

MINIMUM TERMS FOR TUITION PAYMENTS

The student is only obligated for the portion of the program cost applicable to each trimester in which the student is enrolled in the school. The student must pay the school the applicable cost (i.e. trimester tuition, other required fees) at the time of registration, unless the student and school agree in writing to a tuition payment plan.

Students whose tuition/fees are overdue are subject to withdrawal from classes by the school. Students who fail to fulfill their financial obligations to the school may be suspended from school and may be considered for reenter only after full payment of the delinquent portion of their account unless the school has agreed in writing to a different payment arrangement.

Penalty: For any student whose tuition/fees are past due, a penalty of \$20/month will be debited to the student's financial account until his/her obligation is fulfilled.

If the student withdraws or is terminated from the program for any reason and subsequently applies to reenter the school, the school will determine in its sole discretion whether to allow the applicant to reenter. If the school allows the applicant to reenter, the student must execute a new enrollment agreement and pay all the current program costs.

PAYMENT PLANS

Eligibility

Generally, a student is eligible to enroll in a payment plan for any trimester after the first trimester. To apply for a payment plan, the student must clear all financial obligations pertaining to or arising out of student's prior trimester/s enrollment.

Two Installments

The first installment is due by the end of week 12 of the trimester prior to the trimester for which the payment plan is requested. The second installment is due by the end of week 6 of the trimester. For example, if a student is permitted to enroll in a payment plan for 2022 summer trimester, the first installment will be due by the end of week 12 of 2022 spring trimester, and the second installment will be due by the end of week 6 of 2022 summer trimester.

The first installment includes amounts for half of the tuition, the full health insurance premium, and all required fees. The second installment is for the remaining tuition.

Payment Plan for Exceptional Circumstance

A payment plan for students with exceptional circumstances may qualify for a customized payment plan. These plans are typically for those who are facing severe economic hardship. The student must provide evidence of severe economic hardship. Such examples are receipt of CalWORKs benefits or U.S. Citizenship and Immigration Services Employment Authorization based on severe economic hardship. These cases are reviewed on a case-to-case basis and approved sparingly.

Payment Plan Enrollment and Withdraw

Payment Plan Enrollment at the Time of Registration: Students enroll in a payment plan at the time of registration via the student portal. Eligible students may select and enroll in a payment plan without administration approval.

Later Payment Plan Enrollment: If a student wishes to enroll in a payment plan after registration, the student must (a) contact SFBU Finance to have the plan manually added to the student's account, (b) pay the payment plan service fee, and (c) pay or have paid an amount equal to or greater than the first installment amount.

Withdraw from payment plan: If a student wishes to withdraw from a payment plan, the student may do so prior to the first installment deadline by contacting SFBU Finance to have the plan removed from the student's account. At the time of withdraw from the payment plan, the student must pay or have paid an amount equal to or greater than the total amount owed by student to SFBU for student's registration. The payment plan service fee will be credited back to the student's account.

Failure to Pay Installments

Failure to make timely payment of the first installment will result in automatic cancellation of a student's registration. Students that fail to make timely payment of the second installment will be assessed a late fee. A student that fails to pay the second installment by the end of week 8 will be withdrawn from courses. Students with nominal balances may be given additional time to settle their accounts.

Fee Amounts

Please see the fee schedule for all payment plan related fees.

DEBTS OWED TO THE UNIVERSITY

Should a student or former student fail to pay a debt owed to the University, SFBU may **withhold permission to register**, to use facilities for which a fee is authorized to be charged, to receive services and materials, or any combination of the above from any person owing a debt until the debt is paid (see Title 5, *California Administrative Code*, Sections 42380 and 42381). The University will **withhold issuance of official transcripts of grades** to any person owing a debt. If a student believes that he or she does not owe all or part of an unpaid obligation, the student should contact the campus Finance Office. The Finance Office will review the pertinent information, including any information the student may wish to present, and will advise the student of its conclusions with respect to the debt.

SCHOLARSHIPS

Tuition scholarships are offered to qualified applicants, current students, and SFBU alumni. The SFBU Scholarship Committee is responsible for evaluating, selecting, and awarding scholarships.

■ President's Scholarship (Bachelor's)

San Francisco Bay University grants a full tuition scholarship to approved **qualified applicants** in the bachelor's programs.

Minimum Eligibility for Consideration:

- Applicants must be applying for a bachelor's degree in computer science (BSCS) or business administration (BSBA).
- Standard admission requirements; PLUS
 - Minimum cumulative grade point average 3.30 on a 4.00 scale.
 - Freshmen applicants: High school CGPA
 - Transfer applicants (30 or more transferable units): College level CGPA
 - Personal Statement.

- At least one letter of recommendation from a teacher or professor.
- Minimum English proficiency score (for non-native English speakers) on any of the following:
 - TOEFL – 78 (iBT)
 - TOEFL Essentials – 8.0 band
 - IELTS (Academic) – 6.0 band
 - PTE Academic – 58
 - iTEP Academic – 4.0
 - English proficiency requirement met based on the standard admission requirements
- The scholarship may be limited in number, and early applications are highly encouraged. Minimum eligibility does not guarantee a scholarship. The university reserves the right to deny an application for any reason.

Terms:

- 100% tuition scholarship, awarded as a discount on the applicable tuition price prior to the beginning of each trimester in which the student is eligible for the scholarship.
- The continued distribution of the full tuition scholarship is contingent on ongoing progress toward the completion of the program entered and the degree earned.
- The student is required to pay fees (approximately \$400 per trimester).
- The student is required to pay for health insurance (approximately \$450 per trimester) unless waived.
- The scholarship is valid for tuition payments only. The scholarship has no cash value. Any unused tuition scholarship will be forfeited.
- The tuition scholarship payments shall not exceed the program's minimum total credits required for completion. Credits taken in excess of the amount required for completion will be charged at the applicable tuition rate.
- The student is required to enroll in a minimum of 12 credits per trimester (unless eligible for a trimester break) and maintain a minimum trimester GPA of 3.00. In addition, a minimum grade of "C" is required in all courses.
- The student's program must be completed within 10 trimesters, excluding breaks.
- The student must maintain good standing with the university by upholding the university's academic standards and integrity.
- The student is eligible to receive this scholarship only once (per degree level). Exception: this requirement does not apply to U.S. domestic students.
- The student receiving this scholarship is not eligible for any other SFBU scholarships, with the exception that the student may qualify for the Housing Scholarship and Outstanding Student Scholarship.
- If the student is unable to meet any of these requirements, the tuition scholarship will be rescinded.
- The university reserves the right to rescind a scholarship if it deems the decision to be in the best interest of the university.

