

**Silicon Valley Business Institute**  
**1525 McCarthy Blvd., Milpitas, CA 95035**  
**School Code: #41501058**  
**Phone: (858) 832-3000**  
**Website: [www.svbi.org](http://www.svbi.org)**



**Academic Catalog**  
**January 1, 2020 until December 31, 2020**

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## **Institutional Vision, Mission and Objectives**

### **VISON**

It is the Vision of Silicon Valley Business Institute to teach the necessary skills for employability and deliver quality talent to a global marketplace using flexible learning opportunities to local and global students.

### **MISSION**

This institution is committed to educating and developing leaders and technology professionals of enterprises who create value for their stakeholders and society at large. We provide online and on-site classes with low cost, high quality standard to take care of local and global students. Our mission is to create ideas that deepen and advance our understanding of management, strategy, and leadership concepts for diligent entrepreneurs; also, analytics, software programming, and engineering knowledge for new graduates. With these ideas to develop innovative, principled, and insightful leaders who serve to professional societies.

### **OBJECTIVES**

The objective of our institution aims at through teaching, collaboration, and practical training opportunities to have students understand the operations of an organization, also how to survive in this fast-changing, high-tech environment. The goal is to help the students understand cultural diversity, global environment of business, and help them find their interest of study in this competitive market as well as apply the newest technology to solve real-world problems. After graduation, students will demonstrate in-depth knowledge in one of the concentration areas and be able to effectively communicating and build on their knowledge and skills to grow in their careers.

### **Institutional Learning Outcomes(ILOs)**

Students completing degree programs at Silicon Valley Business Institute will demonstrate the following Institutional Learning Outcomes (ILOs) incorporating the breadth and depth of learning experiences and acquired competencies applicable to successful graduates in all degree programs:

1. Students will recognize and integrate foundation knowledge across functional areas.
2. Students will be able to apply critical thinking skills to solve business problems.
3. Students will apply effective oral communication skills in a diverse and global environment.
4. Students will apply effective written communication skills in a diverse and global environment.
5. Students will identify and assess ethical issues and properly articulate ethical decisions.

## **"Notice to Prospective Degree Program Students"**

This institution is, provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program•
- Achieve accreditation candidacy or ire-accreditation, as defined in regulations, by \_04\_/\_04\_/\_2021\_, and full accreditation by \_04\_/\_04\_/\_2024\_.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended

## **Accreditation Status**

This institution will submit the application for DEAC Accreditation in April 2020.

### ***Distance Education Accrediting Commission***

Website: [www.deac.org](http://www.deac.org)

Address: 1101 17th Street NW, Suite 808, Washington, D.C. 20036

Tel: 202.234.5100

## **Hour of Operation**

Business Hours: 9:30 am to 6:30 pm on Monday – Friday

Office Staff: Yinjie Ma

Faculty: Students could contact the faculties via email or Canvas.

## **General Admissions Policy – All Programs**

To be considered for admission to the SVBI Online MBA program, applicants must submit the following:

- Statement of purpose describes why you are interested in the program, and how you hope to use this education to achieve your future goals
- Resume demonstrating relevant work or volunteer experience

- Payment of all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or arrangements that are acceptable to the school
- Proof of undergraduate degree from an accredited institution with a minimum GPA of 2.50. If you do not meet the minimum undergraduate GPA requirement, you may submit proof of at least three years of professional work experience
- Applicants must present proof of their previous educational history in one of the following formats:
  - Official certificate sent directly from an official authority; the copies must be received unopened
  - Photocopies of the original degree and transcript approved by an official authority or by a notary
  - Original Diploma and transcript. Diploma and transcripts that are not in English need to be submitted together with an official translation

### **Recognition of Credits**

- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does not award credit for experiential learning.
- No Ability to Benefit Students will be admitted.
- This institution has not entered into an articulation or transfer agreement with any other institution.

### **Admission Policy - Master of Business Administration**

- Baccalaureate 4-year degree or its equivalent completed at an appropriately accredited university with a minimum GPA of 2.50 or at least three-years of professional working experiences.
- Sealed official transcripts from all universities attended.
- Applicants with an undergraduate degree or its equivalent education from school outside the United States must have their undergraduate transcripts evaluated by an independent approved agency. The evaluation findings will be acceptable as satisfaction of the degree requirement when indicating that an applicant's degree is the equivalent of the one received from a regionally or nationally accredited or approved college in the United States.
- A personal interview with CAO or president of the institute

### **International Admission**

Silicon Valley Business Institute does not provide visa services to international students nor verify student immigration status. Instructions at Silicon Valley Business Institute will be provided in both English and Chinese. However, the Institute does not provide English as a Second Language services. For program based

in English, applicants whose native language is not English or have not completed their studies at an accredited U.S. college or university must submit evidence of English proficiency through one of the following sources:

- Test of English as a Foreign Language. TOEFL Exam should be required a qualifying score of 550 for paper based, or 60 for IBT Internet based. An IELTS score of 6 is sufficient. Or passing the Language Proficiency Test verified by SVBI.
- A transcript verifying completion of at least 30 semester hours of credit with an average grade of “C” or higher at an appropriately accredited college or university where the language of instruction was English.
- A transcript verifying a grade of “C” or higher in an English composition course from an appropriately accredited/recognized college or university.

Otherwise, students apply the program based in Chinese will not be required to submit any evidence of English proficiency.

Applicants with non-U.S. educational credentials must first obtain a foreign credential evaluation from any member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)), such as Educational Credential Evaluators, Inc. (ECE), or another independent U.S. evaluation service approved by the Institute before submitting their transcripts. If a student chooses to submit her/his credentials to ECE, request forms and cost information are available at the ECE website ([www.ece.org](http://www.ece.org)) or by contacting ECE at Post Office Box 92970, Milwaukee, WI 53202-0970, USA, telephone (414) 289-3400, fax (414) 289-3411. International applicants must obtain subject evaluations; the general evaluation is not sufficient.

