are planning to enroll in distance education courses, it is important to consider the technology needed to have a smooth and successful experience. We recommend that you meet the technical requirements listed below when using the learning management system (LMS).

Note: For additional required hardware or software requirements for your course(s), contact your instructor or refer to the course syllabus for additional information on their requirements

We expect our students to be familiar with the use of computers, Internet, and e-mail. You should be able to follow basic instructions to configure program and course work. In order to enroll in UPAS online program, you are expected to have the following minimum requirements fulfilled:

Basic Technical knowledge and skills:
- Getting online
- Downloading, saving, opening, and printing material found online
- Conducting Internet searches
    - Composing e-mail/course messages and attaching documents. (Open LMS Student Help Link: Course Messages)
- Writing and editing with a word processor, such as Notepad, MS Word, etc
- Take online examinations.
- Learning new computer skills.

Hardware Requirements:
- Desktop/Laptop with i3 Intel processor or equivalent (less than 4 years old)
- Color monitor with 1024 x 768 resolution
- Minimum 200 GB free Hard Disk Space
- Minimum 4 GB RAM
- High-speed broadband (25 Mb/s or higher) connection
- Audio speakers/headphone and microphone for listening to audio or videos presented in courses
- Webcam with microphone for interacting in course activities that require video feedback from students (such as Voice Thread).

Software
- Windows 10 or later, Mac OS 10.13 or higher
- Chrome latest version
- Microsoft Office 2015 (includes Word, Excel and PowerPoint) or higher version
- Adobe Acrobat Reader latest version

Email
- Have a personal email account.

Admissions & Enrollment

Why should you choose UPAS?

- At UPAS, we believe that competency is essential for any graduating student to be successful in their career. Hence, we have adopted outcome Based Online Education Model that not only enables our students to gain knowledge through course work but also helps them build their skills and abilities that are very essential to become a competent professional and a lifelong learner.
- We believe that students graduating from UPAS should have breadth and depth of knowledge, skills and abilities to think big and be able to convert ideas into successful businesses or rise to the level of senior executives in any organization.
- We provide greater flexibility to enroll in our courses from any part of the world by delivering the course online without compromising quality. Our program is structured in such a way to make learning and easy process through customized course content and delivered through our Learning Management System. If they need guidance or help, they can reach out to their assigned eminent faculty members at any time to make their learning experience the best possible one.
- To provide students with continuous feedback on their progress in their program, we have formulated a continuous assessment model that measures their outcome levels. This model will help students to understand their level in the program and focus on where would like to be as well.
- Feedback is collected at the end of the semester and completion of the course. Feedback is collected from the employers regarding internship and measures are taken regarding their performance.
- Our faculties comprise of people with great academic and research credentials,
- Industry experts and successful entrepreneurs who were able to guide/mentor our students to be practically apply their knowledge through projects, industry connect and creative activities.
- We at UPAS believe that cost should not be an impediment for someone that wants to learn and be successful in his or her career and hence we have made our program very cost effective as well.

We hope that you find our program useful and select UPAS as the preferred school of your choice to fulfill your ambitions.

About Online Learning

Online learning at UPAS provides a location independent, technology- driven learning experience through Moodle, the University's online course delivery platform. Moodle is a widely accepted platform for online education that is used by several leading universities. This platform is available on the cloud and the company Moodle Rooms manages the entire infrastructure for this platform. Administrators and faculty at UPAS will be able to remotely login to the system through their computers to administer the system, conduct classes and tests. Online classes at UPAS are highly interactive and easily usable, enabling students to interact directly with faculty and students through the Moodle platform. Students will require set of equipment that is listed on page 23 to access the platform.

The school will transmit all lessons and materials to the student if the student has completely paid for the educational program and, after having received the first lesson and the initial materials, requests in writing that all the material be sent. Once the balance of the materials is transmitted to the student, the school will be obligated to provide other educational services it has agreed to provide.

All assignments, project work and tests submitted online will be evaluated by the faculty and a response provided to students within 72 hours (3 days) of submission (5 days for assignments). When students submit their project, they will get an acknowledgement within 48 hours (2 days) and the evaluation will be completed within a week of submission.

Classes follow a trimester calendar just as a classroom program does. Students when complete the program, receive transcripts and a degree from UPAS that is equivalent to a degree earned in a classroom program. Please read our Frequently Asked Questions for answers to commonly asked questions about online learning at UPAS

Evaluation Standards (Grading):
The evaluation of student achievement is based on students meeting the objectives for each program. At the beginning of each class, the instructor will provide the students with a syllabus identifying the objectives and grade determination criteria. Student should achieve a cumulative grade of 3.0 or higher at the end of the term and also end of the program. In a course in which a failing grade has been received, the student must repeat the course. If the student repeats a course after having received an F grade initially, the previous F grade is replaced with the new grade for the *Grade Point Average (*GPA) calculation.

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

Grade	Points	Grade	Points
A	4.0	A-	3.75
B+	3.50	B	3.0
B-	2.75	C+	2.50
C	2.0	C-	1.75
D	1.0	F	0
I	*Incomplete	W	Withdrew from the course

When the student is unable to finish a course within the specified time period, an "I" grade is awarded. A specific time period is given by the faculty to complete the course successfully at which point the "I" grade can be converted to the actual grade. In other words, "I" grade can be replaced in the transcript with the actual grade. If the student is not able to finish within the specified grace period, then the student gets an "F" or a "W" (if the student chooses to withdraw).

