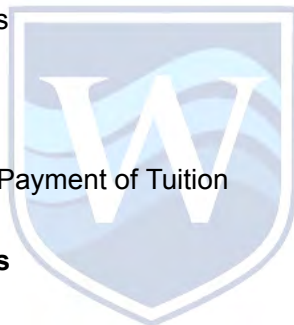




**WESTCLIFF UNIVERSITY CATALOG | CANADA**  
**SEPTEMBER 1, 2025 - AUGUST 23, 2026**

3600 Steeles Ave E., Markham, ON, L3R 9Z7 | (647) 601-3594 | [westcliff.edu/canada](https://westcliff.edu/canada)

<b>Welcome</b>	<b>4</b>
Message from the President	4
<b>Westcliff University</b>	<b>5</b>
Purpose, Mission and Values	5
Institutional Learning Outcomes (ILOs)	6
<b>University Information</b>	<b>7</b>
Campus Locations	7
Hours of Operation	7
<b>Accreditations and Approvals</b>	<b>8</b>
Accreditation Information	8
<b>Academic Calendar</b>	<b>9</b>
Academic Year	9
September 1, 2025 - August 23, 2026	9
<b>Admissions and Enrollment Policies and Requirements</b>	<b>11</b>
Admission Policies and Requirements	11
Enrollment Policies and Requirements	17
Visiting and Auditing Courses	21
Facilities, Equipment and Materials	21
Learning Platforms and Modalities	22
<b>Tuition</b>	<b>23</b>
2025-2026 Tuition and Fees	23
Notice of Additional Fees for Late Payment of Tuition	25
Methods of Payment	25
<b>Financial Aid Programs and Policies</b>	<b>26</b>
Payment Options	26
Code of Conduct Policy	26
Withdrawal from Courses	27
<b>Academic Policies and Requirements</b>	<b>28</b>
Grading Policy	28
Academic Distinctions	29
Credit Hour Policy	29
Transfer of Credit Policy	30
Satisfactory Academic Progress (SAP) Policy	33
Academic Appeal Process	34
Course Repeat Policy	36
Academic Dismissal Policy	36
Academic Integrity Policy	37
Academic Program Improvement Policy	38
Teach-Out Plan	39
<b>College of Technology and Engineering (COTE)</b>	<b>40</b>
College Mission Statement	40
<b>Westcliff University Courses</b>	<b>44</b>



Course Code Definitions	44
<b>Course Descriptions</b>	<b>44</b>
<b>Administrative Policies and Requirements</b>	<b>48</b>
Anti-Bribery and Anti-Corruption	48
Alcohol & Drugs Policy	48
Technology Policy	49
Technology Requirements	49
Student Rights Policies	52
Student Records Policies	55
Non-Academic Dismissal Policy	65
Non-Academic Grievance Policy and Procedure	66
<b>Campus Safety Policy</b>	<b>68</b>
<b>Housing</b>	<b>69</b>
Homestay	69
Roommate Search	69
<b>Student Services</b>	<b>70</b>
Resolution Center	70
Additional Questions	70
Academic Counseling	70
Academic Resource Center (ARC)	70
Commencement Ceremony	70
Library & Digital Resources Center	70
Study Groups	71
Workshops	71
Additional Resources	71
<b>Alumni Affairs &amp; Career Services Center</b>	<b>72</b>
Career Services	72
Alumni Association	73
Placement Services	73
STEM Designation Policy	73
<b>Rights and Obligations of the Institution</b>	<b>75</b>
Rights and Obligations of the University Community	75
<b>Program Advisory Council</b>	<b>76</b>
Program Advisory Council Members	76
<b>Disclosures and Notices</b>	<b>78</b>
Photograph and Recording Disclosure	78
Notice of No Pending Petitions	78
Equal Opportunity Institution and Employer	78
Posters, Notices, and Handbills	78
<b>Catalog of Record</b>	<b>79</b>
<b>Acknowledgement of Catalog and Student Handbook Receipt</b>	<b>80</b>



# Welcome

## *Message from the President*

Greetings and welcome to Westcliff University. Selecting the right institution for your studies is a significant decision. You have likely considered several factors, such as reputation, programs, location, cost, and the community of the institution. At Westcliff University, we strive to create an institution that you would be proud to join, one that offers a vibrant and inclusive community in which the needs of our individual students are prioritized and the diversity of our collective student body is embraced and celebrated.

Our learning environment nurtures innovation and excellence at every level. Through our own CAPRI© model of learning, we have developed a curriculum that challenges you to explore diverse perspectives while advancing your capacity for the practical application of relevant industry standards and best practices. We emphasize a personalized learning experience supported by professors who are practicing professionals, offering students valuable opportunities to learn directly from those actively engaged in their fields.

During your time at Westcliff, you will have many opportunities to invest in your own professional and personal growth. Westcliff provides an abundance of resources to support your professional development, including workshops, personalized training sessions, and networking events. We also value the student experience offering a variety of different activities, clubs, and events designed to expand your perspective and enrich your life. Your well-rounded success is central to our mission and our most substantial investment.

We welcome you into the Westcliff community with open arms, and we are prepared and excited to partner with you as you navigate your education and career. Westcliff's entire staff, faculty, and leadership remains committed to honoring the trust you have placed in us by enrolling in our university.

As President of Westcliff University, I am delighted to welcome you to our community, and I have no doubt that choosing Westcliff University for your studies will have a positive impact on your future.

**Warm Regards,**

**Anthony Lee | EdD, MBA**

**President**

**Westcliff University**

# Westcliff University

## ***Purpose, Mission and Values***

### ***Purpose and History***

Westcliff University was established to provide quality education for students wishing to enter the fast-growing fields of Business and Education. While some schools focus solely on theoretical concepts, Westcliff University prepares students for the practical and theoretical elements required by the current job market. Westcliff University offers full-time working students a chance to enroll in innovative online and hybrid distance education courses that are convenient and affordable.

Westcliff University emphasizes the importance of preparing students personally, academically, and professionally. To ensure its programs are innovative, up-to-date, and of high quality, the University has guidance and expertise from members of its Board of Trustees and Program Advisory Council that includes key leaders from organizations including Royal Bank of Canada, FGF Brands, Hanon Systems Canada, Motorola Solutions, Ping Identity, The Expert Press, IncrementOne, Accelor Group, George Brown College, Humber College, and other local and national businesses and organizations.

### ***Mission and Vision***

The Westcliff University mission is to educate, inspire, and empower students from around the world to achieve personal and professional success by providing practical, innovative, high-quality campus and online programs.

The Westcliff University vision is to become the most innovative global educational institution, respected for its transformative, technologically advanced programs and initiatives with a focus on excellence, social responsibility, and diversity.

### ***Values and Core Competencies***

The following values are practiced at Westcliff University:

**Accountability**

**Collaboration**

**Compassion**

**Diversity, Equity and Inclusion (DEI)**

**Global Citizenship**

**Integrity**

**Social Responsibility**

An important dimension of Westcliff University's mission to *educate, inspire, and empower* students from around the world is the attainment of core competencies. These competencies delineate the skills, attitudes, and knowledge that are critically needed to achieve the university mission, and as such play a vital role in the development of each student. Additionally, these competencies are aligned institutional learning outcomes specific to the Undergraduate, Master's and Doctorate levels. The following seven core competencies align with the university's institutional learning outcomes, ensuring personal and professional enrichment:

**Critical Thinking**

**Ethics**

**Information Literacy**

**Interpersonal Skills**

**Oral Communication**

**Quantitative Reasoning**

**Written Communication**

The core competencies are applied cumulatively across several disciplines and foster a holistic approach to educating students to be successful in a variety of endeavors. Individually, these dimensions of competency can be used as a foundational tool for assessment and the subsequent professional development of each student.

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

Institutional Learning Outcomes (ILOs) identify what each student should have achieved by graduation for each level of study. The Westcliff University ILOs are organized as follows for the graduate level.

