

- **Appealing Academic Probation Status or Dismissal**

A student who has been placed on probation or dismissal and disagrees with the finding may appeal according to the grievance procedures set forth in this catalog and posted on the MySFBU student portal. The Administration Office will hold a hearing and make a decision on the probation/dismissal.

■ **Examinations**

SFBU has different types of examinations:

- **Course Examinations**

Most courses at the University have at least two examinations in a trimester: a midterm and a final. These examinations may be comprehensive or partially comprehensive, so students need to ascertain from their instructors the precise scope of the examinations. Course examinations can consist of information found in the textbook, course Learning Management System (LMS), outside reading, assigned videos, lectures, etc.; thus, students should review and synthesize all of the course material. Furthermore, the structure of course examinations can use any modality and be a combination of essay, multiple-choice answers, calculations, oral, and short answers. At the end of each trimester, the students are required to take final examinations.

- **Examination for Challenging a Course**

SFBU recognizes that exceptional undergraduate students, for example, by reason of independent studies or overlapping course work, may have achieved the learning objectives of a course. Therefore, undergraduate students with the course background may petition to receive credit for the course by completing a “Challenge Examination”.

Students wishing to challenge a course by examination must enroll for the course and pay tuition fees in the same manner as courses to be completed by regular class attendance.

The course to be challenged must be:

- listed on the schedule of classes for the trimester; and
- numbered at or below 350 level.

How many challenge exams can I take?

- A student may request up to 2 challenge exams per trimester.
- The maximum number of requests to take a challenge exam is five courses with the corresponding labs, if any (whether pass or fail), for the entire duration of the program study.

How do I submit my request?

- A formal online petition, via the MySFBU student portal, for challenge must be submitted to the Records Office at the time of registration, which must be before the beginning of the trimester.
- Permission from the academics team and the dean of the program is required.
- A fee per examination for the challenged course is charged to the student.

- **Proficiency Examinations**

Graduate students who have knowledge of a background (undergraduate) subject but have not taken a course in the subject may clear the background preparation requirements by taking a proficiency examination. The proficiency exam should be taken early enough to satisfy the “prerequisite” requirement for higher-level courses.

An undergraduate student may be required to take a proficiency examination on a major subject if the subject was taken more than ten years ago and the student has not had relevant experience in the subject for ten years.

Passing the Test: The instructor giving the proficiency examination grades the test and determines whether the student passes the test or not. A non-refundable fee is charged to the student for taking a proficiency examination. The student is allowed to apply for taking a proficiency examination on a subject only once. If the student misses a pre-scheduled proficiency examination, the exam fee is non-refundable and the student loses his/her chance of taking the examination on the subject.

Proficiency Examinations are not applicable to students enrolled in the Graduate Certificate in Business Management.

■ Teaching Assistants

Each trimester, designated administrative staff assign Teaching Assistants (TAs) to assist faculty teaching in a number of courses. TAs are assigned based on class/course requirements and needs. Under designated faculty supervision, TAs provide additional assistance to students to support their learning. These services are provided by the University to the students free of charge.

■ Graduation

● Bulletin Requirements

The SFBU catalog serves as the school's contract with the students. Therefore, students fall under the graduation requirements written in the catalog used at the time of the student's entrance to the program as a degree or academic certificate seeking student. The section on "Study Plan" in "Academic Information" describes the rules for the student to follow for the graduation requirements.

● Petition to Graduate

As a student approaches the end of his/her undergraduate/graduate study, he/she must initiate a review process for the Records Officers to verify the student's eligibility for graduation. The student must file an online petition form one trimester in advance - prior to his/her last registration – by using the MySFBU student portal to submit this request. The Records Office staff will then make a graduation evaluation in time for the petitioner to register for the last time before graduation. The student will receive his/her evaluation report to confirm the courses left for him/her to complete in order to meet his/her graduation requirements. A graduation fee is charged for each graduation petition.

● Re-petition to Graduate

A student is required to resubmit the request and pay a re-petition fee after filing the original graduation request if any of the following occurs:

1. If the petition for graduation is denied.
2. If the student is unable to complete his/her coursework as required by the approved graduation date.
3. If otherwise required by the administration.

A re-evaluation of the student's graduation requirements will be made and a new checklist will be provided to the student.

Students are responsible for compliance with the announcements and regulations specified in the catalog and with all policies, rules and regulations of the University. Upon completion of their study programs and fulfilling their financial obligations to the University, students are granted degrees and receive diplomas.

- **Completion of a Program**

The trimester in which a student fulfills the graduation requirements, including course requirements, project completion (if applicable), and any financial obligations, is the trimester the student graduates and is the date that is shown on the diploma.

The student will not have his/her degree or academic certificate awarded or diploma or transcript released until all university fees have been paid, library records cleared, and an online exit survey conducted.

Enrollment in the Last Trimester: A student must be enrolled at SFBU in the trimester he/she graduates.

■ **Withdrawal from the University**

A student is deemed to have been withdrawn when any of the following occurs: (1) the student drops all enrolled courses in a period of attendance when the student is required to remain enrolled to maintain his/her academic status, (2) the student submits a written notice to withdraw through the portal, as described in the cancellation section, (3) SFBU suspends or expels the student due to misconduct, unsatisfactory academic performance, or overdue fees, (4) SFBU terminates an F-1 student for violation of U.S. Department of Homeland Security regulations, (5) the student fails to return from a leave of absence, or (6) the student, without prior approval, fails to attend four consecutive classes for all enrolled courses in a period of attendance when the student is required to remain enrolled to maintain his/her academic status, or (7) the student has not enrolled at SFBU for two consecutive trimesters or more.

