

# Academic Catalog 2026

Effective from January 1 to December 31, 2026



# Welcome to the University of Mansford

Welcome to our online university community! We are excited to have you join us on this journey of learning and growth. Whether you're starting a new chapter in your education or continuing your academic journey, you're now part of a dynamic and diverse group of students from around the world.

Our online platform is designed to offer flexibility, allowing you to study at your own pace while still accessing the latest resources and support. We encourage you to engage with your peers, participate in discussions, and take full advantage of everything we have to offer.

As you embark on this path, remember that our faculty, presenters, and support staff are here to help you succeed. Together, we can make this a rewarding and enriching experience. Welcome, and best of luck in your studies!

On behalf of the University's team, Welcome!



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## Authorization and Approval

### Bureau of Private Postsecondary Education (BPPE)

This institution is a private institution. The school was granted institutional approval to operate by the Bureau of Private Postsecondary Education (BPPE) and the California Department of Consumer Affairs (DCA). The Bureau's approval means compliance with state standards set forth in CEC and 5, CCR. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the Bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.



Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Ste. 225, Sacramento CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov). Phone: (888) 370 7589 or (916) 574 8900; FAX (916) 263 1897.

## Program of Study

Advanced Diploma in Business Management

## General Information

### Administrative Office

12440 Firestone Blvd, Ste 2000, Norwalk, CA 90650

Telephone: 1-562-455-4988

<https://www.mansford.us>

Email: [contact@mansford.us](mailto:contact@mansford.us)

## Mission Statement

The University's mission is to provide accessible, affordable, and quality post-secondary online education which furthers personal and professional development for career-minded professionals in the financial sector.

## Review Documents

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Administrative Office Hours

The Administrative Office maintains quarterly in-person office hours (9am-12pm) at its California location to serve students and institutional needs.

- January 15
- April 15
- July 15
- October 15

Outside of these scheduled dates, administrative personnel remain available year-round via phone, email, or virtual appointment during normal business hours to provide assistance.

## Modular Learning Format

Modular learning is a flexible educational approach in which the curriculum is organized into modules. Each module functions as a complete unit of instruction that can be taken individually or as part of a structured program.

Each module contains:

- Defined learning objectives,
- Instructional materials (readings, lectures, videos), and
- Assessments (tests, projects, discussions), and

Students who wish to complete the entire program and obtain certification may do so by following the prescribed program details.

## Technology Requirements

- A computer with an up-to-date operating system
- Up-to-date web browser
- Microsoft Office Suite
- Access to Zoom or an online conferencing tool
- High speed internet access
- Microphone

Students access all course materials, participate in discussions, submit assignments, and interact with faculty, presenters, and students solely using technology. The University of Mansford does not utilize brick-and-mortar classrooms, laboratories, research centers, or other facilities.

## Moodle Learning System

The Moodle Learning System is the University's online learning platform for all courses. Throughout each course, faculty, presenters, and students utilize Moodle for online discussions, course assignments, taking tests/exams, and verifying grades/progress.

## Catalog Duration

The period covered by this Catalog is January 1 to December 31, 2026, with updates as appropriate.



# Diploma Program

## Advanced Diploma in Business Management

This program is an intensive four-month program designed to equip students with foundational and intermediate business management knowledge to own and operate a business or undertake a responsible position in business and related fields.

(SOC: 11-1020 General and Operations Managers)

## Program Structure

This program is designed in a modular format. Students may choose to study individual modules. Students who wish to complete the entire program may follow the structured sequence outlined below:

- Program Duration: 8 Months
- Module Duration: 4 weeks
- Assessment Methods: Discussion boards, exams, writing projects
- Total Clock Hours: 24 credit hours in length or 360 clock hours.
- Location of Instruction: E-Learning via Moodle Learning System.

## Program Outcomes

Upon successful completion, students will be able to

- Demonstrate core business knowledge.
- Evaluate business performance using various analytical tools.
- Apply core business knowledge to formulate business strategies.
- Demonstrate basic business communication skills.

## Final Exams

Final exams are conducted for each module. A Certificate of Completion will be issued upon completion of each module. The Certificate recognizes the student's achievement in that specific area of study.