### ***Graduate Level***

1. Master the conventions of the written language with culturally accepted structures for presentation and argument, awareness of audience, and other situational factors while successfully mixing texts, data, and images (*Written Communication*).
2. Demonstrate compromise by facilitating cooperation, achieved through informational, persuasive, and expressive oral communication (*Oral Communication*).
3. Exhibit behaviors that lead to stronger human relationships and inspire others to excel in conflict resolution, expectation management, and problem solving (*Interpersonal Skills*).
4. Be open-minded and motivated to seek the truth by distinguishing between fact, opinion, and intentional deception, summarizing and creatively synthesizing complex issues with insight and reflective judgment so as to decide what to believe or what to do (*Critical Thinking*).
5. Be critically engaged in global and local issues with increased reflection and analysis of values, assumptions, beliefs, and attitudes of diverse cultures and communities (*Ethics*).
6. Articulate a need for information, apply with expertise an analysis of others' claims and use enhanced ability to summarize findings both collaboratively and individually (*Information Literacy*).
7. Evaluate, construct, and communicate arguments and other communications using quantitative reasoning (*Quantitative Reasoning*).

# University Information

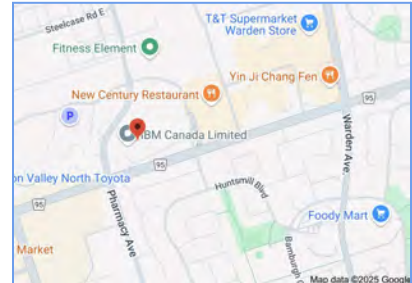
## *Campus Locations*

### *Westcliff University - Toronto Campus*

**3600 Steeles Ave E.**

**Markham, ON L3R 0Z1, Canada**

Westcliff University's Toronto campus is strategically located at 3600 Steeles Ave E, near the bustling intersection of **Steeles and Markham Road**. This location in the city's thriving tech hub places students in close proximity to the city's dynamic innovation ecosystem.



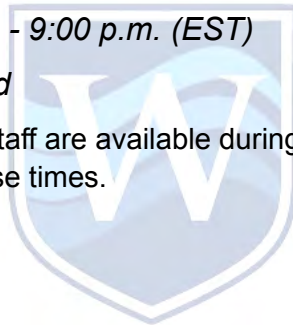
## *Hours of Operation*

**Monday - Thursday**      *8 a.m. - 9:00 p.m. (EST)*

**Friday**                      *8 a.m. - 9:00 p.m. (EST)*

**Saturday & Sunday**      *Closed*

Office Staff and Technical Support Staff are available during hours of operation. Faculty are available by appointment during these times.



# Accreditations and Approvals

## *Accreditation Information*

Westcliff University is proud to share the approvals and accreditations we have earned for the exceptional programs in our College of Business (COB), College of Education (COE), and College of Technology and Engineering (COTE).

As an accredited university, all of the degrees and certificates awarded by Westcliff University are also accredited. So as to ensure the highest possible academic standards, these programs have been through an intensive and careful evaluation process by a national outside examining committee and by competent subject matter specialists.

Accreditation assures quality. It is an assurance to the student that the institution from which they earn their degree or certificate has qualified professors, offers approved programs of study, has adequate equipment and technology, operates on a sound financial basis, and utilizes approved recruitment and admissions policies.

In the field of education, an accredited university must verify that its programs and administrative processes meet standards established by the Postsecondary Education Quality Assessment Board (PEQAB) and regulated by approved accrediting agencies.

### *Postsecondary Education Quality Assessment Board (PEQAB)*

Westcliff University has Ministerial consent to offer Master's Level degrees in Ontario having undergone quality assurance reviews through the [Postsecondary Education Quality Assessment Board \(PEQAB\)](#). The Postsecondary Education Quality Assessment Board is an Ontario agency that makes recommendations to the Minister of Colleges and Universities of Ontario on applications for ministerial consent under the terms of the Post-secondary Education Choice and Excellence Act, 2000.

#### **Postsecondary Education Quality Assessment Board**

315 Front Street West, 16th Floor

Toronto, ON M7A 0B8

**Telephone:** +1 (416) 212-1230

**E-mail:** [peqab@ontario.ca](mailto:peqab@ontario.ca)

### *WASC Senior College and University Commission (WSCUC) Accreditation*

Westcliff University is accredited by the [WASC Senior College and University Commission \(WSCUC\)](#), an accreditation body recognized by the DOE and the Council on Higher Education Accreditation (CHEA).

#### **WASC Senior College and University Commission**

985 Atlantic Avenue, Suite 100

Alameda, CA 94501

**Telephone:** +1 (510) 748-9001

**Website:** <https://www.wscuc.org/>

# Academic Calendar

## *Academic Year*

The Westcliff University academic calendar consists of three, 16-week semesters: Fall, Spring, and Summer. Each semester consists of two, eight-week sessions: Fall 1 and Fall 2, Spring 3 and Spring 4, and Summer 5 and Summer 6.

## *Graduate*

The academic year for graduate students is defined as 1) a minimum of 18 credit hours and 2) 48 weeks of instruction time. The graduate academic year includes three terms of six credit hours each. To be considered full-time students 1) who start at the beginning of the semester must take 6 credit hours; 2) who begin mid-semester must be enrolled in at least 3 credit hours; or 3) must be enrolled in a dissertation course.

## *September 1, 2025 - August 23, 2026*

### *Starts of Term*

#### **Fall Semester**

Fall Session 1  
 Fall Session 2

#### **Spring Semester**

Spring Session 3  
 Spring Session 4

#### **Summer Semester**

Summer Session 5  
 Summer Session 6



#### **September 2, 2025**

September 2, 2025  
 October 27, 2025

#### **January 5, 2026**

January 5, 2026  
 March 2, 2026

#### **May 4, 2026**

May 4, 2026  
 June 29, 2026

### *Add/Drop Deadlines*

Fall Session 1  
 Fall Session 2  
 Spring Session 3  
 Spring Session 4  
 Summer Session 5  
 Summer Session 6

September 9, 2025  
 November 3, 2025  
 January 12, 2026  
 March 9, 2026  
 May 11, 2026  
 July 7, 2026

### *New Student Orientation (NSO) Dates*

#### **Fall Session 1**

NSO #1  
 NSO #2

August 20, 2025  
 August 22, 2025

**Fall Session 2**

NSO #1	October 15, 2025
NSO #2	October 17, 2025

**Spring Session 3**

NSO #1	December 22, 2025
NSO #2	December 23, 2025

**Spring Session 4**

NSO #1	February 18, 2026
NSO #2	February 20, 2026

**Summer Session 5**


NSO #1	April 22, 2026
NSO #2	April 24, 2026

**Summer Session 6**

NSO #1	June 17, 2026
NSO #2	June 29, 2026

***Holidays and Semester Breaks***

**Observed Holidays - Campus Closed**



New Year's Day	January 1, 2026
Ontario Family Day	February 16, 2026
Good Friday	April 3, 2026
Victoria Day	May 18, 2026
Canada Day	July 1, 2026
Civic Holiday	August 3, 2026
Labour Day	September 1, 2025
National Day for Truth and Reconciliation*	September 30, 2025
Thanksgiving	October 13, 2025
Christmas Day	December 25, 2025
Boxing Day*	December 26, 2025

**Semester Breaks**

Winter	December 22, 2025 - January 4, 2026
Spring	April 27, 2026 - May 3, 2026
Summer	August 24, 2026 - August 30, 2026

For student forms and resources (such as Enrollment Verifications, Official Transcript Requests, Schedule Change Requests, Grade Appeal Requests, Readmission Applications, and other important items) please visit the [Student Self-Service & Inquiry Form](#).

For a current Academic Calendar PDF, visit the [Registrar page](#) of the university website.

# Admissions and Enrollment Policies and Requirements

## *Admission Policies and Requirements*

Applications for admission are taken year-round, and are available on the university's website. Students interested in applying for any program at Westcliff University must meet the eligibility criteria for that specific program. Upon acceptance (including provisional acceptance), the student must register and enroll in a course for the term for which they applied. If a student has not registered and enrolled in a course within six months from the date of acceptance, the student's acceptance is revoked. Students must then reapply and repeat the admissions process.

