



SAN FRANCISCO BAY UNIVERSITY

2023 CATALOG

JAN 1 - DEC 31, 2023

161 Mission Falls Lane, Fremont, CA 94539
Tel: (510) 803-SFBU (7328); e-mail: admissions@sfbu.edu

Frequently Asked Questions

If you have any questions or concerns, please call the university administration office.
Tel: (510) 803-SFBU (7328)

The university website address is <https://www.sfbu.edu>.

For Admissions Office: e-mail admissions@sfbu.edu; Tel (510) 803-7328 ext. 1

- ***How can I apply to SFBU?***

See admission and application information on pages 3-5 (ADMISSIONS POLICIES), 53-54 (School of Engineering, Undergraduate Programs), 72-74 (School of Engineering, Masters Programs), 98-99 (School of Business, Undergraduate Program), 121-122 (School of Business, Graduate Management Certificate), 128-130 (School of Business, Master's Program), 160-161 (Intensive English Program).

- ***How can I get an application form? What should I submit for the application?***

Start the application by creating an account on MySFBU applicant portal accessible from the SFBU website. Admissions officers are also available to assist with the application.

For degree programs, the required application materials are listed on SFBU's website in the "Admissions" section and in the "Undergraduate Admissions" and "Graduate Admissions" subsections. This information is also provided on the online application form.

- ***Are the admissions requirements the same for online and physical programs?***

Yes, the admissions requirements are exactly the same.

- ***How can I see an admission officer or an academic counselor?***

Admission officers and academic counselors are available virtually as well as on campus to assist the applicants and the students during office hours posted on the SFBU Website at <https://www.sfbu.edu/contact-us>. Also, see Academic Advising on page 18.

- ***What courses do I need to complete for my major?***

See Curriculum under various degree programs:

School of Engineering: page 58 (Undergraduate programs graduation requirements), 77 (Master's programs graduation requirements),

School of Business: page 103 (Undergraduate program graduation requirements), 132 (Master's program graduation requirements).

- ***I want to know the costs of taking courses, pursuing a degree, academic certificate, or the Intensive English Program.***

See the tuition and fees information on pages 6 (Tuition), 6 (Fees), 56 (School of Engineering, Undergraduate programs), 76 (School of Engineering, Masters Programs), 101 (School of Business, Undergraduate Program), 123 (School of Business, Graduate Management Certificate), 132 (School of Business, Master's Program), 161 (Intensive English Program).

- ***How do I register for classes?***

See Registration and related information on page 19.

- ***Where can I find the directions to SFBU?***

See page 177 or on our website at <http://www.sfbu.edu/contact-us>.

2023 Academic Calendar

Spring Trimester (1/09 – 4/22)

January

- 2** New Year Holiday Observed; Campus Closed
- 5** New students report to campus/Orientation
- 9** Trimester and classes begin
- 9-14** · Late registration
· Add/Drop
- 14** Last day to add/drop (without affecting official records)
- 16** Faculty classroom observation begins
- 21** Deadline for trimester break request

February

- 15** Summer trimester application deadline for international students
- 20-25** Mid-term exams

March

- 6-11** Check point – student counseling
- 27** · Summer class schedule and registration packages ready
· Deadline for graduation petition for summer trimester (without late fee)
· Deadline for changing program (without late fee)

April

- 3** · Begin registration for the summer trimester
· Faculty evaluation - by students
- 5** Summer trimester application deadline for local and international transfer students
- 8** · Summer registration ends (for current students)
· Faculty classroom observation ends
- 9** Late registration for summer trimester begins (for current students)
- 17-22** Course review and final exams
- 29** · Posting final grades for spring trimester
· Check point – student counseling

May

- 4** New students report to campus/Orientation

Summer Trimester (5/8 – 8/19)

May

- 8** Trimester and classes begin
- 8--13** · Late registration
· Add/Drop
- 13** Last day to add/drop (without affecting official records)
- 15** Faculty classroom observation begins
- 20** Deadline for trimester break request
- 29** Memorial Day Holiday; Campus Closed

June

- 14** Fall trimester application deadline for international students
- 19-24** Mid-term exams

July

- 4** Independence Day Holiday; Campus Closed
- 5-9** Check point – student counseling
- 24** · Fall class schedule and registration packages ready
· Deadline for graduation petition for fall trimester (without late fee)
· Deadline for changing program (without late fee)
- 31** · Begin registration for the fall trimester
· Faculty evaluation - by students

August

- 5** Fall trimester application deadline for local and international transfer students
- 5** · Fall registration ends (for current students)
· Faculty classroom observation ends
- 6** Late registration for fall trimester begins (for current students)
- 14-19** Course review and final exams
- 26** · Posting final grades for summer trimester
· Check point – student counseling
- 28** New students report to campus/Orientation

Fall Trimester (8/31 – 12/18)

August

- 31** · Trimester and classes begin
· Late registration
· Add/Drop

September

- 1-6** · Late registration
· Add/Drop
4 Labor Day Holiday; Campus Closed
6 Last day to add/drop (without affecting official records)
7 Faculty classroom observation begins
13 Deadline for trimester break request

October

- 15** 2024 spring trimester application deadline for international students
19-25 Mid-term exams

November

- 2-8** Check point – student counseling
9 · Deadline for graduation petition for next spring trimester (without late fee)
· Deadline for changing program (without late fee)
20 2024 spring class schedule and registration packages ready
23-25 Thanksgiving Holiday; Campus Closed
27 · Begin registration for the 2024 spring trimester
· Faculty evaluation - by students
29 Faculty classroom observation ends

December

- 2** 2024 Spring registration ends (for current students)
3 Late registration for 2024 spring trimester begins (for current students)
5 2024 spring trimester application deadline for local and international transfer students
12-18 Course review and final exams
22 · Posting final grades for fall trimester
· Check point – student counseling
25-31 Winter Break; Campus Closed

January 2024

- 1** New Year Holiday; Campus Closed
4 New students report to campus/Orientation

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INTRODUCTION

The San Francisco Bay University (SFBU) catalog is an annual publication containing information on academic requirements, learning facilities, tuition and fees, and disciplinary issues concerning all applicants and students at SFBU. Student handbooks, for local and for international students, are published separately every trimester and posted on the MySFBU student portal. New students are introduced to the MySFBU student portal on the New Student Orientation Day. The handbooks provide additional information to help the students adjust to the school environment quickly and learn how to use the administrative services provided to them.

The majority of the information contained in this catalog and other pertinent information is also available on the university website at www.sfbu.edu.

■ Mission

Mission Statement

San Francisco Bay University's mission is to provide quality higher education to help individuals of diverse backgrounds, interests, and skills achieve their full academic and career potential.

■ Vision

San Francisco Bay University will be recognized as a leader in higher education through academic excellence and a transformative student experience. SFBU will provide innovative and effective education and a positive learning environment that results in graduates exceeding academic and industry expectations.

■ Values

Academic Excellence - Share and expand knowledge, promote critical thinking, stimulate innovation and inspire life-long learning.

Student-Centered - Focus on students' academic, social and economic needs.

Opportunity for Success - Empower individuals to achieve their full potential.

Diversity - Embrace differences, promote openness, support freedom of inquiry and expression, and respect others.

Honesty - Bolster ethical behavior, foster integrity, and promote responsibility and professionalism.

Collaboration - Encourage team effort and cooperative spirit to attain great results.

Community - Nurture social, economic and environmental well-being and advance the public good.

■ Institutional Learning Outcomes

San Francisco Bay University has adopted Institutional Learning Outcomes that represent our degrees, academic certificates, and general education outcomes. These are supported through each of our major areas of study, general education courses, and through our administrative and educational support programs.

SFBU graduates are expected to demonstrate the following institutional student learning outcomes:

Written Communication - Write sustained, coherent arguments or explanations.

Oral Communication - Utilize effective oral communication strategies.

Quantitative Reasoning - Utilize mathematical concepts and methods to analyze, and explain issues in quantitative terms.

Information Literacy - Identify, locate, evaluate, and effectively and responsibly use and share information in support of academic, personal, and professional needs.

Critical Thinking - Explore and analyze issues, ideas, artifacts, and/or events to formalize an opinion or conclusion.

Specialized Knowledge - Achieve knowledge and skill required in a specialized field of study appropriate to the degree level.

☐ **Diversity Statement**

San Francisco Bay University strongly believes in diversity in all of its many forms at every level of our university as we find having a broad spectrum of perspectives and backgrounds vital to accomplishing our mission. Diversity is essential in furthering social justice, educational quality, and career success. SFBU is dedicated to fostering a culture that promotes, supports, and respects diversity throughout our university. Diversity includes, but is not limited to, race, color, religion, age, marital status, sexual orientation, gender, ethnic origin, national origin, ancestry, military or veteran status, and physical impairment.

☐ **Faculty**

The University faculty maintains a tradition of personal attention to students and devotion to teaching and research. Many members of the faculty have been cited for excellence in teaching. Some of them are leaders in their disciplines and professional organizations. Members of the faculty have had the experience of working in high-tech fields and various business professions; some also acted as consultants to educational institutions, industry, businesses, government, and foundations.

☐ **Accreditation**

San Francisco Bay University is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, 510.748.9001.

☐ **Corporate Status**

San Francisco Bay University is organized under California Corporate Law as a nonprofit, public-benefit corporation and is deemed tax-exempt, as applies to corporations falling within the IRS 501(c)(3) ruling.

SAN FRANCISCO BAY UNIVERSITY ADMINISTERS ALL ITS PROGRAMS WITHOUT REGARD TO RACE, ETHNIC ORIGIN, AGE, OR SEX. SFBU CONFRONTS AND REJECTS ALL MANIFESTATIONS OF DISCRIMINATION IN ITS EDUCATIONAL POLICIES, ADMISSION POLICIES, SCHOLARSHIPS, OR OTHER SCHOOL ADMINISTERED PROGRAMS.

☐ **Governing Board**

SFBU is governed by its Board of Directors. Board members follow applicable nonprofit rules, as SFBU is a nonprofit, public-benefit educational institution.

■ Community Involvement

The University is first and foremost an institution of learning and teaching, committed to serving the needs of society and involved in the academic and civic communities of which it is a part. The SFBU administrators participate in job fairs and work with businesses to provide job opportunities for our students. SFBU sponsors and promotes various community activities and encourages participation of its students in community outreach and volunteering programs. SFBU believes that community involvement by its students help develop social responsibility.

■ Non-Discrimination Policy

SFBU, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national, and/or ethnic origin, sex, marital status, gender identity, sexual orientation, pregnancy,¹ physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, religion, service in the uniformed services,² or age. SFBU also prohibits unlawful harassment including sexual harassment and sexual violence. This policy of non-discrimination applies to all aspects of admission, education, employment, financial aid, student activities, and other school-administered programs. SFBU is obligated to investigate all discrimination complaints, including harassment in an unbiased, thorough manner.

Anyone with questions about SFBU's non-discrimination policy or complaints is encouraged to contact the Compliance Team at compliance@sfbu.edu.

¹Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

²Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

■ Reasonable Accommodation for Students with Disabilities

SFBU adheres to the Americans with Disabilities Act (ADA) requirements and provides reasonable accommodations for students who are otherwise qualified but have disabilities. Such disabilities may include learning disabilities, health impairments, and other documented disabling conditions.

ADMISSION POLICIES

- ❑ SFBU admits all qualified individuals into the university without regard to race, religion, sex, ethnic origin, or disability.
- ❑ SFBU makes education available to all individuals who meet the qualifications for entrance into SFBU.

Trimester: The school's annual calendar and course offering are based on a **trimester system** of three 15-week trimesters starting in January, May, and September of the year. An applicant may apply for entrance in any of the three trimesters each year. Separately, the Intensive English Program follows an 8-week session schedule throughout the year.

The application deadline for each trimester is given in the Academic Calendar included in this catalog as well as posted on the SFBU website. Applicants are advised to **apply online** at <https://www.sfbu.edu/admissions>.

Late Application: A late application fee will be charged for applications received after the deadline each trimester. Overseas applicants should apply earlier to allow sufficient time for processes related to visa application and international travel. The online **Application Guide** provides application details.

■ Application Requirements

Refer to the description on application requirements in the section for the school and level of program of your choice. These application requirements are the same for all modalities.

Non-degree, non-academic certificate seeking students should refer to application requirements under the Academic Information section in this catalog.

Please note that SFBU does not admit ability-to-benefit students.

■ Official Transcripts

Official transcripts are required for admission into a degree program. All official transcripts must be received before the admission evaluation. Late submissions are permitted only with the approval of the Admissions Committee. Students enrolled in courses at another institution at the time of application will have 60 days after the completion of the courses to provide SFBU with the updated transcripts. Failure to submit official transcripts on time may result in placement of the applicant in a non-degree status or withdrawal from the university.

Admission Evaluation: The SFBU Admissions Committee provides individualized admission evaluation service and follows the approved credit transfer policy to transfer credit for each applicant. A copy of the evaluation report will be provided to the accepted applicant.

■ Document Submission

Please note all documents that you submit, or are submitted on your behalf, in support of your application for admission, or to fulfill enrollment requirements, become the exclusive property of SFBU. SFBU will under no circumstances release the documents to you or any other party, nor will SFBU provide you with any copies of the documents.

■ Notification of Admission

Upon approval of admission, prospective students will receive a notification of admission status. An admitted applicant will receive an acceptance package. An applicant denied for admission will receive an explanation for their denied application. Processing times will vary. Processing begins upon receipt of all hard copies of required documents as instructed, and not upon simply submitting an application.

■ Confirming Intent to Report

All accepted applicants are required to confirm their intent to report to reserve their place in the accepted term. Instructions, applicable fees, and due dates are provided in the acceptance package.

■ Cancellation of Admission and Readmission

If an applicant is accepted into a degree program for a given trimester and does not begin classes in that trimester, admission will automatically be canceled. The prospective student's application records (transcripts from previous colleges and English language proficiency records) are kept on file for a period of six months from the trimester start date. If the applicant then wishes to be considered for readmission in a later trimester, he/she will be required to (1) resubmit an application online with the initial account ID and

(2) pay the application fee. A reevaluation of admission will be made for the applicant. If reapplication is made more than six months from the initial admission term, the applicant may be required to submit an entire new set of the application materials.

■ Returning Students

When a former SFBU student returns to continue his/her study in an unfinished program after skipping more than one term, the returning student must submit a new online application and pay the application fee. The student will receive a new evaluation and 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.

■ F-1 International Students

SFBU is authorized under federal law to enroll non-immigrant international students. SFBU Designated School Officials are authorized to issue Forms I-20. However, SFBU does not provide visa services, nor does SFBU vouch for student status. Please note that the only language of instruction shall be English.

■ SFBU Institution Codes for Standardized Tests

ACT	1750	SAT	4335
GMAT	5485	GRE	5485
TOEFL	9626	CLEP	7569
DANTES	9670	FCE	UX357

■ New Student Orientation

All new students are required to attend the New Student Orientation program conducted at SFBU before each trimester starts.

■ Transfer and Articulation Agreements

SFBU has established transfer or articulation agreements with various academic institutions such as:

- Ohlone College
- Evergreen Valley College
- Merritt College
- College of San Mateo
- Chabot College
- Laney College
- Las Positas College
- San Jose City College
- Berkeley City College
- Mendocino College
- Mission College
- Bakersfield College
- Yuba College
- Cerro Coso Community College
- West Valley College
- City College of San Francisco

In general, these agreements include details of the courses that may be transferred to satisfy SFBU's program requirements. The full list of institutions and the agreements are published on the [SFBU website](#).

ENROLLMENT AGREEMENT

To enroll in SFBU, a student must execute an enrollment agreement. The enrollment agreement is presented digitally through the student online portal (MySFBU). The agreement indicates the student's program,

estimated length of study, estimated costs, and other information. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

TUITION AND FEES

■ Tuition

Undergraduate

- Program Unit Rate: \$330 per unit
- Estimated Tuition per Trimester: \$3,960; based upon a 12-unit course load

Graduate:

- Program Unit Rate: \$450 per unit
- Estimated Tuition per Trimester: \$4,050; based upon a 9-unit course load

IEP:

- Tuition for full-time students (four courses, 20 hours/week): \$2000 per session.
- Tuition for part-time students (one course, 5 hours/week): \$500 per session.
- Tuition for part-time students (two courses, 10 hours/week): \$1000 per session.
- Tuition for part-time students (three courses, 15 hours/week): \$1500 per session.

Special tuition rates: Special tuition rates may apply to the following groups of students:

- SFBU faculty or family members taking courses for credit. The policy is posted on the MySFBU faculty portal.
- SFBU staff members approved to take courses for credit or staff family members taking courses at SFBU.

In general, tuition scholarships do not apply to students in these groups.

■ Fees

Notice: Please observe deadlines to avoid late fees. All late fees are \$50 unless otherwise specified below.

Item	Amount	Notes
Application Fee (degree and academic certificate programs)	\$70	Non-refundable. International applicants.
	\$50	Non-refundable. Local and online modality applicants.
IEP Application Fee	\$50	Non-refundable. All applicants.
Application Late Fee	\$100	For applicants that apply after the application deadline.
Intent to Report Fee	\$150	Non-refundable. If student reports to SFBU and enrolls, first trimester tuition is discounted by Intent to Report Fee amount.
Campus Fee	\$125	Per trimester.

Registration Fee	\$75	Per trimester.
IEP Registration Fee	\$75	Per session.
Learning Resource Fee	\$200	Per trimester.
Graduation Petition Fee	150	Academic certificate
	\$300	Degree programs
Re-petition Graduation Fee	\$50	Fee is per each re-petition to graduate.
Health Insurance Premium	\$495	Per trimester. All students, except 100% online modality students, are required to have health insurance. Refunds are subject to and processed in accordance with the third-party insurance carrier's terms and conditions, which can be found in the plan brochure posted on the university website.
Add/Drop Request Processing Fee	\$10	First request to modify registration for a particular trimester
	\$20	Second Request to modify registration for a particular trimester
	\$50	Third Request to modify registration for a particular trimester
	\$100	Fourth Request to modify registration for a particular trimester
Late Registration Fee (New Student Only)	\$20	Applies if student registers during Week 1
	\$120	Applies if student registers during Week 2
Late Registration Fee (Continuing Student Only)	\$50	Applies if student registers late during the period from the beginning of Week 12 of the previous trimester to the end of the previous trimester.
	\$75	Applies if student registers late during the period from the end of the previous trimester to the start of the trimester.
	\$100	Applies if student registers late after the trimester starts.
Payment Plan Service Fee	\$100	Service fee to enroll in a two-installment payment plan
Payment Plan Late Fee	\$50	Applies if student misses second installment payment deadline (i.e., Week 6) and pays during Week 7
	\$100	Applies if student misses second installment payment deadline (i.e., Week 6) and pays during Week 8 or thereafter
Change Major or Program of Study	\$50	
Change to New Curriculum	\$50	SFBU may from time to time update its program curriculum and requirements. In such circumstance, a student may, at student's discretion, change student's study plan to the updated program curriculum and requirements.
Undergraduate Student Challenge Exam Fee	\$100	Fee is per course challenged. If the challenge is successful, student must also pay tuition for the challenged course.
Proficiency Exam Fee	\$150	Fee is per program background requirement that student seeks to clear. If successful, student will clear the requirement, but shall not receive any credits.
Graduation Cap and Gown Fee	\$30	Undergraduate Student
	\$50	Graduate Student

Transcript Fee	\$5	Each copy after first two copies
Duplicate Diploma Processing Fee	\$150	Applies if the student requests a duplicate diploma
Express Service Fee	\$120	For expedited one business day processing of I-20, transcript, and other requests
Express Mail Service Fee	\$50	Applies if student requests that university generated documents (e.g., transcript, diploma, I-20, etc.) are mailed using USPS Express Mail Service. Fee includes tracking service.
Excess Deposit Processing Fee	\$100	<p>SFBU is not a bank and lacks the resources to intake, process, and disburse funds deposited to the student's university account in excess of amounts owed by the student to SFBU. Therefore, students are strongly discouraged from having third parties transfer to the university funds that are intended for the student's living expenses, discretionary spending, and the like.</p> <p>SFBU may pay out a student's positive credit balance, not resulting from the student's withdrawal or cancellation, to the student by check. The student must request a check payout by submitting a copy of the "Excess Deposit Processing Request Form" to the Finance Office. There is a \$100 service fee for each request. For purposes of clarity, the excess deposit processing fee does not apply to refunds for withdrawal or cancellation.</p>
Returned/Bad Check Fee	\$25	First returned or bad check
	\$35	Each returned or bad check after the first
Chargeback Fee	\$100	<p>Fee assessed if the following criteria are not satisfied.</p> <p>Before initiation of a chargeback request to the credit/debit card provider for any disputed credit/debit card charge, an applicant or student shall make a formal dispute request in writing directly with SFBU's finance office regarding such disputed charge. SFBU shall have 15 business days to resolve the issue.</p>
	\$200	If a chargeback is initiated after SFBU makes a final determination on the formal dispute request required above, and that chargeback is denied by the credit/debit card provider, SFBU will charge a chargeback fee of \$200. This typically, but not exclusively, occurs in fraudulent chargeback situations.
Student ID Replacement Fee	\$10	
F-1 International Student Transfer-Out Processing Fee	\$150	Does not apply to SFBU graduates.
Optional Practical Training Extension Service Fee	\$20	
International Student Change of Status	\$50	Applies if student changes to F-1 student status from another immigrant or nonimmigrant status, such as, but not limited to, F-2 and H-4.
Duplicate I-20 Service Fee	\$5	
Dependent I-20 Service Fee	\$5	
Student Housing Fee	\$3000	Per trimester. Optional, students are not required to reside in university housing.

Student Housing Deposit	\$500	Use and refund in accordance with California law. Only required for students residing in university housing. Students are not required to reside in university housing.
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NOTICE: For any student who does not fulfill his/her financial obligation to the school on time, a penalty of \$20/month will be debited from the student's financial account until his/her obligation is fulfilled. In addition, the late fee and automatic withdrawal rule will also apply.

STUDENT'S RIGHT TO CANCEL

You have a right to cancel this enrollment agreement and obtain a refund of charges paid if notice of cancellation is received by SFBU through attendance at the first class session, or the 7th day after enrollment, whichever is later. You shall provide notice of cancellation in writing through the MySFBU Student Portal using the following navigation links: My Requests > Non-Academic > Transfer Out/Withdrawal. Cancellation shall be effective when successfully submitted.

REFUND POLICY

Students who withdraw by the end of the first week of class in a period of attendance will receive a full refund. Following the first week of class and up through completion of 75 percent of the period of attendance, students may withdraw from SFBU and obtain a pro rata refund of unearned institutional charges. The application fee and intent to report fee are non-refundable.

SFBU shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the student's educational program.

A withdrawal may be effectuated preferably by the student's written notice, as described above under cancellation, or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance, as further detailed below.

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, (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.

A student that drops one or more courses, but not all courses, will receive a pro rata refund of tuition for the dropped courses.

Calculation of Refund

Refund amount = total paid by student – amount owed

Amount Owed = (total institutional charge/hours in program) * hours attended or scheduled to attend prior to withdrawal