## Total Clock Hours

This program is 24 credit hours in length or 360 clock hours.

## Program Details

|        |                               |                |
|--------|-------------------------------|----------------|
| ACC220 | Financial Accounting          | 3 credit hours |
| MGT230 | Principles of Management      | 3 credit hours |
| MKT301 | Principles of Marketing       | 3 credit hours |
| BA292  | Legal Environment of Business | 3 credit hours |
| BA350  | Business Communication        | 3 credit hours |
| EC220  | Essentials of Economics       | 3 credit hours |
| FIN301 | Principles of Finance         | 3 credit hours |
| MGT330 | Entrepreneurship              | 3 credit hours |

## Course Descriptions

### **ACC220 Financial Accounting**

This course studies financial accounting concepts and financial reporting, with a focus on accounting measures, records, and reports related to corporate economic activities. Additionally, the course covers various features of Excel and QuickBooks, enabling students to analyze financial data, prepare financial statements, and perform a variety of accounting tasks.

### **BA292 Legal Environment of Business**

This course is an introduction to the American public law system and how it is used to achieve economic and social goals. Elements of the legal system are viewed from the perspective of a business manager. The course reviews constitutional and structural underpinnings of the legal system and examines the nature of legal concepts.

### **MGT230 Principles of Management**

This course presents a basic understanding of management functions, group and individual dynamics within organizations, and the knowledge to apply such concepts to analyze and solve problems in business situations. Students acquire knowledge and skills in leadership, teamwork, and organization control.

**BA350 Business Communication**

This course examines communication techniques and strategies that contribute to success in the contemporary business environment. Students acquire a general understanding of essential communication skills in business and learn how technology affects communication in the business environment.

**EC220 Essentials of Economics**

This course equips students with the basic concepts and theories of economic issues from both micro and macro perspectives. It provides the conceptual framework for students to conduct simple analysis of economic issues and understand how economics can help an individual know more about different market structures and sectors, government actions, and global markets.

**MKT301 Principles of Marketing**

This course introduces students to the underlying principle of the marketing concept – integrating concepts in relation to consumer needs, marketing information, product development, pricing, distribution, selling, advertising, and promotions.

**FIN301 Principles of Finance**

This course introduces students to the basic financial process involving various decision-making tools, including financial markets, interest rates, the time value of money, capital structure, and capital budgeting.

**MGT330 Entrepreneurship\***

This course explores the key theoretical and empirical perspectives of entrepreneurship relevant to the current marketplace. Students apply frameworks, strategies, business models, and funding methods to formulation of a business plan.

\*This course is to be taken in the final module of study.

# Application Process

## Advanced Diploma Admissions Requirements

### Educational Requirements\*

- Hold a diploma or certificate in related field awarded by a recognized education institution or equivalent.
- A minimum of two (2) years' relevant work experience.

\*The educational requirements may be waived for prospective students who have at least five (5) years' relevant work experience.

### Administrative Requirements

- Provide government-issued photo identification.
- Submit completed and signed enrollment agreement/Student Performance Fact Sheet.

### English Requirements (Non-Native English Speakers only)

All courses at the University are conducted in English. Applicants whose native language is not English must provide evidence of English proficiency through one of the following:

- Official test scores, such as the TOEFL iBT 61 / IELTS 5.0, or
- A transcript from a recognized education institution \* where the medium of instruction is English, or
- Completion of the University's English Proficiency Test.

Following submission of the application and required documentation, prospective students will be notified of admissions status within seven (7) business days. Notification will be made by email.

Unconditional admissions acceptance is offered to a prospective student whose application meets all admissions requirements and has been validated by an Admissions Officer.

## Graduation Requirements

Graduation from the Advanced Diploma in Business Management program requires:

Successful completion of eight (8) modules for a total of 24 credit hours.

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

The University of Mansford has not entered into an articulation or transfer agreement with any other institution and does not award credit for satisfactory completion of CLEP or other comparable challenge or achievement examinations, credit for experiential learning, or credit for academic credit earned in prior programs.