■ **President's Scholarship for California Community College (CCC) Transfer Students (Bachelor's)**

San Francisco Bay University grants a full tuition scholarship to approved **qualified transfer applicants** who have completed their Associate degree or have up to 60 transferable credits from a California Community College. Note: Qualified CCC transfer students with less than 60 transferable credits can apply for other scholarships and grants available for bachelor's degree students.

Minimum Eligibility for Consideration:

- Applicants must be applying for a bachelor's degree in computer science (BSCS) or business administration (BSBA).
- Standard admission requirements; PLUS

- Earned an associate degree or a minimum of 60 transferable credits at a California community college. Transferable credits must be counted towards bachelor's degree requirement.
 - Minimum cumulative grade point average of 3.00 on a 4.00 scale (college level CGPA).
 - Personal Statement
 - At least one letter of recommendation from a teacher or professor
- The scholarship may be limited in number, and early applications are highly encouraged. Minimum eligibility does not guarantee a scholarship. The university reserves the right to deny an application for any reason.

Terms:

- 100% tuition scholarship, awarded as a discount on the applicable tuition price prior to the beginning of each trimester in which the student is eligible for the scholarship.
- The continued distribution of the full tuition scholarship is contingent on ongoing progress toward the completion of the program entered and the degree earned.
- The student is required to pay fees (approximately \$400 per trimester).
- The student is required to pay for health insurance (approximately \$450 per trimester) unless waived.
- The scholarship is valid for tuition payments only. The scholarship has no cash value. Any unused tuition scholarship will be forfeited.
- The tuition scholarship payments shall not exceed the program's minimum total credits required for completion. Credits taken in excess of the amount required for completion will be charged at the applicable tuition rate.
- The student is required to enroll in a minimum of 12 credits per trimester (unless eligible for a trimester break) and maintain a minimum GPA of 3.0 each trimester. In addition, a minimum grade of "C" is required in all courses. Exception: if the student is a working professional and is unable to enroll in a full-time course load, a part-time course load may be approved at the discretion of the Academic Team.
- The student's program must be completed within 6 trimesters, excluding breaks, by students enrolled in a full-time course load. Part-time students must complete the program within 10 consecutive trimesters.
- The student must maintain good standing with the university by upholding the university's academic standards and integrity.
- The student is eligible to receive this scholarship only once (per degree level).
- The student receiving this scholarship is not eligible for any other SFBU scholarships, with the exception that the student may qualify for the Outstanding Student Scholarship.
- If the student is unable to meet any of the terms, the tuition scholarship will be rescinded.
- The university reserves the right to rescind a scholarship if it deems the decision to be in the best interest of the university.

■ **President's Scholarship (Master's)**

San Francisco Bay University grants a full tuition scholarship to approved **qualified applicants** in the master's programs.

Minimum Eligibility for Consideration:

- Applicants must be applying for a master's degree in computer science (MSCS), electrical engineering (MSEE), or business administration (MBA).
- Standard admission requirements; PLUS
 - Minimum cumulative grade point average (undergraduate level) of 3.30 on a 4.00 scale.
 - Personal Statement.
 - At least one letter of recommendation from a professor or an employer.
 - Minimum English proficiency score (for non-native English speakers) on any of the following:
 - TOEFL – 78 (iBT)
 - TOEFL Essentials – 8.0 band

- IELTS (Academic) – 6.0 band
- PTE Academic – 58
- iTEP Academic – 4.0
- English proficiency requirement met based on the standard admission requirements
- The scholarship may be limited in number, and early applications are highly encouraged. Minimum eligibility does not guarantee a scholarship. Minimum eligibility does not guarantee a scholarship. The university reserves the right to deny an application for any reason.

Terms:

- 100% tuition scholarship, awarded as a discount on the applicable tuition price prior to the beginning of each trimester in which the student is eligible for the scholarship.
- The continued distribution of the full tuition scholarship is contingent on ongoing progress toward the completion of the program entered and the degree earned.
- The student is required to pay fees (approximately \$400 per trimester).
- The student is required to pay for health insurance (approximately \$450 per trimester) unless waived.
- The scholarship is valid for tuition payments only. The scholarship has no cash value. Any unused tuition scholarship will be forfeited.
- The tuition scholarship payments shall not exceed the program's minimum total credits required for completion. Credits taken in excess of the amount required for completion will be charged at the applicable tuition rate.
- The student is required to enroll in a minimum of 9 credits per trimester (unless eligible for a trimester break) and maintain a minimum trimester GPA of 3.30. In addition, a minimum grade of "B-" is required in all courses. (Exception: if the student is a working professional and is unable to enroll in a full-time course load, a part-time course load may be approved at the discretion of the Academic Team. After approval, this student must register for at least one course per term).
- The program must be completed within 4 trimesters, excluding breaks, by students enrolled in a full-time course load. Part-time students must complete the program within 12 trimesters from the term of enrollment. These students must pay full tuition for any credits enrolled beyond 12 trimesters.
- Students requiring prerequisites may be eligible for up to an additional 2 trimesters if circumstances warrant, as determined by the Scholarship Committee.
- The student must maintain good standing with the university by upholding the university's academic standards and integrity.
- The student is eligible to receive this scholarship only once (per degree level). Exception: this requirement does not apply to U.S. domestic students.
- The student receiving this scholarship is not eligible for any other SFBU scholarships, with the exception that the student may qualify for the Housing Scholarship and Outstanding Student Scholarship.
- If the student is unable to meet any of these requirements, the tuition scholarship will be rescinded.
- The university reserves the right to rescind a scholarship if it deems the decision to be in the best interest of the university.