The student must clear his/her financial obligation to the school as well as his/her library records upon withdrawal from the University.

Withdrawal during the first week of a trimester will not be recorded on the permanent transcript. For withdrawal after the first week and before the final exams, a “W” grade for each enrolled course is posted on the permanent transcript. A student withdrawing from the University without formal notification to the Records Office is subject to a “U” grade which is posted on the permanent transcript.

Refer to the “Refund Policy” section for the policy on refunds for students withdrawing from SFBU. Students who withdraw from SFBU without clearing their financial balances will not be issued their official transcripts.

- **Re-entry to SFBU**

Any student who withdraws from SFBU and is absent for more than one trimester before resuming studies at a later date must submit a new application via MySFBU student portal. The student falls under the admissions and graduation requirements in effect at the time of reentrance.

- **F-1 International Students**

International students who plan to transfer to another institution must follow the transfer rules published by the U.S. Citizenship and Immigration Services.

■ **Notice Concerning Transferability of Credits and Credentials Earned at our Institution**

The transferability of credits you earn at SFBU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits and degree or certification that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should

make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SFBU to determine if your credits and degree or certification will transfer.

■ Teach-Out Policy

In the event of the closure of any program or modality of an existing program, SFBU will implement a teach-out plan supporting all currently enrolled students to finish their program by their projected graduation date provided that they maintain continuous enrollment. SFBU will also support students electing to transfer to other institutions and make efforts towards a smooth transition. No new students will be admitted to the closed program.

EDUCATIONAL RECORDS

San Francisco Bay University has adopted the following policies and procedures regarding student records.

■ Definitions

1. Student: any person who attends or has attended SFBU.
2. Education Records: any record maintained by the school, which is directly related to a student; except: sole possession records, employment records, school security records, counseling records, and alumni records.

■ Student Rights

Students have a right to inspect education records within forty-five days of submission of a written request to the registrar's office, except for the financial records of the student's parent and confidential recommendations to which the student has waived access. When a record contains information about more than one student, the student may only inspect the portion pertaining to the student.

Students may obtain copies of education records upon payment of a reproduction fee. However, SFBU reserves the right to deny copies of education records if the student has an unpaid financial obligation to SFBU, or if there is an unresolved disciplinary action against the student.

Students may request that SFBU amend an education record that the student believes is inaccurate, misleading, or in violation of their privacy rights. All such requests must be made in writing to the registrar's office, and clearly identify the part of the record that the student would like to amend and specify why the record should be amended. If SFBU decides to not comply with the request, SFBU will notify the student of the decision, advise the student of his or her right to a hearing, and provide additional information regarding the hearing.

■ Directory Information

SFBU may at its discretion disclose the following types of directory information without consent: name, address, email address, phone number, birth date, birth place, major field of study, participation in recognized activities and sports, dates of attendance, degrees, academic certificates, honors, and awards received, the most recent previous educational institution attended, and photographs.

Upon receipt by the registrar's office of a written request to withhold directory information, SFBU will withhold disclosure of all directory information indefinitely. Please note that in such circumstance (1) the student's information will not appear in any commencement materials, (2) SFBU will inform employers, credit card companies, scholarship committees, and other requesters looking to verify enrollment or degree

information that SFBU has no information available about the student's attendance at SFBU, (3) SFBU has no duty to contact the student to request permission to release the directory information, and (4) SFBU shall not be responsible or liable for any consequences arising from or related to withholding directory information. A student may revoke the hold by submitting a written request to the registrar's office.

■ Disclosure

In addition to directory information, SFBU may release, without prior written consent, information from an education record to school officials with a legitimate educational interest. Education records may also be shared with parties outside of SFBU in certain circumstances, including, for example, (a) to other schools, in which the students seeks or intends to enroll; (b) to federal, state, and local authorities in connection with certain state or federally supported education programs; (c) to DHS or ICE in connection with SEVIS requirements; (d) to accrediting agencies; (e) to parents that claim the student as a dependent; (f) in connection with financial aid; (g) to comply with a judicial order or lawfully issued subpoena; (h) to appropriate parties in a health or safety emergency; (i) the results from a disciplinary proceeding to an alleged victim of a crime of violence or sexual assault; or (j) to organizations conducting studies for or on behalf of SFBU.

RECORDKEEPING POLICY

San Francisco Bay University ("SFBU") takes seriously its obligations to preserve information, documentation and records.

1. Custodian of Records

The Custodian of Records for student academic records is the Registrar and the Custodian of Records for student financial records is the Chief Financial Officer.

2. Required Student Records

SFBU shall maintain the following records for each student who is enrolled in an educational program at SFBU:

- a. The name;
- b. Address;
- c. E-mail address; and
- d. Telephone number.

SFBU shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

- a. The degree or certificate granted and the date on which that degree or certificate was granted.
- b. The courses and units on which the certificate or degree was based.
- c. The grades earned by the student in each of those courses.

3. Required Institutional Records

SFBU shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

- a. The educational programs offered by SFBU and the curriculum for each.
- b. The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.

- c. Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 of the California Private Postsecondary Education Act of 2009 regarding Completion, Placement, Licensure, and Salary Disclosure information.

4. Student Records

SFBU shall maintain a file for each student who enrolls whether or not the student completes the educational service.