### Tuition & Fees

All fees are subject to change without notice.

#### Advanced Diploma in Business Management Program (8 Modules)

| Item                  | Cost     |
|-----------------------|----------|
| Tuition               | \$ 1,600 |
| Books & Materials*    | \$ 800   |
| STRF (Non-refundable) | 0.00     |
| Total Program Costs   | \$ 2,400 |

#### Individual Module (1 Module)

| Item                    | Cost   |
|-------------------------|--------|
| Tuition                 | \$ 200 |
| Books & Materials*      | \$ 100 |
| STRF (Non-refundable)** | 0.00   |
| Total Module Costs      | \$ 300 |

\*Students are responsible for costs associated with purchasing textbooks.

|                                                                   |             |
|-------------------------------------------------------------------|-------------|
| <b>Advanced Diploma in Business Management</b>                    |             |
| <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>             | \$ 300.00   |
| <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u> | \$ 2,400.00 |
| <b>Advanced Diploma in Business Management – One (1) Module</b>   |             |
| <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>             | \$ 300.00   |
| <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u> | \$ 300.00   |

**\*\*Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students. <https://bppe.ca.gov/lawsregs/strf.shtml> (5, CCR Section 76120)**

### Other Fees

California Student Tuition Recovery Fund Fee (non-refundable) (Calculated at \$ 0.0 per \$ 1000)

International Courier fee \$100

Replacement Diploma fee \$100

Replacement Transcript fee \$100

**NOTE:** All incidental fees are non-refundable and subject to change from time-to-time without notice.

## Payment Method

Tuition is paid on a course-by-course basis. Students may voluntarily make full payment at time of enrollment.

Payment methods:

Credit/Debit Card: Visa, MasterCard, American Express

Online Payment Platforms: PayPal, Stripe

Bank Transfer: direct bank transfer

## Student's Right to Cancel

Students have the right to cancel and obtain a refund of monies paid through the first week of instruction or seven (7) calendar days after enrollment, whichever is later. Students have the right to a full refund if the student cancels enrollment by submitting written notice via email to [contact@mansford.us](mailto:contact@mansford.us) prior to the close of business on Monday of the second week of the session. The written notice should clearly state the student's name, student ID, and reason for the cancellation. Once the refund has been approved, the refund is returned to the original payment source within 30 days of cancellation.

## Student's Right to Withdraw

Students have the right to withdraw. The withdrawal will be effectuated by the student's written notice via email to [contact@mansford.us](mailto:contact@mansford.us). The written notice should clearly state the student's name, student ID, and reason for the withdrawal. The University shall issue a refund if the student withdraws during a period of attendance in accordance with the Academic Refund Policy. Once the refund has been approved, the refund is returned to the original payment source within 30 days of cancellation.

## Cancellation and Alteration

If the University cancels or alters a course, registered students will be immediately notified by email. The email will be sent to the email address used by students during the registration process.

If the course is altered, registered students will be given the opportunity to proceed with course enrollment OR withdraw and request a full refund. If the student decides to withdraw from the altered course, the student is required to notify the University in writing prior to the start of the altered course.

If the University cancels the course, students will be emailed instructions on how to request a refund.

Once the refund has been approved, the refund is returned to the original payment source within 30 days of cancellation.

### Refund Calculation Example

A student withdraws from a module during week 2 of the 4-week module. The refund would be \$100 based on the pro-rated formula.

#### Tuition Refund Schedule

| \$200 per course | Percentage Refund | Refund Amount |
|------------------|-------------------|---------------|
| Week 1           | 100%              | \$200         |
| Week 2           | 50%               | \$100         |
| Week 3           | 25%               | \$50          |
| Week 4           | 0%                | \$0           |

### Student Tuition Recovery Fund (STRF)

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

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Ste. 225, Sacramento CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov). Phone: (888) 370 7589 or (916) 574 8900; FAX (916) 263 1897.



To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## Student Services

The University of Mansford offers all educational programs in an online delivery modality. The University maintains student support services focused on the needs of online distance learners. The University does not provide airport reception services, housing assistance, Visa-related services, placement services, or other services.

