WESTCLIFF

WESTCLIFF UNIVERSITY STUDENT HANDBOOK
SEPTEMBER 2, 2024 - AUGUST 24, 2025

17877 Von Karman Ave, 4th Floor, Irvine, CA 92614 | (949) 825 5999 | westcliff.edu

UNIVERSITY
Educate. Inspire. Empower.

Message from the President

Greetings and welcome to Westcliff University. Selecting the right institution for your studies is a significant decision. You have likely considered several factors, such as reputation, programs, location, cost, and the community of the institution. At Westcliff University, we strive to create an institution that you would be proud to join, one that offers a vibrant and inclusive community in which the needs of our individual students are prioritized and the diversity of our collective student body is embraced and celebrated.

Our learning environment nurtures innovation and excellence at every level. Through our own CAPRI™ model of learning, we have developed a curriculum that challenges you to explore diverse perspectives while advancing your capacity for the practical application of relevant industry standards and best practices. We emphasize a personalized learning experience supported by professors who are practicing professionals, offering students valuable opportunities to learn directly from those actively engaged in their fields.

During your time at Westcliff, you will have many opportunities to invest in your own professional and personal growth. Westcliff provides an abundance of resources to support your professional development, including workshops, personalized training sessions, and networking events. We also value the student experience offering a variety of different activities, clubs, and events designed to expand your perspective and enrich your life. Your well-rounded success is central to our mission and our most substantial investment.

We welcome you into the Westcliff community with open arms, and we are prepared and excited to partner with you as you navigate your education and career. Westcliff's entire staff, faculty, and leadership remains committed to honoring the trust you have placed in us by enrolling in our university.

As President of Westcliff University, I am delighted to welcome you to our community, and I have no doubt that choosing Westcliff University for your studies will have a positive impact on your future.

Warm Regards,

Anthony Lee | EdD, MBA

President

Westcliff University

Mission and Vision

The Westcliff University mission is to educate, inspire, and empower students from around the world to achieve personal and professional success by providing practical, innovative, high-quality campus and online programs.

The Westcliff University vision is to become the most innovative global educational institution, respected for its transformative, technologically advanced programs and initiatives with a focus on excellence, social responsibility, and diversity.

University Information

Campus Locations

Westcliff University has three campus locations where classes are offered on site: the Main Campus and the Creative Campus in Irvine, California, and the Los Angeles Campus in Santa Monica California. To schedule a campus visit please call +1 (949) 825-5999 and ask for the Admissions Department. To send Westcliff University a message, visit this page.

Irvine Campus - Intersect

17877 Von Karman Avenue, 4th Floor

Irvine, California 92614

Telephone: +1 (949) 825-5999

Toll Free: +1 (888) 491-8686

Westcliff University's main campus is located in Irvine, California, situated between the I-405 and I-55 freeways. It is easily accessed via the Jamboree Road or MacArthur Road exits. It is located near the **John Wayne Airport**.

Von Karman Creative Campus (VKCC)

16715 Von Karman Avenue, #100

Irvine, California 92606

Telephone: +1 (888) 491-8686

Westcliff University's Von Karman Creative Campus (VKCC) is located in Irvine, California. It is situated in between the I-405 and I-5 freeways and is easily accessed via the Jamboree Road or Tustin Ranch Road exits. The neighboring location is **The District Tustin**.
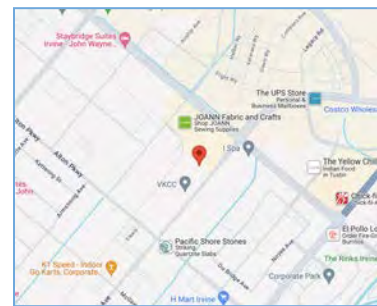
Westcliff University - Los Angeles Campus

401 Wilshire Boulevard, Suite 200

Santa Monica, California 90401

Telephone: +1 (310) 532-2048

Toll Free: +1 (888) 491-8686

Westcliff University's Santa Monica campus is located in downtown Santa Monica, California, near the iconic Santa Monica Pier and Third Street Promenade. It is easily accessed via the I-10 and I-405 freeways and is a 20-minute drive from **Los Angeles International Airport (LAX)**.

Hours of Operation

Monday - Thursday	*8 a.m. - 8:30 p.m.*
Friday	*8 a.m. - 7 p.m.*
Saturday & Sunday	*Closed*

Office Staff and Technical Support Staff are available during hours of operation. Faculty are available by appointment during these times.

Westcliff University Academic Calendar
Academic Year: September 2, 2024 - August 24, 2025

Starts of Term

Fall Semester	**September 2, 2024**
Fall Session 1	September 2, 2024
Fall Session 2	October 28, 2024
Spring Semester	**January 6, 2025**
Spring Session 3	January 6, 2025
Spring Session 4	March 3, 2025
Summer Semester	**May 5, 2025**
Summer Session 5	May 5, 2025
Summer Session 6	June 30, 2025

Add/Drop Deadlines

Fall Session 1	September 9, 2024
Fall Session 2	November 4, 2024
Spring Session 3	January 13, 2025
Spring Session 4	March 10, 2025
Summer Session 5	May 12, 2025
Summer Session 6	July 1, 2025

New Student Orientation (NSO) Dates

Fall Session 1	
NSO #1	August 21, 2024
NSO #2	August 23, 2024
Fall Session 2	
NSO #1	October 16, 2024
NSO #2	October 18, 2024
Spring Session 3	
NSO #1	December 26, 2024
NSO #2	December 27, 2024
Spring Session 4	
NSO #1	February 19, 2025
NSO #2	February 21, 2025
Summer Session 5	
NSO #1	April 23, 2025
NSO #2	April 25, 2025
Summer Session 6	
NSO #1	June 18, 2025
NSO #2	June 20, 2025

Observed Holidays - Campus Closed

Labor Day	September 2, 2024
Veteran's Day	November 11, 2024
Thanksgiving Break	November 28 - 29, 2024
Christmas Eve	December 24, 2024
Christmas Day	December 25, 2024
New Year's Day (observed)	January 6, 2025
MLK Jr. Day	January 20, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025
U.S. Independence Day	July 4, 2025

Semester Breaks

Winter	December 23, 2024 - January 5, 2025
Spring	April 28, 2025 - May 4, 2025
Summer	August 25, 2025 - August 31, 2025

For student forms and resources (such as Enrollment Verifications, Official Transcript Requests, Schedule Change Requests, Grade Appeal Requests, Readmission Applications, and other important items) please visit the Student Self-Service & Inquiry Form.

For a current Academic Calendar PDF, visit the Registrar page of the university website.

Admission and Enrollment Policies and Requirements

Official Transcript / Academic Record Policy

Official transcripts/academic records serve as proof of degree completion and must contain a complete list of the applicant's passed courses, grades, and period(s) of attendance. Diplomas are not accepted in place of official transcripts. Degrees will only be accepted if the issuing institution is accredited and recognized by the United States Department of Education or, for international schools, the Ministry of Education or comparable agency. For a list of accrediting associations, please visit the Council for Higher Education Association (CHEA) website.

An official academic record/transcript is a document produced and certified by an academic institution that provides a list of all courses completed, grades earned, and cumulative GPA (CGPA). Once official transcripts are received and saved by Westcliff University, they are a **permanent part of a student's records**. Official transcripts **cannot** be returned to applicants or students.

Applicants must submit official transcripts/academic records from any previously attended institution(s) (i.e. universities, colleges, high school, GED, etc.) **within 60 days of enrollment** at Westcliff University or be dismissed from their program. Students who experience difficulty obtaining their official documents should contact the Registrar's Department for guidance.

Credential Evaluations

For foreign credential evaluations, applicants are required to request that the issuing institution(s) send all official degrees (certificates/diplomas) and official academic records/transcripts directly to Westcliff University.

Acceptable evaluators include any of the following:

- *A member in good standing with the National Association of Credential Evaluation Services (NACES)*
- *Nationally recognized credentialing service*
- *Westcliff University Transcript Evaluation Department (TED)*

Transfer Credit Evaluation and Qualifying Degree Validation

Students must submit official transcripts/academic records for two reasons: 1) final processing of any transfer credit awarded from previous academic or other accepted experience, and 2) validation of any qualifying degrees to support acceptance into the university.

If a student fails to submit official transcripts/academic records **for the purpose of a transfer credit evaluation**, they lose the transfer credit but do not get dismissed from the university.

If a student fails to submit official transcripts/academic records **for the purpose of qualifying degree validation**, they are dismissed from the university as they have not provided proof of their academic background (high school, undergraduate or graduate).

Submission of official transcripts/academic records either for the purpose of transfer credit evaluations or for qualifying degree validations are separate submission processes and must be completed separately.

Qualifying Official Transcripts

Applicants may supply unofficial transcripts with their application for the purpose of transcript evaluation. However, if students are accepted into the university, admission will be conditional and they must supply their official transcripts within 60 days of enrollment. Additionally, if applicants choose to supply unofficial transcripts with their application and supply official transcripts at a later date, they must either send them electronically via email to the Registrar's Department at transcript@westcliff.edu, or mail them to the following address:

Westcliff University
Attn: Transcript Department
17877 Von Karman Ave, Suite 400
Irvine, CA 92614

Physical official transcripts/academic records must be:
- *In color*
- *Sealed in a school envelope*
- *Stamped on the flap by the student's institution*

Only institutions may make school-stamped copies of the official documents, place them in a school envelope and stamp and seal the envelope. A student, or parent or guardian, can then mail the school sealed envelope but it must be apparent that the school was the last to handle the documents.

Digital transcripts must be released directly by the Office of the Registrar of the issuing institution to transcript@westcliff.edu.

Enrollment Disclosure

"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 (SPFS), 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 Postsecondary Education by calling +1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website www.bppe.ca.gov.

Enrollment Agreement

Upon acceptance into the University, applicants are required to review and sign their individual Enrollment Agreement for the program in which they will enroll; the agreement contains the complete understanding between Westcliff University and the student regarding the University providing educational services in exchange for their payment of fees and tuition. Student status determines which enrollment agreement they must complete:

1. *F-1 Students*

2. *On-Campus Domestic Students*
3. *Online Students*

Students may enroll into their chosen program of study during the fall, spring, and summer terms, as stated in their acceptance letter. Students are required to complete an Enrollment Agreement as part of their enrollment process.