In addition to the information required in Paragraph 2, the file shall contain all of the following pertinent student records:

- a. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission or the award of credit or acceptance of transfer credits including the following:
 - i. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
 - ii. Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
 - iii. Grades or findings from any educational achievement used for admission or college placement purposes;
- b. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- c. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- d. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
- e. A transcript showing all of the following:
 - i. The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
 - ii. Credit for courses earned at other institutions;
 - iii. Credit based on any educational achievement used for admission or college placement purposes;
 - iv. The name, address, website address, and telephone number of the institution.
- f. For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- g. The dissertations, theses, and other student projects submitted by graduate students;
- h. A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- i. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- j. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- k. Copies of any official advisory notices or warnings regarding the student's progress; and
- l. Complaints received from the student.

5. Document Maintenance

As of the Fall 2015 term, SFBU implemented policies to minimize paper forms for recordkeeping. Therefore, most, if not all, information and documents for student recordkeeping are now stored in electronic form. All information and documents received are inputted into the Campus Management System ("CAMS") and/or scanned into CAMS or the designation network folder, as applicable. Electronic documents will be retained

as if they were paper documents. Therefore, any electronic files will be maintained for the appropriate amount of time.

SFBU shall maintain all records required by law. SFBU shall maintain for a period of 5 years the pertinent student records from the student's date of completion or withdrawal.

SFBU is not required to maintain records relating to federal financial aid programs since SFBU does not offer federal financial aid.

A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

- a. The record may be stored without loss of information or legibility for the period within which the record is required to be maintained;
- b. For a record that is current, SFBU maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at SFBU's primary administrative location in California. For a record that is no longer current, SFBU shall be able to reproduce exact, legible printed copies within two (2) business days.
- c. SFBU has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices.

6. Security and Safekeeping

SFBU's records will be stored in a safe and secure manner.

All information and documents in paper form that are within the retention period are kept secured in fireproof safes locked in file rooms located in the Administration Building. The doors to these rooms remain locked at all times. Unauthorized personnel may not enter these Student File Rooms. Documents removed from the Student File Room must be checked out by the person removing the document and maintained by that person in a secured manner until its prompt return.

All information and documents in electronic form are stored in the Campus Management System ("CAMS") and/or designated network folders. All data should be backed up. Currently, two backup systems are in place: 1) a local backup performed nightly and 2) a remote backup performed weekly.

7. Length of Record Retention

Student records for all students are kept for five years; they include both academic and financial information.

8. Student's Right to Inspect and Review Records

Students have a right to inspect education records within forty-five days of submission of a written request to the registrar's office, except for the financial records of the student's parent and confidential recommendations to which the student has waived access. When a record contains information about more than one student, the student may only inspect the portion pertaining to the student.

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the decision, advise the student of his or her right to a hearing, and provide additional information regarding the hearing.

9. Document Destruction

The Compliance Department is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

10. Legal Hold

From time to time, the President may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

11. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against SFBU and its employees and possible disciplinary action against responsible individuals. The President and the Compliance Department will periodically review these procedures to ensure that they are in compliance with new or revised regulations.

ACADEMIC INTEGRITY POLICY

Honesty and integrity are the virtues that SFBU holds in high regards. Students are expected to uphold high moral standards in the pursuit of their academic degree or certificate, as well as their professional career. SFBU encourages the students to exercise them as a part of their daily lives, not only while they are at the university or because they are required to do so.

SFBU takes the acts of academic misconduct very seriously. A student who violates the university’s policy is deemed dishonest and is subject to appropriate disciplinary actions. For an international student, the consequence may adversely impact one’s immigration status and possibly result in a dismissal from the university and the United States.

1. Definition of Academic Integrity

Integrity is the quality of being honest and having strong moral principles. Students should take pride in earning their grades and degrees through dedication, hard work, and honesty. This means knowing and following the ethical standards when making decisions and completing one’s work. Both the faculty members and the students share the responsibility of maintaining the academic integrity to ensure that the university degrees and the public trust are not compromised.

2. Types of Academic Misconduct

Academic misconducts are strictly prohibited by the university and are dealt with in diligent manner. Students should avoid committing such acts and learn the proper conducts for accomplishing required tasks. The followings are the common forms of academic dishonesty and their implications.

2.1 Plagiarism

Plagiarism is the practice of taking someone else's ideas, designs, or body of work and representing them as one's own without giving proper credit or submitting one's own work twice for academic credit (self-plagiarism) without proper citation.

The act of plagiarism includes but not limited to:

- a. Failing to give credit to the source of work, ideas, designs, or written materials (including excerpts from such materials), and claiming as one's own work
- b. Utilizing computer programs, user interface designs, images, photographs, charts, diagrams, figures, or similar work created by someone else without giving credit or receiving a permission

Proper credits should be given to the originator of the materials used in academic work. Students have a duty to learn and apply the appropriate methods for citing and referencing the source of information. In addition, copyrighted materials should not be reproduced and used without permission.

2.2 Cheating

Cheating is obtaining or attempting to obtain credit for academic work through dishonesty, deception, or fraud. Whether one commits the act oneself or helps others to perform such infraction, both parties are considered responsible for cheating. True learning is accomplished by performing one's own work honestly and diligently.