NOTE: The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5) or by visiting <https://osar.bppe.ca.gov>.

## Student Code of Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. The University reserves the right to exercise student dismissal for reasons including but not limited to:

- Disobedient or disrespectful behavior to other students and/or University faculty, presenters, and staff.
- Not completing coursework on their own unless otherwise directed by faculty and/or presenters.
- Not properly citing all referenced works used to complete assignments.
- Being untruthful or misrepresenting the truth while communicating with other students and/or University faculty, presenters, and staff.
- Not abiding by the University's policies as identified in the University's Academic Catalog, Enrollment Agreement, and/or website.
- Attempted hacking of course material and systems.

A breach of the above-referenced actions may result in immediate dismissal or other disciplinary action determined appropriate. Should a student disagree with the University's disciplinary action, the student may file a grievance in accordance with Student Grievance Policy.

## Student Orientation

The Student LMS Handbook provides instruction on navigating the online learning platform. Handbook topics include logging in, navigating Moodle, accessing lessons, working through lessons, viewing class materials, taking examinations, and submitting assignments.

## Student Housing

The University of Mansford has no responsibility to find or assist a student in finding housing. The University's administrative office is in Norwalk, California, where the average apartment rental exceeds \$2,500 per month. As the University's courses are delivered online, students are not required nor expected to live near this area. As the University's courses are delivered online, students are not expected to live near the University's administrative office. The University does not operate dormitories or other housing facilities.

## Students with Disabilities

The University is committed to providing equal opportunity for persons with disabilities in full compliance with the American with Disabilities act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973. Students can request special accommodations by voluntarily self-disclosing and providing documentation to the University at [contact@mansford.us](mailto:contact@mansford.us) for review. Upon completion of the review, the University will recommend accommodations and notify faculty, presenters, and staff.

## Student Complaint Policy

For complaints regarding the University's administrative team, staff, faculty, presenters, and/or services, the student should address the complaint directly to the concerned party immediately. At this point, the matter is considered an informal complaint. If resolved at this point, the University will not keep a record of the complaint.

If the issue is unresolved, the student should email the administrative staff at [contact@mansford.us](mailto:contact@mansford.us) within five (5) business days after the initial complaint. After receiving the complaint, the Admissions Officer will initiate the mediation process within seven (7) business days. The mediation process may include the Chief Academic Officer or Chief Operating Officer.

If mediation satisfactorily resolves the matter, the issue is documented and closed. If mediation does not satisfactorily resolve the matter, the issue is presented to the Board of Directors for resolution. All parties involved will receive written confirmation of the Board of Directors' decision.

If the Board of Director's resolution is not accepted by the student, the student has 10 business days to request a second review. The Board of Directors will conduct a second review within 15 business

days of the student's request. The Board of Directors' decision after the second review is final. All parties involved will receive written confirmation and the matter will be documented and closed.

A student or any member of the public may file a complaint with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 or (916) 431-6959 or by completing a complaint form available on the Bureau's web site — [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Student General Inquiry

- email: [contact@mansford.us](mailto:contact@mansford.us) (usually responds same day or next business day)
- call: 1 (562) 455-4988 (usually responds in real-time or next business day)

## Academic Advising

Through email, phone and/or individual appointments, the Admissions Officer is available to provide students with academic advisement.

## IT Support

The University's IT Support Specialist provides hardware, software, and telecommunications support to the University's students, administrators, faculty, presenters, and staff. For assistance, please contact [support@mansford.us](mailto:support@mansford.us).

## Library Resources

The University's learning materials include all required learning materials (e-textbook, Videos, etc.), which are sufficient to meet the instructional needs of each course. However, students are encouraged to utilize additional library resources to enhance their learning experience.

Los Angeles Public Library (LAPL) – Students may access LAPL's digital collections (e-books, audiobooks, streaming media, online learning platforms) via their e-card or full library card. LAPL provides research databases, digitized archives, indexes, and curated research guides that are accessible remotely with library credentials.