"F" or a "W" grade will remain in the transcript. It does not affect the GPA nor it will be counted towards the total number of credits. However, the student will have to re-take the course and pass in case of a "F" grade to graduate. However, the "W" grade does not require the student to retake the course.

Grading:

Faculties use the total course grade calculated at the end of the course to provide a letter grade to the student

Percentile	Grade
95-100	A
90-95	A-
87 – 89	B+
84 – 86	B
80 – 83	B-
77 – 79	C+
74 – 76	C
70 – 73	C-
60 – 69	D
Less than 59	F

Course	Sem/term	Credit Hours	Grade	points	Total Points	GPA
Course 1	1	3.00	A	4.00	12.00	3
Course 2	1	3.00	C	2.00	06.00	
					Cumulative term GPA	
Course 3	2	3.00	D	1.00	03.00	2.8
Course 4	2	3.00	B+	3.50	10.50	
Course 5	2	3.00	A	4.00	12.00	
					Cumulative term GPA	
Course 6	3	3.00	D	1.00	03.00	2.9
Course 7	3	4.00	B	3.00	12.00	
Course 8	3	3.00	B-	2.75	08.25	
Course 9	3	3.00	B+	3.50	10.50	
Course 10	3	4.00	**A**	4.00	16.00	
					Cumulative term GPA	
Course 11	4	4.00	**A**	4.00	16.00	4
					Cumulative term GPA	
		36 Credits		Total Points	109.25	
CUM GPA = Total Points/Total Credit Hours					**Total GPA**	**3.03**

Students must achieve a cumulative GPA of 3.0 or above as the end of the program for graduation as shownin the example.

Admission Process

Thank you for showing interest in UPAS; we have made every effort to make sure you understand our admission process clearly. We have done our best to ensure that the information is clear and can be completed without much effort!

- Start of Admission cycle: 8 weeks before start of the term
- Close of Admission cycle: 2 weeks before start of the term

Admission requirements:
- A Bachelor's degree (BA or BS) from an approved university. Students whose degrees were completed at foreign universities must submit notarized translations into English where appropriate. Such students may be required to have their degrees evaluated by a UPAS-approved evaluation service to determine equivalency to a bachelor's degree from the United States.
- A GPA of 2.5 or above in their Bachelor's degree.
- Official transcripts and Bachelor's degree (B.A or B.S) in the relevant field of study from an approved institution.
- Personal Statement for seeking admission @ UPAS as part of application form.
- Satisfactory performance (> 50%) in the UPAS entrance exam to demonstrate web-•-based online learning capability.
- English Language proficiency must be demonstrated during Step 1 of the application process when the application is submitted. Admission team, after reviewing the application, will determine English proficiency based on the following.
    - The prospective student is a native English speaker; or
    - The prospective student can provide evidence of having earned a degree from a college or university where English was the primary language of instruction; or
    - Students who have had English as a second language need to demonstrate English proficiency by submitting TOEFL (Test of English as a Foreign Language) scores of 71 or higher on the Internet based test (iBT), or 60 or higher on the paper-based test (PBT). Visit www.toefl.org for more information on the TOEFL.
- Have a desktop/laptop with Internet broadband (6 Mbps or higher) connection and familiar with using Internet, email and other software programs with instructions provided on how to connect to the learning platform to complete the coursework.
- UPAS accepts transcripts only in English. If the potential student interested in our program has transcripts in any language other than English, the student must use the service of third-party transcript evaluators approved by the institution.
    - Academic & Professional International Evaluations, Inc. (APIE), P.O. Box 5787 Los Alamitos, CA 90721-5787 Telephone: (562) 594-6498 APIE@email.msn.com Website: http://www.apie.org
    - Academic Credentials Evaluation Institute (ACEI), P.O. Box 6908 Beverly Hills, CA 90212 Toll Free: (800) 234-1597 (USA Only) or (310) 275-3530 Fax: (310) 275-3528 Email: acei@acei-global.org Website: http://www.acei-global.org

Admission Procedure:
- Prospective student should visit our website (Admissions tab) to download application (free of cost).
- Students will email (admissions@upasadena.org) the filled application along with course registration information and other related documents like degree certificates, course details, etc.,

- Once the application is submitted, the students will receive an email with a link to make payment for application fees with the fee amount. The students can also make payment at the time of submitting the application using the payment link available to them once they submit the application.

- Students will receive an email acknowledging that application has been received. If payment is made, acknowledgment email of the application fee payment has been received will be sent. If application fee payment is not received with 1 business day of submitting the application, a reminder email will be sent to the student. The submitted application will not be processed until the application fee is received.

- An official email will be sent to the students within 5 working days from the date of application regarding acceptance or denial of admission with the reason. The outcome of the admission request is communicated to the prospective student by the admission team and all the documents used along with the reason for approval or rejection is documented in the online student file.

- The possible reasons for denial of admission are unfair transcripts /undergraduate degrees, Transcripts and undergraduate degrees from an unapproved institution. Unsatisfactory performance in the UPAS entrance exam or false declaration or document manipulation may also lead to denial of admission at UPAS.

- UPAS will send an email with Application transfer request outcome and entrance exam details (link) with user name (email ID) and password (date of birth) within 3 working days of the receipt of the application fee. Students can appeal the transfer of credits outcome by sending email to cao@upasadena.org. The response to the appeal will be given within 3working days.

- Students will have to take the entrance exam within 2 working days or else, they will have to reapply.

- Entrance exam notification will also be available in the student dashboard.