■ Housing Scholarship (Bachelor's and Master's Degree)

San Francisco Bay University grants a scholarship awarding free SFBU-owned housing to approved **qualified President's Scholarship recipients** in the bachelor's and master's degree programs.

Minimum Eligibility for Consideration:

- Standard admission requirements and satisfaction of minimum requirements of the Presidential Scholarship applicable to the program for which the applicant is applying; PLUS satisfaction of two of the following three criteria:

- Minimum cumulative grade point average 3.50 on a 4.00 scale.
 - Freshmen applicants (Bachelor's): High school CGPA
 - Transfer applicants (Bachelor's) (30 or more transferable units): College level CGPA
 - Master's applicants: Undergraduate CGPA or, if applicable, CGPA from a completed graduate program.
- Minimum English proficiency score (for non-native English speakers) on any of the following:
 - TOEFL – 80 (iBT)
 - TOEFL Essentials – 8.5 band
 - IELTS (Academic) – 6.5 band
 - PTE Academic – 64
 - iTEP Academic – 4.2
 - English proficiency requirement met based on the standard admission requirements.
- Prior completion of a degree at the same level or higher than the one for which the student is applying (e.g., a Master's student already in possession of a Master's or Doctorate degree meets this criterion).
- The housing scholarship may be limited in number, available on a first-come-first-serve basis, and is subject to continued availability of housing. Minimum eligibility does not guarantee a scholarship. The university reserves the right to deny an application for any reason.

Terms:

- All terms applicable to the relevant Presidential Scholarship (Bachelor's or Master's) apply. If a student with a Presidential Scholarship fails to adhere to its terms, the student's Housing Scholarship will be rescinded.
- Housing is limited and thus, the housing scholarship is contingent on the housing availability and a spot is not guaranteed until it is confirmed by the Housing department.
- Once granted, the Housing Scholarship is only available for a period of two consecutive trimesters, beginning in the trimester during which a student commences the student's course of study. In the event the student does not enroll in classes in any of the subsequent consecutive trimesters or takes a trimester break, the university shall have the right, but not the obligation, to extend the Housing Scholarship such that the student receives the scholarship for two full non-consecutive trimesters. The university's right may be exercised in the university's sole discretion.
- A student granted a Housing Scholarship will be expected to share living facilities with other students and shall have no discretion as to who is housed with them. A student is not guaranteed his or her own room and, depending on the demand for housing, may be required to share a room with another student. The university reserves the right to assign roommates.
- At the university's sole discretion, a student who has been granted a Housing Scholarship may be moved and relocated to a different residence at any time, which may be of a different size, location, and arrangement from the student's prior residence.
- The scholarship is valid for housing payments only. The scholarship has no cash value. Any unused portion of housing payments will be forfeited.
- While living in university housing, students must abide by all SFBU Housing Regulations, Rules and Policies. Failure in this regard may result in a loss of the Housing Scholarship and a forfeiture of housing eligibility.
- The United States Internal Revenue Service (IRS) generally treats scholarships in excess of the cost of tuition, such as scholarships for housing, as taxable income. Students receiving the Housing Scholarship are advised to discuss any potential tax implications with their tax professional. SFBU will comply with all IRS rules and regulations, including with respect to tax withholding and end-of-year tax reporting.

■ Outstanding Student Scholarship

Tuition scholarships are awarded to **current students** in the fall trimester. Up to ten \$1,000 scholarships are awarded to qualified students who are pursuing degrees at SFBU. Application for the scholarship must be received by the SFBU Scholarship Committee by the deadline - June 30th. The following are the qualifications:

- The student must have completed at least two trimesters of coursework towards his/her degree goal at SFBU.
- The student has maintained a cumulative GPA of at least 3.80 at SFBU.
- The student must be recommended by at least one faculty member for the scholarship award.
- The student must be in good standing with the University.
- The student must be a contributing member of the SFBU Student Association or student extracurricular activities.
- The student must be an active member in at least one professional society.
- The student is required to submit a Statement of Purpose and give a presentation in an open forum to clearly state the student's academic goal, services provided to the community or fellow schoolmates, personal qualities and skills obtained, and other points that the student chooses to make. The Scholarship Committee is responsible for arranging the presentation schedule.
- The scholarship is applied towards tuition payment. No payments will be made directly to the student for any reason. Any refunds of tuition amount will not include scholarship awards. The scholarship is valid for tuition payments only. The scholarship has no cash value. Any unused tuition scholarship will be forfeited.

■ SFBU Grants

San Francisco Bay University Grants are awarded to approved **qualified applicants** in the bachelor's and master's degree programs.

Minimum Eligibility for Consideration:

- Applicants must be applying for
 - a bachelor's degree in computer science (BSCS) or business administration (BSBA)
- OR
- a master's degree in computer science (MSCS), electrical engineering (MSEE), or business administration (MBA)
- Standard admissions requirements for the relevant bachelor's or master's degree program.
- The grant is limited to a cumulative total of 100 students per calendar year across all bachelor's and master's degree programs.

Terms:

- 75% tuition grant, awarded as a discount on the applicable tuition price prior to the beginning of each trimester in which the student is eligible for the grant.
- The continued distribution of the grant is contingent on ongoing progress toward the completion of the program entered and the degree earned.
- The student is required to pay fees (approximately \$400 per trimester).
- The student is required to pay for health insurance (approximately \$450 per trimester) unless waived.
- The grant is valid for tuition payments only. The grant has no cash value. Any unused grant will be forfeited.
- The grant shall not exceed the program's minimum total credits required for completion. Credits taken in excess of the amount required for completion will be charged at the applicable tuition rate.
- An undergraduate student is required to enroll in a minimum of 12 credits per trimester and a graduate student is required to enroll in a minimum of 9 credits per trimester (unless eligible for a

trimester break). The minimum trimester GPA requirement for an undergraduate student is 2.0 while the minimum trimester GPA requirement for a graduate student is 3.0. In addition, a passing grade is required in all courses.