Once a student has completed their Enrollment Agreement and is officially enrolled in their program of study, Student Services guides new students through the course registration process and provides access to the campus Global Academic Portal (GAP). New students are required to attend new student orientation (NSO) in one of two formats, on-ground or virtual. NSO introduces students to the support systems at Westcliff University that maximize their education.

Distance Education

The University shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. An institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent.

If the institution transmits the balance of the materials as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Students enrolled in a distance education program have the right to cancel the Enrollment Agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

The institution shall transmit all of the lessons and materials if the student:

1. *Has fully paid for the educational program; and*
2. *After having received the first lesson and initial materials, requests in writing that all of the materials be sent.*

If an institution transmits the balance of the materials as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to students' inquiries, student and faculty interactions, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

Students' Right to Cancel

Students have the right to cancel their 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. Westcliff University shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not exceeding two hundred fifty dollars ($250) if

notice of cancellation is made through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later.

Cancellation Procedure

1. To cancel a course(s), students are required to submit a written cancellation notice with the intent to cancel their enrollment and courses via email, or mail.

2. The course is removed from the student's transcript.

3. A notice of cancellation shall be in writing and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Withdrawal Procedure

1. To withdraw from a course(s), students must submit a written notice via the withdrawal request form, e-mail, mail, or deliver a signed and dated, which includes a written statement requesting cancellation of enrollment to the University.

2. A student who submits official notice to withdraw from a course(s) after the first week shall receive a grade of a "W" on their transcript.

3. Students may receive a pro-rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent in the current instructional session or less of the period of attendance.

To cancel the Enrollment Agreement or withdrawal from the institution and obtain a refund, a written notice must be submitted to:

Office of the Registrar
17877 Von Karman Avenue, #400
Irvine, California, 92614
Telephone: +1 (949) 825 5999
Fax: +1 (888) 409-7306

Withdrawal Policy

Westcliff University understands that students would like to withdraw from a course due to personal reasons and/or mitigating circumstances outside of their control. A student may Withdraw "W" from the academic program in which they are enrolled, and obtain a refund of fees paid through attendance to the first class session or the seventh day after enrollment—whichever is later—without penalty or obligation. The student may also receive a refund for all or part of the courses not taken, according to the refund schedule.

Procedure

Students initiate the withdrawal process by completing the Course Withdrawal form and submitting it to the Registrar Department. Withdrawal from a course is not complete until cleared by the Office of the Registrar. Absence from class does not qualify as an official withdrawal. A student who enrolls in a course but decides to withdraw does not complete the withdrawal

process will receive an "F" unless the official withdrawal process is followed by the official withdrawal deadline. When a student withdraws from a course, the student receives a "W" on their transcript, which cannot be changed to another grade—nor can another grade be changed to a "W."

Pro Rata Refund

A student has the right to receive a pro rata refund if the student has completed 60 percent or less of the scheduled hours in the current payment period in the student's program through the last day of attendance. A refund will be made within 30 days after notification regardless if the student has returned all lessons and materials.

Deadline

In an eight-week course, the deadline for a student to withdraw is the last day (Sunday) of the sixth week of instruction. In a 16-week course, the deadline for a student to withdraw is the last day (Sunday) of the 12th week of instruction. A "W" cannot be assigned after the official deadline to withdraw from a course. Relevant dates are published in the academic calendar.

Financial Aid

Students on Federal Financial Aid should check with the Financial Aid Office concerning withdrawals and any impact they have on financial aid status and benefits. Students should meet with their Student Services Advisor (SSA) prior to withdrawing.

Veterans

Special regulations apply to those receiving veteran's benefits, and those individuals should confer with the Registrar or Military Outreach Advisor prior to initiating a withdrawal.

F-1 Students

F-1 students should be certain they understand any effects a withdrawal may have on their I-20 status, as losing their I-20 status could lead to termination of their visa. For additional questions, contact your Designated School Official (DSO).

180-Day Regulation

Westcliff University reserves the right to change the cost of tuition. When a student does not maintain continuous enrollment for 180 days or more, they are required to complete and submit a Readmission Application. They are charged for the balance of their previous program at the tuition rate that was in effect at the time they were enrolled in that program. The most updated tuition and fees are available under the Tuition and Fees section and on the university website.

Course Registration Policy

At Westcliff University, schedules are built for each student and they are automatically registered for their classes. Students are provided with confirmation of their registration and their detailed course schedules at least one month prior to the start of each term. This process allows students to focus on their academics and ensures they are registered for the courses they need to earn their degree.

Add/Drop Deadline

The deadline for a student to adjust their schedule by adding or dropping a course is 5:00 pm PST/PDT on Monday of the second week of instruction (or Tuesday if Monday is a holiday). To add or drop a course, the student must submit the Change in Schedule Request form prior to the add/drop deadline. Courses dropped by this deadline do not appear on a student's transcript or registration and are not considered an attempted course. Courses dropped after this deadline are considered a *Course Withdrawal* (see Academic Calendar for withdrawal deadlines). If a student misses a class due to a schedule adjustment, this constitutes an absence. For new students admitted after the first class meeting(s), the absence(s) in the first week do/does not count against total absences per the Attendance Policy.

Please see the Tuition Refund Policy regarding refunds for dropped courses.

Withdrawal Deadlines

Students may choose to withdraw from a course they are enrolled in by completing the Course Withdrawal Request form. A grade of "W" is assigned to a student who officially withdraws within the first 75% of the course after the Schedule Adjustment Period. In an 8-week course, the deadline for a student to withdraw is the last day of the 6th week of instruction. In a 16-week course, the deadline for a student to withdraw is the last day of 12th week of instruction. A "W" cannot be assigned after the official date established for withdrawal from a course. Absence from class does not constitute an official withdrawal.

Modality Options

Domestic students may select either of the available learning modalities (online or on-campus) for the weekly or professional formats, as long as the program form is available in that modality. Students may also request to change modalities as they progress through their program (depending on availability in each program format).

International students attending Westcliff University on an F-1 student visa must enroll in the on-campus modality of their selected program and are required to attend additional, on-campus Discussion Sections. International students who are attending Westcliff University on any other type of Visa (H1B, etc.) and on permanent residency in the USA, or with a United States Citizenship and Immigration Services (USCIS)-issued Employment Authorization Document (EAD) card, are considered domestic students.

NOTE: *Gradebook information contained in the Learning Management System (LMS) is archived five (5) years after the conclusion of the course. Schedules of classes contained in the LMS are archived yearly.*

Tuition and Fees

2024-25 Tuition (USD)

Program Title/Level	Credit Hour Costs / Requirements	Total Program Cost		
		Domestic	Online	F-1 (International)
Bachelor's Degree (120 credit hours)	*Domestic*: $730 *Online*: $475 *F-1*: $730	**$87,600**	**$57,000**	**$87,600**
Master's Degree (36 credit hours)	*Domestic*: $793 *Online*: $765 *F-1*: $819	**$28,548**	**$27,540**	**$29,484**
Master's Degree - Professional (36 credit hours)	*Domestic*: $825 *Online*: *F-1*: $855	**$29,700**	—	**$30,780**
Doctoral Degree (60 credit hours)	*Domestic*: $850 *Online*: $780 *F-1*: $881	**$51,000**	**$46,800**	**$52,860**
Doctorate Degree - Professional (60 credit hours)	*Domestic*: $880 *Online*: — *F-1*: $940	**$52,800**	—	**$56,400**
Undergraduate Certificates	18 credit hours	**$13,140**	**$8,550**	—
Coding Bootcamp Undergraduate Certificate	18 credit hours	—	**$12,000**	**$12,000**
Undergraduate Certificate in Cybersecurity	18 credit hours	—	**$12,000**	—
Undergraduate Certificate in Business Administration	18 credit hours	**$13,140**	**$8,550**	**$13,140**
Undergraduate Certificate in Leadership	18 credit hours	**$13,140**	**$8,550**	**$13,140**
Undergraduate Certificate in TESOL	18 credit hours	**$13,140**	**$8,550**	**$13,140**

Coding Bootcamp Graduate Certificate	12 credit hours	—	$12,000	—
Graduate Certificate in Business Administration	9 credit hours	$7,137	$6,885	—
Graduate Certificate in Organizational Leadership	9 credit hours	$7,137	$6,885	—
Graduate Certificate in Marketing	12 credit hours	$9,516	$9,180	$10,572
Graduate Certificate in Executive Management	12 credit hours	$9,516	$9,180	$10,572
Graduate Certificate in Data Analytics	15 credit hours	$9,516	$9,180	—
Graduate Certificate in TESOL	12 credit hours	$9,516	$9,180	$10,572
Graduate Certificate in Cybersecurity	15 credit hours	—	$12,000	—
Doctoral Certificates	12 credit hours	$10,200	$9,360	—
Doctoral Certificate in Business Administration	18 credit hours	$15,300	$14,040	—
English as an Additional Language (EAL/ESL) - REAL Certificate	$2,000 per course	—	—	—
Undergraduate Communications (Pathway)	Domestic: — Online: $1,000/REAL course + concurrent undergraduate course F1: $2,600/REAL course + concurrent undergraduate course	—	$4,850	$9,580
Graduate Communications (Pathway)	Domestic: — Online: $1,000/REAL course + concurrent undergraduate course F1: $2,600/REAL course + concurrent undergraduate course	—	$6,590	$10,114
TESOL Certificate Course	152 hours	—	$1,400 per course	—

2024-25 Schedule of Fees

The following fees are non-refundable, excluding diplomas and diploma replacements (each fee applies to all students unless otherwise stated):

Item or Service	Fee (USD)
Application (one-time)	$50
Registration (per semester)	$25
Enrollment (one-time)	$200
Program Change	$250
Payment Plan Processing Fee	$50
Late Tuition (one-time)	$35
Student ID Card	$10
Student ID Card Replacement	$15
Degree Diploma - Gold Embossed	$100
Degree Diploma Replacement	$125
Returned Check	$35
Student Tuition Recovery Fund	$0.00 per $1,000
Certification of Proficiency in English (CPE) Exam*	$50

*Applies to F-1 students (if required)

Please contact the Student Accounts Department with any questions about tuition or fees.