- If the student is accepted, UPAS will send the enrolment agreement and the fee details to the student within 3 working days from the date entrance exam was taken.

- Student must send the signed enrollment agreement and pay the tuition fees within 3 working days of the receipt of the enrollment form. Email will be sent to the student with the payment details. UPAS web site also has a link to make payment for tuition fees. UPAS will send a reminder email if fee payment is not received within 2 working day of the receipt of the enrollment form.

- UPAS will send an Acknowledgement email for fees payment received.

- Students will receive the Welcome kit within 2 working days of the receipt of the fees.

- Student will start the program enrolled at University of Pasadena (UPAS).

Graduate Degree Program:

Admission requirements:

- A Bachelor's degree (BA or BS) from an approved university. Students whose degrees were Completed at foreign universities must submit notarized translations into English where appropriate. Such students may be required to have their degrees evaluated by a UPAS-approved evaluation service to determine equivalency to a bachelor's degree from the United States

- A GPA of 2.5 or above in their Bachelor's degree.

- Official transcripts and Bachelor's degree (BA or BS) in the relevant field of study from an approved institution

- Personal statement for seeking admission @ UPAS

- Satisfactory performance (>50%) in the UPAS entrance exam.

- Have a desktop/laptop with Internet broadband (6 Mbps or higher) connection and

familiar with using Internet and email and other software program with instructions provided on how to connect to the learning platform to complete the course work.

Graduation Requirements

- Satisfactory completion of 36 credit hours in the chosen field of study.
- The capstone project submitted by the student as part of the graduate program has to be approved by our university faculty committee for an award of Master's degree.
- A 10 weeks supervised internship must be completed and an internship report should be submitted which is evaluated by faculty. This internship can be taken by the students where they are located and according to their travel convenience.
- Minimum 70% of the credits towards the degree must be taken from UPAS.
- Cumulative GPA must be 3.0 or higher.
- All graduate students are expected to complete the degree program within 3 years from the date of enrollment after which a request must be made to the admission department in the university asking for an extension. Continuous request for extension will not be encouraged and the student will be dropped from the program and won't be eligible for a degree.

Admission Policy

An official email will be sent to the students within 5 working days from the date of application regarding acceptance or denial of admission with the reason. The outcome of the admission request is communicated to the prospective student by the admission team and all the documents used along with the reason for approval or rejection is documents under student file online. The reason for denial can be any of the following:

- Unable to submit official Transcripts and/or undergraduate degree copies.
- Transcripts and undergraduate degree from an unapproved institution.
- Unsatisfactory performance in the UPAS entrance exam.
- False declaration or document manipulation may lead to denial of admission at our university.

International Students

International students who wish to enroll in UPAS degree program should meet all the admission requirements stated under admission requirements and provide evidence of financial resources to be able to complete the course without interruption.

English Proficiency

This institution does not offer instruction in English as a second language. Nor do we provide English language services. All classes are conducted only in the English language. To prove students are able to communicate fluently in English, if there is any doubt, this institution accepts a successful TOEFL test result and/or the U.S. Foreign Service Language Rating System.

Students who have had English as a second language need to demonstrate English proficiency by submitting TOEFL (Test of English as a Foreign Language) A minimum score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT) Visit www.toefl.org for more information on the TOEFL.

Applicants holding a baccalaureate or advanced degree from an accredited college or university in the U.S is exempt from the TOEFL requirement.

A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

Policies & Regulations
How to start taking courses?
Every student that is enrolled in the program will be given access to our on-line OpenLMS platform and detailed instructions on how to navigate through the course from Sign-In to completion. If there are any issues or questions related to the course work, you can contact your academic advisor at academics@upasadena.org.

Course duration
All courses follow a 15-week delivery model. In case students are not able to complete the course in the stipulated time frame, they are expected to repeat the same course again and will be treated as taking a new course.

Leave of absence
If a student is unable to complete the course due to unavoidable reasons, the student must inform his/her academic advisor about and continue the course during the next academic session with other courses. Students are allowed one Leave of Absence during one calendar year for personal emergencies.

Non-active or unable to reach
If student is not active (expect in case of leave of absence) with their course work or the university is unable to contact them for a period of 12 (twelve) months, they will be deregistered from the program and they will not be eligible for the university degree.

OpenLMS Uptime
The institution make all efforts to ensure that our OpenLMS platform is up 99.99% of the time, but in case student has trouble accessing the platform or issues with the platform, they can email to it@upasadena.org

Contact our enrollment advisor
Students can contact our enrollment advisor through email: admissions@upasadena.org

ACADEMIC CALENDAR

2023-24	Application Open	Application Close	Course Start	Mid-Term	Final Exam
Fall 2023	17-Jul-23	25-Aug-23	11-Sep-23	30-Oct-23	18-Dec-23
Spring 2024	13-Nov-23	22-Dec-23	8-Jan-24	26-Feb-24	15-Apr-24
Summer 2024	11-Mar-24	19-Apr-24	6-May-24	24-Jun-24	16-Aug-24

Tuition & Fees

All students enrolling in UPAS online degree program pay the same fees regardless of whether they are in or out of the US. Tuition and fees are due before the start of classes in each academic session unless a payment plan with a different or differed payment schedule is agreed. All non-refundable fees are non- refundable once they are paid (Application and Registration fees).

Optional fees like Transfer of credit fee is non-refundable once they are paid. No other optional fees are charged. Most of the communication is done by email. There is no charge for shipping to students residing in the United States if using ground US Postal Service. No expedited shipment available.