Applicants who have questions or concerns regarding how to apply, or their application status, should contact the appropriate department:

*Domestic Students:* [Recruitment and Outreach](#)

*International Students (domestic and international):* [Admissions Department](#)

## *Notice of Decision*

**Acceptance:** Once a prospective student is admitted into a program they are emailed and/or mailed a Letter of Acceptance. If accepted, please see the *Applicants with Additional Enrollment Requirements section* listed in the "Enrollment Requirements" section, which must be submitted within two (2) weeks of the application deadline or the application is deferred to the next session.

**Cancellation:** Applications that are incomplete by the application deadline are automatically canceled the day after the deadline.

**Denial:** Students who apply, but do not meet the eligibility requirements, receive a letter of denial within thirty (30) days of applying.

## **Official Transcript / Academic Record Policy**

Official transcripts/academic records serve as proof of degree completion and must contain a complete list of the applicant's passed courses, grades, and period(s) of attendance. Diplomas are not accepted in place of official transcripts. Ontario Degrees will only be accepted if the issuing institution is recognized by the Ontario Ministry of Colleges and Universities as having consent to offer degrees. Canadian degrees, earned outside of Ontario, will need to be recognized by the equivalent provincial authority to the Ontario Ministry of Colleges and Universities and/or as a member of [Universities Canada](#). Degrees earned outside of Canada will be evaluated in accordance with Westcliff University policies which will assess the degree against Canadian credentials. Westcliff University may use World Educational Services (<https://www.wes.org/ca/>) for foreign credential evaluations as needed.

An official academic record/transcript is a document produced and certified by an academic institution that provides a list of all courses completed, grades earned, and cumulative GPA

(CGPA). Once official transcripts are received and saved by Westcliff University, they are a **permanent part of a student's records**. Official transcripts **cannot** be returned to applicants or students.

Applicants must submit official transcripts/academic records from any previously attended institution(s) (i.e. universities, colleges, high school, GED, etc.) **within 60 days of enrollment** at Westcliff University. Students who experience difficulty obtaining their official documents please contact the [Registrar's Department](#) for guidance.

## **Credential Evaluations**

For foreign credential evaluations, applicants are required to request that the issuing institution(s) send all official degrees (certificates/diplomas) and official academic records/transcripts directly to Westcliff University.

Acceptable evaluators include any of the following:

- *A member in good standing with the National Association of Credential Evaluation Services (NACES)*
- *Nationally recognized credentialing services including World Education Services (<https://www.wes.org/ca/>) or any degree equivalency service listed by the Federal Government's Foreign Credential Validation against Canadian Standards website: <https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs/degree-equivalency.html>.*
- *Westcliff University [Transcript Evaluation Department \(TED\)](#)*

## **Transfer Credit Evaluation and Qualifying Degree Validation**

Students must submit official transcripts/academic records for two reasons: 1) final processing of any transfer credit awarded from previous academic or other accepted experience, and 2) validation of any qualifying degrees to support acceptance into the university.

If a student fails to submit official transcripts/academic records **for the purpose of a transfer credit evaluation**, they lose the transfer credit but do not get dismissed from the university.

If a student fails to submit official transcripts/academic records **for the purpose of qualifying degree validation**, they are dismissed from the university as they have not provided proof of their academic background (high school, undergraduate or graduate).

Submission of official transcripts/academic records either for the purpose of transfer credit evaluations or for qualifying degree validations are separate submission processes and must be completed separately.

## **Qualifying Official Transcripts**

Applicants may supply unofficial transcripts with their application for the purpose of transcript evaluation. However, if students are accepted into the university, admission will be conditional and they must supply their official transcripts within 60 days of enrollment. Additionally, if applicants choose to supply unofficial transcripts with their application and supply official transcripts at a later date, they must either send them electronically via email to the [Registrar's Department](#) at [transcript@westcliff.edu](mailto:transcript@westcliff.edu), or mail them to the following address:

**Westcliff University**  
Attn: Transcript Department  
3600 Steeles Ave E.  
Markham, ON L3R 0Z1

**Physical** official transcripts/academic records must be:

- *In color*
- *Sealed in a school envelope*
- *Stamped on the flap by the student's institution*

Only institutions may make school-stamped copies of the official documents, place them in a school envelope and stamp and seal the envelope. A student, or parent or guardian, can then mail the school sealed envelope but it must be apparent that the school was the last to handle the documents.

**Digital** transcripts must be released directly by the Office of the Registrar of the issuing institution to [transcript@westcliff.edu](mailto:transcript@westcliff.edu).

### **English Translation**

If students received their qualifying degree from a country outside of Canada and do not have official transcripts, they must provide an academic record approved by Westcliff University.

If official transcript(s)/academic record(s) were originally printed in a language other than English, it is the applicant's responsibility to provide a certified English translation in color.

**All educational records** (including official and unofficial transcripts, and academic records), must contain the following information:

1. *The applicant's first and last name*
  - a. *If the applicant has changed their legal name, they are required to provide official legal documentation that verifies the name change.*
2. *Qualified degree title*
3. *Period of attendance*
4. *Name of institution*
5. *Institutional stamp/logo*
6. *Signature of institutional authority*
7. *Graduation date*
  - a. *If the applicant's academic records do not reflect their graduation date please contact the [Transcript Evaluation Department \(TED\)](#) for further assistance.*

### **Definitions**

**Review for Verification of Qualifying Degree(s):** Submission of official transcript(s)/academic record(s) during the admissions process to satisfy the admission requirements for a program of study.

**Review for Transfer of Credit:** Submission of official transcript(s)/academic record(s) for review of an applicant's previously earned credentials from previously attended institutions for possible transfer to the program of study to which they are applying.

## **Westcliff University Admission Requirements**

For students who obtained their credentials outside Canada, [proof of English Proficiency](#) is required.

### **Master of Information and Systems Technology Degree Program**

- *A bachelor's degree, or equivalent, from a regionally or nationally accredited institution with a minimum grade point average (GPA) of 3.0.*

OR

- *Applicants seeking acceptance into a graduate degree program in the Master of Information and Systems Technology Degree Program must have an undergraduate degree in the field of technology; otherwise, students with non-BSc 4 year undergraduate degrees but who otherwise meet the cumulative B average must take the MIST Bridge as a prerequisite as a prerequisite.*

AND

- [Proof of English Proficiency](#)

## **English Language Proficiency Policy**

The medium of instruction at Westcliff University is English, and the university does not provide instruction in any other languages. Applicants must have college-level English proficiency to gain acceptance into Westcliff University. Students meet the proficiency requirements if they earned a degree from an appropriately accredited institution where English is the principal language of instruction. **Students who have not earned a degree from an appropriately accredited institution where the principal language of instruction is English must demonstrate college-level English proficiency.**

Applicants have two options to demonstrate English proficiency:

1. [Medium of Instruction \(MOI\)](#) Indicator; or
2. [English proficiency exam](#)

An MOI indicator demonstrates that a student earned a degree from an institution where the MOI was English, and they are now sufficiently able to continue their education in English at a university level. An English proficiency exam, when passed with a sufficient score, demonstrates that a student speaks English at a university level and can engage in a university-level education. All English proficiency exam scores must be submitted to the university directly by the exam provider. Please see the following MOIs and English language exams for **accepted** English Proficiency scores:

### **Medium of Instruction (MOI) Indicators**

Students may provide **corroboration for having earned a degree from an institution whose MOI is English**, and therefore demonstrate their ability to continue their education in English through one of two options for MOI indicators: 1) official transcripts/academic records, or 2) a

letter from an institutional official. Please see [Additional MOI Requirements](#) for additional information about MOI Letters.