Cheating includes but not limited to:

- a. Copying (either in part or in whole) course work such as homework assignments, quizzes, exams, projects, reports, data, etc.
- b. Allowing or aiding another person to copy course work as stated above in any form
- c. Collaborating with other people on a course work without an expressed consent from the instructor
- d. Submitting work used in another course either from the previous or the current trimester, unless expressly approved by the course instructor
- e. Submitting work done by another person in any form or manner (paid or unpaid)
- f. Using unauthorized materials or equipment during a quiz or an exam
- g. Communicating or passing information during a quiz or an exam
- h. Taking a quiz or an exam by using or acting as a surrogate for another person
- i. Impersonating as or for someone else in the classroom for attendance or other purposes
- j. Obtaining unauthorized copies (written or photographed) of course materials for one's own use or for someone else

Students should understand the differences between collaborating, helping, and cheating. Working together (if permitted by the instructor) to achieve a common goal or assisting a fellow student to learn and be able to complete the work by himself/herself is honorable. Providing answers or committing acts identified above as cheating is dishonest.

2.3 Falsification/Misrepresentation

Providing falsified information or misleading statements to the professor, TA, or administrative staff is considered a breach of the policy. Students must provide truthful information and answer questions honestly.

2.4 Sabotage

One should not obstruct or stop another student from completing a course work for a personal gain or advantage.

2.5 Coercion/Intimidation

Faculty, TAs, and staffs shall be treated with respect and be allowed to perform their work without improper interference. It is unacceptable for a student to pressure or intimidate another person into awarding a favorable grade or helping to circumvent the proper requirements. SFBU does not tolerate such behavior and may impose strict penalties if such incidents occur.

2.6 Gross Transgression

Gross transgression occurs when a student commits a serious violation, which can lead to dismissal from the university. This includes but not limited to:

- a. Gaining or attempting to gain unauthorized access to documents, electronic files/records, or IT properties that belong to the university or the faculty
- b. Presenting falsified documents to SFBU administration
- c. Interfering with the grading process or alteration of records
- d. Stealing data or information from the university, the instructor, or the TA
- e. Destroying/Altering documents, records, or equipment in order to cover up any wrongdoings or to impede the investigation process
- f. Inflicting physical or psychological harm to another person in an attempt to commit any type of academic dishonesty

3. Roles and Responsibilities

Faculties and students play important roles in advocating and upholding the academic integrity.

3.1 Student

The student's responsibilities are to:

- a. Read and understand the academic integrity policy
- b. Comply with the stated rules and policies at all time
- c. Not commit any sort of academic misconduct, deliberately or not
- d. Not participate, assist, or enable others in actions that result in a breach of the policy
- e. Report any knowledge of activities that violate the policy
- f. Know the consequences of taking part in academic dishonesty

3.2 Faculty

The faculty's roles in enforcing the policy are to:

- a. Ensure that the students are aware of the academic integrity policy and understand its importance
- b. Make every reasonable effort to prevent any form of cheating or plagiarism in the class
- c. Decide the appropriate disciplinary action for the student who commits academic misconduct
- d. Maintain adequate records of the incidents
- e. Report to the university administration if an incident is deemed severe (morally reprehensible) or if the student is a repeat offender

4. Disciplinary Actions

Professors and administrative staff shall have the discretion and latitude to determine what acts qualify as academic misconduct and to decide the proper disciplinary actions for the student who violates the policy.

An offense is an incident or an attempt of academic dishonesty. These offenses shall be documented as a permanent part of students' records, and the number of offenses shall be determined based on overall records (not on a per course basis).

Subject to the frequency (number of offenses) and severity of the infractions, the academic sanctions may result in:

- a. A stern warning from the professor with the offense being noted on record
- b. No credit or score being awarded for the particular assignment, quiz, or exam
- c. An "F" grade for the entire course
- d. Requirement to perform community services
- e. A statement on the student's transcript
- f. Dismissal from the university

STUDENT DISCIPLINE

■ Inappropriate Conduct

Inappropriate conduct by students or by applicants for admission is subject to disciplinary action up to and including dismissal from or denial of admission to the university. The following is a non-exhaustive list of examples of inappropriate conduct:

- a. Forgery, alteration, or misuse of campus documents, records, or identification, or knowingly furnishing false information to the University.
- b. Violation of any federal, state, or local law.
- c. Misrepresentation of oneself, another individual, or of an organization to be an agent of the university or another institution.
- d. Obstruction or disruption of the campus educational process, administrative process, or other campus function, whether on or off campus.
- e. Physical abuse on or off campus of the person or property of any member of the campus community or of members of his or her family, or the threat of such physical abuse.
- f. Theft of, or non-accidental damage to, campus property or property in the possession of, or owned by, a member of the campus community.
- g. Unauthorized entry into, unauthorized use of, or misuse of campus property; unauthorized entry into classes.
- h. On campus property, the sale or knowing possession of dangerous drugs, restricted drugs, or narcotics, except when lawfully prescribed pursuant to medical or dental care.
- i. Possession or use of explosives, dangerous chemicals, or weapons on campus property or at a campus function.
- j. Engaging in lewd, indecent, or obscene behavior on or using campus property or at a campus function, either in person or by correspondence.
- k. Abusive behavior directed toward, or hazing of, a member of the campus community.
- l. Violation of any order, rule, or policy of the University.
- m. Failure to cooperate with a university or police investigation.
- n. Endangering the health or safety of others on or from campus property.

POLICIES AND STATEMENTS ADDRESSING THE INVESTIGATION AND TREATMENT OF STUDENTS, STAFF, AND FACULTY REGARDING SEXUAL HARASSMENT AND ASSAULT

■ Policy Regarding Sexual Harassment

Policy Statement

San Francisco Bay University (“SFBU”) strives to ensure a safe academic and work environment, free of sexual harassment, for all members of the SFBU community. To that end, SFBU has a zero-tolerance policy for sexual harassment.