How to Register for a LAPL e-Card or Library Card

1. **Go to:** <https://www.lapl.org/ecard>
2. **Click "Apply for an e-card."**
3. **Complete the online form.**

- You must provide your **name, email address**, and a **Los Angeles County residential address**.
  - If you live outside LA County, you may still apply, but access may be limited to online resources.
4. **Submit the form.**
- You'll immediately receive your **e-card number by email**.
5. **Start using your e-card.**
- Visit <https://www.lapl.org>
  - Select any "Digital Library" service (e.g., **e-Media, Online Learning, Research & Homework**).
  - Log in using your **Library Card Number (the e-card number)** and **PIN (usually the last four digits of your phone number)**.

Open/Online Resources – Google Books (preview and public domain full texts) and other open access digital books and scholarly works. Free educational repositories and open educational resources (OER) relevant to program curricula.

## Updating Student Records

It is the student's responsibility to keep contact information updated. Students may update personal information on the student's Moodle portal or by contacting the administrative staff at [contact@mansfords.us](mailto:contact@mansfords.us).

## Ordering Diploma and Transcripts

Current and former students may request an additional official diploma and transcript from the University's Administrative Office.

An official diploma and transcript can be ordered electronically by email or mail. The requested document(s) will be sent via U.S. mail. The document(s) may be picked up at the University Administrative Office by appointment. If someone other than the student of record will be picking up the document(s), the student must provide a signed release authorizing the third-party to pick up the document(s). The response time is usually 7-10 business days.

It is the student's responsibility to clear all holds and financial obligations before submitting a transcript or diploma request. Any hold, such as an outstanding financial balance, will delay or prevent a request from being processed. If there are questions regarding hold(s) or financial obligations contact the University's Administrative Office at (562) 455-4988 or email [contact@umansford.us](mailto:contact@umansford.us).

## Academic Policies

### Academic Freedom

The University of Mansford is committed to assuring full academic freedom for all faculty and presenters. Confident in the qualifications and expertise of its faculty and presenters, the University encourages faculty and presenters to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the University and for which the University received oversight approval.

The University of Mansford encourages faculty, presenters, and students to engage in discussions and dialog. Students, faculty and presenters are encouraged to freely express views, however controversial, if students, faculty, and presenters believe such views advance understanding in the specialized discipline or sub-disciplines.

### Academic Integrity

Any work requiring research must adhere to the latest available APA guidance ([https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html)) to sourcing material. Failure to properly acknowledge sources is considered plagiarism. The University of Mansford enforces a strict policy of academic integrity. Failure to comply with the University's guidelines may result in sanctions, including academic dismissal or failure of the course.

### Attendance Policy

Students are required to maintain a minimum 70% attendance rate through Zoom live sessions or Moodle online activities to remain in good academic standing and qualify for course completion or certification. Students who fail to meet the requirement may receive F grade from the course.

### Leave of Absence

If circumstances require a student to take a leave of absence, the student must submit a written leave of absence request to the Chief Academic Officer. The request must include the student's name, ID number, and the start/stop date of the leave of absence. The Chief Academic Officer may grant the student's request for a leave of absence for a reasonable time, as warranted by the circumstances. If a student repeatedly

requests a leave of absence or if approving a leave of absence would significantly interfere with the planned completion of a program of study, the Chief Academic Officer, exercising sole discretion, may dismiss a student from the program and issue a refund in accordance with the refund policy.

## Grading Policies

The institution is committed to timely feedback and grading. Graded assignments and corresponding grades will typically be returned or posted within 72 hours of receipt. In cases of unavoidable delays, the institution will promptly communicate with students and provide an updated expected timeframe for completion.

Upon completion of each course, students receive a final grade. Final grades are awarded via a letter grade carrying a numerical value (see Grading Table below). Grades and point values are used to calculate a student's Grade-Point Average (GPA).

| Letter Grade | Grade Range | Grade Point |
|--------------|-------------|-------------|
| A            | 96-100      | 4.0         |
| A-           | 90-95       | 3.8         |
| B+           | 87-89       | 3.6         |
| B            | 84-86       | 3.4         |
| B-           | 80-83       | 3.0         |
| C+           | 77-79       | 2.7         |
| C            | 74-76       | 2.3         |
| C-           | 70-73       | 2.0         |
| D            | 60-69       | 1.0         |
| F            | 0-59        | 0.0         |

Cumulative Grade Point Average (CGPA) — Cumulative Grade Point Average is determined by (1) multiplying the grade value (see Grading Table) for each course completed by the number of credits for the course to determine the quality grade points for each course; (2) adding all quality grade points earned; and (3) dividing this total by the total number of credits for all courses attempted.