Graduate Degree Program Tuition and Fees:

Minimum Requirement: 36 Credits; Recommended Time to complete: 24 months. Maximum time to complete is 36 months.

FEES	BASIS	PER UNIT COST	UNITS	COST
**Application Fee	One Time	$50	1	$50
**Registration Fee	One Time	$200	1	$200
*Transfer of Credit Fees (Optional)	One Time	$30	1	$30
Student Transcripts	One Time	$20	1	$20
Tuition Fee (subject to change)	$50 per credit	$50	36	$1800
***Text Books	$200	$200	2	$400

TOTAL ESTIMATED COST FOR THE PROGRAM: $2500.00

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: $300

(Example: If a student enroll 2 courses with 6 credits, then Period for attendance is 6 credits X $50=$300)

*Transfer of credit is non-refundable, one-time optional fee

**Registration and application fee are non-refundable, one-time mandatory fees

***Paid to a third party who provides these services

Required Equipment:

Students are required to have the following equipment and they are responsible for purchasing these on their own:

Hardware	Software	Internet & Email
Desktop/Laptop with i3 Intel processor or equivalent (less than 4 years old)	Windows 10 or later, Mac OS 10.13 or higher	Have a personal email account
Color monitor with 1024 x 768 resolution	Chrome latest version	
Minimum 200 GB free Hard Disk Space	Microsoft Office 2015 (includes Word, Excel and PowerPoint) or higher version	
Minimum 4 GB RAM	Adobe Acrobat Reader latest version	
High-speed broadband (25 Mb/s or higher) connection		
Audio speakers/headphone and microphone for listening to audio or videos presented in courses		
Webcam with microphone for interacting in course activities that require video feedback from students (such as Voice Thread).		

Payment Options:
All payments should be paid in full using Pay pal, Check, ECH Transfer or Credit Card (VISA, Master, and Amex) as per the schedule for each semester unless prior arrangements (deferred payment) are made. UPAS does not offer loans. However, students can make the fee payment as one full payment or in two equal installments or as per agreed upon terms.

Fee Collection Policy:
Fees and charges are due by the specified due dates for each term. All students have following options to make payment. Payment is made in full by the mentioned due date - typically on the first day of the semester. Payment is made in two equal instalments - the first instalment is due on the first day of the semester; the second instalment is due on the first working day of the eighth week of the semester This payment plan is always available to all students. The institution allows students to make payments based on agreed upon flexible payment plan which must be approved by the Admission head.

There are no additional costs or fees to the students in making payments in instalments hence TILA requirements are not applicable.

The institution allows students to make payments based on agreed upon flexible payment plan.
- If the students are not able to make the payment as per the first agreed payment schedule, subsequently, the institution allows students to work with admissions to come with a new payment plan. There is no interest charged for the payments made through the payment plan.
- If the student still fails to make the payments on time, then the institution exercises the collection process. Collection agencies are authorized by the University to collect unpaid accounts in accordance with the Federal Fair Debt Collection Practices Act
- The University also in some circumstances pursues legal action to secure a court ordered judgment as a means of collecting unpaid accounts.
- Delinquent account information is provided to national credit reporting agencies and may impact an individual's credit rating.

Tuition Assistance:
We do not offer any tuition assistance currently. The school does not offer federal or state grants or loans or any other type of grants, loans, or scholarships at present.

Refund and Cancellation Policy

Cancel a Course:
All students enrolling in UPAS online degree program pay the same fees regardless of whether they are in or out of the US. Tuition and fees are due before the start of classes in each academic session unless prior arrangements are made. All non-refundable fees are non-refundable once they are paid (Application and Registration). Transfer of credit in the only optional fee and it is also non-refundable. No other optional fees are charged. All communication is done by email. No expedited shipment available.

For Distance Learning Program:
When instruction is not offered in real time, the student shall have the right to cancel the enrollment agreement and receive a full refund minus the non-refundable charges before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the school sent the first lesson and materials before an effective cancellation notice was received, the student should return all materials within 15days of notice of cancellation.

STUDENT'S RIGHT TO CANCEL:

The Student has the right to cancel the enrollment and obtain a refund of refundable charges paid through attendance on the first day of class, or the seventh (7th) day after enrollment, whichever is later.

The cancellation occurs when the student gives written notice of cancellation to the Office of admissions, at the address of the school, shown below or email to admissions@upasadena.org. The Student can mail or hand-deliver the cancellation notice. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The cancellation notices are to be addressed to: ***University of Pasadena, Office of Admissions*, 19401 South Vermont Avenue, Suite D202, Torrance, California 90502**.

HYPOTHETICAL REFUND EXAMPLE:

Students have a right to a full refund of all charges, less the $50 application fee and the $200 registration fee if the student cancels the enrollment agreement on the first day of class or within the seventh day after signing this agreement. The amount retained by the school will not exceed the **$50 (fifty dollars) Application Fee and the $200 (two hundred dollars) Registration Fee for a total of** $250 (two hundred and fifty dollars).Since UPASis operating based out of the state of California, the refund policies follow CA state requirements.

If a student withdraws from the program after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition minus non-refundable charges. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the school of the decision to cancel, or the last date of attendance, if the student fails to notify the school. The student will be charged for all hours attended. UPAS follows a 15 - week semester and the courses are either 3-credit courses or 4-credit courses. The 3- credit courses are conducted for 3 hours per week and the 4-credit courses are conducted for 4 hours per week. The course credits are awarded as semester credits.