Financial Aid Policies

Code of Conduct Policy

"Preferred" lender lists and endorsements of lenders: Westcliff University does not create, maintain, or distribute any listing of "preferred" or "recommended" education loan providers, nor will Westcliff University staff endorse any particular third-party private education loan provider or distribute promotional materials on behalf thereof.

Federal Loans Primary to All Others: Financial Aid Office staff will always discuss and recommend federal student and parent loan options as primary to any private education loan or other education loan options (when the student is eligible for federal student loans).

Promotion of Education Loans: Westcliff University does not engage in a "revenue sharing" arrangement with any private education loan provider, nor enter into any arrangement designed to promote the products, services, and/or public image of such entities.

Non-Discrimination in Loan Certification: The Financial Aid Office will certify any private education loan upon request for any eligible student through any private education loan provider. Financial Aid staff will neither favor nor discriminate against any particular provider in giving counsel to student and parent borrowers. However, nothing in this policy shall be construed to prevent Financial Aid Office personnel from giving students and parents good counsel to assist the borrower in making an educated loan product/lender choice.

Prohibition Against Gifts: Neither Westcliff University nor any of its employees (or their family members) will accept any gift, gratuity, favor, discount, entertainment, hospitality, benefit, or any other item from any private education loan provider. Nothing in this section shall be construed as prohibiting Westcliff University employees from conducting normal banking business with a lending institution that is also an education loan provider; or receiving discounts, premiums, or gifts that are available to the general public based upon that normal banking business.

Contracting Arrangements/Advisory Groups: Westcliff University employees may not accept from any private education loan provider any type of fee, payment, expense reimbursement, or other financial benefit as compensation for consulting, advisory, or other services provided relating to education loans.

Staffing Assistance: Westcliff University does not utilize private education loan provider staff to work in our offices, nor will we allow them to perform the work of school personnel in other locations.

Financial Aid Code of Conduct

Westcliff University maintains the highest standards of administrative and academic integrity, and our employees conduct themselves in an ethical and professional manner in their interactions with students and families. Westcliff University has set forth this policy to codify and clarify our corporate ethics standard with regard to education loan providers (lenders, servicers, and or guarantors). This policy pertains to employees of Westcliff University's financial aid department, scholarship services, and employees who have responsibilities related to educational loans or other forms of student financial aid.

Professional Judgment

Students may pursue a Professional Judgment adjustment to their Financial Aid based on special or unusual circumstances.

A special circumstance refers to financial situations such as the loss of a job that justify an aid administrator adjusting data elements in the Cost of Attendance or EFC calculations.

An unusual circumstance is a condition that justifies an aid administrator making an adjustment to a student's dependency status based on a unique situation such as human trafficking, refugee or asylee status, parental abandonment, or incarceration. This is commonly called a dependency override.

If you would like to request a Professional Judgment adjustment to your Financial Aid based on a special and/or unusual circumstance please contact the Financial Aid office by using the Student Self-Service & Inquiry Form. The Financial Aid department may make adjustments that are appropriate to each student's situation with the appropriate documentation. These are done on a case-by-case basis.

Tuition Refund Policy

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. In addition, the student may cancel or withdraw from a course after instruction has started, and receive a pro-rata refund for the unused portion of the tuition, if the student has completed sixty percent (60%) or less of the instruction in the current term. Students who attend sixty percent (60%) or more in a term will not be eligible for a pro-rata tuition refund.

Westcliff University will perform a tuition refund calculation for students who cease their enrollment, whether voluntary or involuntary, for the term in which the student ceases their enrollment. The following methodology will be used for tuition refund calculations.

The number of days attended in the term, divided by the total number of available days in the term.

For the purposes of a tuition refund calculation, attendance is defined as Substantive Academic Activities performed by the student. Substantive Academic Activities are inclusive of, but not limited to the following actions:

- Weekly in-class meetings, whether on-campus or online;
- Virtual Class Session (VCS) summary submissions;
- Actions performed by Student on the WU Global Academic Portal (GAP) such as initial discussion posts, peer responses, and assignment submissions.

Students utilizing Title IV, federal student aid funds, may be eligible for a pro-rata tuition refund of money not paid from Title IV, federal student aid funds. A separate calculation for determining earned Title IV funds will be performed by the university (R2T4 Calculation)

All refunds will be paid within 30 days of cancellation or the last date of attendance.

Final Considerations about Withdrawing

- Students may choose to withdraw from a course they are enrolled in by completing the Course Withdrawal Request form which can be found in the [Catalog and Student Handbook](). A grade of "W" will be assigned to a student who officially withdraws within the first 75% of the course.
- The request for withdrawal from class(es) must be in writing and should state the reasons for the request. The school will make any refunds due within 30 days, regardless if the student has returned lessons and materials that might have been sent to the student before cancellation notice was received.
- Students who withdraw from the college and later re-enter in the same program will continue at the same satisfactory progress and evaluation points in effect at the time of withdrawal.
- A student who chooses to transfer from one program to another will only have the grades and credits that apply to the new program factored into their Program Grade Point Average (PGPA).

Return to Title IV (R2T4) Policy

When a student withdraws from all courses, regardless of the reason, s/he may no longer be eligible for the full amount of Title IV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which s/he remains enrolled.

Westcliff is required to determine the percentage of Title IV aid "earned" by the student and return the "unearned" portion to the appropriate federal aid programs. Westcliff is required to perform this calculation within 30 days of the date the school determines that a student has completely withdrawn. The school must return the funds within 45 days of the calculation. The R2T4 calculation is completed by the Financial Aid Office.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws;
- Stops attending before the semester's end;
- Does not complete all modules (mini-sessions) in which the student is enrolled as of the start date of the mini session.

Westcliff University students who receive federal financial aid and who do not remain in attendance through the end of the semester could be responsible for repaying a portion of the financial aid originally received.

Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid originally received.

A student will not be granted a LOA in the middle of a term, therefore for purposes of Title IV a student granted a temporary LOA will be considered withdrawn from the university during this time. An R2T4 will be completed and the student will have to apply for readmission.

- For purposes of Title IV a student will be considered withdrawn from the University while on a LOA; therefore federal student loans are not eligible for an in-school deferment.

Academic Policies and Requirements

Grading Policy

The University uses the traditional four-point scale grading system for all examinations and final grades:

Grade		Description
A	(93% - 100%)	Excellent (4.00 grade points per unit)
A-	(90% - 92%)	Excellent (3.67 grade points per unit)
B+	(87% - 89%)	Good (3.33 grade points per unit)
B	(83% - 86%)	Good (3.00 grade points per unit)
B-	(80% - 82%)	Good (2.67 grade points per unit)
C+	(77% - 79%)	Average (2.33 grade points per unit)
C	(73% - 76%)	Average (2.00 grade points per unit)
C-	(70% - 72%)	Average (1.67 grade points per unit)
D+	(67% - 69%)	Lowest passing grade (1.33 grade points per unit)
D	(63% - 66%)	Lowest passing grade (1.00 grade points per unit)
D-	(60% - 62%)	Lowest passing grade (0.67 grade points per unit)
F	(Less than 60%)	Not Passing (no grade points)
I		Incomplete
CR		Credit (equal to C or above)
NC		No Credit (equal to C- or below)
AU		Auditing Course (no grading criteria)
W		Withdrawal. A W is recorded on a student's permanent record for each course a student drops before the end of the sixth or 12th week of instruction in a semester. Courses for which a W is entered on a student's record carry no grade points, and are not calculated in GPA.

Grade	Percentage	Minimum Grade Point	Undergraduate-Earned Credit Hours	Graduate-Earned Credit Hours
A	93-100%	4.00	3.0	3.0
A-	90-92%	3.67	3.0	3.0
B+	87-89%	3.33	3.0	3.0
B	83-86%	3.00	3.0	3.0
B-	80-82%	2.67	3.0	3.0
C+	77-79%	2.33	3.0	3.0
C	73-76%	2.00	3.0	3.0
C-	70-72%	1.67	3.0	0.0
D+	67-69%	1.33	3.0	0.0
D	63-66%	1.00	3.0	0.0
D-	60-62%	0.67	3.0	0.0
F	Less than 60%	0.00	0.0	0.0

Final Grades

Final grades are assigned after the completion of each course for student work including, but not limited to: papers, Comprehensive Learning Assessments (CLAs), projects, and responses to discussion questions posted by the professor. Approximately two (2) weeks may elapse between the receipt of the student's work and the posting of the relevant grade.

Incomplete Grades

An Incomplete (I) is a temporary grade that may be assigned to a student at the discretion of their instructor. It is the student's responsibility to petition their instructor for an Incomplete via email, and to cc their Student Services Advisor (SSA), at least two (2) weeks before the end of the term. The instructor may assign an Incomplete when the student's coursework is at least of passing quality and is at least 67% complete, and the student is unable to complete their course requirements by the end of the academic term due to mitigating circumstances outside of their control.

Academic Distinctions

Westcliff University recognizes when students have consistently demonstrated and exemplified outstanding academic performance within their courses throughout their program. A student's academic performance and achievement is measured by their course grades (GPA).

Students who graduate with a minimum GPA from an associated program level achieve academic distinction, or honors. The following table lists GPA requirements for undergraduate and graduate (includes doctoral) students:

Undergraduate		*Graduate*	
summa cum laude	*3.9 - 4.0*	*summa cum laude*	*3.9 - 4.0*
magna cum laude	*3.75 - 3.89*	*magna cum laude*	*3.75 - 3.89*
cum laude	*3.5 - 3.74*	*cum laude*	*3.5 - 3.74*

Credit Hour Policy

Determination of Credit Hours for Courses

Westcliff University conforms to commonly accepted higher education practices regarding the issue of determining credit hours for any course taught at our University.