Incomplete ("I") – Incomplete academic work for unforeseen, emergency, and justifiable reasons within two (2) weeks of the end of the term may result in an "I" (Incomplete) grade. When assigning an "I," the faculty or presenter identifies in writing the requirements the student must fulfill to complete the course, as well as the reason(s) for assigning an "I." A copy of the statement will be retained by the faculty or presenter and provided to the Chief Academic Officer (CAO).

Incomplete is not used in calculating a grade point average and no credits are considered earned until a final grade is entered. A course with a grade of "I" must be completed within six (6) months or the "I" will be changed to "F." A student may not re-enroll in the course until the incomplete grade is resolved.

To remove the "I" grade, the student must contact the faculty or presenter who taught the course, or the CAO (in the absence of the faculty or presenter) to complete the grade change process within the allowed time frame. A final grade will be assigned by the faculty, presenter or CAO when the work assigned has been completed and graded.

Withdrawal ("W") – A student withdrawing from a course before the end of week five will receive a "W." Courses for which a "W" is received must be re-taken later. The "W" will be reflected on the student's permanent transcript. The "W" on a student's transcript does not affect the GPA. However, "W" courses are considered credits attempted when calculating Satisfactory Academic Progress (SAP).

## Grade Appeal

It is the responsibility of faculty and presenters to provide correct and careful evaluation of student performance and to determine a student's grade for the coursework. Students may request a grade appeal based on the following criteria:

- The final grade is incorrectly entered, a clerical error or computation error.
- Unfair conditions:
  - Standards differed from those applied to other students in the course.
  - There was a substantial deviation from the faculty or presenter's previous standard articulation outlined in the course syllabus.
  - The established classroom policies are not fairly applied to all students.

The student should initially attempt to address the grade appeal with faculty and presenters. Should the issue remain unresolved, the student has the right to contact the Chief Academic Officer at



[contact@mansford.us](mailto:contact@mansford.us).

## Satisfactory Academic Progress (SAP)

This policy ensures that all students maintain satisfactory academic progress toward the successful completion of their program.

### Minimum Grade Requirement:

Students must maintain a minimum cumulative grade of 70% (C-) or higher in all courses or modules.

### Completion Requirement:

All coursework, projects, and assessments must be completed within the maximum time frame of 150% of the program's published length (e.g., a 8-month program must be completed within 12 months).

## Academic Warning

Students who fail to meet Satisfactory Academic Progress (SAP) will be placed on Academic Warning for the next module.

## Academic Dismissal

Students failing to meet Satisfactory Academic Progress (SAP) requirements during the Academic Warning module will be dismissed from the University.

## Satisfactory Academic Progress (SAP) Dismissal Appeal

Students seeking to appeal SAP dismissal must file a written notice by mail or email immediately upon notification of dismissal. Students may appeal based on unusual or unforeseen circumstances, such as death of a relative, an injury, or illness of the student. The appeal notice must provide reason(s) for not meeting SAP and what changes the student will make to meet SAP during the next module. Appeals will be reviewed by the Chief Academic Officer. If the appeal is approved, the student will be placed on Academic Probation. If the appeal is denied, the student should refer to the Student Complaint policy.

## Academic Probation

Under a successful SAP appeal, the Chief Academic Officer will counsel the student to develop a suitable academic plan. The student must follow the academic plan to meet SAP requirements. Failure to meet the requirements of the academic plan will result in the student's dismissal.

## Administration Policies

### Confidentiality and Privacy

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

### Non-Discrimination

The University of Mansford is committed to providing equal opportunities to all applicants. No discrimination shall occur in any University program or activity, including but not limited to activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. In any case where a student makes the University aware of a disability, an individual academic plan can be developed to assist the student with mitigating any difficulties they may have with the learning environment based on their disability.