The following table illustrates the refund policy with a hypothetical example:

Total number of credits	36
Tuition fee per credit	$50.00
Maximum possible class hours	36 * 15 = 540 total hours
Application + registration fee (non-refundable)	$250.00
Total Tuition fees	36 * 50 = $ 1800.00 + $250 = $2050.00
Per class hour cost	1800/540 = $3.33
Total hours attended by the student	60 hours
Total due to school	$250 + (60 * $3.33) = $450.00
Total due to student	$2050 – $450 = $1600.00

For example, if the Student completes 60 hours of a 540---hour course and paid $1800 for tuition in full and $250 application and registration charges, the student will receive a refund of $1,600.

The school will refund money collected from a third party on the student's behalf, if the school cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds. Any remaining amount will first be used to repay any student financial aid program from which the student received benefits, in proportion to the benefits received. Any remaining amount of money will be paid to the student. **If the student receives federal student financial aid funds to pay for an educational program, the student is entitled to a refund of the money not paid from federal financial aid funds.** If the student

obtains a loan the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal or state 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 garnishing an income tax refund; and (2) the student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

<u>UPAS will make all refunds within 30 days of written cancellation.</u>
It is essential that students understand the details about their desired course and curriculum before registering for the courses. If the school sent the first lesson and materials before an effective cancellation notice was received, the school shall make a refund within 30 days.

All requests for withdrawal or dropping of courses must be submitted in writing for a refund to the following address or by email to admissions@upasadena.org:

University of Pasadena

19401 South Vermont Avenue, Suite D202, Torrance, California 90502
Phone: (626) 600 8727

Faculty and Staff

Faculties at UPAS are full time/ part-time and contract.

Faculty Name	Educational Qualifications
Dr. Sonali Geed	B.A. B. Ed (integrated) from Regional College of Education M.Ed. from School of Education. D.A.V.V.Indore Ph.D. Education from D.A.V.V., Indore
Dr. Renee Peterson	Master of Education Instructional Technology James Madis on University Master of Education Administration and Supervision Frostburg State University Doctor of Education, Educational Leadership / Technology Frostburg State University
Dr. Adiaha Strange	Bachelor of Arts Psychology, University of NC Charlotte Masters of Arts, University of Phoenix Doctorate of Education Ed.D ,University of Phoenix Advanced Studies Program Educational Leadership
Mr. Mark Treston	MA in International Relations Golden Gate University MA in Education, University of Southern California • BA in International Relations Juniata College • Doctoral Courses in Education University of San Francisco • TESLCredentials Trans world Schools

Contact us:

University of Pasadena

19401 South Vermont Avenue, Suite D202,

Torrance, California 90502

Phone: (626) 600 8727

Email: info@upasadena.org

Website: http://www.upasadena.org

Hours of Operation: 9.00am -5.00pm (Monday to Friday)

STUDENT SERVICES:

Student services in UPAS includes Academic Advising Services, LMS related services, Academic Records, Internship Services and others. The type of services offered, and the contact details are provided in the table below.

TYPE OFSERVICE	OWNER	CONTACT	LIST OF SERVICES
Academic Advising Services	Chief Academic Officer (CAO)	cao@upasadena.org	Selecting courses and developing academic plan thatmeets their personal and professional goals
Learning Management System related services	Learning Management System Manager	it@upasadena.org	LMS related questions and issues, Password reset
Academic Records	Registrar	registrar@upasadena.org	Academic verification, Transcripts, Degree certificate
Internship Services	Internship & Placement Services Coordinator	ips@upasadena.org	Internship services, Counseling, Resume Reviews
Other Student Services	Student Services Coordinator	studentservices@ upasadena.org	Student counseling, managing disputes, special requirements-Students with disabilities, Student feedback - collection, recommendation and actions.

ALUMNI SERVICES:

All students who have attended or graduated from UPAS are alumni of the institution. For alumni who are looking for placements, UPAS provides placement services for its alumni by providing career counseling, resume reviews, job postings. Other alumni relations include building and maintaining alumni database, creating a network of alumni, mentorship program for the junior students, participation of alumni in induction program for fresher's

TYPE OF SERVICE	OWNER	CONTACT	LIST OF SERVICES
Placement Services	Internship & Placement Services Coordinator	ips@upasadena.org	Career Counseling, Resume Reviews, Job Postings
Alumni Services	Alumni Services Coordinator	alumni@upasadena.org	Alumni Database and Network, Mentorship Program, Participation in Induction Program

Library Services
Students have access to the institution librarian to get help to identify resources and learning materials they need. The Librarian has regular office hours and can be reached through email and text at any time. Students,

When in need of finding resources for their study, they can contact the librarian with details including the topic of interest, the kind of resource requested and how soon they need it. The librarian sends them the requested material in the form of web links to posted information, publications, web sites, online educational videos or documents.

Librarian is available to answer student questions and provide the necessary guidance students may need in locating further material online. For library services, please email to library@upasadena.org

A variety of online services are also available for students to conduct research and have immediate access to texts, periodicals, and resource materials, and they include:

- This is an online digital library that provides resources including books, videos, documents, and publications. Every student at UPAS can request for access to this service, which will be provided at additional cost. The school librarian will have access to this service as well and students c an exchange information with the librarian and faculty about resources they access through this service. They can also reach out to the librarian to find specific resources at this site.
- _**Class mailing lists**_, which students use to share information they find with their immediate peers.

Housing:
No housing assistance is available through UPAS; the institution does not have dormitory facilities under its control; there is no housing available as the program of study are on-line, and the institutionhas no responsibility to find or assist in students finding housing.