Scope

This policy shall apply to all members of the SFBU community, including students, faculty, staff, vendors, and contractors. This policy applies equally to all, regardless of sex, gender and gender identity, or sexual orientation. The application of this policy includes SFBU programs and activities on and off-campus, overseas programs, conduct occurring in university housing or other university property, and off-campus conduct by a member of the SFBU community directed at another member of the SFBU community.

Definition

Sexual harassment includes a broad spectrum of conduct including harassment based on sex, gender, gender transition, gender identity or expression, or sexual orientation.

Examples

The following is a non-inclusive list of conduct that may constitute sexual harassment:

- a. Offering or implying an employment-related (e.g., promotion, raise, preferential assignments) or education-related (grades, letter of recommendation, assistance finding employment, admission to a program or activity) reward in exchange for sexual favors or submission to sexual conduct;
- b. Making threats or insinuations that a person’s employment or education life may be adversely affected by not submitting to sexual advances;
- c. Unwelcome sexual propositions, invitations, solicitations, and flirtation;
- d. Repeatedly asking someone for a date or accompaniment after the person has expressed disinterest;
- e. Leering, staring, or elevator eyes;
- f. Making sexual gestures;
- g. Unnecessary and unwanted physical conduct (e.g., touching, impeding or blocking movements, patting);
- h. Displaying or transmitting suggestive objects, pictures, cartoons, or other visual media or content;
- i. Electronically sending or posting sexually related text messages, videos, or images;
- j. Verbal abuse of a sexual nature, graphic verbal comments about an individual’s appearance or anatomy, sexually degrading words used to describe an individual, and suggestive or obscene letter, notes, or invitations;
- k. Physical conduct such as touching, kissing, groping, assault, or blocking movement;
- l. Physical or verbal abuse concerning an individual’s gender, gender transition, gender identity, or gender expression;
- m. Verbal abuse concerning a person’s characteristics such as pitch voice, facial hair, or the size of shape of a person’s body, including remarks regarding an individual’s masculinity or femininity;
- n. Making or using derogatory comments, epithets, slurs, and jokes;
- o. Making unwelcome suggestive or insulting sounds (e.g., whistling and cat calls);
- p. Commenting on or asking about a person’s body, dress, appearance, gender, sexual relationships, preferences, activities, or experience; or

- q. Unwelcome personal gifts.

Reporting

Reporting is Highly Encouraged

SFBU strongly encourages all individuals to report incidents of sexual harassment to the university's Human Resources department ("HR").

Mandatory Reporting for Employees

All SFBU employees and any contractors/consultants with teaching or supervisory authority are required to report sexual harassment of which they come aware to HR.

External Reporting

Both state and federal law prohibit sexual harassment. In addition to reporting and within the university, individuals may pursue complaints directly with government agencies that deal with unlawful harassment and discrimination claims, such as the State of California Department of Fair Employment and Housing ("DFEH"). Please see the DFEH website for DFEH contact information (<https://www.dfeh.ca.gov/contactus>).

Complaint Process and Disciplinary Action

General Process

Generally, the SFBU complaint process begins with an individual's submission of a written statement to HR. One or more members of HR, or, in the event of a conflict, other university representatives or external investigators, will review the complaint and then commence a fact-finding investigation as soon as practicable. The investigator(s) will afford the complainant an opportunity to describe his or her allegations and present supporting witnesses or other evidence. The investigator(s) will also afford the alleged wrongdoer an opportunity to respond to the allegations and present supporting witnesses or other evidence. To the extent possible, the investigators will preserve the privacy and confidentiality of all persons involved. The one or more university administrators will review the investigation findings and render a decision.

Complainants have the right to simultaneously file and pursue a criminal complaint with law enforcement or other government agencies.

Complainants may report violations of this policy anonymously by emailing compliance@sfbu.edu. Please note that if the complainant requests anonymity or is reluctant to proceed with a complaint, SFBU's ability to respond to the allegations may be limited. Notwithstanding the preceding, SFBU reserves the right to take appropriate action in certain circumstances, such as where there are concerns for the safety or well-being of the broader SFBU community, even if the complainant requests to remain anonymous or is reluctant to proceed.

Interim Measures

SFBU may provide reasonable interim accommodations or remedies to a complainant to ensure a safe environment pending investigation and resolution of a complaint.

Disciplinary Action

Violations of this policy will result in disciplinary actions, including, but not limited to, written warning, loss of privileges, community service, mandatory training/counseling, probation/suspension, demotion, exclusion, expulsion, and termination.

Confidentiality

SFBU will respect confidentiality and privacy to the extent reasonably possible during the investigation and thereafter, but SFBU cannot promise complete confidentiality. Additionally, in some circumstances, the university may be unable to maintain confidentiality, such as when disclosure is required by law or university policy.

Retaliation

SFBU will not tolerate any retaliatory action against any individual who in good faith reports information about behavior that may be a violation of this policy. Retaliatory action is in itself a violation of this policy, and any individual engaging in retaliatory action may be subject to disciplinary action, including and up to termination of employment or dismissal from the university.

Duty to Cooperate

All members of the SFBU community shall cooperate to the fullest extent possible with any internal investigation, or investigation conducted by external investigators due to a conflict of interest, of an alleged violation of this policy. Failure to cooperate is in itself a violation of this policy and may subject the uncooperative individual to disciplinary action, including and up to termination of employment or dismissal from the university.

Contacts and External Resources**Contacts**

Individuals with concerns about or information to report pertaining to sexual harassment may contact any member of HR in person in the Administrative Building, or by emailing hr@sfbu.edu.