### Official Transcript/Academic Record

*Years Valid: 2*

Minimum Undergraduate Requirement:

**Demonstrates -**

- Minimum of 30 complete credit hours;
- On high school-level academic calendar divided into semesters;
- Courses completed with average of 2.0 (C) or higher

Minimum Graduate/Postgraduate Requirement:

**Demonstrates -**

- Minimum of 30 complete credit hours;
- On university-level academic calendar divided into semesters;
- Courses completed with average of 3.0 (B) or higher

### School Official Verification Letter

*Years Valid: 2*

Minimum Undergraduate Requirement:

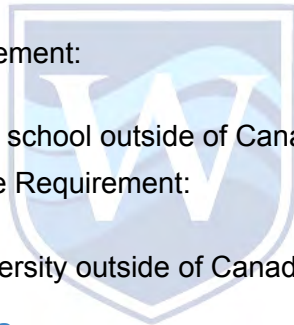
**Demonstrates -**

- English MOI at a high school outside of Canada

Minimum Graduate/Postgraduate Requirement:

**Demonstrates -**

- English MOI at a university outside of Canada



### ***Additional MOI Requirements***

MOI indicators are required to demonstrate eligibility criteria. All indicators (transcripts/academic records, letters, and exams) must be submitted within 60 days of enrollment). Additionally, official MOI letters must be:

1. Sent directly from the awarding institution to Westcliff University.
2. On the institutional letterhead.
3. Signed by an institutional official (acceptable officials include: principal, president, registrar, dean, program chair, etc.).
4. Written to include the following statement—or a close version:

**“The medium of instruction of [applicant’s name] [program level] [program] program was English.”**

*Note: Letters of recommendation (including letters in English) do not qualify as MOI letters unless they specifically contain a statement that references the MOI, such as the one above.*

### ***Countries Whose MOI is English***

Students from the following countries do not require an MOI:

Anguilla	Trinidad and Tobago	Nauru
Cayman Islands	Barbados	Solomon Islands
Kenya	Falkland Islands (Islas Malvinas)	Vanuatu
Philippines	Malta	Botswana
St. Vincent and the Grenadines	Seychelles	Grenada
Antigua and Barbuda	Tuvalu	New Zealand
Dominica	Belize	South Africa
Kiribati	Fiji	Vatican City
Rwanda	Mauritius	British Virgin Islands
Swaziland	Sierra Leone	Guyana
Ascension	Uganda	Nigeria
England	Bermuda	Sri Lanka
Lesotho	Gambia	Virgin Islands
Saint Helena	Montserrat	Brunei
Tanzania	Singapore	Ireland
Australia	Union of Myanmar	Palau
Eritrea	Bes Islands (Bonaire, Sint Eustatius and Saba)	St. Kitts and Nevis
Liberia	Ghana	Zambia
Samoa (Western)	Namibia	Canada (excluding Quebec)
Tonga	Sint Maarten	Jamaica
Bahamas	United Kingdom	Papua New Guinea
Ethiopia	Bhutan	St. Lucia
Malawi	Gibraltar	Zimbabwe
Scotland		

## English Proficiency Exams

Students may **demonstrate university-level English proficiency** by taking and passing an English Language Proficiency exam accepted by Westcliff University.

English Proficiency Tests (EPT)	Minimum Score Requirement
<i>TOEFL iBT (paper-based and home edition)</i>	<b>88</b>
<i>IELTS Academic or Online (IELTS One Skill Retake results will also be accepted alongside a standard IELTS test)</i>	<b>6.5</b>
<b>CAEL</b>	<b>70</b>
<i>CAEL CE (Computer Edition)</i>	<b>60</b>
<i>PTE Academic or Online</i>	<b>60</b>
<i>Can Test for Scholars and Trainees</i>	<b>4.5</b>

## Program Requirements

[Master of Information and Systems Technology \(MIST\)](#)

# ***Enrollment Policies and Requirements***

## ***Enrollment Agreement***

Upon acceptance into the University, applicants are required to review and sign their individual Enrollment Agreement for the program in which they will enroll; the agreement contains the complete understanding between Westcliff University and the student regarding the University providing educational services in exchange for their payment of fees and tuition.

Once a student has completed their Enrollment Agreement and is officially enrolled in their program of study, Student Services guides new students through the course registration process and provides access to the campus Global Academic Portal (GAP). New students are required to attend new student orientation (NSO) in one of two formats, on-ground or virtual. NSO introduces students to the support systems at Westcliff University that maximize their education.

## ***Students' Right to Cancel***

You have the right to cancel your Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. Westcliff University shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not exceeding three hundred thirty five dollars (\$335.00) if notice of cancellation is made through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later.

### **Cancellation Procedure**

1. To cancel a course(s), students are required to submit a written cancellation notice with the intent to cancel their enrollment and courses via email, or mail.
2. The course is removed from the student's transcript with no record of ever being registered for the course.
3. A notice of cancellation shall be in writing and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

### **Withdrawal Procedure**

1. To withdraw from a course(s), students must submit a written notice via the withdrawal request form, e-mail, mail, or deliver a signed and dated, which includes a written statement requesting cancellation of enrollment to the University.
2. A student who submits official notice to withdraw from a course(s) after the first week shall receive a grade of a "W" on their transcript.
3. Students may receive a pro-rata refund of non-government student financial aid program monies paid for institutional charges to students who have completed 60 percent in the current instructional session or less of the period of attendance.

To cancel the Enrollment Agreement or withdrawal from the institution and obtain a refund, a written notice must be submitted to:

**Office of the Registrar**  
3600 Steeles Ave E.  
Markham, ON L3R 0Z1, Canada

## ***Refund Policy***

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. In addition, the student may cancel, withdraw, or drop a course after instruction has started and receive a pro rata refund for the unused portion of the tuition.

If the student has received government student financial aid funds, the student is entitled to a refund of moneys not paid from government student financial aid program funds. Westcliff's institutional tuition refund policy is separate from provincial and/or federal statutes and regulations requiring students to return unearned aid. Receiving a tuition/fee refund from Westcliff University will have no impact on the amount the student must repay to the government aid programs. Institutional scholarship funds are not subject to the government financial aid refund policy.

## ***Enrollment Requirements***

Students are accepted into Westcliff University on a provisional basis pending the submission of all required enrollment requirements, which are as follows:

1. **Application for Admission:** All students who wish to apply must complete an application for admission. The application can be requested from the Admissions Department or downloaded off and submitted from the Westcliff University website. The application must be completed thoroughly or it will be returned without action.
2. **Application Fee:** All applicants must submit an application fee of one hundred dollars (\$100.00) with the admissions application by credit card online. If the fee does not accompany the Admissions Application, the application will not be processed. The application fee is non-refundable.
3. **Official Transcripts / Academic Records:** All applicants are required to submit official transcripts from the institution granting their qualifying degree. If transcripts are from a foreign institution, a university-approved evaluation agency must review and send their official evaluation directly to the Office of the Registrar.
4. **Disclosure, Consent, and Acknowledgement Forms:** All applicants must sign and submit required disclosure, consent and acknowledgement forms.
5. **Enrollment Agreement**
6. **Registration**

## **Applicants with Additional Enrollment Requirements**

### ***(1) Returning Applicants***

Returning applicants must submit a [Readmission Application](#) four weeks prior to the start date of the upcoming session (Week 4 of the current session). Applicants who return after missing

180+ days consecutive days of classes are subject to possible changes in tuition. Please see the [180-Day Regulation](#).

Students who have been dismissed or withdrawn from the university and have been readmitted based on eligibility requirements are required to sign a new Enrollment Agreement. Upon readmission to the university, students are subject to the current tuition rate at the time of readmission which is clearly indicated on the Enrollment Agreement.

A candidate for readmission into a program at Westcliff University will be reviewed and evaluated by using a fair and unbiased process. Westcliff University will not refuse a qualified applicant on the basis of age, race, gender, disability, religion, or national origin. There is no guarantee of approval for readmission. Westcliff University reserves the right to deny readmission to applicants for any reason deemed in the best interest of the University.