It is the University's policy that each faculty person is responsible for designing any course taught to match (pursuant to the formulae identified herein) the number of credit hours being assigned to that course, based upon the standards enumerated in this policy.

Definition of Credit Hour

Westcliff University uses the *federal definition* of credit hour, which is as follows:

"Semester and quarter hours shall be equivalent to the commonly accepted and traditionally defined units of academic measurement in accredited institutions. Academic degree or academic credit-bearing distance learning courses (as well as all on campus courses) are measured by the learning outcomes normally achieved through 45 hours of student work for one

semester credit or 30 hours of student work for one quarter hour. This formula is typically referred to as a Carnegie unit and is used by the American Council on Education in its Credit Recommendation Evaluative Criteria."

"Student work includes direct or indirect faculty instruction. Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, completing an interactive tutorial or computer-assisted instruction, attending a study group that is assigned by the institution, contributing to an academic online discussion, initiating contact with a faculty member to ask a question about the academic subject studies in the course, conducting laboratory work, and completing an externship or internship. Preparation is typically homework, such as reading and study time, and competing assignments and projects. Therefore, a 3 credit hours course would require 135 hours (45 hours of academic engagement and 90 hours of preparation)."

"All student work must be documented in the curriculum material and syllabi, including a reasonable approximation of the time required for the student to complete the assignments. Evaluation of a student's work must be identified as a grading criterion and weighted appropriately in the determination of a final grade for a course."

On-Campus Courses

An on-campus course is one that is taught in a partially on-campus and partially online format. These courses require attendance at regularly-scheduled, on-campus class meetings during the session. Students and faculty also engage in asynchronous online activities (ex. discussion forums) outside of on-campus class meetings. The total hours of on-campus class meetings and online activities equate to the required number of hours of academic engagement determined by the number of credit hours attached to the course. In a 3 credit-hour course, students can expect to participate in 45 clock hours of combined on-campus class meetings and asynchronous online activities in addition to 90 clock hours of preparation work (including reading, researching, and preparing assignments for submission) over the course of a session.

Online Courses

An online course at Westcliff is similar to an on-campus course with the exception that the regularly-scheduled, on-campus class meetings occur virtually via video-conference software. Otherwise, students engage asynchronously in online activities in the same way they do in on-campus courses, and the total hours of on-campus class meetings and online activities equate to the required number of hours of academic engagement determined by the number of credit hours attached to the course. In a 3 credit-hour course, students can expect to participate in 45 clock hours of combined virtual class meetings and asynchronous online activities in addition to 90 clock hours of preparation work (including reading, researching, and preparing assignments for submission) over the course of a session.

Practical Learning Experience (PLE) Policy

Westcliff University has integrated Practical Learning Experience (PLE) as a graduation requirement for **undergraduate, graduate,** and **doctoral** programs. This graduation requirement can be satisfied by completing at least one credit-bearing internship course that is

assessed on a Credit/No Credit basis. Students are encouraged to complete as many PLEs as their schedules permit in pursuit of the completion of their program(s). To this end, Westcliff University students may require a start date up to 30 days prior to the start of classes to meet the onboarding requirements of the professional workplace where the PLE will be conducted. Students wishing to meet this graduation requirement in this manner must notify the university in advance.

The **undergraduate, graduate, and doctoral** Practical Learning Experience (PLE) requirements may be satisfied by completing at least one credit-bearing internship course that is assessed on a Credit/No Credit basis. During an internship course, students engage in hands-on learning experiences in addition to participating in assigned course activities. This practice reflects Westcliff's commitment to a practical and relevant education and the value of applied, experiential learning. Students are encouraged to complete as many PLEs as their schedules permit in pursuit of the completion of their program(s).

Undergraduate, graduate, and doctoral practical learning opportunities exist on- and off-campus. Off-campus practical learning requires prior University approval, and F-1 students must have Curricular Practical Training (CPT) authorization to participate in off-campus practical learning. Students are responsible for developing and demonstrating the skills necessary to be successful in a PLE. In addition to contemporary and growing industry knowledge, students should also be prepared to demonstrate professionalism, effective communication (written, oral, and digital), and integrity while engaged in practical learning. The faculty facilitating internship courses associated with PLE assess these qualities and provide valuable feedback regarding their development to students throughout each experience. Students may reach out to Career Services with any questions about practical learning at the **undergraduate, graduate, and doctoral** levels.

Internship Courses (credit hour[s] shown in brackets)

	Undergraduate	Graduate	Doctoral
COB	INT 300 Undergraduate Internship [1] INT 301 Undergraduate Internship [.5] INT 302 Undergraduate Internship [1] INT 303 Undergraduate Internship [.5]	INT 500 Marketing and Sales [1] INT 501 Leadership [.5] INT 502 Purchasing and Human Resources [1] INT 503 Operations [.5] INT 504 Research and Development and Organizational Development [1] INT 506 Change Management and Knowledge Management [1] INT 508 Information Systems and Strategy [1] INT 510 Creativity and Organizational Culture [1] INT 512 Business Law and Data Analysis [1]	INT 700 Marketing and Sales [1] INT 701 Leadership [.5] INT 702 Purchasing and Human Resources [1] INT 703 Operations [.5] INT 704 Research and Development and Organizational Development [1] INT 706 Change Management and Knowledge Management [1] INT 708 Information Systems and Strategy [1] INT 710 Creativity and Organizational Culture [1] INT 712 Business Law and Data Analysis [1] INT 714 Customer Relationship Management and Management of Teams [1] INT 716 Risk Management and Budgeting and Finance (P&L Management) [1] INT 718 Corporate Social Responsibility and Public Relations [1]
COE		INT_E 531 MA TESOL Graduate Internship [1] INT_E 533 MA TESOL Graduate Internship [1] INT_E 535 MA TESOL Graduate Internship [1] INT_E 537 MA TESOL Graduate Internship [1] INT_E 539 MA TESOL Graduate Internship [1] INT_E 541 MA TESOL Graduate Internship [1] INT_E 543 MA TESOL Graduate Internship [1] INT_E 546 MA TESOL Graduate Internship [1] INT_E 549 MA TESOL Graduate Internship [1] INT_E 551 MA TESOL Graduate Internship [1]	
COTE	INT 361 Systems Analysis [1 - 6] INT 363 Systems Integrations [1 - 6] INT 365 Database Solutions [1 - 6] INT 367 Systems Collaborations [1 - 6] INT 369 Data Optimization [1 - 6] INT 371 Process Constructions [1 - 6]	INT 560 MS Graduate Internship [1] INT 561 MS Graduate Internship [.5] INT 562 MS Graduate Internship [1] INT 563 MS Graduate Internship [.5] INT 564 MS Graduate Internship [1 INT 566 MS Graduate Internship [1] INT 568 MS Graduate Internship [1] INT 570 MS Graduate Internship [1] INT 572 MS Graduate Internship [1] INT 574 MS Graduate Internship [1]	

Satisfactory Academic Progress (SAP) Policy

Purpose

The Satisfactory Academic Progress Policy outlines the expectations and criteria for satisfactory academic progress for students at Westcliff University. This policy aims to ensure that students maintain consistent academic performance, meet program requirements, and make timely progress towards their educational goals.

Definition of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is a measure of a student's successful completion of coursework and progression toward the completion of their degree or program. SAP is evaluated based on quantitative (e.g., completion rate or pace) and qualitative (e.g., GPA) criteria.

Evaluation Period

SAP will be assessed at the end of each academic year or program change to determine if students are meeting the established criteria. This includes regular semesters, summer sessions, and any other terms as applicable.

Quantitative Criteria: Completion Rate (PACE)

Students must successfully complete at least 50%-67% of attempted credits each term depending on their credits earned and transferred in.

Master's and Doctoral Student Completed Credit Threshold (Transferred Semester Credits + Earned Semester Credits)	Minimum Credit Completion Rate
Level 1: 0 – 18 Credits	**50%**
Level 2: ≥ 19 Credits	**67%**

Undergraduate Student Completed Credit Threshold (Transferred Semester Credits + Earned Semester Credits/Transferred + Attempted)	Minimum Credit Completion Rate
Level 1: 0 – 24 Credits	**50%**
Level 2: ≥ 25 Credits	**67%**

<u>Withdrawn Courses</u>: Withdrawn courses (W): these grades count towards a student's PACE, but do not impact their GPA.

<u>Incomplete Courses</u>: Incomplete courses (I): these courses count towards both PACE and GPA. The units attempted are factored into a student's PACE immediately, but are not factored into the GPA until a final grade is awarded.

<u>Repeated Courses</u>: If a student repeats a course, only the most recent attempt will be factored into their GPA, but each attempt will count towards a student's PACE.

Master's and Doctoral Student GPA Threshold	GPA
Level 1: 0 – 18 Credits	**2.75**
Level 2: ≥ 19 Credits	**3.5**

Undergraduate Student GPA Threshold	GPA
Level 1: 0 – 24 Credits	**1.75**
Level 2: ≥ 25 Credits	**2.0**

Academic Probation Status/Financial Aid Probation Status

- Students who do not meet SAP criteria for the first time must submit an appeal (see Appeal Process) to be placed on Academic Probation/Financial Aid status.
- Students on Academic Probation/Financial Aid status will have an Academic Plan that outlines specific criteria achieving satisfactory academic standing.
  - Students on Academic/Financial Aid Probation will be reviewed after each payment period to ensure they are meeting the conditions of their plan. If they are not meeting, they will be Academically Disqualified from the University.

Academic Disqualified

Students on Academic/Financial Aid Probation who do not meet SAP according to their outlined Academic Success Plan will face Academic Disqualification.

Academic Dismissal

Students that do not meet SAP after an evaluation period and do not submit an approved appeal to go onto Academic Probation will be Academically Dismissed.