In order to be accepted, transcripts must be official (that is, sent directly from the institution to Silicon Valley Business Institute under seal) and must be confirmed by the Office of the Registrar as valid. The Registrar will evaluate all official transcripts for students within 30 days of enrollment.

Prospective online international students should send official transcripts and foreign credential evaluations to:

Silicon Valley Business Institute  
1525 McCarthy Blvd., Milpitas, CA 95035  
Phone: (858) 832-3000

It is the prospective student's responsibility to ensure the proper paperwork is submitted to verify that he/she has completed the prerequisites for online instruction before his/her first course starts. If the online instruction prerequisites are not completed by start date, the student will be placed into the appropriate course(s) automatically, and will be required to complete these courses before starting their degree program.

## **Degrees Offered**

Master of Business Administration (MBA)

### **Policy on Award of Transfer Credit**

Silicon Valley Business Institute will transfer a maximum of 20% of the units or credit that may be applied toward the award of the Master of Business Administration (Provisional) Chinese Distance Education.

The policy and practice for the evaluation and award of transfer credit will be based on the decision that the applicant is qualified to successfully engage with Silicon Valley Business Institute curriculum and benefit from its educational purposes and programs.

The framework for this decision will consider:

1. **Comparability and Applicability:** Comparability of the nature, content, quality, and level of transfer credit, and the appropriateness and applicability of the credit earned, based on review of catalogs, course syllabi, and other materials, and from direct contact between knowledgeable, experienced faculty and staff at both the receiving and sending institutions.
2. **Balance in the Use of Accreditation Status in Transfer Decisions:** Critical assessment of whether the quality of an unaccredited institution can speak to the level of capability required by Silicon Valley Business Institute.
3. **Consistency:** Policies and practices that inform transfer decisions are to be applied consistently.
4. **Accountability for Effective Public Communication:** Full and accurate disclosure of transfer policies and practices to ensure consistent and defensible practices for transparency.
5. **Commitment to Address Innovation:** Demonstrating flexibility and openness, while not compromising quality expectations.
6. **Applicability of Credit for Degree Purposes:** Determination of applicability to the degree.

As with the Award of Academic Credit, the School monitors implementation of this policy to ensure:

- Faculty involvement and endorsement of policy/practices;
- Periodic review to ensure consistency of application of agreed-upon practices.

Silicon Valley Business Institute will accept transfer units toward the Master of Business Administration (Provisional) Chinese Distance Education earned at institutions approved by BPPE, public or private institutions of higher learning accredited by an accrediting association recognized by the U.S. Department of

Education, or any institution of higher learning, including foreign institutions, if the institution offering the graduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by BPPE or accredited by an accrediting association recognized by the U.S. Department of Education.

A student's Silicon Valley Business Institute grade point average (GPA) is computed only on courses taken at Silicon Valley Business Institute. Any credit hours transferred in to Silicon Valley Business Institute will count toward graduation but not be calculated in the student's Silicon Valley Business Institute GPA.

Silicon Valley Business Institute reserves the right to deny credit for courses that are not compatible with those offered in its degree programs. Some general categories of courses never receive transfer credit or, in some instances, receive credit on a restricted basis. Examples of courses that receive no credit include:

- Courses considered below college level
- Repeated courses or courses with duplicate subject content.
- Coursework earned at an institution that did not hold at least candidacy status with its regional accrediting association when the coursework was taken.
- Mathematics courses considered below college level, including basic math, business math, and beginning and intermediate algebra.
- Courses offered for non-credit continuing education units.
- Remedial English (e.g., reading, vocabulary development, grammar, speed reading, or any courses that are preparatory to an institution's first Freshman Composition course).
- Courses providing instruction in English as a Second Language
- Examinations offered by the College-Level Examination Program (CLEP).
- Non-academic/vocational-technical courses.
- Remedial courses in any academic discipline (100-level and above).

## **POLICY ON AWARD OF ACADEMIC CREDIT**

### **Introduction**

Silicon Valley Business Institute awards academic credits based on generally accepted practices in degree-granting institutions of higher education consistent with WSCUC's Credit Hour Policy (available on the WSCUC website) and federal regulations.



The University has adopted the Policy Statement on Award of Credit, as established by the regional accreditor, WASC, and is consistent with USDE expectations, which states,

“34 CFR section 600.2 Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than...”

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

Each of the following constitute one Semester Academic Credit hour towards the programs of instruction at Silicon Valley Business Institute:

- (a) 15 hours of didactic instruction, supplemented by a minimum of two hours of outside preparation for each hour of class time (or equivalent). Outside preparation will be substantiated by review of the course outline/syllabi;
- (b) 30 hours of lab instruction;
- (c) 45 hours of practical instruction.

In accord with this policy, credit hours will be assigned for all Silicon Valley Business Institute courses and programs.

### **Carnegie unit**

According to California’s Title V code, section 55002, Silicon Valley Business Institute applies the Carnegie credit units. It means that a semester credit unit equals to a minimum of three hours of work per week for a semester (15 weeks).

In certain circumstances, it is possible to have more hours but not less. Three hours of student work including 1 hour lecture plus 2 hours of homework or 3 hours of labs for 15 weeks.

### **Lecture classes**

For a lecture class, one credit unit is considered 1 hour of classroom lecture and 2 hours of homework per week. If the subject is equal to three-unit class, a student must spend 3 hours per week in class and spend

another 6 hours per week for homework. The total hours are calculated by multiplying number of weekly hours by 15 weeks.