Applications for readmission adhere to the following procedure:

1. *Students must file a Readmission Application by submitting an application, proof of payment, and all accompanying documents to [readmissions@westcliff.edu](mailto:readmissions@westcliff.edu).*
2. *All application materials must be submitted four weeks prior to the start date of the upcoming session - Week 4 of the current session (must be an enrollment period according to your program).*
3. *All aspects of the student's case will be reviewed, such as grades, attendance, and conduct.*
4. *Readmitted students who previously failed to maintain their program GPA will not be permitted to participate in additional non-academic activities (i.e., internships, CPT, sports, etc.).*
5. *Students may be interviewed by the Dean if warranted.*

If approved for readmission:

1. *It is the responsibility of the student to ensure that they meet all current criteria and program requirements for the degree being sought, as they may have changed.*
2. *It is the responsibility of the student to pay any prior outstanding balance in full before being fully readmitted to the University.*
3. *Students must submit updated admission, and financial aid (if utilizing financial aid) materials and official transcripts from all institutions they attended while absent from Westcliff University (if applicable).*
4. *Students must meet with a Student Services Advisor before the session start date in which readmission is sought to create a plan for future success in the program of study if warranted.*
5. *Students who failed to meet Satisfactory Academic Progress (SAP) will be placed on Academic Probation Re-admittance (APR) with the intention of meeting their required program GPA in one (1) term.*
  - a. *The APR period is only one term (2 sessions, or 16 weeks) long.*
  - b. *Failure to meet the required program GPA during APR will result in immediate dismissal with no possibility for appeal.*

- c. Students on APR must also maintain a minimum program GPA of a 3.0 or higher for the first term they are readmitted into. Failure to do so will result in immediate dismissal with no possibility for appeal.

If the application is denied, students may receive a letter informing them of the decision, stating why their qualifications are deficient. Denial of an application is final and cannot be appealed for reconsideration.

A detailed process with additional stipulations is listed on the Readmission Application.

### **180-Day Regulation**

Westcliff University reserves the right to change the cost of tuition. When a student does not maintain continuous enrollment for 180 days or more, they are required to complete and submit a Readmission Application. They are charged for the balance of their previous program at the tuition rate that was in effect at the time they were enrolled in that program. The most updated tuition and fees are available under the Tuition and Fees section and on the university website.

## **Course Registration Policy**

At Westcliff University, schedules are built for each student and they are automatically registered for their classes. Students are provided with confirmation of their registration and their detailed course schedules at least one month prior to the start of each term. This process allows students to focus on their academics and ensures they are registered for the courses they need to earn their degree.

### **Add/Drop Deadline**

The deadline for a student to adjust their schedule by adding or dropping a course is 8:00 pm EST/EDT on Monday of the second week of instruction (or Tuesday if Monday is a holiday). To add or drop a course, the student must submit the [Change in Schedule Request form](#) prior to the add/drop deadline. Courses dropped by this deadline do not appear on a student's transcript or registration and are not considered an attempted course. Courses dropped after this deadline are considered a *Course Withdrawal* (see [Academic Calendar](#) for withdrawal deadlines). If a student misses a class due to a schedule adjustment, this constitutes an absence. For new students admitted after the first class meeting(s), the absence(s) in the first week do/does not count against total absences per the [Attendance Policy](#).

Please see the [Refund Policy](#) regarding refunds for dropped courses.

### **Withdrawal Deadlines**

Students may choose to withdraw from a course they are enrolled in by completing the [Course Withdrawal Request form](#). A grade of "W" is assigned to a student who officially withdraws within the first 75% of the course after the Schedule Adjustment Period. In an 8-week course, the deadline for a student to withdraw is the last day of the 6th week of instruction. In a 16-week course, the deadline for a student to withdraw is the last day of 12th week of instruction. A "W" cannot be assigned after the official date established for withdrawal from a course. Absence from class does not constitute an official withdrawal.

## *Withdrawal Policy*

Westcliff University understands that students would like to withdraw from a course due to personal reasons and/or mitigating circumstances outside of their control. A student may Withdraw “W” from the academic program in which they are enrolled, and obtain a refund of fees paid through attendance to the first class session or the seventh day after enrollment—whichever is later—without penalty or obligation. The student may also receive a refund for all or part of the courses not taken, according to the refund schedule.

### **Procedure**

Students initiate the withdrawal process by completing the Course Withdrawal form and submitting it to the [Registrar Department](#). Withdrawal from a course is not complete until cleared by the Office of the Registrar. Absence from class does not qualify as an official withdrawal. A student who enrolls in a course but decides to withdraw does not complete the withdrawal process will receive an “F” unless the official withdrawal process is followed by the official withdrawal deadline. When a student withdraws from a course, the student receives a “W” on their transcript, which cannot be changed to another grade—nor can another grade be changed to a “W.”

### ***Pro Rata Refund***

A student has the right to receive a pro rata refund if the student has completed 60 percent or less of the scheduled hours in the current payment period in the student’s program through the last day of attendance. A refund will be made within 30 days after notification regardless if the student has returned all lessons and materials.

### ***Deadline***

In an eight-week course, the deadline for a student to withdraw is the last day (Sunday) of the sixth week of instruction. In a 16-week course, the deadline for a student to withdraw is the last day (Sunday) of the 12th week of instruction. A “W” cannot be assigned after the official deadline to withdraw from a course. Relevant dates are published in the academic calendar.

## ***Visiting and Auditing Courses***

To audit a course, individuals not enrolled in a course must complete an admission application with an Admissions Advisor. Permission to audit is given if space is available in the requested course. An individual auditing a course must participate in class activities, but are not required to take examinations. **Course credit is not awarded for course audits.**

## ***Facilities, Equipment and Materials***

Westcliff University Canada’s main campus is located at 3600 Steeles Ave E. in Markham, Ontario. Westcliff University Canada intends its Ontario campus to be a robust learning environment for students intent on developing their technological and managerial skills. Classrooms at Westcliff include ample room for student seating, an instructor lectern with an internet-enabled computer, a whiteboard, and a wall-mounted 65” monitor connected to the classroom computer. Classrooms may be equipped with cameras so lessons may be recorded. The entire facility, including the classrooms, will be WiFi-enabled.

In addition to classrooms, students will have access to computers for the purposes of research, studying, and assignment preparation. The university's online library resource (LIRN) network, filled with 80 million reference materials such as books, periodicals, journals, videos, magazines, and research databases, including many relevant to the field of technology, is accessible from anywhere with Internet access. Westcliff provides students with resources for best practices related to the use of the university's extensive online resources, including its library network, and provides additional guidance on effective academic research using this network.

The campus includes one storage room, one employee break room, and one employee balcony. One men's and one women's bathroom are available for student use and one men's and one women's bathroom are available for staff use.

## ***Learning Platforms and Modalities***

### ***Platform***

The online portion of on-campus courses, and/or online tutorials are accessible via the university's Learning Management System (LMS): [Global Academic Portal \(GAP\)](https://gap.westcliff.edu/) at <https://gap.westcliff.edu/>. GAP is accessible to students with a username and a password, which is distributed during New Student Orientation (NSO).

Gradebook information contained in the LMS is archived five (5) years after the conclusion of the course. Schedules of classes contained in the LMS are archived yearly.

### ***On-Campus Modality***

Westcliff University students enrolled in the on-campus modality of programs participate in their courses both online and on campus. Students connect to the online portion of their courses via GAP, where students participate in weekly discussion questions (DQs) and submit course assignments. The weekly on-campus format requires attendance in the physical classroom once per week per course. Some courses may include an on-campus Discussion Section to provide additional support to students. All on-campus instruction is provided in a modern classroom setting and all classrooms include a computer, whiteboard, and projector or monitor. All digital materials are stored in GAP for students to access 24 hours a day seven days a week.

## Tuition

Except for a prior arrangement with Westcliff University's [Student Accounts Department](#), tuition must be paid before a term begins. Under no circumstances may arrangements be made with any faculty member regarding tuition payments. Such agreements are considered null and void. A student will receive official transcripts and/or a degree, only if they have met the required academic standards and requirements and have paid all financial obligations to Westcliff University in full. Westcliff University reserves the right to collect any unpaid financial obligations by any means necessary for any educational services and/or training provided.