Transcript Requests:
All requests for transcripts should be addressed to the Office of the Registrar and must be authorized by the student (or former student) by their signature. There is a per copy cost for transcripts supplied by the institution for additional transcripts. Transcripts are not provided for those who have overdue financial obligations to the Institution. Please fill in the transcript request form from the website under form and submit the same to studentservices@upasadena.org and cc to registrar@upasadena.org

      Full Name (and other names if there are any)
      Program of Study
      Social Security Number
      Date of Birth
      Mailing address for sending transcript
      Contact phone number
      Number of copies required

Student Records are kept permanently.
Fees ($5 per transcript for normal delivery and $25 for Quick delivery, $2 processing fee per request)
Method of Payment: VISA, MasterCard, ACH transfer, American Express.

Please send your request to:
University of Pasadena
19401 South Vermont Avenue, Suite D202, Torrance, California 90502

Email: info@upasadena.org

Website: **http://www.upasadena.org**

Note: Request can be made at any time from Monday through Friday during normal working hours, except during university and national holidays.

Attendance Policy:
Consistent participation in class is a minimum requirement. Although the on-line classes do offer flexibility to students, there are weekly deadlines for attending the sessions scheduled for each week. Falling behind in classwork due to absences is detrimental to the student and the entire class. Once a student misses three class sessions (that is, fails to meet weekly commitments) he/she will be placed on probation. Probation is meant to serve as a warning. If the student does not improve attendance, and falls below 85% attendance rating, the student will not receive the Grade for that course and will have to repeat the course in the following semester (See Dismissal below). There are no excused absences except for family bereavement, major religious holiday, or due to a doctor's orders for which proof must be provided.

There will be online group sessions that have set times. Tardiness in attending such sessions will not be tolerated. Classes begin on time; a faculty member reserves the right to refuse to let students enter the session if students are tardy. If a student is tardy to class more than 3 times, that will be considered an absence for that class.

Maintaining Official Student Records and Transcripts:
Student academic records are maintained in a paper and digital format while students are currently enrolled. Graduate Students' *Official Academic Transcripts* are kept permanently. Students may contact the school administration through mail registrar@upasadena.org or studentservices@upasadena.org to order transcripts and/or to receive a copy of their academic records.

Probation or Dismissal Policy:
Grounds for probation includes if students do not attend or participate in online classes at a minimum of 85%, or if a student is disruptive to any portion of the instruction. The attendance and the grade percentage of every student are continuously tracked on the Open LMS. Once on probation, students have one term to improve their attendance and/or grades, and behavior or they will be dismissed from the program. So, in effect, if a student falls below 85% attendance in two consecutive terms, the student will be dismissed from the program.

Non-academic dismissal policy
Non-Academic means those activities/behaviors and matters not directly related to the instructional/learning process. A violation of the published rules, regulations, practices, procedures or policies of the University or of any authorized rule-making body within the University, including all academic and administrative units, any residence, and a violation of any professional code of conduct applicable to any faculty or department

Academic Progress Policy:
The Assessment and Grading Policy establishes a framework for the academic team to ensure that students are progressing at an acceptable pace and working towards completion of their program. This has been put in place to help students achieve their goals.
This policy applies to all members of the academic team. They are expected to be well versed with this policy so that they can answer any questions students may have in this regard.
Graduate Level - Students must meet a 3.0 cumulative GPA at the end of the term and program with graduate hours to graduate. This includes all credit hours taken by the student while enrolled in the institution as a graduate student.

While the institution offers flexibility to students to choose the number of credits they sign up for in each term/semester, all students must complete 70% of all credit hours attempted at the start of the semester.
This completion ratio is obtained by dividing the number of credit hours successfully completed at the end of the

semester by the total number of credit hours signed up for by the student at the beginning of the semester. The course credits are awarded as semester credits.

Successful completion of a course is defined as earning a A, A-, B+, B or B- Unsuccessful completion is defined as earning a grade of C, D, F or I.

When the student is unable to finish a course within the specified time period, an "I" grade is awarded. A specific time period is given by the faculty to complete the course successfully at which point the "I" grade can be converted to the actual grade. In other words, "I" grade can be replaced in the transcript with the actual grade. If the student is not able to finish within the specified grace period, then the student gets an "F" or a "W" (if the student chooses to withdraw).

"F" or a "W" grade will remain in the transcript. It does not affect the GPA nor it will be counted towards the total number of credits. However, the student will have to re-take the course and pass in case of a "F" grade to graduate. However, the "W" grade does not require the student to retake the course.

Quantitative Measure of Progress:
While the institution offers flexibility to students to choose the number of credits they sign up for in each term, all students must complete 70% of all credit hours attempted at the start of the term.
This completion ratio is obtained by dividing the number of credit hours successfully completed at the end of the term by the total number of credit hours signed up for by the student at the beginning of the term.

Maximum Time Frame for Degree Completion:
All graduate students are expected to complete the degree program within 3 years from the date of enrollment after which a written request must be made to the CAO (cao@upasadena.org) asking for an extension. The 3-year timeframe includes time that students take off for vacation or leave of absence. If the student does not provide the required paperwork to end their program or request for extension within the threshold date, they will be administratively dropped from the program

Satisfactory Academic Progress Probation:
The qualitative component, quantitative components and time frame component (completion of the program) for each student are monitored at the end of each term in order to provide a formal intervention by the institution for those who do not meet the SAP standards. Such students will be placed on probation.
Students can repeat a failed course only once. The ability to retake the course is subject to the approval of CAO and to availability of the course in that term. The grade earned from a repeated course will replace the original grade and become the final grade of the student's record.