- An undergraduate student must complete his or her program within 10 trimesters, excluding breaks, while a graduate student must complete his or her program within 4 trimesters, excluding breaks. A graduate student requiring prerequisites may be eligible for up to an additional 2 trimesters if circumstances warrant, as determined by the Scholarship Committee.
- The student must maintain good standing with the university by upholding the university's academic standards and integrity.
- The student is eligible to receive this grant only once (per degree level). Exception: this requirement does not apply to U.S. domestic students.
- The student receiving this grant is not eligible for any other SFBU scholarships, with the exception that the student may qualify for the Outstanding Student Scholarship.
- If the student is unable to meet any of these requirements, the grant will be rescinded.
- The university reserves the right to rescind a grant if it deems the decision to be in the best interest of the university.

STUDENT EMPLOYMENT AT THE UNIVERSITY

Limited university openings are available on an as-needed basis to highly qualified degree and academic certificate seeking students. Applications are submitted via the MySFBU Student Portal. Students may apply for positions such as Teaching Assistant (TA), Administrative Assistant, and Facility Assistant. These assistantships are offered primarily on the basis of outstanding academic and professional achievement. Students selected to perform these services must be diligent, demonstrate a strong work ethic, and be compassionate towards fellow students, in addition to meeting the academic qualifications.

PRACTICUM AND INDUSTRIAL COOPERATIVE PROJECTS

Practicum is a supervised practical experience that is the application of previously studied theory. Normally, three hours of work in a practical setting has the credit equivalency of one hour of classroom lecture. Under the supervision of a faculty or staff member, a written agreement shall be developed that outlines the arrangement between the institution and the practicum site, including specific learning objectives, course requirements, and evaluation criteria. Details of the qualifications are specified in the application process for the student. The supervising staff is responsible for checking the student's qualifications.

F-1 International students must observe additional rules required by the U.S. Immigration & Customs Enforcement on Curricular Practical Training (CPT).

ACADEMIC INFORMATION

■ Study Plan

Upon admission to a degree or academic certificate program, the new student receives a copy of his/her admission evaluation form which also includes his/her graduation requirements. The electronic file of the student's study plan will be maintained by designated administrative staff as the student continues his/her

study at SFBU. The student will have access to his/her own study plan through his/her MySFBU student portal. The student is advised to check his/her online study plan regularly and report any error to the administrative staff immediately.

Follow Proper Sequence: In general, a student should complete lower-level courses before taking higher-level courses.

Follow Original Plan: A student should follow his/her original study plan to complete his/her study in the program. When courses are replaced due to a catalog update, the student should take the replacement courses as substitutes accordingly. The student may also submit an online request, via the MySFBU student portal, to “Request Substitution of a Required Course” for each such update of a course.

Use New Curriculum: As the school catalog is updated each trimester, a student is allowed to submit a request for upgrading his/her study plan by using the graduation requirements specified in the newer and current catalog. The evaluation committee will make a new study plan for the student. The student may risk additional course requirements with such a request since the new requirements are different from the previous ones for the same program. The student is advised to make a careful decision before submitting such a request as the process is not reversible.

Returning Student: When a student returns to SFBU to continue his/her study in an unfinished program after skipping more than one term, the returning student must submit a new application form. The student will receive a new study plan based on the graduation requirements specified in the current catalog. Applicable courses and credits earned in the unfinished program may be applied towards the new study plan.

■ Academic Advising and Counseling

Academic advising and counseling is an essential element of the educational process. Designated faculty members and staff advisors serve as academic advisors and counselors to the students. Academic advising and counseling involves both the student and the advisor/academic counselor.

Although registration via MySFBU student portal is available to the student, he/she is welcome to meet with an academic advisor before and during the course registration period each trimester. Appointments can be made for either an in-person or a virtual meeting. During the meeting the advisor and the student will examine the student's study plan and academic records, verify course prerequisites, and choose suitable courses to enroll. Academic advising is also available to students throughout the school year. In addition to helping students plan course schedules, academic advisors may also encourage students to explore their academic options and personal goals in preparation for entering the professional world.

To ensure satisfactory progress of each student, designated administrative staff maintains close contact with the faculty and the teaching assistants to monitor those students who may need extra help. Class attendance records, available online to the managing staff, are used as one input for student counseling. The student is to be contacted for counseling when either of the following occurs: (1) The managing staff is informed by any instructor who is concerned about the student's performance in the class at any checkpoint during the trimester, (2) the student has a poor attendance record, (3) the student is placed in academic-probation status.

■ Class Schedule

Classes are scheduled every trimester. The class schedule is published approximately 7-8 weeks before the trimester starts, and it falls on the timeline after the mid-term point in the preceding trimester.

Many degree program classes, especially graduate courses, are conducted on weekday evenings and on Saturdays to allow both non-working students and working professionals to pursue their studies during after-work hours. A number of degree courses and most English Language classes are conducted on weekdays in the daytime. Since the Learning Resource Center is open during the day and on Saturday, full-time students may use weekdays' daytime to study, conduct research, do homework, practice hands-on exercises in the

labs or work on projects in the practicum labs, or get involved in extracurricular activities. Administrative personnel are available during office hours to assist students, faculty, and prospective applicants.

■ Address of Instruction

The address where the class sessions will be held is as follows:

Main Campus: 161 Mission Falls Lane, Fremont, CA 94539

■ Registration

The registration calendar is listed in the University catalog and on the SFBU website. The trimester registration notice is sent to the students by e-mail and posted on the SFBU website and bulletin boards. The registration packages are available online. Late registration fees will be imposed on all continuing students who register after the official pre-registration deadline.

1. All applicants to SFBU must first be admitted into the University by the Admissions department before enrolling and attending classes.
2. Except for new students registering for courses in the first trimester, all on-going students must register **on or before** the scheduled pre-registration deadline for each trimester.

New students who have received their acceptance documents are scheduled to register during the reporting and orientation period before the trimester starts.

3. All students are urged to register via MySFBU student portal. Designated staff advisors are ready to offer assistance to the students for course selection or counseling.
4. Tuition and fees are due and payable in full at the time of registration unless the student has signed up for a tuition payment plan. Tuition payment plans are not applicable to new students in their initial registration for their first trimester of studies at SFBU.
5. Working professionals who enjoy education benefits offered by their employers and receive tuition reimbursements may follow SFBU's special payment plan by submitting supporting documents to the SFBU Administration Office prior to registration.
6. An undergraduate student wishing to enroll in more than 16 units and a graduate student in more than 12 units in a given trimester must obtain permission from the student's school dean. In order to submit such a request, the following requirements must be met:
 - a. The student must have completed at least two trimesters of study in the current program (the grades from the second term have all been published), counting only program-specific credit courses;
 - b. The student's CGPA in the current program: Undergraduate student - minimum CGPA of 3.5; graduate student - minimum CGPA of 3.7;
 - c. The student did not fail any course in the past two trimesters in the program.
7. Students on academic probation may be advised to enroll with limited course load.
8. Any student attending a class without officially registering in the class will be required to pay a fine as defined by the administration.
9. Students may enroll as a full-time or part-time student. F-1 International students are required to enroll as a full-time student (see definition in the next section). Various limitations apply to students on other nonimmigrant visas.

10. All students are required to have a valid health insurance plan. They are required to purchase coverage under the SFBU Student Health Insurance Group Plan offered by Global Benefits Group (GBG) and pay the insurance fee at registration time. Students with alternative U.S. based coverage may waive out of the plan if they satisfy all of the waiver eligibility criteria. To review the criteria, please see the waiver request page in the MySFBU student portal. Students who are enrolled in 100% online modality are exempt from this health insurance requirement.

11. Students are required prior to arriving on campus to

- a. be fully vaccinated for COVID-19. Refer to detailed requirements posted on the website.
- b. undergo Tuberculosis (TB) testing. You will need to visit your primary care physician or a clinician prior to arriving at SFBU. Required forms are available on the MySFBU student portal and on the website.

12. Registration is complete when all fees are paid.

13. Students with a prior bad-check record will not be allowed to pay by check again.

■ **Credit Hour Policy**

SFBU follows federal guidelines regarding credit hours.

Pursuant to 34 C.F.R. §600.2, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The above shall apply to both in-person and distance education modalities.

One hour of classroom = One contact hour

One contact hour = 50 minutes of instruction

■ **Full-Time Students**

Undergraduate students taking 12 or more units per trimester and graduate/academic certificate students taking 9 or more units per trimester are considered full-time students for the enrolled term.

Notice to F-1 International Students

All international students with F-1 Student Visas must be engaged in a full course of study towards completion of the degree program listed on their Forms I-20. A “full course of study” is fulfilled when a student enrolls in a full-time load of credit-bearing courses counting towards the degree program listed on that student’s Form I-20. A “full-time load” is at least twelve (12) units for undergraduates and at least nine (9) units for graduate students. In SFBU’s trimester calendar system, an international student is allowed to take a trimester break or take less than a full course of study for one term after maintaining full-time status for the prior two consecutive trimesters. International students must observe the SFBU class attendance

policy, maintain satisfactory progress towards completion of their degree objectives, and maintain good standing with the University. See an International Student Advisor in the Administration Office if you have questions about how to maintain a full course of study at SFBU.

■ Part-Time Course Load

Undergraduate students taking less than 12 units per trimester and graduate/academic certificate students taking less than 9 units per trimester are considered taking part-time course load in the enrolled term.

■ Non-degree and Academic Certificate Students

A person may wish to take courses at SFBU as a non-degree student. It is the non-degree student's responsibility to prove that he/she meets the prerequisite requirement when enrolling in a course. Therefore, a non-degree student is advised to submit his/her previous academic records, official or unofficial, to the Admissions Office. Additionally, all non-degree students must at a minimum possess a high school diploma or equivalent certification.

A student pursuing a degree study may be placed in non-degree status when the student violates certain rules. Examples are: failure to submit official transcript or other required documents by a given deadline, failure to maintain satisfactory academic progress, failure to follow the student's study plan. A student placed in non-degree status is required to remedy the flaw within a limited period of time. Violation of this limitation may result in termination of the student's study at SFBU.

Academic Certificate students have the responsibility to ensure that they have the ability to successfully complete applicable courses and maintain an acceptable CGPA.

■ Change Study Status

In the event that the non-degree student decides to apply for degree study at SFBU, he/she must go through the regular degree program application procedures. No more than 12 units earned in non-degree status at SFBU may be applied to the degree requirements. Courses that have been reviewed and currently approved as part of a formal SFBU articulation/transfer agreement are guaranteed to transfer up to the programs' transfer limit.

In the event that the SFBU academic Graduate Certificate in Business Management students, who within 5-years of the certificate program completion, proceed on to the MBA program may transfer all of their graduate certificate credits in to the MBA program.

■ Academic Program Change

Current SFBU students may request to change their degree program of study. This academic program change policy applies to both change of academic program and change of school (Business to Engineering, or vice versa).

- Students are permitted to change the program only once during their course of study at SFBU.
- Students requesting to change schools must meet the admissions criteria specified by that school.
- Credits and grades earned from applicable courses taken at SFBU in the original program may be applied towards the new program requirements. The grades are included in the cumulative grade point average (CGPA) calculation for the new program at the same degree level. The credits are excluded from the maximum program length (MPL).

- Students who are placed on academic warning/probation must meet with their respective school dean to determine their eligibility to change programs.

■ Adding and Dropping Courses

After registering for a trimester, a student may add/drop courses by a deadline which is specified in the school calendar. Adding courses is allowed in the first week of the trimester and is on a space available basis. **Only four Add/Drop requests (for one or multiple courses) are allowed by the add/drop deadline after each registration** except for courses affected by cancellations made by the administration. A student may drop courses without records' effect if it is made before the deadline – end of the first week of the trimester.

From the second through the fourteenth week of the trimester, a student may drop courses for serious and compelling reasons after discussing this with an academic counselor. The student will be issued a grade of “W”.

To add/drop courses, the student must:

1. Add/drop courses via MySFBU student portal if the online registration activity is open. Otherwise, meet with a staff advisor to add/drop courses. The Records Officers will review the add/drop request and approve or deny the request. F-1 International students must observe the “full-time” requirement.
2. Pay applicable fees (including Add/Drop fee except for courses affected by cancellations made by the administration).

The late registration fee is not assessed for courses added under this policy. Any refund for dropped courses will be calculated according to the Refund Policy.

No official withdrawal: Students who leave a course without official withdrawal (drop) are subject to a failing grade in the course.

■ Grading Policy and Academic Standards

• Grades

The instructors are requested to submit their trimester grades for their classes within one week after the last day of the trimester. A portal-based grade entry system is used by the instructors to enter grades. Each student may check his/her own academic records online. Grades are not given out over the telephone. The following symbols shall be used in evaluating student performance. The symbols reflect the quality of the student's accomplishments relative to standards set for each course.

- A = Highest level, showing excellence.
- B = Performance is good, but not at the highest level.
- C = Performance is adequate in an undergraduate course and passing in a master's degree course. (Note: graduate courses with a C- grade or below are not counted towards meeting graduation requirements.)
- D = Performance is passing in an undergraduate course and failing in a graduate course.
- F = (Fail) Course requirements have not been met. Credits are not earned by the student.
- I = Incomplete grade is issued with approval by the faculty and the Records Office. Coursework was passing at the time. Completion of coursework and grade conversion must follow the academic policy in effect.
- CR = Credit by passing challenge examination.
- S = Satisfactory performance (for project/thesis/practicum courses only). Credits are earned by the student.
- P = Pass without credit. Student passed the course which was offered on a pass/no-pass basis.

- NP = (Not pass) Student did not pass the course which was offered on a pass/no-pass basis. No credit was earned.
- IP = (In progress) performance is satisfactory, but a final grade has not yet been assigned.
- AU = (Audit) Student was enrolled on a non-credit basis.
- W = (Withdrawal) Student dropped a course after the add/drop deadline.
- NC = (No credit) The student did not pass a challenge examination. Prior to May 1998 the grade NC might also be issued to a student taking an ESL course.
- U = (Unauthorized withdraw) The student did not withdraw from the course but failed to meet attendance and course requirements. "U" grade equals "F" grade.
- * = Course has been repeated.

Grades assigned by each course instructor conform to individual policies as stated in the published course syllabus. A grade submitted by an instructor is considered final and may be changed only for one of the following reasons:

1. Error in recording a score for a student product (test, quiz, paper, etc.)
2. Miscalculation of a score, including the cumulative score for a trimester.
3. Omission from consideration of valid student products that were submitted in time.

No other reason constitutes a basis for appealing a grade. All appeals for grade changes must be submitted to the Records Office no later than the end of add/drop week of the following trimester. Under no condition will a grade change be permitted after a degree has been awarded. A grade will not be changed after one trimester from the date of its issuance unless it has been repeated.

• Passing Grades

1. Undergraduate Programs

In each undergraduate program, the passing grade for courses taken at SFBU is D or better.

2. Master's Degree and Graduate Level Academic Certificate Programs

In each master's degree and graduate level academic certificate program, C is the passing grade for each course taken to earn credit towards graduation. "A" to "C" level grades earned from undergraduate level courses to clear background preparation requirements are considered meeting the requirement.

(Note: graduate courses with a C- grade or below are not counted towards meeting graduation requirements.

• Grade Point Average (GPA and CGPA)

The grade point average (GPA) is based on courses in which letter grades are earned. Instructors may add plus (+) or minus (-) options to letter grades in order to refine evaluation procedures. GPA may be calculated either based on trimester, or cumulatively (CGPA). **CGPA** is calculated based on all courses and grades earned to meet a degree program's graduation requirements. To compute the GPA or CGPA, divide the total number of grade points by the total number of units attempted in courses receiving letter grades. Use the following table for grade point assignments:

Grade	Points per Unit
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0

B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0
U	0

All other grading symbols receive no grade points, and units for those courses are excluded from computation for GPA or CGPA.

Graduate level programs require a CGPA of 3.0 or higher to meet graduation requirements.

Undergraduate degree programs require a CGPA of 2.0 or higher to meet graduation requirements

- **Incomplete**

In order to receive a grade of “I”, a student must have completed all homework and tests/quizzes to date, passed the mid-term exam, and have serious and compelling circumstances beyond the student’s control that occur within the last two weeks of the trimester preventing the student from taking the final exam or submitting the final project. Issuance of an “I” grade requires approvals from both the course instructor and the responsible Records Officer.

If approval is granted, an “I” grade will be issued to the student. The “incomplete” work **must be made up and a final grade issued by the instructor by the end of the 4th week of the following trimester.** An “F” grade will be issued to the student **if an “I” grade is not cleared within the 4-week deadline.**

- **Auditing Courses**

A student may audit a course instead of enrolling for credit. No credit is earned by the student and the grade symbol of “AU” is received by the student for auditing a course. SFBU views auditing classes as an opportunity for students and alumni to review courses previously taken or to become informed about current information on a subject. The following categories of courses cannot be taken with auditing status: CPT (practicum), Intensive English Program (IEP) courses, lab courses, and project courses.

Priority will be given to students enrolled in a class for credit toward graduation. When enrollments in a class exceed the class limit, the University reserves the right to remove auditing students from the registration list and refund tuition paid for the class.

A student may change his/her status from audit to credit or from credit to audit by the add/drop deadline by conducting a regular ADD/DROP process.

Attendance: A student enrolled in a class on audit status **must observe the SFBU attendance policy** and rules set by the instructor although the student is not required to do homework or take exams given to the class.

- **Repetition of Courses**

A student may repeat a course due to several reasons: (a) To meet the graduation requirements on CGPA, (b) To earn a better grade for a subject, or (c) To gain a better understanding of the subject. In such cases, both grades will appear on the student's permanent record, but only the latest grade earned for the same course will be calculated towards the student's cumulative grade point average. When repeating a course, the student pays at the regular tuition rate.

1. Undergraduates

For purposes of academic renewal, any course taken to meet graduation requirements in which a failing grade was earned must be repeated if offered or otherwise substituted.

2. Graduates

Master's degree and graduate level academic certificate students who receive a grade of C- or below in a course taken to meet graduation requirements must be repeated if offered or otherwise substituted. Such a repetition is permitted for purposes of academic renewal.

☐ Forms of Instruction

SFBU offers on-site, online, and hybrid-fix forms of instruction.

1. **On-site:** Courses are offered 100% on campus.
2. **Online:** Courses are offered 100% online in a synchronous or asynchronous format for the entire trimester.*
3. **Hybrid-Fix:** A Hybrid-Fix course combines on-site modality students and online modality students in the same class. Students may choose the modality, but must attend the course based on the chosen modality (i.e., students may not freely switch modalities during the course).*

* **Notice to F-1 International Students:** International students in F-1 status must comply with the SEVP requirements and cannot take more than one online course per trimester (either an Online or a Hybrid-Fix course via online modality). However, if an F-1 student has only three units left to graduate, the course must be taken on-site (On-site or Hybrid-Fix course via on-site modality).

☐ Attendance

• General Attendance Policy

Attendance in class is required for all students, including those “auditing” a course. Students must attend all class meetings, in their assigned modality, unless the Registrar's Office otherwise gives permission. If a student is absent, the student is required to complete class assignments as assigned and maintain communication with his/her instructors. Responsibility for class attendance rests with the individual student, and since regular and punctual class attendance is expected, the student must accept the consequence of failure to attend.

A student who fails to attend a total of three classes is required to meet with a counselor.

A student who fails to attend a total of four classes or more may be withdrawn from the class based on the decision of the Attendance Committee.

A student who fails to attend four consecutive classes for all enrolled courses in a period of attendance shall be withdrawn from all courses.

• Trimester Break

All students who are eligible and wish to take a trimester break must register for a trimester break through their student portal. Students are allowed to take a break upon approval. Failure to comply with this procedure may lead to withdrawal from the University.

Notice to F-1 International Students: Failure to comply with this procedure will lead to withdrawal from the University and auto-termination of your SEVIS record.

- **Leave of Absence**

Students who are ineligible for a trimester break may request for a leave of absence, which must be formally requested through the student portal. The request must be approved by the administration before the leave is taken; otherwise, the student may be withdrawn from the university.

The maximum Leaves of Absence may not exceed a cumulative total of three trimesters during the course of study at that program level. Such Leave of Absence must be requested on a trimester basis. If the student fails to register for classes or fails to request an additional leave of absence prior to the initial leave's end, the student will be withdrawn from the university.

Notice to F-1 International Students:

International students (F-1 immigration status) must follow immigration rules and thus should seek the advice of an international student advisor before taking a Short-Term Absence or a Leave of Absence. In general, students must maintain a full course of study to maintain their immigration status. A Short-Term Absence is considered a brief leave amounting to no more than three consecutive classes per course. A Short-Term Absence or a Leave of Absence must be formally requested through the student portal. Students must have a valid reason for the leave, and are required to inform their instructors and obtain permission. Administration must give final approval before the absence or leave is taken.

Students wishing to take a Leave of Absence, if ineligible for a trimester break, may only make such requests due to personal illness or medical condition, as per immigration rules. No other reasons are permitted. Per immigration rules, the maximum time allowed is a total of 12 months during the course of study at that program level.

■ **Standards of Satisfactory Progress (SSP)**

SFBU has a policy on satisfactory academic progress that measures whether students are maintaining satisfactory academic progress in their degree program. It requires each student to meet the minimum qualitative and quantitative components of the standards. When the student fails to maintain the standard at various checkpoints, the student will be placed in one of the following statuses: On Academic Probation, or Dismissal.

There are two primary factors affecting the student's academic status: [1] Cumulative Grade Point Average (CGPA – refer to the subsection on GPA and CGPA in the section on Grading Policy and Academic Standards) and [2] Percentage of successful course completion of courses attempted.

Although currently SFBU does not offer any government financial aid program, the term “financial aid” may be mentioned below for students' information purposes. In order to state SFBU's policy of satisfactory academic progress, the terms of “Maximum Program Length” (MPL) and “Academic Year” must be defined:

- **Maximum Program Length (MPL)**

Program length is the number of units required for the student to complete his/her program. It is determined at the time when the student's admission evaluation has been made. The maximum program length is equal to 150% of the program length. The student is expected to successfully complete his/her program within his/her MPL in order to receive the academic credential/degree he/she is pursuing.

- **Academic Year**

A period of two (2) trimesters is equivalent to one (1) academic year in evaluating the academic progress of a student.

- **Evaluation Points in the Student's Academic Program**

A student is evaluated at the end of every trimester and, at this point, the student's CGPA determines whether the student should be placed in academic-probation status. In addition, at the checkpoints listed in the tables below, the combination of CGPA and the percentage of successful course completion of courses attempted determines whether the student maintains satisfactory academic progress or not. Each table shows that the required minimum percentage of successful course completion versus courses attempted increases as the student earns an increasing number of credits in the program.

- **Meeting Standards of Satisfactory Progress (SSP)**

A student is considered meeting the standards of satisfactory progress if the following requirements are met:

SSP Chart for Undergraduate Students

Evaluation Point (end of period)	Min. CGPA	Min. Successful Course Completion % of Courses Attempted
1st academic yr	2.0	55%
2 nd academic yr	2.0	60%
Subsequent yr	2.0	65%

SSP Chart for Graduate Students

Evaluation Point (end of period)	Min. CGPA	Min. Successful Course Completion % of Courses Attempted
1st academic yr	3.0	60%
2 nd academic yr	3.0	65%
Subsequent yr	3.0	75%

- **Effect of Grades on Satisfactory Academic Progress and Successful Course-Completion Percentage**

- **Withdrawal (W):**

A student dropping a course after the add/drop deadline will receive a withdrawal (W) in that course. Withdrawals do not affect the trimester GPA or CGPA. Withdrawal from a course is counted as credits attempted but not completed.

- **Incomplete (I):**

An incomplete (I) grade is a temporary grade issued to a student who has completed all homework and tests/quizzes to date, passed the mid-term exam, and have serious and compelling circumstances beyond the student's control that occur within the last two weeks of the trimester preventing the student from taking the final exam or submitting the final project. Issuance of an "I" grade requires approval from the course instructor and the responsible Records Officer. The incomplete work must be made up by the end of the 4th week of the following trimester. An "F" grade will be issued to the student if an "I" grade is not cleared within the 4-week deadline. An "I" grade does not affect the trimester GPA or CGPA as this grade will change to a failing or a passing grade after the end of 4th of the following trimester.

- **Repeated Courses:**
A “*” is assigned to the course that has been repeated. A student may repeat a course due to several reasons: (a) To meet the graduation requirements on CGPA, (b) To earn a better grade for a subject, or (c) To gain a better understanding of the subject. In such cases, both grades will appear on the student's permanent record, but only the latest grade earned for the same course will be calculated towards the student's CGPA.
- **Non-punitive Grades:**
Non-punitive grades are assigned if
 - a. the student withdraws from a course. A “W” grade is assigned to the course.
 - b. the student is withdrawn from a course due to failure to meet attendance and course requirements. An “U” grade is assigned to the course.

These grades do not affect the trimester GPA or CGPA. These courses are counted as credits attempted but not completed.
- **Non-Credit Courses:**
The grades of P (pass without credit), AU (audit), and non-credit courses do not count for credit attempted nor completed. These grades have no effect on the calculations of trimester GPA or CGPA, or percentage of successful course completion. Examples of non-credit courses are Intensive English Program (IEP) courses.
- **Changing Academic Programs:**
Credits and grades earned from applicable courses taken at SFBU in the original program may be applied towards the new program requirements. The grades are included in the CGPA calculation for the new program at the same degree level. The credits are excluded from the maximum program length (MPL).
- **Earning an Additional Credential/Degree:**
 - a. Students Starting a New Program in the same Undergraduate/Graduate Degree Level - Credits and grades earned from applicable courses taken at SFBU may be applied towards the new program requirements. The grades are included in the CGPA calculation for the new program at the same degree level.
 - b. Students Starting a Master's Degree after Earning a Bachelor's Degree at SFBU/Other Institutions: Grades and credits earned at a bachelor's degree level (for bachelor credit) are not applied towards the master's degree. Bachelor students earning master level credit at SFBU are advised to talk with their counselor about transferability into the MBA program.
- **Transfer of Credits from Other Institutions:**
Credits transferred, performed at the time of admission evaluation, will reduce the program length. Credit transferred from any outside institution is excluded from the maximum program length and has no effect on the calculation of the student's GPA or CGPA.

● Academic Probation

The following students are placed on academic warning/probation:

1. In any trimester, an undergraduate student's CGPA is below 2.0, or a graduate student's CGPA is below 3.0,
2. Students who fail to meet the Standard of Satisfactory Progress at checkpoints listed in the two SSP charts above.

● Academic Probation Policy

1. Bachelor's Students:
 - An undergraduate student shall be placed on **Academic Warning** for the following trimester if the student fails to earn a CGPA of 2.0 or above at the end of the previous trimester.

- An undergraduate student shall be placed on **Academic Probation** for the following trimester if, at the end of the trimester during which the student was placed on Academic Warning, the student's CGPA remains below 2.0.
 - If an undergraduate student continues to hold a CGPA below 2.0 at the end of the trimester spent on Academic Probation, the student is subject to immediate dismissal. The **Academic Probation Committee** shall review and determine whether to dismiss the student or allow him or her to remain on Academic Probation for one additional trimester, after which time it is expected that the student will have removed him or herself from Academic Probation. Barring extraordinary circumstances, failure to do so will result in immediate dismissal.
2. Master's Degree and Graduate Level Academic Certificate Students:
- A graduate student shall be placed on **Academic Warning** for the following trimester if the student fails to earn a CGPA of 3.0 or above at the end of the previous trimester.
 - A graduate student shall be placed on **Academic Probation** for the following trimester if, at the end of the trimester during which the student was placed on Academic Warning, the student's CGPA remains below 3.0.
 - If a graduate student continues to hold a CGPA below 3.0 at the end of the trimester spent on Academic Probation, the student is subject to immediate dismissal. The **Academic Probation Committee** shall review and determine whether to dismiss the student or allow him or her to remain on Academic Probation for one additional trimester, after which time it is expected that the student will have removed him or herself from Academic Probation. Barring extraordinary circumstances, failure to do so will result in immediate dismissal.

Rule Related to Financial Aid (for information only): A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. However, a student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.).

- **Removing Academic Warning/Probation Status**

A student who is able to remedy the condition and reestablish satisfactory progress within the terms specified in the above section of Academic Probation Policy will be removed from academic probation. Observations will be made on the student every trimester thereafter.

- **Counseling**

Students are required to seek academic counseling immediately upon entering academic probation. While in academic probation, students are required to attend at least one counseling session per trimester or as often as required by the Counselor.

- **Dismissal**

A student will be dismissed from the university if:

1. The Academic Probation Committee's decision is to dismiss the student.
2. The student is unable to remedy the condition in the additional trimester provided by the Academic Probation Committee.