Appeal Process

- Students may appeal to be on Academic/Financial Aid Probation and Financial Aid eligible by submitting a written appeal to the Satisfactory Academic Progress Appeals Committee
- The Appeal must include a detailed explanation of the circumstances leading to academic difficulties and an Academic Success Plan for improvement.
- The Satisfactory Academic Progress Appeals Committee will review appeals and make decisions based on the merits of each case.
  - If appeal is approved, students will be reviewed for SAP every payment period until they either meet SAP, or if they are not meeting the conditions of their Academic Success plan, they will be Academically Disqualified from the institution.
  - If appeal is denied, student will be Academic Dismissed from the institution
  - Or resubmit an appeal request.

Student Notifications of SAP Status Changes

- Students are automatically notified of academic/financial aid status changes that occur in their academic record.
- Students utilizing Scholarships, Financial Aid or Veterans Benefits of any type will be notified of the impact on their funding as the status changes occur.

*Satisfactory Academic Progress for Certificate Programs**

The certificate program SAP is same as above policy with the **exception** of:

Evaluation Period

SAP will be assessed at the end of each semester to determine if students are meeting the established criteria. This includes regular semesters, summer sessions, and any other terms as applicable.

Quantitative Criteria: Completion Rate (PACE)

Students must successfully complete at least 50%-67% of attempted credits each term depending on their credits earned and transferred in.

Certificate Completed Credit Threshold (Transferred Semester Credits + Earned Semester Credits/Transferred + Attempted)	**Minimum Credit Completion Rate**
Level 1: 0 – 9 Credits	**50%**
Level 2: ≥ 10 Credits	**67%**

*Certificate programs of 9 credits or less must meet 67% Quantitative by the end of the first semester.

Withdrawn Courses: Withdrawn courses (W): these grades count towards a student's PACE, but do not impact their GPA.

Incomplete Courses: Incomplete courses (I): these courses count towards both PACE and GPA. The units attempted are factored into a student's PACE immediately, but are not factored into the GPA until a final grade is awarded.

Repeated Courses: If a student repeats a course, only the most recent attempt will be factored into their GPA, but each attempt will count towards a students PACE.

Academic/Financial Aid Warning Status

Students who do not meet SAP criteria for the first time will be placed on academic/financial aid warning for the subsequent evaluation period.

Course Repeat Policy

Students may choose to repeat a course they have already taken for a number of reasons. A student can repeat any course in which they earned a letter grade of C- or below without further approval; the threshold for repeating benchmark courses without further approval is a B-. Students who wish to repeat courses in which they received grades higher than previously stated would need the approval of the College dean. The highest grade a student achieves

across multiple attempts of a course represents the grade calculated into the student's program GPA (PGPA) for consideration of graduation.

Students may attempt a course up to three times without approval. Additional course attempts require a consultation with the dean of the College that hosts the course and approval from the Appeals Committee. The Appeals Committee considers a student's potential to be successful attempting additional course repeats in determining approval. Students who are denied the ability to repeat required courses for which they have not earned the necessary passing grade may be prohibited from continuing their program of study. In this case students are required to submit an [Appeal Request form](#).

Students denied an opportunity to retake a required course may complete an equivalent course at another institution and transfer the credit back to Westcliff University. Any attempt to do so should be done in consultation with the College dean to ensure an appropriately equivalent course was taken. A student may continue their program of study while being concurrently enrolled in the equivalent course at another institution with the written permission of the College dean. Courses taken at another institution and transferred in the credits for the course(s) repeated, along with the previous attempts at Westcliff, will reflect record history and transcripts. This will affect their pace and/or GPA.

Academic Integrity Policy

The University does not tolerate any form of academic misconduct, such as cheating, fabrication, plagiarism, and/or multiple submissions. Any student found committing academic misconduct is subject to disciplinary action.

Violations of academic policies that also fall under the Student Code of Conduct, such as the Academic Integrity Policy, may result in disciplinary action, suspension or Academic Dismissal, and will be permanently recorded on the student's record.

1. **Cheating**: Cheating includes, but is not limited to, the use of unauthorized materials, information, or study aids in any academic exercise; the alteration of any answers on a graded document before submitting it for re-grading; or the failure to observe the expressed procedures or instructions of an academic exercise (i.e., examination instructions regarding alternate seating or conversation during an exam).

2. **Fabrication**: Fabrication includes, but is not limited to, falsification or invention of any information or citation(s) in an academic exercise, including fabrication or falsification of research.

3. **Fabrication of Research**: Fabrication of research is the falsification of data or results and recording or reporting them.

4. **Falsification of Research**: Falsification of research is the manipulation of research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

5. **Plagiarism**: Plagiarism is the deliberate use of written work or copying of written work of any length without giving full credit to the original author for their contribution with a proper citation. This includes work that has been published in books, in journals and

magazines, and on the Internet; as well as work that has been generated by artificial intelligence tools and work that has not yet been published.

Plagiarism

Considered highly unethical, plagiarism is a direct violation of University policy, fraud, and is against U.S. copyright law. It is important to understand that plagiarism is a breach of academic integrity - a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as their own is not only poor scholarship but also means that one has failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for the student's future career; it also undermines the standards of the institution and of the degrees it issues. If a student is determined by the Faculty, Program Chair, Dean of the College, or Dean of Student Affairs to have committed plagiarism at Westcliff University, the student will undergo the following disciplinary action:

1. *If there is any suspicion of plagiarism by a student, the faculty will review the materials and may submit them to an evaluation platform such as Turnitin for verification.*

2. *If plagiarism is suspected, the faculty member will contact the student and ask for an explanation.*

3. *If plagiarism is confirmed, the faculty member may allocate a grade of zero (0) for the assignment.*

4. *The faculty member may allow the student to redo the assignment, but the grade given will be at the discretion of the faculty, and points may be deducted.*

5. *If a student submits another plagiarized assignment, the faculty member will forward this information to the Dean of the College, who will send it to the Dean of Student Affairs. The Conduct Board will then review the materials, interview the student, and determine the appropriate action.*

6. *Depending upon the severity of the student's actions, the Conduct Board may recommend academic suspension or dismissal from the University.*

7. *The length of suspension will depend on the severity of the student's actions.*

8. *The Dean of Student Affairs will send a letter to the student outlining the final decision of the Conduct Board, and the corrective process recommended.*

9. *A copy of the letter will be kept in the student's file, and a letter will be sent by registered mail to the student.*

Westcliff University takes plagiarism seriously and provides resources to help students avoid it. If students have any questions regarding plagiarism, they should see the Dean of their College.

Multiple Submissions

It is important to be aware that it is possible to plagiarize oneself. If one reuses ideas, phrases, or resubmits any prior work, whether it was at Westcliff University or any other academic institution, without citing it properly, they have plagiarized themselves. Many academic honesty policies prohibit the reuse of one's own prior work, even with a citation. Students who wish to reuse prior work should consult with their instructor.

Academic Dismissal Policy

Academic Dismissal is dismissal from the university, for academic reasons, with the ability to apply for readmittance.

Dismissal from the university for any reason may result in the loss of private, state, or federal financial aid. Federal aid includes Federal Pell and FSEOG Grants, Federal Work-study, Federal Perkins Loan, Federal Stafford Loans, Federal PLUS Loans, Graduate PLUS Loans, and other financial assistance. The Office of Financial Aid will report the dismissal to the appropriate funding agency.

A student who does not meet Satisfactory Academic Progress at the end of the following periods may be dismissed from the university:

1. *Academic Warning/Financial Aid Warning period*
2. *Academic Probation/Financial Aid Probation period*
3. *Academic Appeal period may be dismissed from the university*

Title IV Students

A student who does not meet SAP at the end of the Financial Aid Probation period will be dismissed from the University but will have the right to an appeal process and may apply for readmission to the University. In the event that the student's Academic Appeal is approved, they still will not be eligible to receive Financial Aid until the student meets the program GPA.

Non-Title IV Students

A student who does not meet SAP at the end of the Academic Probation period will be dismissed from the University but will have the right to an appeal process and may apply for readmission to the University.

Academic Appeal Process

Title IV and non-Title IV students who are dismissed from the university due to not meeting SAP at the end of a warning or probation period have the right to file an appeal regarding their SAP evaluation.

A student who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy must submit an Academic Appeal request to the Student Affairs Department. Students must provide supportive documentation in order to support their position and any mitigating circumstances that may have existed, if warranted. An Appeals Committee will hear any student who disagrees with a SAP decision on an appointment basis only.

The student will be notified by an Appeals Committee decision within fifteen (15) business days following the receipt of the student's Academic Appeal request. Additional time may be taken to thoroughly review the student's appeal.

If the student's appeal request is approved, they will be placed on an **Academic Appeal period** for the full first term that they are readmitted. At the end of that term, they must meet SAP, otherwise they will be dismissed.

In order for students to be considered for Academic Appeal, students must:

1. Show academic progress while on warning or probation
2. Submit the academic appeal request one (1) month prior to the upcoming term.
3. Be able to meet program GPA requirements in a one (1) term time period. The Dean has the right to shorten or extend a student's Academic Appeal time period.

Financial Aid Probation

If Financial Aid Probation status is granted, the student will regain Title IV eligibility for the next eligible payment period only. The student must meet SAP at the end of the payment period to regain Title IV funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. *Agree to a written Academic Plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.*
2. *Sign and uphold the Academic Plan (a copy of which will be kept in the student's file).*

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV funds for one (1) payment period only. Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV funding.

Reinstatement of Title IV Financial Aid

Reinstatement of aid is limited to the period under evaluation, the next payment period. Students meeting SAP by the conclusion of the warning/probation status will be removed from the warning/probation status and will regain eligibility for Title IV Financial Aid.

Other Important Policies and Procedures

Anti-Harassment Policy and Procedure

Anti-Harassment Policy

It is the policy of Westcliff University to maintain an academic and employment environment free of harassment.

Harassment by a faculty member, employee, student, or visitor is a violation of this policy and is prohibited. The University is committed to upholding federal and state laws.

Harassment covers a wide range of aggressive and offensive behaviors. Per United States of America regulations, harassment is any repeated or continuing unconsented contact that serves no useful purpose beyond creating alarm, annoyance, or emotional distress. For purposes of this policy, harassment includes, but is not limited to: threatening, persistent, or aggressive verbal or physical actions and discrimination on the basis of race, color, religion, national origin, and/or sex. Unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature are strictly prohibited.