The university reserves the right to withhold documentation from any student delinquent in their financial obligations to the school. This may also impact future registration for classes and/or lead to dismissal from the university.

### Changes in Fee Schedule

1. *Tuition and fee charges are subject to change at the school's discretion.*
2. *If there are any tuition or fee increases, the changes will become effective the next semester.*
3. *The student will be notified prior to any tuition changes.*

The amounts you commit to pay by signing this Agreement may be less than those listed below. The below calculations do not include deductions to which you may be entitled for scholarships or other awards. Please consult your scholarship award, if you have one; it will be applied to reduce the amount you would otherwise be committed to pay.

## **2025-2026 Tuition and Fees**

Program Title/Level	Cost per Credit Hour	Total Program Cost (CAD)	
		Domestic	International
<i>Master's Degree (36 credit hours)</i>	<i>Domestic: \$897 International: \$1,130</i>	\$32,292	\$40,680

## **2025-2026 Schedule of Fees**

The following fees are non-refundable, excluding diplomas and diploma replacements and (each fee applies to all students unless otherwise stated):

<b>Item or Service</b>	<b>Fee</b>
Application Fee (one-time)	\$100.00
Enrollment Fee (one time)	\$270.00
Late fee (Continuing Students)	\$50.00
Registration (Per Semester)	\$45.00
Student ID Card	\$15.00
Student ID Card Replacement	\$5.00
Technology Resource Fee (per semester)	\$200.00
Program Change	\$335.00
Degree Diploma - Gold Embossed	\$135.00
Degree Diploma Replacement	\$170.00
Returned Cheque	\$50.00

## Student Identification (ID) Cards

Students are responsible for having their photographs taken during their first term for their student identification (ID) card, which bears their name and photograph. ID cards should be carried at all times. Lost cards should be reported immediately to the administration office. Replacement cards come with a \$15.00 fee.

Alteration, lending, forgery, or misuse of university documents or records, or provision of false information to the university with the intent to deceive is prohibited and will result in disciplinary action.



## Sample Tuition and Total Program Costs Based on Average Student Enrollment

### Sample - Total Charges

Sample tuition is **calculated per term** and includes the following required fees:

#### **Master's Program**

Tuition for Two (2) Master-Level Courses	\$5,382.00
Registration Fee	\$45.00
<b>Total Tuition</b>	<b>\$5,427.00</b>

### Total Costs of Degree Programs

The total cost of an **entire degree program** includes the following required fees:

#### **Master's Program**

Tuition	\$32,292.00
Registration Fee	\$270.00
<b>Total Tuition</b>	<b>\$32,562.00</b>

## Notice of Additional Fees for Late Payment of Tuition

Students are required to submit full payment of tuition and fees owed for their first semester by the registration deadline (five weeks prior to the start) to avoid additional charges. Students who maintain a balance with the university after this deadline are assessed a \$70.00 fee every week until the balance is paid in full. Financial counseling is available for all students through the Westcliff [Financial Aid Department](#).

Tuition and fees for each semester after the first one must be paid in full 30 days prior to the 1st start date of classes. Students who maintain a balance after this deadline in subsequent semesters are assessed a one-time \$50.00 fee unless they have received approval from the Billing Department to pay using one of Westcliff University's payment plan options.

### Methods of Payment

Payments may be made by credit card (Visa, MasterCard, Discover), cash, money order, cashier's check, or certified check.

All payments can be paid in person on campus or online. Payments can also be mailed to the university at the address:

**Westcliff University**  
 3600 Steeles Ave E.  
 Markham, ON L3R 0Z1, Canada

# **Financial Aid Programs and Policies**

Students may pay in full, but for those who do not have this option, Westcliff offers the option to sign up for university financial assistance, allowing students the opportunity to graduate without debt.

## ***Payment Options***

### ***Private Loans***

If other types of financial aid do not pay for the total cost of university education, private loans can help cover the rest.

## ***Westcliff University Financial Assistance***

### **Deferred Payment Plans**

Students who defer tuition divide their tuition into two or three payments and make those payments over two or three months (depending on whether they divide their tuition into two or three payments). The application for the Deferred Payment Plan must be submitted at the time of enrollment. The cost of a Deferred Payment Plan for any single term is from \$70.00 to \$100.00.

### **Westcliff University Scholarship Program**

Westcliff University proudly offers multiple scholarships through the Westcliff University Scholarship Program to help support the success of students enrolled in any of our academic programs. The scholarships reflect Westcliff's values and ultimate goal of developing a diverse student body motivated to unlock their academic and professional potential. To apply for the multiple scholarships in the Westcliff scholarship program, students submit only one, [Westcliff University Scholarship Application](#).

### ***Additional Scholarships***

Students may also apply for scholarships or grants provided by university-affiliated, third-party organizations. If awarded a scholarship or grant through a third party, students may contact the university [Student Accounts Department](#) for more information about payment options and student account set-up.

## ***Code of Conduct Policy***

### ***Purpose***

The purpose of this policy is to prohibit conflicts of interest in situations involving student financial aid and to establish standards of conduct for employees with responsibility for student financial aid. This Policy applies to all employees who work in the Office of Financial Aid and Scholarship Services and all other University employees who have responsibilities related to educational loans or other forms of student financial aid.

## Definitions

1. **Conflict of Interest:** A conflict of interest exists when an employee's financial interests or other opportunities for personal benefit may compromise, or reasonably appear to compromise, the independence of judgment with which the employee performs their responsibilities at the University.
2. **Gift:** Any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimis amount. The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred. The term "gift" does not include any of the following:
  - a. Standard materials, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy, such as a brochure, a workshop, or training.
  - b. Training or informational material furnished to the University as an integral part of a training session that is designed to improve the service of a lender, guarantor, or servicer of educational loans to the University, if such training contributes to the professional development of the University's employees.
  - c. Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by the University or an employee who is the parent of a student if such terms, conditions, or benefits are comparable to those provided to all students of the University and are not provided because of the student's or parent's employment with the University.
  - d. Entrance and exit counseling services provided to borrowers to meet the University's responsibilities for entrance and exit counseling under federal law, so long as the University's employees are in control of the counseling, and such counseling does not promote the products or services of any specific lender.
  - e. Philanthropic contributions to an institution from a lender, servicer, or guarantor of education loans that are unrelated to education loans or any contribution from any lender, guarantor, or servicer that is not made in exchange for any advantage related to education loans.

## Withdrawal from Courses

Westcliff University shall, for all students, without penalty or obligation, refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred thirty-five dollars (\$135.00 CAD), if notice of withdrawal is made prior to or on the first day of instruction, or the seventh day after enrollment, whichever is later. The request for withdrawal from class(es) must be in writing and should state the reasons for the request. The school will make any refunds due within 45 days.

# Academic Policies and Requirements

## *Grading Policy*

The University uses the traditional four-point scale grading system for all examinations and final grades:

<b>Grade</b>	<b>Description</b>
A (93% - 100%)	Excellent (4.00 grade points per unit)
A- (90% - 92%)	Excellent (3.67 grade points per unit)
B+ (87% - 89%)	Good (3.33 grade points per unit)
B (83% - 86%)	Good (3.00 grade points per unit)
B- (80% - 82%)	Good (2.67 grade points per unit)
F (Less than 80%)	Not Passing (no grade points)
I	Incomplete
CR	Credit (equal to B- or above)
NC	No Credit (equal to less than a B-)
AU	Auditing Course (no grading criteria)
WF	Withdrawal. A W grade is recorded on a student's permanent record for each course a student drops after the sixth or 12th week of instruction in a semester. Courses in which a W has been entered on a student's record carry no grade points, and are not calculated in the GPA.
W	Withdrawal. A W is recorded on a student's permanent record for each course a student drops before the end of the sixth or 12th week of instruction in a semester. Courses for which a W is entered on a student's record carry no grade points, and are not calculated in GPA.