A lecture at Silicon Valley Business Institute is online lecture, tutorial, student research, Individual or group exercise and forum

Example

Subject	Unit value	Lecture hours per		Homework hours per	
		Week	Semester	Week	Semester
Subject 1	1	1	15	2	30
Subject 2	2	2	30	4	60
Subject 3	3	3	45	6	90
Subject 4	4	4	60	8	120
Subject 5	5	5	75	10	150

## Graduation Academic Policy and Requirements

To graduate is to be granted an academic degree or diploma and Silicon Valley Business Institute graduates those students who are in good standing upon the satisfactory completion of all degree requirements.

The following are the academic degree requirements for a Silicon Valley Business Institute student to graduate in Master of Business Administration (MBA) programs.

- Students must complete 36 units to successfully graduate from the MBA program. (18units are required. Students must select six elective courses equaling 18 units.)
- Students must have a minimum of a 3.0 GPA to graduate.
- A grade of C or higher for all courses in the program.

### Notes

- 1.) A grade of C- or lower is not considered a passing grade for any course.
- 2.) If the student receives a grade of C- or lower for any course, this failed course must be repeated in order for the student to graduate.

- 3.) Only the grade of the repeated course will be used to calculate the student's cumulative grade point average for graduation but both the original and repeated courses grades will appear on the student's official transcript.
- 4.) A student whose cumulative grade point average drops below 3.0 after a module will be placed on academic probation for the following module. If a student does not raise his/her cumulative grade point average to a 3.0 or higher after the next module, he/she will be subject to academic dismissal.

### Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Payment Plan	Pay by Unit*	One-time Payment
<b>Tuition</b>	\$270/unit	\$220/unit
<b>Registration Fee (Non-Refundable)</b>	\$50	\$50
<b>Technology Fee (Non-Refundable) **</b>	\$100/semester	\$100/semester
<b>Student Tuition Recovery Fund Fee</b>	\$ <u>0</u> Non-Refundable, per semester (\$0 for every \$1,000 rounded to the nearest \$1,000)	
<b>Total Cost for Online MBA Program</b>	\$10,370	\$8,570

\*Each student must register in at least 2 courses (3 units/course) per semester.

\*\*Technology Fee for 6 semesters estimated (3 semesters/ year).

### Additional Fees (Non-Refundable):

Bounced Check Penalty fee (per check)	\$ <u>50</u>
Late Payment Fee	\$ <u>100</u>
Official Transcript Fee (per copy)	\$ <u>15</u>
Graduation Fee	\$ <u>200</u>

### Master of Business Administration

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE                      \$ 1,770

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM    \$ 10,370

## Program

Name of Program	Master of Business Administration
<b>Program Description</b>	Silicon Valley Business Institute is dedicated to the success of its student body. Our MBA program provides a strong foundation of business concepts, models, skills and methods with which to face immediate and future career challenges. Its purpose is to prepare students for responsible positions in a rapidly changing world; to develop an attitude of intellectual curiosity to foster a program of continuous learning throughout life; and to study management as a unique function applicable to all types of endeavors. We are prepared to graduate first rate student who are able to excel in business and professional organizations.
<b>Program Objectives</b>	<ol style="list-style-type: none"> <li>1. Career Development- Our graduates will learn and use skills required to fulfill life-long career development goals.</li> <li>2. Leadership- Our graduates will develop and use leadership skills needed to be an asset to any professional organization.</li> <li>3. Communication- Our graduates will be able to communicate on a global, multi-cultural level that ensures professional success both on a personal and organizational level.</li> <li>4. Business Context- Our graduates will be able to identify business issues on a global level. This includes being able to identify and have expertise in ethics, regulations and cultural diversity issues in the workplace.</li> <li>5. Business Analytics- Our graduates will be able to successfully analyze current trends in a competitive global market.</li> </ol>
<b>Language of Instruction</b>	Chinese. Some elective courses are in English.
<b>Semester Units</b>	36 Semester Units
<b>Is an Externship or Internship Required?</b>	No
<b>Graduation Requirements</b>	Students must complete 36 units to successfully graduate from the MBA program. 18 units are required. Students must select six elective courses equaling 18 units. Students must have a minimum of a 3.0 GPA to graduate.
<b>Job Classification SOC</b>	11-2020 Marketing and Sales Managers 11-3030 Financial Managers 13-1111 Business Management Analysts 25-1011 Accounting Professors

	25-1199 Project Management Professors 27-3090 Miscellaneous Media and Communication Workers
<b>Final Tests or Exams</b>	Yes. Students are evaluated through written and performance assessments.

<b>Course</b>	<b>Module Description &amp; Objectives</b>	<b>Semester Units</b>
<b>BUS 501 – Business Analytics</b>	This course will teach students the advanced concepts of the emerging field of business analytics, providing them with vital tools in understanding how data analysis works in today’s organizations. The program covers the three major tasks in modern Business Analytics: descriptive, predictive, and prescriptive data analytics. At the end of this course, the student will gain an understanding of how to use business analytics to formulate and solve business problems and become familiar with the processes needed to develop and analyze business data.	2
<b>BUS 501L – Business Analytics Lab</b>	This course provides practical activities in support to BUS501. Students will exercise the fundamental concepts of business analytics, learning and using computational tools utilized by today’s organizations. Exercises cover the three major tasks in modern Business Analytics: descriptive, predictive, and prescriptive data analytics. At the end of this course, the student will demonstrate critical thinking skills, making the intellectual connection between quantitative and qualitative tools, and possesses the ability to develop a new and innovative business model for dynamic national and international business environments.	1
<b>TMGT 505- Technology Management</b>	This course focuses on the integration of various aspects of management: from strategic management principles, decision making methods, through operations and process management with emphasis on technical and managerial challenges presented by emerging and evolving technologies. At the end of this course, the student will be able to articulate a broad set of management alternatives to address	3

	competing technologies and identifying operational scenarios and risk assessment for management challenges that affect new technical opportunities.	
<b>LMGT 506- Leadership &amp; Management</b>	This course focuses on the formation and development of groups through effective leadership. Team communication styles and roles within teams are examined; strategies that foster creativity in groups are discussed; and the impact of technology on teams and communication styles is evaluated. At the end of this course, the student will gain an understanding of how to compare and contrast theories of leadership within diverse groups and teams, and apply appropriate written and oral skills, technology and ethical leadership skills in organizational settings.	3
<b>GMKT 508- Global Marketing</b>	This course covers modern strategies to deal with a globalized business world. Political, socio-cultural, economic and culturally specific issues will be emphasized. In addition, the course will talk about how global marketers apply competitive advantage and strategic positioning to deal with culture, government regulation, and economic barriers. At the end of this course, the student will learn insight on how to develop a successful global marketing plan and be able to identify differences and similarities between local and international markets.	3
<b>MBA 509- Managing Innovation</b>	This course is designed to equip the students with the knowledge and management skills to address the needs of new and innovative enterprises in a changing and uncertain environment. Topics include technology forecasting and assessment, program or products election and control, market development, financial management, and regulations and ethics. This course will help students understand the innovation process and help students create strategies to overcome technological failures in the business world. At the end of this course, the student will learn the importance of strategic alliances and networks; and realize the relationship between	3

	innovation and market research also its influence on new product development.	
<b>ORG 513- Organizational Behavior</b>	This course focuses on organizational behaviors such as communications, culture, problem-solving and motivation. Increased self-awareness and effective self-management leads to more effective management of others. This course integrates organizational behavior theoretical frameworks, models and activities to promote effectiveness and continuous improvement. At the end of this course, the student will increase self-awareness and acquire a larger repertoire of management behaviors and skills to use with individuals and teams.	3
<b>Elective Courses- Students must pick six courses equaling 18 units</b>		
<b>ACM 502- Managerial Accounting</b>	This course teaches the students the principles of managerial accounting, which is the internal use of accounting information to manage modern firms, including planning, analysis, and decision making. This course focuses on information generated by internal accounting information systems to evaluate organizational performance, methods to evaluate financial alternatives, and create financial plans. At the end of this course, the students will be able to clarify cost classification knowledge and understand also prepare master budget.	3
<b>QNT 503- Quantitative Methods for Decision Making</b>	This course is designed to develop students' ability to analyze complex business situations. The course teaches business decision-making methodology and the tools of management science using quantitative analysis for management problems. This course focus is quantitative reasoning to train students in analyzing and interpreting data. At the end of this course, the students will apply tools and techniques to aid in decision-making and gain insight into the complexities of managerial decisions in a global environment.	3
<b>FIN 504-</b>	This course focuses on Financial Management. Students will understand the elements of financial management in the corporate	3

<b>Financial Management (English)</b>	<p>workplace. In addition, students will understand the elements of financial statements. Use financial theory and its associated tools to analyze financial scenarios, make capital budgeting decisions, and apply them to business enterprises. At the end of this course, the student will be able to evaluate risk and return and explain the trade-off. Students will apply the concepts of financial management to contemporary financial events.</p>	
<b>PMGT 510-Project Management</b>	<p>This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. Managerial philosophy and organization structure will be emphasized in this course. Students will explore project management with a practical, hands-on approach through case studies and class exercises. At the end of this course, the student will understand project management design, development, and deployment; and be able to identify and use key performance metrics for project success.</p>	<p>3</p>
<b>EMGT 511-Environment Marketing Management</b>	<p>In this course, the students learn to develop marketing plans and business practices that seek a balance among economy, environment, as well as social responsibilities. This course will introduce students to the dominant management models that have been applied historically. The work will set the scene for an analysis of contemporary policy approaches to environmental making, planning and management. At the end of this course, the student will possess the ability to analyze environmental management in relation to the major principles of sustainable development, and translate generic concepts and methods into critical reviews of real-world environmental management practices.</p>	<p>3</p>
<b>MBA 512-Decision Making and Negotiating</b>	<p>This course emphasizes decision making and negotiation in today's business world. Students will learn from many instances where employees have to negotiate with clients, customers, suppliers, and even with co-workers. Skillfully negotiated agreements will increase</p>	<p>3</p>



	<p>satisfaction, provide a calmer workplace, and help team to reach their business goals. At the end of this course, the student will recognize perils and pitfalls of decision-making and develop techniques that can improve them. Students will be able to apply the knowledge to model real-life problems.</p>	
<p><b>CMGT 514- Change Management</b></p>	<p>This course will focus on leading teams during periods of change. Students will understand the changing business environment, the elements of competitiveness, and the dynamic of entrepreneurship and business. Students will also comprehend human resources availability and the changing world of digital and internet business practices and how they interact with social networking and digital advertising work in the business world. At the end of this course, the students will gain an appreciation for the impact of change management on organizational results and be able to create action plans to past barrier points and to the desired future states.</p>	3
<p><b>HRM 515- Human Resources Management (English)</b></p>	<p>This course will focus on Human Resources topics such as screening, hiring, interviewing, training and promoting. Diversity training and EOE requirements will be emphasized. The course will examine the role of the human resource professional as a strategic partner in managing today's organizations. Implications of legal and global environments are appraised, and rising benefit costs are analyzed. At the end of this course, the students will be able to compare and contrast methods used for selection and placement of human resources, and identify and explain the issues involved in establishing compensation systems.</p>	3
<p><b>MIS 516- Managing Information Systems</b></p>	<p>This course provides the student with an overview of information systems used by businesses today. Students will build skills for the modern workplace, as they learn to lead management discussions and drive decisions about their firm's information systems. This course will also allow students to understand and discuss ethical and social issues in information systems and their applications. At the end of this course, the students will be able to map information technology to</p>	3

	business processes within the organization, and examine the role and ethical concerns with information systems including security and privacy.	
<b>CS 517- Computer Science for Business Professionals</b>	This course is designed for managers, product managers, founders, and decision-makers. Topics include cloud computing, networking, privacy, scalability, security, and more, with an emphasis on web and mobile technologies. Students emerge from this course with first-hand appreciation of how it all works and all the more confident in the factors that should guide their decision making. This course empowers students to make technological decisions even if not technologists themselves.	3

**Grades and Standards for Student Achievement - Satisfactory Progress**

Grades are awarded on a traditional A, A-, B+, B, B- ... F system.

The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

- |    |                  |    |                   |
|----|------------------|----|-------------------|
| A  | 4 Grade Points   | A- | 3.7 Grade Points  |
| B+ | 3.3 Grade points | B  | 3 Grade Points    |
| B- | 2.7 Grade Points | C+ | 2.3 Grade Points  |
| C  | 2 Grade Points   | C- | 1.7 Grade points  |
| D+ | 1.3 Grade Points | D  | 1 Grade Point     |
| D- | 0.7 Grade Points | F  | 0.00 Grade Points |

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the

student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

### **Minimum/Maximum Degree Time Requirements**

The institution understands that many students are working adults attending the University part-time. We encourage students to complete their studies as fast as possible. The minimum time to complete the online MBA program is 12 months. The maximum time to complete the online MBA program is one and a half times the program length (36 months), unless exceptional circumstances such as illness exist. The normal length of the academic program is indicated in the curriculum description for the academic programs in this catalog.

### **Attendance Policy – All Programs**

#### **Distance Education Instruction**

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. To assure this timely communication, your instructor will respond to each of your assignment submissions or exam submissions within 7 days. To further assure this timely communication, you must respond to each of your instructor's inquiries within 7 days as well.

In an online course, the student must demonstrate regular and substantive interaction with the instructor. Regular and substantive interaction is defined as completing one of the following academically related activities once a week in order to be marked as having attended and actively participating:

- Watch every class video (either real time or recorded) at least once
- Post to the course discussion board substantive comments relevant to the subject
- Substantive exchanges with the instructor about course content, concepts, and assignments
- Submit a graded unit assignment or exercise
- Attempt a pre-final exam or final exam
- Submit a final project

Logging into a course and clicking on resources will not count as having participated. Reading discussion boards, and reading or viewing course resources, though academically important, are not measured or counted as student attendance.

Online students who do not engage through one of the six activities for seven consecutive (7) calendar days will be withdrawn from Silicon Valley Business Institute.

## **CRITERIA**

<b>Individual Assignments &amp; Quizzes</b>	40%
<b>Discussion Assignments</b>	20%
<b>Team Project Assignments</b>	40%
<b>TOTAL</b>	<b>100%</b>

Written assignments are graded based on their content, organization, and mechanics. Please keep the following criteria in mind:

<b>Quality of Written Assignments</b>	<b>Poor</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceptional</b>
<b>Content</b>	Poor writing style with little or no specific details, no evidence of having studied the material, and/or off-topic.	Adequately written; some points elaborated but with minimal use of concepts from the material.	Well written, most points elaborated with clear and detailed information that supports thoughts and ideas and uses concepts from the material.	Well written, fully elaborates points. Clear and detailed information supports thoughts and ideas and shows full acquisition of concepts from the material.
<b>Organization and Mechanics</b>	Little or no structure present. Grammatical errors interfere with comprehension.	Organization present but awkward. Some grammatical errors present.	Good organization with few statements out of place. Minor grammatical	Clearly organized and remains focused. Few or no grammatical errors.

Your participation in Discussion Assignments will be evaluated as follows:

<b>Quality of online discussion</b>	<b>Poor</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceptional</b>
<b>Characteristics of posted messages</b>	Messages are either missing or reflect almost no evidence of having attempted to address the discussion prompt.	Messages attempt to address the prompt, but reveal clear shortcomings: e.g., partially incomplete, limited to repetition of course materials, display only superficial understanding and thought, etc.	Messages fully address all aspects of the discussion prompt.	In addition to fully addressing the prompt, messages exceed expectations: e.g., uniquely insightful contributions, critical reflection, strong connections to other posts and course content, integration of outside materials and experiences, etc.

## **Description of the Facilities & Type of Equipment Used for Instruction**

### **Distance Education Instruction**

The university recommends the following technical specifications to ensure that students can successfully take proctored examinations and complete online coursework. Students with questions should contact [contact@sybi.org](mailto:contact@sybi.org).

Students will need a:

- Desktop or laptop computer that runs at least Windows 7 or Mac OS X, with at least 2GB RAM
- Webcam (built in or external with a resolution at least 640 x 480, with 1280x720 recommended)
- Computer microphone (many webcams have built in microphones)
- Computer speakers or headphones
- Microsoft Office (e.g., Word, Excel, PowerPoint)
- Web browser (most current version) with Adobe Flash Player installed. (Adobe Flash Player is a free download at [www.adobe.com](http://www.adobe.com).)

- Reliable high-speed internet connection of at least 3 Mbps download and upload speed (test internet speed at [www.speedtest.net](http://www.speedtest.net))

Prior to enroll in a distance courses, answer following Self-Assessment questions to find out whether distance education is a good fit for you.

- I usually am able to comprehend what I read, including textbooks, study-guides, course syllabi, and other supplementary materials.
- I own or have readily available access to a computer that is connected to the internet.
- I am usually a self-motivated learner and usually accept responsibility for completing assignments, including preparing for examinations, with minimal oversight from my instructor.
- I am good at handling multiple tasks at the same time.
- I enjoy learning new computer technology skills
- In previous courses, I usually am able to create and follow a schedule without procrastinating and without “face-to-face” meetings with an instructor or fellow students to help me complete my assignments.
- My reading and writing skills have been adequate for successful completion of courses I have taken.
- I have been successful in previous classes with prioritizing my class workload.
- I understand that a distance education course requires at least as much or more time and effort as a classroom course.
- My computer skills are adequate for successful completion of distance education courses.
  - A. I have browsed the internet.
  - B. I understand how to use my computer’s DVD, CD or USB drive.
  - C. I can send, receive and reply to emails.
  - D. I can download and install plug-ins as needed.
  - E. I can print text or play audio and/or video files from Web sites.
  - F. I can save text, images, audio, or video from Web sites.
  - G. I can use a search engine to search the internet.
  - H. I can use word processing software (MS Word preferred) to create and save documents.

If you answered “No” to any of the questions, you may want to consider acquiring additional skills prior to enrolling in a distance education. To discuss your computer skills and other abilities necessary for successfully completing a distance course, please contact [contact@svbi.org](mailto:contact@svbi.org).

## **Library Resources**

Silicon Valley Business Institute's (SVBI) library is primarily a virtual library with connections online. SVBI also provides access to internet. Students are required to use learning resources as needed to complete course requirements established by the instructors. Students will be informed at the onset of each term of enrollment, of projects which will require research. As a matter of policy, all instructors will provide links to internet-based resources pertaining to lessons within each course. The list of resources is subject to continuous revision. Instructors assure that students are made aware of these resources at the beginning of each course. Students are to be directed to additional study materials pertaining to the specific lessons that constitute each of the courses within the degree program. Students are provided access to the online library through the use of a unique password issued by the administration at the time of enrollment in the program of study.

## **Privacy Act**

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

## **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Academic Freedom**

Silicon Valley Business Institute is strongly committed to fostering a teaching and learning environment that is based on academic freedom. The University is dedicated to the search for truth and its dissemination. Board Directors, administrators, faculty, staff and students of the University recognize and acknowledge that professional integrity requires the protection of academic freedom for all constituents to examine all pertinent data or information, question assumptions and to be guided by the evidence.

Academic freedom is defined as the essential right of faculty and students to seek the truth, inquire and freely express intellectual pursuits within a framework of critical assessment and appraisal. This basic right will be exercised by the faculty in their roles and performance of responsibilities.

Academic freedom for instructors includes the right to evaluate and grade the academic performance of students.

Academic freedom for students includes the right to be evaluated and graded fairly, transparently and competently. Punitive grading is not accepted except for justifiable cause such as when a student is found guilty of an academic violation such as cheating or plagiarism.

Both instructors and students have the freedom to express their opinions about the topic and material offered in their courses. However, they should not discuss controversial matter that has no relation to their subjects. Students have the right to disagree with the content and/or the teaching method of the instructor or class. However, this does not mean that students have a right to be disruptive to the classroom environment or to avoid completing assigned projects, papers, tests or other forms of classroom assignments or assessment of performance.



It is not inappropriate for an instructor and a student to meet outside of class to share their views about topics not related to the course content. However, they are encouraged to explore appropriate and applicable ways to discuss related subject matter within the content and context of the classroom.

Academic freedom means having the right for a student to pursue appropriate actions against an instructor by filing a formal complaint based on grounds of incompetence and/or unprofessional or unethical behavior. An instructor also has right to pursue appropriate disciplinary actions against a student based on grounds of inappropriate or unethical behavior or conduct.

Students from all levels and disciplines have the right to receive quality presentation and teaching of philosophies related to their disciplines. However, it does not mean that instructor has to give equal weight to all theories to students from different disciplines or level.

Instructors are free to express individual opinions (oral or written), free from any censorship or discipline, provided they clearly indicate that they do not represent, speak for, or on behalf of Silicon Valley Business Institute.

Instructors, staff and students shall be free to associate through membership in professional, political, religious, fraternal, and social organizations of their choice, provided they clearly indicate that they do not represent, speak for, or on behalf of the University.

The Silicon Valley Business Institute adjudication process shall be used to protect individual rights and the integrity and sustainability of the University and be used to resolve any disagreement between the student, instructor, staff and the University regarding their exercise of academic freedom.

### **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue

associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **Student's Right to Cancel**

This institution offers distance educational programs where the instruction is offered in both real time and recorded videos. The Institution shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date the written notice of cancellation is sent to the email: [contact@sybi.org](mailto:contact@sybi.org), or mailed to the the address: 1525 McCarthy Boulevard, Milpitas, CA 95035. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Cancellation must occur prior to the receipt of the first lesson and materials, which will occur within seven days after the institution accepts the student for admission.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons are material are transmitted.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The student shall provide a written notice of program withdrawal to the email: [contact@sybi.org](mailto:contact@sybi.org), or mailed to the following address: 1525 McCarthy Boulevard, Milpitas, CA 95035. After approval, the refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for books and materials not returned in new condition as stated as refundable on the enrollment agreement. A refund will be made within 45 days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five-day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Refund Policy**

A prorated refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution 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 educational program in which the student was enrolled.

### **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school administrative office:

Silicon Valley Business Institute  
1525 McCarthy Boulevard, Milpitas, CA 95035

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the University. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the University's Grievances policy.

## **Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the administrative office:

Silicon Valley Business Institute  
1525 McCarthy Boulevard, Milpitas, CA 95035

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

## **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the administrative office:

Silicon Valley Business Institute  
1525 McCarthy Boulevard, Milpitas, CA 95035

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Any remaining unresolved complaints may be directed to the following address:

### ***Distance Education Accrediting Commission***

Website: [www.deac.org](http://www.deac.org)

Address: 1101 17th Street NW, Suite 808, Washington, D.C. 20036

Tel: 202.234.5100

### **Bureau for Private Postsecondary Education**

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax Number: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

Complaint procedures

Right to Cancel

Student Tuition Recovery Fund

Notice Concerning Transferability of Credits

Student Grievance Procedures

Student Rights to Inspect Records and Obtain Transcripts

Non-Discrimination Policy

Academic Freedom

Sexual Harassment

## **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **Placement Services**

The mission of our career service is to promote the success of our students and alumni by facilitating their personal and professional growth and development. For those students seeking to change careers or explore new career opportunities, we offer free career services support, including individual career advising such as resume/cover letter review and mock interview by appointment, career workshop with topics like job search strategies and interview skills once per semester, and career fairs with the opportunities to meet potential employers and internship providers twice a year. To participate the workshop and career fairs, students are required to register for the events. The detailed information will be sent to student's email. While we cannot promise to place anyone in any job, our services and expertise can make the transitions easier.

## **Student Housing**

This institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing around the south bay area can be found at craigslist (<https://sfbay.craigslist.org/sby/>). ApartmentGuide.com is an alternative way, monthly rent for a one-bedroom unit is approximately \$1,700 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

## **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

## **Return of Lessons and Projects (distance education)**

Instructors will evaluate student's submission of lessons, projects, or dissertations and will return within seven days from the date of receipt of such items.

## **Student Identity Verification**

- Students are required to authenticate each time they log into the Learning Management System to access their course(s).
- All online course work that is graded or contributes to a student's grade is submitted via a system that verifies a student's identity through a unique and secure login.
- For courses delivered through interactive video, the identity of the students is verified visually by the instructor.

# **Statement on Equality and Diversity**

## **1. Our Charter for Inclusivity**

At Silicon Valley Business Institute, we are committed to working together to build a learning community founded on equality of opportunity, a learning community which celebrates the rich diversity of our faculty, staff, and student populations. Discriminatory behavior has no place in our community and will not be tolerated.

Silicon Valley Business Institute equality and diversity policies promise equal treatment and opportunity for all regardless of gender, sexuality, race, color, disability, religion, age, and ethnicity or nationality. We call on all members of our community to make a personal commitment to equality and diversity.

## **2. General Statement of our Equality and Diversity Policy**

The achievement of genuine equality of opportunity is at the heart of our mission as a provider of higher education. We aim to build a learning community which exhibits the diverse range of skills and experience which cannot be found within any single group of faculty, staff or students. In pursuing this goal, we want our community to value and to be at ease with its own diversity and to reflect the needs of the wider community within which we operate.

Silicon Valley Business Institute will adhere to all applicable federal and state laws as they pertain to equality and diversity. However, Silicon Valley Business Institute highly encourages all faculty, staff, and students to embrace equality and diversity and to go beyond the strict confines of these laws to provide genuine opportunities for all.

## **3. Responsibility**

Every member of our community has a moral and legal responsibility to promote equal treatment within our community and to respect its diversity.

The Silicon Valley Business Institute head of Human Resources is responsible for matters relating to equality of opportunity in employment. This includes developing policies which meet all applicable federal and state legislation and for monitoring and enforcing these policies for all faculty and staff. All faculty, staff, and students are responsible for ensuring that their actions are carried out in accordance with this policy. They may be held personally to account, should their actions fall short of the requirements of this policy in any way.

The Silicon Valley Business Institute Chief Academic Officer is responsible for matters relating to student equality. This includes developing policies which meet all applicable federal and state legislation and for monitoring and enforcing these policies for all students. All students are responsible for ensuring that their actions are carried out in accordance with this policy. They may be held personally to account, should their actions fall short of the requirements of this policy in any way.

## **4. Applicability**



This policy covers all aspects of employment and academic life, including advertisements, recruitment, induction, compensation, conditions of service, staff development, change management, promotions, grievance and disciplinary procedures, course development, student admissions, learning and teaching, and assessment. It applies also to relationships with other institutions and with suppliers and contractors. The policy applies to the treatment of potential/future as well as existing faculty, staff, and students.

## **5. Equality and Diversity: Employment**

We are committed to being an equal opportunity employer. Our goal is to have faculty and staff from all groups in our society represented at all levels of employment, both to ensure that no available talent is overlooked and to provide role models for our students.

### **▪ Recruitment and Selection**

All stages of recruitment and selection will be conducted in accordance with all applicable federal and state laws as well as Silicon Valley Business Institute Recruitment and Selection Policy. All staff who serve on appointments committees will receive mandatory training and support.

### **▪ Induction**

All staff will take part in induction programs tailored to their needs.

### **▪ Probation**

Silicon Valley Business Institute probation procedures for new staff will reflect the principles contained in this policy.

### **▪ Promotion**

Opportunities for promotion will be openly advertised. Promotion procedures will be based on an objective assessment of candidates against published criteria.

### **▪ Faculty & Staff development**

Faculty and staff at all levels and in all areas of work will have an equal right of access to the training and development they need. Uniform and equitable criteria will be applied in formulating and implementing training and development programs. Silicon Valley Business Institute seeks to avoid perceived imbalances in the allocation of resources for training and development.

### **▪ Disciplinary and grievance procedures**

Faculty and staff members who believe that they have been discriminated against by their membership of an under-represented group in any disciplinary or grievance procedure will be encouraged to pursue the matter in accordance with the spirit and procedures of this policy. Silicon Valley Business Institute will routinely monitor all actions under the grievance and disciplinary procedures by gender, sexuality, race, color, disability, religion, age, and ethnicity or nationality.

### **▪ Equality and Diversity: learning and teaching**

Silicon Valley Business Institute is committed to ensuring that all students, both actual and potential/future, enjoy equality of opportunity and are free from any experiences of any form of discrimination whether

direct, indirect or through victimization. We recognize that the content of our academic programs directly and actively informs students of the University's commitment to diversity. We will seek to ensure that all programs promote equality with respect to gender, sexual orientation, race, color, disability, religion, age, and ethnic or national origin. We will urge our staff to avoid making assumptions and having expectations of our students based on misconceptions or stereotypes of how particular groups are perceived to perform or behave. The religious heritage, scientific, technological and mathematical achievements, visual arts, music and literatures of non-Western societies and other groups will be appropriately represented in our learning materials.

## **6. Student recruitment**

We are committed to promoting access to higher education to under-represented groups and individuals. Recruitment and admissions practices will be free from unlawful discriminatory criteria. Questions relating to the applicant's race, ethnic origin, age, disability, religion, gender, color, sexuality, marital status or family responsibility, will not be part of the selection process – and will not play any role in the admission of a student to the University.

### **Other Disclosures**

#### ***Catalog Update Policy***

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

#### ***Policy – Distribution of This Catalog and Program Brochures***

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

#### ***Instructional Location***

The instructional method will be a distance education. The students will have an in-residence learning with qualified technology requirements/components on your own responsibilities.

### ***BPPE Approval***

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

### ***Financial Stability – Bankruptcy History***

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

### ***Review Documents***

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

### ***Questions***

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897

### ***Complaints***

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### ***NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION***

The transferability of credits you earn at Silicon Valley Business Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree 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 or degree

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 Silicon Valley Business Institute to determine if your credits or degree will transfer.”

### ***Visa Related Services***

This institution only provides distance education, no visa related services for international students are offered.

The following apply to students for whom English is not their primary language:

### ***Language Proficiency***

For a student whose college or equivalent coursework was not completed in English, and for whom English was not a primary language, if interested in English-based program(s), the student must attain qualifying score of 550 (paper-based) or 80 (internet-based) on TOEFL. An IELTS score of 6.5 is sufficient. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

### ***Instruction***

Instructions will be given in English and Chinese in separate programs.

### ***English as a Second Language Instruction***

This institution does not provide ESL instruction.

### ***Accreditation Status***

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## ***STRF Disclosure***

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

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

### ***Policies and Procedures Regarding Financial Aid***

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### ***Loan Repayment***

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

### ***Financial Aid Disclosures***

No financial aid is offered. If the institution get accredited, the student will be eligible for federal financial aid programs.

### ***Professions – Requirements for Eligibility for Licensure***

None of the educational services offered lead to occupations that require licensure.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### ***Catalog and Policies Availability***

This catalog and all policies may be found at <http://www.svbi.org/>

## **Administration and Governing Board**

### **Name of the legal entity**

Yinjie Ma

### **Administrative Staff**

**Founder/CEO/COO:** Yinjie Ma

**Co-Founder/CFO/CAO:** Ji Luo

### **Governing Board**

#### **1. Chairman of the Board:**

Name: Ji Luo

Address: 1143 Munich Ter, Sunnyvale, CA 94089

Telephone: (650) 248-0228

#### **2. Board Member 1:**

Name: Yinjie Ma

Address: 1525 McCarthy Blvd, Milpitas, CA 95035

Telephone: (858)832-3000

#### **3. Board Member 2:**

Name: Jing Zhou

Address: 10732 154th PL NE, Redmond, WA 98052

Telephone: (732)237-6170

#### **4. Board Member 4: Vivi Chen**

Name: Vivi Chen

Address: 14660 Hancock Court, Los Gatos, CA. 95032

Telephone: (408)306-3927



## **Faculty**

### **MBA Professionals (Part-Time)**

Ji Luo

Ph.D., Computer Science and Engineer

The Hong Kong University of Science and Technology

Sam Lou

Ph.D., Financial Management of Higher Education

University of Minnesota

Peter Lou

Master of Business Administration

University of Illinois

Brian Harman, Master

Master of Business Administration

Pepperdine University

Hormoz Mogarei

Master of Business Administration

University of Phoenix

Zoey Wang

Ph.D., Economics

Texas A&M University

Emily Pan

Master of Business Administration

University of Southern California

Steve Siew

Master of Business Administration

Leavy Graduate School

Kevin Shi  
Master of International Management  
Thunderbird School of Global Management

Helen Liu  
Master of Science Degree in Accounting  
University of Illinois

### **Academic Calendar**

The academic calendar is divided into three semesters which are approximately 4 months long. The duration of the Master's Program should be six semesters. The following is the schedule for the 2019-2020 school year.

#### **2019-2020 Academic Year**

<b>Semester</b>	<b>Start Date</b>	<b>End Date</b>
<b>2019 Summer</b>	Apr 5, 2019	Jul 19, 2019
<b>2019 Fall</b>	Sep 18, 2019	Jan 8, 2020
<b>2020 Spring</b>	Jan 15, 2020	Apr 30, 2020
<b>2020 Summer</b>	Jun 25, 2020	Oct 9, 2020
<b>2020 Fall</b>	Oct 15, 2020	Jan 28, 2021