Discrimination based on sex (including sexual harassment) falls under Title IX Regulations, Policy, and Procedures. Please see the Title IX Regulations, Policy, and Procedures for further details.

Anti-Harassment Procedure

Westcliff University has zero tolerance for sexual harassment. Harassment by a faculty member, employee, student, or visitor, is prohibited. Federal and state harassment laws are enforced.

If you feel that you have been harassed, please submit a report to the Dean of Student Affairs, April Vuong, at deanstudentaffairs@westcliff.edu. The incident report will be reviewed and, if warranted, the Dean of Student Affairs or a designated impartial staff member will investigate the matter and report the findings to university administration within fifteen (15) days, whereupon the University will issue its response and take appropriate action, which may include referral to enforcement authorities. Under extenuating circumstances, an extension may apply and will be communicated to the student.

For grievances regarding discrimination based on sex (including sexual harassment), please email the Title IX Coordinator at titleixcoordinator@westcliff.edu within 24 hours and read the Title IX Regulations, Policy, and Procedure.

Title IX Regulations, Policy and Procedure

Title IX of the Education Amendments of 1972 (Title IX) states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX Policy

Title IX at Westcliff University (Statement of Non-Discrimination):

Westcliff University does not discriminate in its employment practices or in its educational programs or activities on the basis of sex. The University also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office for Civil Rights (OCR). Please see the University's Title IX policy for additional information including how to make a report and the University's Grievance Procedure.

Title IX Procedure

If you believe that you have experienced or witnessed other incidents of sexual misconduct or discrimination, the University encourages you to notify the Title IX Coordinator as soon as possible after the incident.

Title IX Coordinator

The Title IX Coordinator and Title IX Deputy Coordinator are listed below. Individuals should contact the Title IX Coordinator/Deputy Coordinator regarding the application of Title IX, its implementing regulations, to make a report or file a Formal Complaint or other questions. The Title IX Coordinator/Deputy Coordinator oversees the University's compliance with Title IX and is also responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator: Christina Powers	**Deputy Title IX Coordinator: Josh Schoonover**
17877 Von Karman Ave. Suite 400	17877 Von Karman Ave. Suite 400
Irvine, CA 92614	Irvine, CA 92614
Telephone: +1 (949) 825-5999	**Telephone**: +1 (949) 825-5999
Email: titleixcoordinator@westcliff.edu	**Email**: titleixdeputy@westcliff.edu

The Title IX Coordinator is responsible for implementing the University's Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing supportive measures and maintaining accurate Clery Act crime statistics.

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator/Deputy. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

Resources

1. Title IX Regulations and Policy - Handbook
2. Title IX Professional Training - Slide Decks
   a. Training for Title IX
   b. New Role of Title IX Coordinators

Drug and Alcohol Policy

This policy is applicable to the entire University community, including faculty, staff, students and visitors, and includes any events conducted off-campus with the potential to create a hostile campus environment. Faculty and staff should reference the Employee Handbook for more information on illicit drugs and/or alcohol in the workplace.

Drug Abuse Prevention

The University is committed to creating and maintaining a healthy environment for all members of the community at all locations. In keeping with this mission and to comply with the requirements of section 120 of the HEA, found in 34 CFR Part 86, the University maintains a written [Drug and Alcohol Prevention Program](#) which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees, provides a description of applicable legal sanctions, health risks, lists available counseling and treatment programs, and includes University disciplinary sanctions.

Students are encouraged to seek help if they are abusing illicit drugs and/or alcohol. The University will provide appropriate resources and referrals for any students seeking substance abuse treatment.

Prohibition of Illicit Drug and Alcohol Use

The University adheres to a Code of Conduct which recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use or distribution of illicit drugs and alcohol on University property or as part of any University activity is absolutely prohibited.

Unauthorized use of alcoholic beverages and underage drinking or smoking of any substance is prohibited at all University facilities.

Institutional Sanctions for Drug and/or Alcohol Violations

Any member of the University community found in violation of the Drug and Alcohol Policy shall be subject to discipline on a case-by-case basis.

A student may be subject to disciplinary action up to and including dismissal for failure to comply with the University's policies or established practices. In the event of an alleged involvement in a criminal drug- or alcohol-related offense, his or her case may also be referred to appropriate law enforcement officials for investigation and prosecution. The University, at its discretion, may require a student to participate satisfactorily in a drug and/or alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal State or local health, law enforcement, or designated agency.

Dress Code

The University's goal is to prepare its students to be professionals. As such, the University encourages its students to dress appropriately and professionally in order to present a professional image, while not infringing on the students' right to self-expression. The University also has an obligation to create a learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community. The policy states that the following standards must be adhered to by all members of the campus community.

1. Dress that is neat, modest and casual is the minimum requirement at all times.

2. Hats, caps, do-rags, and other headgear must be removed when in classrooms and offices. This excludes headgear worn for religious reasons (i.e., kappah).

3. Baggy pants or sloppy dress will not be permitted at any time.

4. Clothing that is provocative or contains obscene messages will not be permitted.

Students, faculty, or staff who come to campus or attend class either virtually or in person while in violation of the University's Dress Code will have the option of correcting the violation or being asked to leave. Any class-time missed for inappropriate dress will be considered unexcused. Students who have a question about the appropriateness of an item should discuss the specific issue with the appropriate staff member before wearing the item.

Technology Policy

Each student should either *possess* a computer—laptop or desktop—or have *access to* a computer. To make the best use of the Virtual Class Session (VCS) platform on Zoom, each student should have, associated with their computer, a webcam, a microphone and a speaker. To participate in VCSs, please review the minimum [technology requirements](#).

PERMITTED TECHNOLOGY USES

Westcliff University technology systems are to be used solely to deliver instruction to students and carry out associated administration and operational activities.

PROHIBITED TECHNOLOGY USES

Willful Damage: including hacking system passwords and committing attacks on university-controlled networks

Copying: including distributing or copying copyrighted material, plagiarism, or use of illegal software within the university's system

Harassment: slander or libel of anyone, writing or forwarding inappropriate or unwelcomed messages to others, including the sending of bulk spam.

Technology Requirements

PC or Mac

Internet Connection: broadband wired, or wireless (4G or 5G/LTE)

Speakers and Microphone: built-in, USB plug-in, or wireless Bluetooth

Webcam / HD Webcam: built-in, USB plug-in, HD cam, or HD camcorder w/ video capture card

Minimum System Requirements

Processor and RAM Requirements

Processor: Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)

RAM: 8Gb

Bandwidth Requirements

The bandwidth used by Zoom is optimized for the best experience based on the participants' network. It is automatically adjusted for 3G, Wi-Fi or wired environments.

Recommended Bandwidth for Meeting and Webinar Students

1:1 video calling: 600kbps (up/down) for HQ video and 1.2 Mbps (up/down) for HD video

Group video calling: 600kbps/1.2Mbps (up/down) for HQ video. Gallery view: 1.5Mbps/1.5Mbps (up/down)

Screen sharing only (no video thumbnail): 50-75kbp

Screen sharing with video thumbnail: 50-150kbps

Audio VoIP: 60-80kbps

Recommended Bandwidth for Webinar Attendees

1:1 video calling: 600kbps (down) for HQ video and 1.2 Mbps (down) for HD video

Screen sharing only (no video thumbnail): 50-75kbps (down)

Screen sharing with video thumbnail: 50-150kbps (down)

Audio VoIP: 60-80kbps (down)

Recommended Bandwidth over Wi-Fi

1:1 video calling: 600kbps (up/down) for HQ video and 1.2 Mbps (up/down) for HD video

Group video calling: 600kbps/1.2Mbps (up/down) for HQ video. Gallery view: 1.5Mbps/1.5Mbps (up/down)

High DPI Support

High DPI displays are supported in Zoom version 3.5 or higher.

Recommended Operating Systems

Mac OS X with MacOS 10.6.8 /(Snow Leopard) or later

Windows 11
Windows 10

Supported Browsers

Windows/Mac: *Firefox, Chrome, Safari, Microsoft Edge*

Supported Tablet and Mobile Devices

Surface PRO running Win 10

iOS and Android devices

Surface PRO running Win 11

Supported Operating Systems

iOS 15.0 or later: *Send and receive video using front or rear camera*

Android: *Send and receive video using front or rear camera*

Supported Browsers for Web Start

iOS: Safari, Chrome

Android: Webkit (default), Chrome

Processor Requirement

Processor: Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)

RAM: 8Gb

HD Camera Suggestions

Logitech PTZ Pro

Logitech HD Webcams

Vaddio Clearview USB

Aver VC520

VDO360 PTZ HD Camera

Microsoft HD Webcams

Logitech ConferenceCam CC3300e

VTEL HD3000PTZ Camera

Hovercam Solo 5 Document and Webcam

USB Speakerphone and Microphone Suggestions

Revolabs UC500

Clearone Chat 150

Plantronics Calisto 600

Jabra Speak 510

Logitech P710e

Phoenix Quattro3

Voice Tracker Array Microphones

Yamaha PSP-20UR

Yamaha YVC-100

Jabra USB Headphones

Plantronics Headsets

Revolab Fusion Wireless Microphones

Conferencing System

MXL Microphones for Conferencing

Magewell HDMI capture (Mac or Win)

Startech Composite/SVideo to USB (Win)

Blackmagic Design Intensity Extreme (Mac)

Other Peripherals

Note: *Please test devices first. Device support varies with systems.*

Bluetooth Speakerphone and Microphone Suggestions

Jabra Speak 510

Logitech P710e

Plantronics Calisto 620

AirPods

Most course instruction materials are presented in Microsoft Office (Word, Excel and PowerPoint) or Google Suite (Docs, Sheets, and Slides).

For questions about the technology requirements, please contact technology@westcliff.edu.

Attendance Policy

Students are expected to attend all class meetings, submit all assignments, and participate in all online or face-to-face discussions and activities as these are essential components of the educational experience. Students must engage in these academically related activities during the first two weeks of a session to secure their seats in each class; ongoing engagement throughout classes is critical for student success. Students who qualify for financial aid are required to attend at least one class meeting during any 14-day period or risk being dismissed from the university.

Campus-based students are expected to attend every onsite class meeting and online students are expected to attend every virtual class meeting. In the event of an absence from a class meeting, the student has the responsibility to notify their professor of the reason for the absence. Students who are absent from a class meeting are responsible for completing any missed work and seeking makeup opportunities that may be available for the missed class meeting.

Changes to Registration

Schedule Adjustment Period (Add/Drop Deadline)

The deadline for a student to adjust their schedule by adding or dropping a course is 5:00 p.m. on the Monday of the second week of instruction (Tuesday if Monday is a holiday). To add or drop a course, the student must submit the Add/Drop Form prior to the deadline. Courses dropped by this deadline do not appear on a student's transcript or registration and are not considered as a "Course Attempted." Courses dropped after this deadline are considered a "Course Withdrawal." If a student misses a class due to a schedule adjustment during the add/drop period, this constitutes an absence.

Withdrawal Deadlines

Students may choose to withdraw from a course in which they are enrolled by completing the Course Withdrawal Request Form. A grade of "W" is assigned to a student who officially withdraws within the first 75% of the course after the Schedule Adjustment Period. In an eight-week course, the deadline for a student to withdraw is the last day of the sixth week of instruction. In a sixteen week course, the deadline for a student to withdraw is the last day of the twelfth week of instruction. After the official withdrawal deadline, a grade of Withdrawal "F" is assigned. Absence from class does not constitute an official withdrawal.

Appeal Procedure

Students may request an Attendance Appeal via their Student Services Advisor (SSA) if they believe a decision regarding an attendance mark to be unjust, incorrect, or worthy of special consideration. The Student Services Advisor will discuss the student's options and if appropriate, provide the student with the Attendance Appeal Form. Students must submit the appeal request no more than three (3) business days after the email receipt.

To receive consideration, the appeal must be submitted on the deadline specified above, requests are required to include the submission of relevant supporting documentation to support and demonstrate any mitigating circumstances.

Virtual Class Session Assignment (VCSA) Policy

Credit for Attendance in a Virtual Class Session (VCS)

Students who attend online classes earn verification of attendance and credit for participation by attending each class as a Virtual Class Session (VCS). For those unable to attend the live VCS, verification of attendance and credit for participation may also be earned by viewing the recording of the VCS and writing and submitting a Virtual Class Session Assignment (VCSA). To earn attendance verification and participation credit, students must submit the VCSA on the Global Academic Portal (GAP) before the next live class session or, no more than one calendar week after the date of the original VCS recording, whichever is less.

> *For example, if the class meets on Mondays at 6:30 p.m. Pacific Time, the VCSA must be submitted before 6:29 p.m. the following Monday.*

Week 8/Week 16 Deadline for VCSAs

VCSAs must be submitted by 11:59 p.m. on Sunday of the last week of the session.

Leave of Absence Policy

Policy

Westcliff University recognizes that a student may be compelled to interrupt their enrollment and take a temporary break from their studies, which is recognized as a Leave of Absence (LOA). While on an LOA, students are not enrolled in any courses and have no academic or financial obligations to the university. LOAs must be approved by the Office of the Registrar. Students may take one LOA per academic year, and LOA applications are reviewed once per semester.

Students must be mindful of the impact that a leave of absence may have on their eligibility and timely completion of their program. Students receiving Title IV funds should consult their Financial Aid Officer prior to applying for an LOA. Students attending on an F-1 or J-1 visa should speak to their International Student Advisor or a Designated School Official (DSO) at the university. All students should consult with their Student Services Advisor (SSA) to determine the impact an LOA has on their adherence to the Satisfactory Academic Progress (SAP) Policy.

Students Who Take an LOA

Course Completion

A student is expected to complete all courses in their current semester before taking an LOA. Students resume their program following an approved LOA. Should a student need to take an LOA prior to the end of a semester, students are withdrawn from their program with a "W" grade for their current classes. Students with qualifying extenuating circumstances may instead receive an Incomplete, or "I", grade and are able to complete their work and earn a grade for the course within an approved timeframe.

Returning from Leave

Students enrolled in an academic program who take an LOA are not required to apply for readmission upon their return. If a student believes they are unable to return following their LOA, they must extend their LOA (for a maximum of one session) or withdraw from their program. Students should speak to their SSA about the best option for their situation. F-1 students should consult with their International Student Advisor to determine eligibility status. Students eligible for federal financial aid should consult with their Financial Aid Advisor.

Alternatives to an LOA

Session Break

Students seeking to take a portion of a semester off may choose a session break. While on a session break, students remain in an enrolled status yet they have no classes during one of the two sessions that make up a semester. Students may not take back-to-back session breaks, though they may use a session break to extend an LOA.

Approved Summer Vacation (Undergraduates only)

Students enrolled in an undergraduate program are defaulted to vacation status during the Summer semester. Students may opt to remain enrolled during this time and take classes. Students must notify their advisor and sign up for classes prior to the add/drop deadline in order to be enrolled for the Summer semester. Students who choose to take classes during only one of the two sessions are placed in vacation status during the session they are not taking classes.

Reduced Course Load

Full-time students may reduce their course load to below full-time requirements and maintain enrollment in the program. F-1 students who are approved for an annual vacation may take a reduced course load during this time and maintain eligibility for curricular practical training (CPT). Title IV students should consult with their Financial Aid Advisor regarding the impact of a reduced course load on their financial plan.

Special Circumstance LOAs

Medical Reasons

Students on an LOA for medical reasons may take up to one year of LOA based on their supporting documentation provided to the university (i.e. medical verification or a letter from a doctor indicating a disability or medical issue, including one as a result of an illness or accident).

Military and Armed Forces

Students on an LOA for military leave may take up to one year for LOA based on a copy of their military orders provided to the university.

Academic Probation

Students on academic probation may not take an LOA unless they are doing so based on medical reasons or military leave as noted above. The time spent on an approved LOA under these circumstances does not factor into a student's satisfactory academic progress.

Doctoral Students in Dissertation Phase

Doctoral students who have completed all of their coursework and advanced to the dissertation phase of their program may petition for a single LOA of no more than one semester (excluding special circumstances), and approval of LOAs during this phase of a doctoral program are only awarded following the successful completion of the first course in the dissertation phase. Students on LOA during the dissertation phase of their doctoral program are still bound by university requirements for conducting research and may be held accountable for operating beyond these requirements.

Procedure to Submit and LOA Request

LOA Request

Students planning to submit an LOA request should contact their SSA first. Academic Advisors review all options with students to inform them of the requirements and ramifications of taking an LOA as well as the conditions under which they would resume their studies upon their return.

Students may apply for an LOA by submitting the Leave of Absence Request form, which they request from their SSA. The deadline for all LOA requests is the add/drop deadline (Monday of Week 2) of the semester. A student may return from an LOA early and resume enrollment in the next available session's enrollment period by submitting a Change in Schedule Request form.

Upon failing to return from an LOA or communicate the circumstances to the university, students are dismissed from the university. If the student wishes to return after that, they are required to submit a Readmission Application.

SMART Capstone Deadline

Students enrolled in the SMART capstone during a semester they would like to request an LOA must submit their request four weeks prior to the semester/session start.

Non-Academic Dismissal Policy

Non-academic dismissal is dismissal from the University for non-academic reasons with the ability to apply for re-admittance.

Expulsion is dismissal from the University without the ability to apply for re-admittance.

Any student dismissed or expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of expulsion (typically immediately). The student may not return to campus or University property without prior written permission by the Conduct Officer or designee. Failure to comply with this request will constitute criminal trespass.

Withholding of Diploma & Revocation of Degree

The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

The University reserves the right to revoke a degree awarded from the University for fraud, misrepresentation, or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Summary of Violations and Dismissal Policy

1. Violation of academic integrity, including and not limited to, cheating, fabrication, and/or plagiarism.

2. Attempting or committing an act of discrimination, physical violence, sexual harassment, sexual assault, or stalking of a person.

3. Malicious destruction, damage, or theft of personal or University property, including incidents of arson, vandalism, larceny, burglary, breaking and entering, robbery, or embezzlement.

4. Obstructions or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on University-owned or controlled premises or at a University event off campus.

5. Alteration, forgery, or misuse of University documents or records including fraudulent misuse of identification cards or furnishing false information to the University with intent to deceive.

6. Violation of published University policies, rules, and regulations concerning student organizations, use of the University facilities, or concerning the time, place, and manner of meetings and demonstrations on University owned or controlled property or at a University event off campus.

7. Possession or use of firearms, air guns, explosive devices, or materials of any description, or deadly weapons, in violation of civil laws and ordinances.

8. Unlawful possession, use, or distribution of marijuana, narcotics, hallucinogens, barbiturates, amphetamines, prescription drugs, or any other illegal substance.

9. Possession, use, or distribution of beer, wine, or intoxicating liquor.

10. Gambling.

11. Tampering with or misuse of fire alarms, fire-fighting equipment, and/or security equipment of any kind.

12. Disorderly conduct of aggravated degree, incitement, enticement, verbal abuse, or lewd, indecent, obscene, or racist conduct or expression on University owned or controlled property or at University sponsored or supervised functions.

13. Conduct not herein above specifically listed which is classified as a felony under the provisions of the California Revised Code or Federal Statutes.

14. Refusal to comply with lawful directions of University officials acting in the performance of their duties.

    a. Attempting or committing an act of discrimination, physical violence, sexual harassment, sexual assault, or stalking.

Violation of any part of the Student Code of Conduct may result in the immediate dismissal of a student. The offenses on the part of a student, when committed on University owned or controlled property or against such property, or a University event off campus, or when the offense is against a fellow student or other member of the University family or it's invited guests, are considered to be of a nature, depending on the circumstances of the particular case, as to warrant disciplinary action up to the possible level of temporary suspension or permanent dismissal.

Students found in violation of any policies herein described will be considered for dismissal from the University. Students under consideration for dismissal will be notified in writing of the time, date, and location where they may be heard by and present information to the decision-making body. The student will be notified of the decision and, if dismissed, of their right to appeal the decision.