<b>Grade</b>	<b>Percentage</b>	<b>Minimum Grade Point</b>	<b>Graduate-Earned Credit Hours</b>
<i>A</i>	<i>93-100%</i>	4.00	3.0
<i>A-</i>	<i>90-92%</i>	3.67	3.0
<i>B+</i>	<i>87-89%</i>	3.33	3.0
<i>B</i>	<i>83-86%</i>	3.00	3.0
<i>B-</i>	<i>80-82%</i>	2.67	3.0
<i>F</i>	<i>Less than 80%</i>	0.00	0.0

## Final Grades

Final grades are assigned after the completion of each course for student work including, but not limited to: papers, Comprehensive Learning Assessments (CLAs), projects, and responses to discussion questions posted by the professor. Approximately two (2) weeks may elapse between the receipt of the student's work and the posting of the relevant grade.

## Incomplete Grades

An Incomplete (I) is a temporary grade that may be assigned to a student at the discretion of their instructor. It is the student's responsibility to petition their instructor for an Incomplete via email, and to cc their Student Services Advisor (SSA), at least two (2) weeks before the end of the term. The instructor may assign an Incomplete when the student's coursework is at least of passing quality and is at least 67% complete, and the student is unable to complete their course requirements by the end of the academic term due to mitigating circumstances outside of their control.

## Academic Distinctions

Westcliff University recognizes when students have consistently demonstrated and exemplified outstanding academic performance within their courses throughout their program. A student's academic performance and achievement is measured by their course grades (GPA).

Students who graduate with a minimum GPA from an associated program level achieve academic distinction, or honors. The following table lists GPA requirements for undergraduate and graduate (includes doctoral) students:

<b>Graduate</b>	
<i>summa cum laude</i>	<b>3.9 - 4.0</b>
<i>magna cum laude</i>	<b>3.75 - 3.89</b>
<i>cum laude</i>	<b>3.5 - 3.74</b>

## Credit Hour Policy

### Determination of Credit Hours for Courses

Westcliff University conforms to commonly accepted higher education practices regarding the issue of determining credit hours for any course taught at our University.

It is the University's policy that each faculty person is responsible for designing any course taught to match (pursuant to the formulae identified herein) the number of credit hours being assigned to that course, based upon the standards enumerated in this policy.

### Definition of Credit Hour

Westcliff University uses the *National Transcript Guide* definition of credit hour, which is as follows:

"Credit is the unit of value that expresses the quantity of course work required. The number of credit hours of a course is usually determined by the number of hours of class per week multiplied by the number of weeks in a term or session. One credit hour is usually assigned for each hour which meets per week over a term or session."

### ***On-Campus Courses***

An on-campus course is one that is taught in a partially on-campus and partially online format. These courses require attendance at regularly-scheduled, on-campus class meetings during the session. Students and faculty also engage in asynchronous online activities (ex. discussion forums) outside of on-campus class meetings. The total hours of on-campus class meetings and online activities equate to the required number of hours of academic engagement determined by the number of credit hours attached to the course. In a 3 credit-hour course, students can expect to participate in 45 clock hours of combined on-campus class meetings and asynchronous online activities in addition to 90 clock hours of preparation work (including reading, researching, and preparing assignments for submission) over the course of a session.

## ***Transfer of Credit Policy***

Westcliff University encourages students and applicants to apply for transfer of credit or other credentials (transfer credit) from any previously attended institution(s). Transfer credit is only accepted if the previous institution(s) have Ontario Ministry of Colleges and Universities consent to offer degrees. Canadian university credits, earned outside of Ontario, will need to be offered by degree granting institutions recognized by the equivalent provincial authority to the Ontario Ministry of Colleges and Universities and/or as a member of [Universities Canada](#). Credits earned outside of Canada will be evaluated in accordance with Westcliff University policies which will assess the credits against Canadian credentials. Westcliff University normally uses World Educational Services (<https://www.wes.org/ca/>) for foreign credential evaluations. This includes foreign institutions from which transfer credit will only be accepted if the transcript(s)/academic record(s) have been evaluated by Westcliff University or a recognized credential evaluation agency. Transfer of credit allows students to fulfill course requirements to be applied toward the completion of their degree.

### ***NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT WESTCLIFF UNIVERSITY***

The transferability of credits you earn at Westcliff University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree or certificate 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 Westcliff University to determine if your credits, degree, or certificate will transfer.

As with all universities, colleges, and/or other educational institutions, it is always up to the complete discretion of the institution to accept or deny credits for transfer. Westcliff University also adheres to this policy when accepting credits for transfer from prospective students seeking admittance into Westcliff University.

## *Scope and Transfers of Credit Hour Limitations*

### **Graduate**

The equivalent of up to a maximum of 50% of the required credit hours for graduation (ex. 18 credit hours for a 36-credit hour degree) may be transferred toward a graduate degree. For each course assessed for transfer credit at the graduate level, the minimum acceptable grade is a **B-**.

### **Expiration**

The academic work performed must have been completed within 5 years of the attempted transfer of credit for an undergraduate degree or certificate, and within seven years for a graduate or doctoral degree or certificate.

## *Procedure to Request Transfer of Credit*

Applicants who wish to transfer in credit hours should discuss the process and potential transfer credit with their Admissions Advisor. All applicants are responsible for submitting the Application for Admission to the Admissions Department. Upon receipt of unofficial transcripts/academic records, the university conducts a pre-evaluation for the student indicating the potential transfer credit hours that will be awarded. Official transcripts/academic records must be submitted within 60 days of enrollment to the [Transcript Evaluation Department \(TED\)](#). Once official transcripts/academic records are received by Westcliff University, an official evaluation is conducted and the student is notified of all transferable credit hours and any remaining credit hours needed to complete their degree. If a student requests an official transcript/academic record from a previously attended institution, the physical version must be sealed upon receipt and contain official institution stamps and/or markings, and must be mailed to the Registrar Department. Digital transcripts/academic records must be released directly by the issuing university to the Registrar Department.

## *Articulation Agreements*

Articulation agreements are designed to build strong partnerships and coordination between schools to aid in a smooth transition for students. While these agreements are not necessary for credit to be transferred, they do provide an established equivalency of credits between institutions. When considering entering into agreements for articulation or memorandums of understanding, the university adheres to the following procedure:

1. Representatives from Westcliff University and the partner school collaborate to review similarities in course work, curricula, syllabi, textbooks and competencies/outcomes profiles to ensure seamless transfer of credits from the partner institution.
2. The representatives consider specific guidelines and expectations that must be followed once the final agreement is created. These may include, for example: any waiver in fees,

reduction in per credit hour cost, or joint academic ventures. These guidelines include disclosures in the process to terminate or reinstate an agreement.

3. Final drafts of the agreements must be signed by the appropriate campus representative, such as the Chief Executive Officer (CEO), campus President, or designated official.

Agreements are specific to the partner school and may outline specific guidelines in reference to program specific articulation, transference of specific degrees such as an Associate Degree, block credit transfers, conditional acceptance prior to completion of programs at partner schools, and/or Credit for Prior Learning (CPL).

## Westcliff University Articulation Agreements

**Apollos University** - Great Falls, Montana

**College of International Studies (CIS)** -  
Madrid, Spain

**Czech University of Life Sciences Prague**  
**(CULS)** - Czech Republic

**Dakar Science Po (DSP)** - Dakar, Senegal

**Lionel University** - Carpinteria, CA

**Universidade Estadual do Norte do**  
**Paraná (UENP)** - Paraná, Brazil

**Global Education Centre**

**International School of Business (ISB)**

**Online Business School (OBS)**



# Satisfactory Academic Progress (SAP) Policy

## Satisfactory Academic Progress for Degree Programs

### Purpose

The Satisfactory Academic Progress Policy outlines the expectations and criteria for satisfactory academic progress for students at Westcliff University. This policy aims to ensure that students maintain consistent academic performance, meet program requirements, and make timely progress towards their educational goals.