Confidentiality and Privacy Policy:
The Institution gathers only the following personal information such as name, address, driver license, social security number, email, phone number, date of birth and educational qualifications. No other information is collected. The information collected is not disclosed to third party and is kept for Institution use only. The personal information is classified as confidential and only accessible on a need to know basis by the internal staff. The data is protected by a strict access control mechanism so that only the person who needs to know the data has access to it. All personal data is protected by strong password policy and access is tracked and logged. Anyone who accesses the personal data without proper approval or access will be subject to strict disciplinary actions. The Institution staffs are required to sign the confidentiality agreement that they will

follow the privacy policy and related procedures in a proper manner relating to collection, storage, access and disposal of records.

The following notification statement is made available to students enrolled UPAS to apprise them of their rights concerning access and review of their education records maintained at the University.

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar or other appropriate University official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- The right to file a complaint with the U.S. Department of Education concerning Failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-460

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Complaint/Grievance Policy:
The Institution goal is to provide a fair and enjoyable work environment for all employees. The Institution encourages direct communication between staff and their supervisors to resolve any conflicts. Since this is an online institution and most of the staff work remotely, all communication happens online and over the phone. So, the staff is encouraged to directly raise the issue with the supervisor since it is the best way to address any complaints or grievance. Students are also encouraged to directly work with the faculty first to resolve their complaints. The grievance policy addresses work place harassment, supervisor behavior and health/safety. The escalation for student related complaints/grievance are done to the Chief Academic Officer by sending email to cao@upasadena.org. The employee related complaints/grievance are to be sent to hr@upasadena.org. The complaints must be filed within 10-business day of the incident. The Institution is committed in resolving all complaints within 5 business days. The complaint and all responses/decisions are kept permanently in the employee or students file. Any retaliation against the employee or students who file complaints will be taken very seriously and strict disciplinary actions will be taken against those employees, staff or administrators. If the employee or student is not satisfied that the Institution has addressed their concerns to their satisfaction, they can raise the issue with

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**Bureau for Private Postsecondary
Education 1747 North Market, Suite 225
Sacramento, CA 95834**

**Phone: (916) 574-8900   Toll Free: (888) 370.7589   Fax: 916.263.1897
Web site: www.bppe.ca.gov   E mail: bppe@dca.ca.gov**

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Student Identity Verification Policy:
The Institution is an online university. So, the institution must verify that the student who applies for the program is the same student who participates and completes the program and receives the academic credit. Following methods are used to verify the student identify.

- A secure login and password, which is required to login to the Learning Management System. The student is required to keep the user name and password personal and confidential.
- Proctored examinations – requires face-to-face interaction to minimize the possibility of academic dishonesty
- Valid government issued photo id

All personal information collected to verify the identity of the student will be protected as per the Institution's privacy policy. Students are responsible for providing complete and honest information in any identify verification process. Because technology and personal accountability will not completely ensure academic integrity, faculty and content developers are encouraged to design courses that employ assignments and evaluations that support academic integrity.

Proctored examinations
- All final examinations at the end of the term (week 15) will be online proctored examinations.
- An email notice from academics will be sent to all students in week 12 with exam details and timeslots choices per course.

Example		
Course Name	Date	Slot 1
		Slot 2
		Slot 3

- Students should submit "Proctored examination request form" by end of week 13.
- At the time of examination, the online proctor will verify student's identity by checking government approved photo ID against the ID submitted during admission.
- After verification process, the online proctor will share the proctor password with the students to begin the examination.
- Students will take the exam in his/her laptop/System as per the examination details (date, time, duration).

Non-Discrimination Policy:
The Institution complies with all applicable federal, state and local laws prohibiting the exclusion of any person because of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age or disability subject to the conditions established by the law. This compliance is applicable to both students and employees. Since the institution is an online university and plans to attract students from all over the world, the institution encourages diversity in employees, top administration and student population. Any questions or concerns regarding non - discrimination policy should be addressed to compliance@upasadena.org

The Disability Support (DS) program at UPAS is part of Student Services and is the primary provider for support program and service that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by federal and state laws.
To initiate the process and request an accommodation, students should email to studentservices@upasadena.org . This information is available to the student in the University catalog and in the University website http://upasadena.org/admissions/student-services/. Students must provide disability supporting documentation that demonstrates how their disability limits participation in courses, program and/or access to facilities of the University.

Student code of conduct:
By enrolling at the Institution by signing the enrollment agreement, students accept responsibility for compliance will all university's code of conduct. Strict disciplinary action will be taken if the students commit or attempt to commit the following misconduct:
- Academic Dishonesty and integrity are core values of the Institution and if the faculty or staff finds that

even one incident of academic dishonesty may merit expulsion. Both students and faculty are jointly responsible for maintaining academic standards and integrity. Academic dishonesty includes plagiarism, cheating and forging.

- Misusing university resources including using identification of another student, accessing records that they are not supposed to access, sending abusive messages, violating copyright laws and unauthorized entry into the university building
- Threat to any person's mental or physical health including physical violence, sexual misconduct, and sexual harassment
- Discrimination and retaliation.
- Violation of any university policy

State of California Disclosure Statements:
State of California, Bureau for Private Post-secondary Education: **UPAS is** a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution follows the California Private Postsecondary Act of 2009.