Dismissal or expulsion from the University for any reason may result in the loss of private, state, or federal financial aid. Federal aid includes Federal Pell and FSEOG Grants, Federal Work-study, Federal Perkins Loan, Federal Stafford Loans, Federal PLUS Loans, Graduate PLUS Loans, and other financial assistance. The Office of Financial Aid will report the dismissal to the appropriate funding agency.

Student Resources

Transcript Requests

Transcripts are available from the date the student enrolls in their first term. To request transcripts, students must complete the Transcript Request Form online or in person at the Registrar Department. Official transcripts are $10 (USD) each and are mailed to the student within 7-10 business days after the form has been submitted and no outstanding holds remain.

Student Information and Privacy

Confidentiality and Privacy Policy

The university complies with all applicable laws and regulations relating to student privacy and rights pertaining to education records under the Family Education Rights and Privacy Act (FERPA) of 1974.

Please find the complete *Confidentiality and Privacy Policy* at **this link**.

Records Retention Policy

Please find the complete *Records Retention Policy,* and retention schedule, at **this link**.

Non-Academic Grievance Policy

Please use **this link** to visit the Resolution Center to submit non-academic grievances to Student Services.

State Contact for Student Complaints

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE). BPPE can be contacted by calling +1 (888) 370-7589 toll-free, or by completing a complaint form. Consumers may obtain a digital or downloadable complaint form at the Bureau's website at https://www.bppe.ca.gov/enforcement/complaint.shtml.

Their mailing address is as follows:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Career Services Center

All students are assigned a designated career advisor to provide the following support services:

Career Exploration	*Cover Letters*
Job and Internship Search	*Personal Branding*
Résumé Tips and Templates	*Interviews*

Career Services advisors connect qualified student and alumni candidates with available job openings in alignment with their skills, credentials, and career goals. While Westcliff University does not guarantee college graduate employment, advisors go above and beyond to enhance student opportunities for employment within its large network of employment partners.

Students gain access to Career Services and its resources through:

A. *1:1 sessions with their assigned Career Services Advisor*

B. *Membership to the exclusive Westcliff University Career Services Group on   LinkedIn*

C. *Automatic enrollment into the international portal known as Interstride, where international and domestic students and alumni can network with each other and employers, search for jobs and internships and find immigration support and resources.*

D. *Frequent career readiness events, including*

    a. Career fairs

    b. Networking and recruitment events

    c. Résumé, social media and branding workshops

    d. Guest speaker events

E. *Bi-weekly newsletters that include:*

    a. Notices of new employment opportunities

    b. Notices of new employer partnerships

    c. Employer, alumni and student spotlights

    d. Useful tips for job seekers

F. *Graduation exit interviews to:*

    a. Discuss career goals and objectives

    b. Address any employment barriers

    c. Provide feedback for improvement

G. *Continued engagement in the Alumni Association*

Housing

Westcliff University understands that finding suitable living accommodation is essential to your happy, successful university experience. The university does not provide housing or dormitories but, instead, encourages you to explore the range of off-campus options available locally. You are completely free to find and choose living arrangements that best suit your needs and preferences.

As a convenience to you, the university may suggest possible sources of housing, such as those listed below. But your choice is solely your decision. By continuing your enrollment at

Westcliff, you accept that the university has no responsibility for conditions, safety, management, and all other aspects of your living accommodations and relationships.

All housing possibilities below and others listed on the university website are unaffiliated with Westcliff and are provided solely to help your search.

Apartments

A source used by many Westcliff students who prefer apartment living is REXidence Residential Services, which operates and manages nearby student housing. RexHousing Applications are accessible at housing@rexidence.com. REXidence handles leasing, apartment placement, applications, billing, payment plans, etc., and provides information about availability and placement.

> *Price Range: $1,343 - $3,591 (USD) per month*

Homestay

With a homestay agreement, students live with a local family, experience an American lifestyle, and have the opportunity to practice their English skills daily. Homestay arrangements allow students to expand their cultural and educational experiences, and gain exposure to American families of various racial, ethnic, and socioeconomic backgrounds.

Homestay housing arrangements are not all the same. Choices include having a private room or a shared room with another student, and eating some or all meals with the host family or taking care of all of one's own meals. Prices vary.

Homestays require a 4-week window to process applications and find an appropriate host family. Applications requiring accommodations in less than 4-weeks time are subject to rushed application fees.

The following homestay arrangements are available:

- **Homestay Match**
    - *Email*: emerson@homestaymatch.com
    - *Website*: https://homestaymatch.com/

  Price Range: $900 - $1,200 (USD) per semester

- **Universal Student Housing**
    - *Phone*: +1 (310) 824-4908
    - *Email*: contact@usaish.com
    - *Website*: https://www.ushstudent.com/

  Price Range: $950 per month - $5,750 (USD) per semester

- **Student Room Stay**
    - *Phone*: +1 (833) 766-6789
    - *Email*: support@studentroomstay.com
    - *Website*: https://studentroomstay.com/

Price Range: $350 per week - $1,300 (USD) per month

Roommate Search

Diggz is a free roommate finder that connects students to like-minded prospective roommates with similar lifestyle attributes and preferences with the help of their proprietary algorithm. Students can find rooms for rent, roommates to fill an empty room, or partner up with someone to find a new place. They can visit Diggz at https://www.diggz.co/search-city/los-angeles to find roommates near Irvine and Westcliff University.

Price Range: $250 - $1,500 (USD) per semester

Independent Apartment Search

For students who wish to look for their own apartment, they may get their search started with the attached Alternative Housing Locations.

Approximate Price Range: $1,740 (studio) - $2,935 (3 bedrooms) (USD) per month

Student Services

Resolution Center

The Westcliff University Resolution Center (RC) provides students with access to fair and reliable resolution services. Students have the right to address grievances/file complaints with or within the university, and Student Services is here to assist in finding mutually satisfactory solutions. The RC supports students and the respondents to their resolution requests through prompt and objective investigations while ensuring they have access to the university's support resources. Students may submit requests regarding their concerns through the *Resolution Center*. Students are not subjected to retaliation or reprisal for submitting resolution requests to the Resolution Center.

Academic Counseling

Academic guidance is considered a fundamental educational tool of Westcliff University. Through counseling, students are able to improve their educational experience. Academic advice and counseling through the Student Affairs Department is regularly available, by appointment, on the school premises to all students, as well as online via Zoom.

Academic Resource Center (ARC)

The Academic Resource Center (ARC) provides suitable study and research spaces for our students and instructors and is equipped with computers and computer terminals.

Library & Digital Resources Center

Westcliff University students gain access to a virtual library. The Library & Digital Resources Center database collection includes more than 80 million scholarly journals, articles, periodicals, books, encyclopedias, newspapers, magazines, and audio and video clips. Students are encouraged to utilize the resources in the Library & Digital Resources Center in their research for university courses. To access the Library & Digital Resources Center, students must log into their Global Academic Portal (GAP) account at https://gap.westcliff.edu/ and click on the Library & Digital Resources Center logo on the right side of the screen. Students may contact the Library & Digital Resources Center Coordinator at library@westcliff.edu.

Study Groups

Student study groups are very valuable in the learning process. They provide support, discipline, and ready feedback. Study groups are most effective for discussing material before class, discussing concepts after class, outlining, and reviewing practice exams. The exchange of ideas in the intimate environment of a small group of peers is helpful to understanding complex concepts. People learn in different ways and at different rates. School study groups help develop the collaborative skills needed to succeed in practice. Westcliff University student support services incorporate use of study groups for all courses where requested by students.

Workshops

Westcliff University offers educational workshops to augment the students' learning experience. Workshops generally consist of mini presentations and/or group discussions. Some of our more popular workshop requests include: study skills, exam-taking techniques, and time management. Workshops serve to complement the classroom education and to broaden the students' range of skills and training. These are presented both for those taking on campus courses and through webinars for those taking only online courses.

Commencement Ceremony

"Commencement" is a celebration of graduation from an academic degree or certificate program—voluntary on the part of students—and is a privilege to attend. Traditional Commencement and Honors ceremonies for Westcliff University students who complete their certificate or degree programs are scheduled annually. For any questions related to commencement, please reach out to Westcliff University Commencement.

Additional Questions

Any additional questions and/or concerns may be addressed by contacting Westcliff University through the Student Self-Service and Inquiry Form.

Additional Resources

Please visit the Westcliff University website to learn more about our Innovation Hub and other student resources.

Disclosures and Notices

Health Insurance Disclosure

Westcliff University does not provide, nor subsidize, health insurance, health care, or medical care for students. You are strongly urged to secure your own health insurance and keep it active throughout your time at Westcliff. Medical care can be extremely costly and, without adequate coverage, can create huge, unexpected financial burdens.

There are many options, and we encourage you to choose a provider and plan that is financially right for you. If you are a nonimmigrant student, you may wish to explore different providers and various types of coverage on the CoveredCalifornia website at https://www.coveredca.com. Some students may qualify for subsidized coverage under Medi-Cal eligibility and Covered California benefits.

Resources for Student Health Coverage

Covered California - Information for Immigrants

How Immigration Status Impacts Medi-Cal Eligibility

ISO Insurance | **+1 (800) 244 - 1180**

International Student Insurance | **+1 (904) 758 - 4391**

International Student Protection (ISP) | **+1 (877) 738-5787**

Photograph and Recording Disclosure

Photographs and recordings (including any images or recordings captured by a smartphone or tablet) taken on campus or at a school-sponsored event are only permissible with the knowledge and consent of all parties involved. Images and recordings taken without consent violate the Student Code of Conduct.

Posters, Notices, and Handbills

Except as permitted, no poster, handbill, or any other form of announcement or statement may be placed on, attached to, or written on any structure or natural feature of the campus such as the sides of doors or buildings, windows, the surface of walkways or roads, fountains, posts, waste receptacles, trees, or stakes.

Employees of the University, currently enrolled students, and registered organizations with Westcliff University may have non-commercial announcements posted on the University's general-purpose bulletin boards. The names of all employees or students, posting the announcement is to be identified on the announcement.