### Sexual Harassment

The University of Mansford is responsible for helping keep the work environment free of harassment, including the work environment of the University of Mansford's administrators, faculty, presenters, staff, council members, committee members, board, independent contractors, students, and vendors.

Any person who becomes aware of an incident, whether by witnessing the incident or being told of it, must report it to the Chief Operating Officer. When the Chief Operating Officer becomes aware of harassment, the University is obligated by law to take prompt and appropriate actions, regardless of whether the victim wants the University to do so.

### Student Records and Transcripts

Student records are permanently maintained. Students may inspect and review their educational records. To review records, students submit a written request identifying the specific information to the Chief Academic Officer. Should a student find a discrepancy in the permanent record, the student may request

that errors be corrected. If a difference of opinion exists regarding the existence of an error, students may request a meeting with the Chief Academic Officer to discuss and resolve the matter.

Student files contain student records including, but not limited to, a copy of the signed enrollment agreement, signed School Performance Fact Sheet, correspondence between the University and the student, copies of Certificates of Completion, a copy of the diploma granted, transcript of grades earned, copies of all documents signed by the student including contract, instrument of indebtedness and documents related to financial aid, leave of absence, financial ledger, refund information (as applicable), grievances/complaints received from the student related to academic progress. Academic related documents are maintained in a file separate from student financial documents.

## Student Identity Verification

### Photo ID Submission

Prospective students are required to submit a valid government-issued photo identification document during the enrollment process.

### Secure Login and Password (E-Learning Activities)

At the time of successful enrollment, the University sends the student an access email that contains the platform link, login name, and temporary passcode. Students are required to change the temporary passcode upon login. The mandatory two-factor authentication (2FA) provides an added layer of security.

### E-Learning Activities – Monitoring Feature

An automatic logout feature is a built-in security measure in the Moodle Learning Management System. If a student is inactive for 15 minutes, they will be automatically logged out of the system. Students must re-authenticate to regain access. This measure is to prevent unauthorized access and maintain the security of student accounts.

### Zoom Virtual Structured Activities – Monitoring Features

To access Zoom Virtual Structured Activities, students must login using their full name as submitted during enrollment.

In-Session Polls/Quizzes – Zoom automatically records student participation in polls/quizzes. Faculty and

presenters can download the entire poll/quiz report which shows what each student answers.

Monitoring Feature — Zoom automatically records students in attendance and duration of attendance. Faculty and presenters can access the student list during the session by clicking the 'Participants' button located at the bottom of the Zoom window. The list shows the names of the students attending the session and the duration of their online presence.

## State Agency

If a formal process resolution between the parties does not result in a satisfactory resolution, a student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Ste. 225, Sacramento CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov). Phone: (888) 370 7589 or (916) 574 8900; FAX (916) 263 1897.

## Distribution of the Academic Catalog

The University makes its current Academic Catalog available to the public at no charge. The Academic Catalog is available for download from the University's website <https://mansford.us/home/resources>.

## English as a Second Language (ESL) Instruction

The University of Mansford does not provide ESL instruction.

## Financial Assistance

The University of Mansford does not participate in either state or federal financial aid programs, nor does it provide financial aid directly to students.

## Financial Stability – Bankruptcy History

The University of Mansford has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a bankruptcy petition within the preceding five (5) years nor has had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## Loan Repayment

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

## Professions Requirements for Eligibility for Licensure

The University of Mansford does not offer educational services leading to occupations that require licensure.

## Renewal of the Academic Catalog

The University's policy is to update the official Academic Catalog in January of each year. Annual updates may be made using supplements or inserts accompanying the Academic Catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the Academic Catalog by statute or regulation are implemented before the issuance of the annually updated Academic Catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the Academic Catalog.

## Faculty and Presenters

Dr. Edward Kufuor — Doctor of Business Administration, Argosy University

Eunice Chu — MBA in International Management, University of London

## Appendix I Enrollment Agreements