External Resources

The following external resources are available to discuss sexual harassment and assault. Please note that these resources are external to the university, therefore, (1) disclosing information to these resources does not constitute reporting to SFBU and will not result in any formal action by SFBU, and (2) SFBU makes no warranties or representations regarding these resources.

- A. YWCA Silicon Valley, Sexual Assault Counseling
<https://yourywca.org>
- B. SFWAR, 24-hour Crisis Line
(415) 647-7273
<http://www.sfwar.org>
- C. Berkeley Free Clinic, Peer Counseling
<https://www.berkeleyfreeclinic.org/peer-counseling>

Policy History, Authority, and Review

This policy was approved by the university president and went into effect on January 1, 2003. It was amended March 16, 2017. It is subject to periodic review, and any comments or suggestions should be forwarded to HR.

■ Treatment of Complaints

The Administrative Office will call for a special committee to handle harassment complaints. The committee's treatment of complaints will be guided by the following principles, which are intended to protect the legitimate interest of all persons.

Next, committee members will decide if there is any conflict of interest that requires any of them to withdraw from consideration of the complaint. The committee will then decide on a course of action.

Should the committee decide to take no action, the committee will inform the student and explain what, if any, other course of action the student might take.

Should the committee decide that the complaint requires formal institutional action (i.e. notification of the police) the committee will transmit the complaint directly to the President.

If a less serious complaint is judged to fall under the committee's mandate, then one or more members of the committee, one of whom is a member of the faculty or the administration, will speak with the person(s) involved in order to obtain further information and report the results to the committee.

The committee will limit its informal investigation to what it deems necessary to resolve the complaint or to make a recommendation to the President. Should it appear necessary for the committee to address any persons other than the parties involved in the complaint, the committee will do so only after informing the involved parties.

After review, the committee may decide (1) that there is no basis on which to pursue the complaint, or (2) that the complaint has been resolved, or (3) that the complaint is to be forwarded with recommendations to the President. The President will inform the committee of the final disposition of complaints forwarded.

One responsible member of the committee will be in communication with the student making the complaint until the complaint is resolved. The student will be informed of general actions taken, although not of specific conversations held with the person named in the complaint.

If either the person making the complaint or the person named in the complaint is not satisfied with the recommendations of the committee, she or he may discuss the matter with the President.

■ Sexual Assault

An allegation of sexual assault must promptly be reported to administration, who will, in turn, report the allegation to the Police Department. The University will not attempt to adjudicate allegations of felonious acts.

STUDENT GRIEVANCE POLICY AND PROCEDURE

SFBU takes grievances very seriously. Students have the right to file a grievance that concerns SFBU, whether such grievances are with personnel, the course of study, general university policies, or other related matters. This policy describes the grievance procedure available to students.

1) INFORMAL RESOLUTION

SFBU highly encourages students to attempt and informally resolve concerns directly with the aggrieved party or department. Students are particularly encouraged to informally resolve academic matters, such as those involving course policies, with their instructor, or, if their instructor is not available, with their respective dean, prior to filing a grievance. Grade appeals may be made as described in the section of this catalog entitled "Grading Policy and Academic Standards."

Even after initiating the formal grievance process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal grievance at any point in the process.

With regard to appeals of disciplinary action and all other grievances, including those related to harassment and discrimination, no student is obligated to attempt informal resolution and may bring a formal grievance to the administration as outlined in this policy.

2) TIMING

Academic grievances and appeals of disciplinary action must be received by the administration within 30 days of the close of the academic term in which the first incident giving rise to the grievance occurred or the notice date of the disciplinary action.

There is no deadline for other types of complaints.

3) GRIEVANCE PROCEDURE AND RESOLUTION

All grievances and supporting documentation shall be submitted in writing to the SFBU Compliance Department. The grievance should be made using the SFBU Grievance Form, which is available on the SFBU website.

Please note that if a grievance is being filed in order to appeal disciplinary action, the grievance must include a description of the basis of appeal. Failure to state the basis of the appeal in the initial grievance may result in denial of the appeal. The following are the only valid bases of appeal: (i) new evidence which could reasonably be expected to cause the individual(s) reviewing the grievance to overrule prior disciplinary action, (ii) failure to follow published SFBU policies in a way that materially disadvantaged the student; (iii) demonstrated bias or discrimination and (iv) the sanction imposed is substantially disproportionate to the severity of the violation.

The grievance may be sent via email to compliance@sfbu.edu or delivered in person to the front desk of the SFBU Administrative Building during normal business hours. If the grievance is regarding SFBU Compliance or its personnel, then the grievance may be sent to the Chief Academic Officer via email or in person delivery to the front desk of the SFBU Administrative Building during normal business hours. In such case, complainant should specify that the grievance is regarding compliance or its personnel.

Intake personnel, generally a member of SFBU Compliance, will review the form. If the form is complete, intake personnel will, within 5 business days of receipt, acknowledge receipt of the grievance and forward it to the appropriate party for review and resolution. Matters are generally forwarded as follows:

- a. Academic matters and appeals of disciplinary action are forwarded to the Chief Academic Officer, or the Chief Academic Officer's designee.
- b. All other complaints are assigned to a member of SFBU Compliance.

Depending upon the type and complexity of the grievance, the appropriate party may, in their discretion, adjudicate the matter or assign the matter to a Grievance committee.

Within 60 days of receipt of the grievance, SFBU shall provide a written response to the grievance via email. If further investigation is needed, the complainant will be provided with a written response to the grievance within 10 business days after completion of the investigation.