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:

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Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900   Toll Free: (888) 370-7589   Fax: 916.263.1897
Web site: www.bppe.ca.gov   E-mail: bppe@dca.ca.gov

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As a prospective student 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.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-secondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web Site: www.bppe.ca.gov.

All student records are maintained at the institution's main office while students are enrolled and are available only in digital format after graduation. Official academic transcripts are maintained permanently.

All instruction is conducted on-line.

Student, Faculty/Staff Complaint/Grievance Procedures
Persons seeking to resolve problems or complaints should first contact the instructor in charge and then the office administration. Requests for further action may be made to the School Director or to the Chief Academic Officer (CAO) academics@upasadena.org

The School Director or The Chief Academic Officer (CAO) is the initial contact for any ethics issues or grievances about classes, students, instructors, staff members, or situations.

Students who have ethics concerns may contact the school to request the name and phone number for the CAO or *School Director*. Any contact/discussion with the School Director or CAO is completely confidential.

Complaint/Grievance form are available in the website.

STUDENTS' RIGHTS POLICY:

UPAS adheres to all state and federal laws concerning the use of personal information. As such, UPAS is committed to the responsible use of personal information collected from and about students, faculty, staff, business partners and others who entrust this information to us. Such personal information includes any name or numbers (e.g. social security numbers and dates of birth) that maybe used alone or in conjunction with any other information to identify a specific individual, or other personal information that could be used to cause financial or reputation alarm to an individual. This policy applies to information that is collected by any means whether electronically, by telephone, or on paper. UPAS forbids access to all such information without written consent from the student.

Student Integrity and Academic Honesty Policy

University of Pasadena applies its student integrity and academic honesty policies to ensure that examinations, results and the final grades truly reflects the stated learning outcomes.

- Secure login and password - All students are assigned a unique student ID and password to login to learning management system (LMS) and student portal. The students are instructed to keep this ID/password personal and confidential.
- Plagiarism tool - Student should understand that plagiarism would not be tolerated at any level. The instructors will check for plagiarism when they suspect one.
- Proctored examinations- All final examinations at the end of the term (week 15) will be online proctored examinations.

Violation penalty

Integrity violation penalty (Having another person take the assessments)

    First time violation of the policy - withdrawn from the course

    Second time violation of the policy - dismissed from the University

Honesty violation penalty (Plagiarism – submitting others work as their own)

- First time violation of the policy - redo/rework the assignment/assessment of the course
- Second time violation of the policy - will be awarded zero mark/points for the activity
- Third time violation of the policy - withdrawn from the course

Transfer of Credits:

NOTICE CONCERNING TRANSFERABILITY of CREDITS and CREDENTIALS EARNED at this INSTITUTION:

The transferability of the credits you earn at University of Pasadena is at the complete discretion of an institution to which you may seek to transfer.

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

Transfer Credit Evaluation:

- Credits earned at other institutions will be evaluated using the following criteria: Transcript copies must be forwarded to the Office of Admissions for evaluation.
- Only those courses that are substantially comparable to the acting courses at this institution will be considered for evaluation.
- Courses under consideration must have a grade of "B" or higher.

This institution makes no representation whatsoever concerning the transferability of any credits to any institution.

The institution has not entered into an articulation or transfer agreement with any other college or university Experiential Credit **is not given nor evaluated at this institution.**

Transferring Students:
For UPAS to determine whether your course credits can be transferred or not, please mail all your relevant transcripts to the admissions office at UPAS. Acceptance of credits will be based on the

Approval from our Chief Academic Officer (CAO) or satisfactory performance in our challenge examinations for the respective course.

We allow students to transfer up to 10 credits for master's program, upon approval based on criteria specified above.

Student Tuition Recovery Fund (STRF) Fees Disclosures:
"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."

"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 North Market Blvd., Suite 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."

ADDITIONAL DISCLOSURES:
Students are to please review the following before registering and enrolling in any class at this institution.

Title IV
This institution will be applying for Title IV funding shortly. Further updates will be provided in the next version of this catalog and the institution's website.

Financial Aid
This institution does not participate, nor does it offer financial aid of any kind, federal, state, or any other government funding source at this point of time.

Loans
This institution does not offer education loans of any kind. If a student were to obtain a loan to pay for an educational program, the student would have the responsibility to repay the full amount of the loan plus interest, less and amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from the federal student financial aid program funds.

Distance Education
This institution's education offerings are distance learning (on-line learning) only. Students will receive all materials and information regarding their on-line class one week prior to the start of class, and one week after all enrollment and registration matters have been completed.

Student Visas:
As UPAS offers only distance/on-line education this institution does not issue student visas of any kind.

Licenses:
There are no licensing exams required by the students upon graduation from any program at UPAS.

Bankruptcy
This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

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. Their contact information is:

Job Classification
List of job classifications determined to be considered gainful employment for the educational program as follows

Master of Arts in Education

- 21-1012 Educational, Guidance, And Career Counsellors And Advisors
- 25-2000 Preschool, Elementary, Middle, Secondary, And Special Education Teachers
- 25-1000 Postsecondary Teacher
- 25-3000 Other Teachers and Instructors
- 25-9000 Other Educational Instruction and Library Occupations
- 11-1020 General and Operations Managers
- 11-3120 Human Resources Managers
- 11-3130 Training and Development Managers
- 11-9030 Education and Childcare Administrators

BPPE Contact Information:

Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Physical Address:
Bureau for Private Postsecondary Education 1747 North Market, Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900
Toll Free: (888) 370-7589
Main Fax: (916)263-1897
Licensing Fax: (916) 263-1894
Website: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov