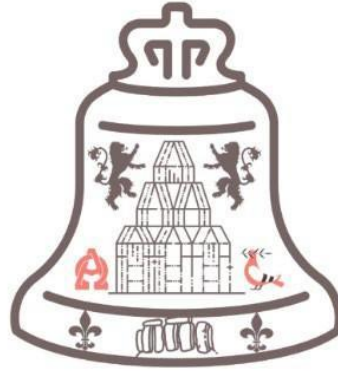




NEW WESTERN
UNIVERSITY



New Western University

Student Handbook

2026

New Western University
970 S Village Oaks Dr. Ste 212
Covina, CA 91724

New Western University operates under an exemption from the California Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code section 94874(b)(1).



Welcome to New Western University!

Dear Students,

Welcome to New Western University (NWU)! We are excited to support your academic and professional goals. At NWU, we believe that education is a powerful force for change and advancement. We are committed to delivering innovative, inclusive, and high-quality distance learning in business and technology. This handbook is designed to help you navigate your academic journey and better understand our policies, procedures, and services.

Please review this handbook carefully and refer to it often. For the most up-to-date information, consult the NWU Catalog and your online student portal.

Sincerely,

Dr. Kevin Liu

President

New Western University



1. General University Information

Mission Statement

To provide adaptive, high-quality distance education in business and technology that delivers measurable success and equips students to excel in a dynamic world.

Vision

To transform global education by fostering innovation, inclusion, and resilience, empowering learners to create meaningful change.

Core Values

- **Resilience:** Growth and innovation through overcoming challenges.
- **Inclusion:** A global community valuing diverse perspectives.
- **Innovation:** Technology and new methods advancing education.
- **Integrity:** Academic transparency and ethical practices.
- **Student Success:** Personal and professional achievement.
- **Global Leadership:** Collaboration and leadership in a connected world.
- **Sanctuary:** Safety and support for growth and adaptability.

University Profile

New Western University is sponsored by the International Innovation Research Center (IIRC), a non-profit professional organization for entrepreneurs and educators. NWU provides affordable, industry-designed programs to IIRC members. Courses are conducted entirely online with live instruction through Zoom.

Legal Authorization and Accreditation Status

NWU operates under exemption granted by the California Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section



94874(b)(1). NWU is not accredited by an accrediting body recognized by the U.S. Department of Education.



2. Academic Programs and Policies

2026 Academic Calendar

NWU operates on a quarterly system with four terms per year.

Winter Quarter (January – March)

- Quarter Begins: January 5, 2026
- Last Day of Instruction: March 20, 2026

Holidays Observed:

- Martin Luther King Jr. Day: January 19, 2026
 - President's Day: February 16, 2026
-

Spring Quarter (April – June)

- Quarter Begins: April 6, 2026
- Last Day of Instruction: June 19, 2026

Holidays Observed:

- Memorial Day: May 25, 2026
 - Juneteenth: June 19, 2026
-

Summer Quarter (July – September)

- Quarter Begins: July 6, 2026
- Last Day of Instruction: September 18, 2026

Holidays Observed:



- Independence Day: July 4, 2026
 - Labor Day: September 7, 2026
-

Fall Quarter (October – December)

- Quarter Begins: October 5, 2026
- Last Day of Instruction: December 18, 2026

Holidays Observed:

- Columbus Day: October 12, 2026
- Veterans Day: November 11, 2026
- Thanksgiving Break: November 26 – 29, 2026
- Winter Holidays: December 24 – 26, 2026
- New Year's: December 31, 2026 – January 2, 2027

Degree Program: Master of Business Administration (MBA)

Concentrations:

- Risk Management
- Artificial Intelligence

Program Length: 1.5 years (6 quarters)

Graduation Requirements:

- Completion of 48 quarter units
- Minimum cumulative GPA of 3.0 on a 4.0 scale
- Fulfillment of all financial and academic obligations



- Submission of graduation application

Course Structure and Delivery

All courses are delivered online through Populi and Zoom. Each course includes live lectures, assignments, discussion participation, and assessments.

Grading Scale

Grade	Score	Grade Explanation	GPA
A	92-100	Excellent	4.00
A-	90-91	Good	3.70
B+	88-89		3.30
B	82-87	Average	3.00
B-	80-81		2.70
C+	78-79		2.30
C	72-77		2.00
C-	70-71	Unsatisfactory	1.70
F	Below 70	Fail	0.00
CR	—	Credit	—
NC	—	No Credit	—
I	—	Incomplete	—
W	—	Withdrawal	—

Incompletes and Course Withdrawal



Incompletes must be resolved in the following quarter or converted to an F. Students may withdraw from a course up to Week 6 with approval. A W grade is recorded and does not impact GPA.

Repeating Courses

Courses may be repeated for a higher grade. Only the highest grade counts toward GPA.

Attendance and Participation

Students must complete academic activities weekly. Failure to attend class for three consecutive weeks may result in administrative withdrawal from the program. Attendance in live sessions and viewing recordings and posting to discussions is required. Scholarship students must maintain a 90% attendance rate to remain eligible for their scholarship.

Academic Integrity Policy

Violations include plagiarism, cheating, unauthorized collaboration, and falsification. Consequences range from grade penalties to expulsion.



3. Technology and Online Learning

It is crucial to have the proper technology in order to have a successful course when participating in NWU's online program. To use the university's learning management system (Populi), we recommend that you meet the technical requirements below.

Technology Proficiency:

Students should have the following basic technology skills:

- Basic computer operations
- Sending/receiving emails and attachments
- Using web browsers effectively
- Conducting online searches
- Downloading, installing, and updating software
- Using browser plug-ins (e.g., PDF reader, video/audio players)
- Using productivity tools (e.g., word processors, spreadsheets, presentation software)
- Recognizing common file types: .pdf, .rtf, .doc/.docx, .txt
- Ability to independently learn new tech (e.g., via tutorials or help videos)

Required Software (e.g., operating systems, productivity tools, and specialized applications):

- A current internet browser: Mozilla Firefox, Google Chrome, or Microsoft Edge (preferred)
- Adobe Acrobat Reader (or any PDF reader) for viewing course documents
- Zoom desktop client (updated regularly) for live lectures and meetings

Optional Software:



- Microsoft Office Suite (Word, Excel, PowerPoint) or equivalent productivity tools

Internet Access Standards:

- Download speed: Minimum 50 Mbps
- Upload speed: Minimum 20 Mbps
- Wired (Ethernet) connection strongly recommended for live sessions

(Note: Wireless connections may be impacted by distance, usage, or interference. Students should monitor performance and maintain a backup plan for internet access interruptions.)

Additional Equipment:

- Webcam (built-in or external) with at least 720p resolution
- Speakers, headphones, or earbuds for audio
- Microphone (built-in or external) for participation and recordings

Online Etiquette Guidelines

- Log in early and be prepared
- Use your full name and appropriate background
- Dress as you would in class
- Stay focused and engaged
- Mute when not speaking; use chat respectfully



4. Student Rights and Responsibilities

Student Code of Conduct

Students must uphold the integrity, safety, and professionalism of the academic environment. Prohibited conduct includes:

- Academic dishonesty (cheating, plagiarism)
- Harassment or discrimination
- Disruption of instruction
- Drug/alcohol violations
- Privacy invasion or cyber misconduct

Student Identity Verification

Students are required to verify identity with a government-issued ID at admission and during proctored exams or live sessions.

FERPA and Privacy

Student records are protected under the Family Educational Rights and Privacy Act (FERPA). Students may:

- Inspect records within 45 days
- Request amendments
- Control disclosure of personal information

Contact Information

For questions regarding student privacy rights, FERPA compliance, or institutional data protection practices, students and staff may contact:

Interim Chief Operating Officer (Lily Shen)

Email: onestop@nwuus.org



The Chief Operating Officer is responsible for overseeing privacy compliance and will respond to concerns or requests related to access, amendment, or disclosure of student records. Students may also request a meeting to discuss any questions related to this policy.

Complaints and Grievances

At New Western University (NWU), students are encouraged to first resolve concerns informally by speaking directly with the faculty or staff member involved. If the issue is not resolved, students may submit a formal complaint.

How to Submit a Complaint:

- Send a complaint to the **Chief Operating Officer (COO)** at **onestop@nwuus.org**
- Include:
 - A clear description of the issue
 - Supporting facts and documentation
 - Desired resolution

Students may also request a Zoom meeting with the COO to discuss the matter.

Complaint Review Process:

- The COO will acknowledge receipt of the complaint within **one business day**.
- The complaint will be assigned to the appropriate university official:



- **Academic Affairs Manager:** Academic policy issues
 - **Academic Dean:** Faculty conduct concerns
 - **COO:** Administrative or technology-related complaints
-
- A formal response will be issued within **5 business days**. If more time is required, the student will be notified.
 - All complaints and actions taken are documented.

External Grievance and Complaint Procedures

Students may file a complaint with the Bureau for Private Postsecondary Education (BPPE) California Department of Consumer Affairs if they believe an institution has violated the laws and/or regulations governing the institution's operation, including unlicensed activity. If you have questions or need assistance with filing a complaint please send a message or call (888) 370-7589, press 3 when prompted. Students may file a complaint by using the Bureau's online complaint submission link, <https://connect.bppe.ca.gov/#/submitcomplaint> (preferred) or by downloading the complaint form https://bppe.ca.gov/forms_pubs/complaint.pdf and mailing it to this address:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818



5. Academic and Student Services

Academic Advising

Program-specific advising is available through the Academic Dean and Academic Affairs Manager. Please feel free to contact these staff members if there are any academic questions or concerns.

Library and Learning Resources

With a history of educational and technological innovation, New Western University has established an extensive library with a comprehensive array of scholarly and professional research material. The core of the library consists of a collection of databases available to students and faculty. Students and faculty have access to the entire library throughout their program of study. The library services are available to users 24/7 through the NWU's online learning platform.

The library resources have been specially designed for the unique needs of New Western University and to enhance our students' overall experience.

NWU Libraries:

Library and Information Resources Network (LIRN)

The LIRN® virtual library provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, CREDO Reference, eLibrary, and more, covering topics for General Education, Business, and Medical programs.

The LIRN® Library Core Collection contains millions of articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books and reference titles included in these available databases:

- Gale Cengage/InfoTrac databases
- Academic OneFile
- Business & Company Resource Center



- Business Economics and Theory Collection
- Business Index ASAP
- Communications and Mass Media Collection
- Computer Database
- Custom Newspapers
- Expanded Academic ASAP
- General Business File ASAP
- General OneFile
- Health & Wellness Resource Center
- Health Reference Center Academic
- Literature Resource Center
- Nursing and Allied Health Collection
- Opposing Viewpoints Resource Center with Critical Thinking
- Psychology Collection
- Student Resources in Context
- Virtual Reference Library

APA Writing Lab by Owl

The APA writing lab developed by Owl (Purdue University) provides students with an online tool for ensuring their papers are properly formatted for APA style.

<http://owl.english.purdue.edu/owl/resource/560/18/>

Cornell Legal Information Institute (ILI)

The Cornell LII is a small research, engineering, and editorial group housed at the Cornell Law School in Ithaca, NY. Our collaborators include publishers, legal scholars, computer scientists, government agencies, and other groups and individuals that promote open access to law worldwide.

<https://www.law.cornell.edu/>

Edgar



Learn how to quickly research a company's operations and financial information with EDGAR search tools. Data and information compiled by the US Securities and Exchange Commission.

Free Management Library

Free Management Library provides free, easy-to-access, online articles to develop yourself, other individuals, groups and organizations (whether the organization is for-profit or nonprofit).

<https://managementhelp.org/>

Google Scholar

Google Scholar provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites. Google Scholar helps you find relevant work across the world of scholarly research.

<https://scholar.google.com/>

ERIC

ERIC is an online library of education research and information, sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education.

www.eric.ed.gov

IT Support

For login or platform issues, email: onestop@nwwu.org



6. Tuition, Fees, and Financial Information

Tuition Rates

- Graduate courses: \$550 per unit
- MBA Program: \$26,400 (48 units)

Program Course Level	Cost
Graduate Level Courses (500 – 599)	\$550 per credit hour

Quarter Tuition Charge (2 courses)	Estimated Total Tuition Charge
\$4,400	\$26,400

Other Fees

Description	Fee
Application Fee (Non-Refundable)	\$75
Program Registration Fee (Non-Refundable)	\$105
Course Registration Fee (Quarter)	\$20
Textbooks and Materials (estimate)	\$600



Late Registration Fee	\$50
Change-of-Course Fee (Add / Drop)	\$10
Deferral Admission Fee	\$50
International Express Mailing Fee	\$200
Graduation Fee	\$250
Official Documents or Transcript Fees (per Copy)	\$10
Student Tuition Recovery Fund (STRF) Fee (CA Residents):	\$ 0.00 per \$1,000

Textbooks and Materials: \$600 (estimate). Currently, NWU provides all required textbooks and materials at no cost to students. Faculty use Open Educational Resources (OER) and other freely available materials for each course. The estimated cost listed above is disclosed to ensure transparency about possible future costs, in the event NWU changes its textbook policy. This estimate does not reflect a current charge.

Financial Aid

NWU does not participate in Title IV federal aid programs. Payment is due at the beginning of each quarter. NWU does not offer private loans.

NWU Full Scholarship Program



Award covers full MBA tuition (up to 48 units). To maintain the scholarship, NWU requires recipients to:

- Maintain a minimum 3.2 GPA
- Comply with NWU's values, including academic integrity and professionalism
- Maintain a 90% attendance rate
- Demonstrate diligent study habits and complete all courses each quarter

Refund and Withdrawal Policy

New Western University (NWU)'s refund policy is as follows:

Students receive a prorated refund, based on the date of withdrawal, according to the refund schedule below. Refund percentages apply to tuition charges only. For students who withdraw after the cancellation period, the application fee, program registration fee, and course registration fee for the current and past terms are non-refundable. Applicable refunds are provided within 30 calendar days of the withdrawal date.

Refund Schedule	
Week of Withdrawal	Refund Percentage
Week 1	100%
Week 2	80%
Week 3	70%
Week 4	60%
Week 5	50%
Week 6	40%



Week 7	30%
Week 8	20%
Week 9	10%
Weeks 10-11	0%

Refund Sample Calculation: If a student who is registered for 8 credits for the quarter and paid \$4,400 withdraws from the University during the fourth week of the term, the student would receive a refund of \$2,640 ($\$4,400 \times 60\%$).



7. Contact and Additional Information

New Western University

970 S Village Oaks Dr. Ste 212

Covina, CA 91724

Website: www.nwuus.org

Business Hours: 9:00 AM – 4:00 PM, Monday–Friday

Key Contacts

If you need assistance at any point during your studies at New Western University, please reach out to the appropriate staff member below. We are here to support your academic and administrative needs.

Interim Chief Operating Officer: Lily Shen

- onestop@nwuus.org
- Contact for questions related to admissions, enrollment, or technical issues.

Academic Dean: Dr. Kateryna Sydorenko

- katerynas@nwuus.org
- Reach out with questions about academic policies, courses, or program-related concerns.

Academic Affairs Manager: Lily Shen

- studentservices@nwuus.org
- For general student support, help with class access or scheduling, or if you're unsure who to contact, email Lily.

Chief Financial Officer: Jennifer Zhao

- finance@nwuus.org
- Contact for inquiries related to tuition and billing, scholarships, refunds, or payment deadlines.