The complainant may appeal SFBU's resolution by filing a statement of appeal that clearly describes the basis of appeal within 5 business days of the date of the written response. The President of SFBU, or the President's designee, shall adjudicate the appeal within 30 days of SFBU's receipt of complainant's statement of appeal.

If a complainant has exhausted all grievance procedures provided under SFBU's policies, the complainant may contact:

The WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 510.748.9001.

4) NO RETALIATION

No member of the SFBU community shall be subject to adverse action by SFBU based upon the reasonable good faith filing or participation in a grievance.

5) MAINTENANCE OF RECORDS

Records for student complaints are maintained for at least 6 years. Records for grievances made by non-students are maintained in accordance with applicable university policy.

STUDENT LIFE

Our mission at San Francisco Bay University is to provide a welcoming and supportive environment for students, while maximizing their opportunities for career growth and personal development. We believe that student life is not only an integral part of the campus community but also a fundamental part of the educational process. Student services at the University are designed to meet the needs of our student body. These include both academic and non-academic issues and activities. Many of our students work part-time or full-time and come from a variety of social and ethnic backgrounds. As such, our services are tailored to meeting the needs and concerns of a mature and multicultural student body.

■ University Orientation

All new students regardless of program, modality, full-time or part-time status are **required** to attend the new student orientation program offered before the beginning of each trimester. Orientation packages are distributed to the new students prior to the orientation workshop; presentation materials cover essential information for the students, including the facility and learning resources information, administrative services provided to the students, and important rules and policies for the students to stay focused on their academic objectives. The staff advisors also assist the new students to register in classes. F-1 International students are provided a health insurance plan and information on particular regulations they must observe in compliance with the Federal regulations for international students.

All SFBU students are welcome to attend the orientation to welcome the new students and receive current university information.

■ Housing

While students are responsible for making their own housing arrangements, the University does provide a limited number of student housing units, primarily university-owned condominium units within a two-mile radius of the instructional buildings. Residence in university-owned student housing is optional and generally assigned on a first-come-first-served basis. Because of the limited number of units, SFBU cannot guarantee housing. Student housing commitments are for one trimester, and students are eligible to reside in student housing for a maximum of two trimesters. To be eligible for student housing, a student must be a regularly enrolled, full-time SFBU student. Housing reservations are effective only after submission of a housing application and SFBU's receipt of the required rent and deposit. Please visit the SFBU housing webpage <https://www.sfbu.edu/student-life/housing> for important housing-related deadlines.

Non-university housing in the immediate area is available in the form of house and apartment rentals, but students should note that local housing is highly competitive, with monthly rents for a one-bedroom unit exceeding \$2,000. SFBU advises students living outside of university housing to begin their housing search as early as possible in order to find suitable accommodations. Students may contact the SFBU housing office at housing@sfbu.edu for questions related to on or off-campus housing.

■ AC Transit Bus Pass; Public Transportation

Full-time SFBU students are eligible for an annual bus pass from AC Transit. For more information regarding the pass, please see: <https://www.sfbu.edu/student-life/transportation-easypass>

Other public transportation information is included on the website and in the Student Handbook posted on the MySFBU student portal.

■ Non-academic Counseling

The Student Services Office offers assistance with personal and interpersonal issues such as relationships, cultural differences, assertiveness, and self-esteem. If a student needs a professional counselor, the Student Services Office will help the student find a suitable counselor. Additionally, the Student Services Office helps students with educational/vocational concerns such as coping with university life, academic

performance, test anxiety, reentry adjustment, and determining life goals. Students are encouraged to seek assistance from a counselor in dealing with any problems that might affect their success at SFBU.

■ Professional Development Seminars

Offering professional development seminars is an integral part of the Student Services. The seminars are intended to enhance the students' abilities in their professional lives – in cultural, communicative, and technical aspects. The seminar information is emailed to students as well as posted on the SFBU website, social media pages, and digital display board on campus.

■ Career Services

As a key component of Student Services, career placement services provide students with career planning and job search assistance prior to and after graduation in the following ways: (1) career planning, resume preparation and interview skills enhancement, and networking (2) career seminars and job fairs (3) internship opportunities, and (4) various library materials containing information about employment opportunities. The Career Center has a computer dedicated to career planning for students to conduct job searches and access information. The MySFBU student portal also contains employment information on the job posting board through the eCareer Center tab.

■ Student Handbooks

The SFBU Student Handbook describes important policies and regulations that affect the students' status at SFBU. It also provides relevant information affecting the students' lives during their studies at SFBU. The Student Handbook and the International Student Handbook are posted on the MySFBU student portal. In the New Student Orientation Workshop, the students are informed and receive handouts pointing to the online location for these handbooks. The handbooks complement the information contained in the University Catalog. All students are urged to read and refer to the information in the most current editions of both the student handbooks and the University Catalog - all are also available online.

■ Affiliation to Professional Societies

To expand and enrich student life on campus, SFBU students are encouraged to get involved in a variety of professional organizations. Such involvement also takes the students a step closer to the professional world. Examples include activities sponsored by the IEEE local chapter and various other professional activities regularly held in Silicon Valley.

● IEEE

The Institute of Electrical and Electronics Engineers, Inc. (IEEE) is the world's largest technical professional society. A non-profit organization, IEEE promotes the development and application of electro-technology and applied sciences for the benefit of humanity, the advancement of the profession, and the well-being of its members. IEEE members participate in its activities in approximately 150 countries. The technical objectives of the IEEE focus on advancing the theory and practice of electrical, electronics and computer engineering and computer science.

Students are encouraged to join the IEEE student club on-campus. The club provides students the opportunities to participate in IEEE activities. The participants are able to connect with the latest technical information, research, career opportunities, and a community of innovators who inspire the students to strive for success in their chosen profession. This connection enables the engineering students to have convenient access to valuable IEEE publications and participate in organized IEEE activities, particularly the ones held in Silicon Valley. Several faculty members serve as senior advisors to enroll the students.

● Business Students

Students in the School of Business are encouraged to join at least one of the following professional organizations or others:

- Institute of Management Accountants

- American Institute of CPAs
- California Society of CPAs
- United States Association for Small Business and Entrepreneurship
- Project Management Institute

- **Toastmasters Club**

Students interested in improving their public speaking skills are welcome to join the on-campus Toastmasters Club. The Club holds weekly meetings and is supervised by a designated administrator. A number of students in the club have participated in regional competitions and won awards.

Refer to the SFBU website for more information.

■ **Student Organizations**

The purpose of student organizations is to foster student involvement for a common purpose or goal to enhance academic, career, personal and/or community development. They are created to enhance student engagement, promote leadership and learning, and foster shared interests. Refer to the SFBU website for more information or connect with the Student Services team.

■ **Student Health Insurance**

All students must have health insurance coverage for each term they are enrolled and during trimester breaks. Students who are enrolled in 100% online modality are exempt from this health insurance requirement. The SFBU student health insurance plan is provided by Aetna Student Health Insurance. Detailed information can be found on the SFBU website.

DONATIONS TO THE UNIVERSITY

From time to time we receive calls from generous individuals, representing themselves or corporations, wishing to donate funds or items useful to the academic development of the University. We appreciate their consideration and altruistic action. San Francisco Bay University enjoys tax-exempt status with the IRS; therefore, gifts of money and items of value are tax deductible. We encourage individuals to consult their personal or company tax advisors for details on how these gifts may benefit the giver as well as the University.

FACILITIES

■ **Campus Description**

In accordance with the University's curricular emphasis on technology and business, SFBU's campus is located in a high-technology R&D and business development area in southern Fremont, occupying modern research and development building complexes and their surrounding areas. The University is located in a peaceful setting, conveniently accessible from highways I-880 and I-680 via Mission Boulevard and Warm Springs Boulevard. The abundant and fully-landscaped parking areas provide smooth traffic flow and easy building access.

SFBU's facilities is focused on creating a transformative and empowering campus experience for the benefit of its students and for building recognition, visibility and outreach. The facilities provide a warm and inviting environment for students to stay on campus longer and to engage in the services and activities the institution offers. Moreover, the campus building has a modern, yet inviting exterior façade to create a positive influence in and enhance the community.

Main features:

1. LEARNING RESOURCE CENTER, CAFE, DINING HALL and RECREATION

This large open area allows the following services to be accessible both visually and physically (with exceptions), in hopes that students and faculty engage in various activities happening at once: the Library, Quiet Study Area, Career Services, Recreational and Student Lounge, Dining Lounge, Cafe, Computer Center, and Faculty Offices.

2. LECTURE HALL

Signature lecture hall are used for classes as well as for special events, community seminars, etc. The room's stadium seating can accommodate approximately 70 people. It opens to a large hallway for pre- and post-event gatherings.

3. ACTIVE LEARNING CLASSROOMS

A variety of fixed and mobile seating classrooms are offered to fit the needs of instructors and students. Each classroom has energy-efficient LED lighting and temperature control units and is equipped with an LCD screen connected to the instructor's demo computer, which has access to the campus network system and the internet, in addition to other standard classroom provisions.

4. OUTDOOR SPACE

Quad Area allows students to study, eat, and lounge outdoors.

5. ADMINISTRATIVE OFFICES

Admission, Records, Finance, and other student services departments are located separately to provide privacy on more individual matters.

• Health, Security, and Safety

The University and its campus sites are compliant with all local and state fire and safety codes, and regulations in reference to NFPA 25, CFC, Cal OSHA, and the City of Fremont.

Building and classroom occupancies are all within the stated guidelines of CBC/IBC/CFC 1006.2, 1004 codes.

■ Teaching and Research Facilities

SFBU's teaching, research, and laboratory facilities are equipped with required hardware and software tools. Keeping pace with the advancement of information technology, SFBU's IT Department provides a modern digital campus environment to students, faculty, and administrative staff.

To support teaching activities, classrooms are set up at the beginning of each trimester according to the hardware and software requirements of each course. Modern design, simulation, and testing tools are installed for instructors to use in class. Outside teaching resources may be set up to provide faculty members with additional teaching and research tools.

All classrooms are also equipped with modern, state-of-the-art equipment to enhance student learning. Practice laboratories are readied for students to gain hands-on experience after class or during lab sessions.

Computer Networks: There are a variety of high-performance computers on campus to support teaching and learning, including high-capacity servers, advanced workstations, and modern PCs. Wireless and wired network connections for high-speed internet access are provided to students on campus. The campus networks are connected to the internet via Comcast Internet service, allowing faculty and students to access email and various websites. Each student and faculty member has an individual computer account for accessing the MySFBU portal, Canvas LMS, the intranet resources, and various servers on campus.

Examples of available computer science teaching and learning software tools and packages include Oracle server/client tools, Microsoft SQL server/client tools, Microsoft Visual Studio, JDK, MS Office, and various popular software QA and testing programs such as Selenium. In addition to the MS Windows system,