### Definition of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is a measure of a student's successful completion of coursework and progression toward the completion of their degree or program. SAP is evaluated based on quantitative (e.g., completion rate or pace) and qualitative (e.g. GPA) criteria.

### Evaluation Period

SAP will be assessed at the end of each academic year or program change to determine if students are meeting the established criteria. This includes regular semesters, summer sessions, and any other terms as applicable.

### Quantitative Criteria: Completion Rate (PACE)

Students must successfully complete at least 50%-67% of attempted credits each term depending on their credits earned and transferred in.

<b>Master's and Doctoral Student Completed Credit Threshold</b> (Transferred Semester Credits + Earned Semester Credits)	<b>Minimum Credit Completion Rate</b>
<i>Level 1: 0 – 18 Credits</i>	<b>50%</b>
<i>Level 2: ≥ 19 Credits</i>	<b>67%</b>

<b>Undergraduate Student Completed Credit Threshold</b> (Transferred Semester Credits + Earned Semester Credits/Transferred + Attempted)	<b>Minimum Credit Completion Rate</b>
<i>Level 1: 0 – 24 Credits</i>	<b>50%</b>
<i>Level 2: ≥ 25 Credits</i>	<b>67%</b>

**Withdrawn Courses:** Withdrawn courses (W): these grades count towards a student's PACE, but do not impact their GPA.

**Incomplete Courses:** Incomplete courses (I): these courses count towards both PACE and GPA. The units attempted are factored into a student's PACE immediately, but are not factored into the GPA until a final grade is awarded.

**Repeated Courses:** If a student repeats a course, only the most recent attempt will be factored into their GPA, but each attempt will count towards a student's PACE.

## **Maximum Time Frame (MTF) - 150% or 200% Published Program Length**

Students are expected to complete their programs based on the criteria listed below, before they become ineligible to receive financial aid.

**Undergraduate** and **graduate** students are expected to complete their program within a:

- *Maximum time frame of 150% of the published length of program.*

### **Credits Attempted that affect PACE/MTF**

- Withdrawals
- Incompletes
- Transfer credit hours applied towards the program from all previous institutions
- Credit/No Credit (previously Pass/Fail)
- Repetition of failed courses
- Pre-requisites
- Failed courses

### **Additional SAP Evaluation Criteria**

- Benchmark courses
- Repeated Courses (please refer to the [Course Repeat Policy](#))
- Dissertations
- Prerequisite course

## **Academic Appeal Process**

Students who are dismissed from the university for not meeting SAP requirements (Academic Dismissal) at the end of an Academic Probation period have the right to file an Academic Appeal regarding their SAP evaluation.

A student who wishes to request an Academic Appeal must submit an [Academic Appeal form](#). Students should be prepared to describe any mitigating circumstances and provide strong supporting evidence. College leadership will hear any student who disagrees with a SAP decision on an appointment basis only.

**Please Note: Westcliff University has the right to approve or deny appeals, academic or otherwise, at its discretion, and the submission of an appeal does not guarantee its approval.**

## **Qualitative Criteria: Grade Point Average (GPA)**

<b>Master's Student GPA Threshold</b>	<b>GPA</b>
<i>Level 1: 0 – 18 Credits</i>	<b>2.75</b>
<i>Level 2: ≥ 19 Credits</i>	<b>3.0</b>

### **Academic Probation Status**

- Students who do not meet SAP criteria for the first time must submit an appeal (see Appeal Process) to be placed on Academic Probation status.
- Students on Academic Probation status will have an Academic Plan that outlines specific criteria achieving satisfactory academic standing.
  - Students on Academic Probation status will be reviewed after each semester period to ensure they are meeting the conditions of their plan. If they are not meeting, they will be Academically Disqualified from the University.

### Academic Disqualified

Students on Academic Probation status who do not meet SAP according to their outlined Academic Success Plan will face Academic Disqualification.

### Academic Dismissal

Students that do not meet SAP after an evaluation period and do not submit an approved appeal to go onto Academic Probation status will be Academically Dismissed.

### Appeal Process

- Students may appeal to be on Academic Probation status eligible by submitting a written appeal to the Satisfactory Academic Progress Appeals Committee
- The Appeal must include a detailed explanation of the circumstances leading to academic difficulties and an Academic Success Plan for improvement.
- The Satisfactory Academic Progress Appeals Committee will review appeals and make decisions based on the merits of each case.
  - If appeal is approved, students will be reviewed for SAP every payment period until they either meet SAP, or if they are not meeting the conditions of their Academic Success plan, they will be Academically Disqualified from the institution.
  - If appeal is denied, student will be Academic Dismissed from the institution
  - Or resubmit an appeal request.

### Student Notifications of SAP Status Changes

- Students are automatically notified of their academic status changes that occur in their academic record.
- Students utilizing Scholarships, Financial Aid or Veterans Benefits of any type will be notified of the impact on their funding as the status changes occur.

### Evaluation Period

SAP will be assessed at the end of each semester to determine if students are meeting the established criteria. This includes regular semesters, summer sessions, and any other terms as applicable.

### Quantitative Criteria: Completion Rate (PACE)

Students must successfully complete at least 50%-67% of attempted credits each term depending on their credits earned and transferred in.

Certificate Completed Credit Threshold (Transferred Semester Credits + Earned Semester Credits/Transferred + Attempted)	Minimum Credit Completion Rate
Level 1: 0 – 9 Credits	50%
Level 2: ≥ 10 Credits	67%

*\*Certificate programs of 9 credits or less must meet 67% Quantitative by the end of the first semester.*

Withdrawn Courses: Withdrawn courses (W): these grades count towards a student's PACE, but do not impact their GPA.

Incomplete Courses: Incomplete courses (I): these courses count towards both PACE and GPA. The units attempted are factored into a student's PACE immediately, but are not factored into the GPA until a final grade is awarded.

Repeated Courses: If a student repeats a course, only the most recent attempt will be factored into their GPA, but each attempt will count towards a student's PACE.

### ***Academic Warning Status***

Students who do not meet SAP criteria for the first time will be placed on academic warning for the subsequent evaluation period.

## ***Course Repeat Policy***

Students may choose to repeat a course they have already taken for a number of reasons. A student can repeat any course in which they earned a letter grade of C- or below without further approval; the threshold for repeating benchmark courses without further approval is a B-.

Students who wish to repeat courses in which they received grades higher than previously stated would need the approval of the College dean. The most recent grade a student achieves across multiple attempts of a course represents the grade calculated into the student's program GPA (PGPA) for consideration of graduation.

Students may attempt a course up to three times without approval. Additional course attempts require a consultation with the dean of the College that hosts the course and approval from the Appeals Committee. The Appeals Committee considers a student's potential to be successful attempting additional course repeats in determining approval. Students who are denied the ability to repeat required courses for which they have not earned the necessary passing grade may be prohibited from continuing their program of study. In this case students are required to submit an [Appeal Request form](#).

Students denied an opportunity to retake a required course may complete an equivalent course at another institution and transfer the credit back to Westcliff University. Any attempt to do so should be done in consultation with the College dean to ensure an appropriately equivalent course was taken. A student may continue their program of study while being concurrently enrolled in the equivalent course at another institution with the written permission of the College dean. Courses taken at another institution and transferred in the credits for the course(s) repeated, along with the previous attempts at Westcliff, will reflect record history and transcripts. This will affect their pace and/or GPA.

## ***Academic Dismissal Policy***

Academic Dismissal is dismissal from the university, for academic reasons, with the ability to apply for readmittance.

Dismissal from the university for any reason may result in the loss of financial aid. The Office of Financial Aid will report the dismissal to the appropriate funding agency.

A student who does not meet Satisfactory Academic Progress at the end of the following periods may be dismissed from the university:

1. *Academic Warning Warning period*
2. *Academic Probation Probation period*
3. *Academic Appeal period may be dismissed from the university*

## **Academic Integrity Policy**

The University does not tolerate any form of academic misconduct, such as cheating, fabrication, plagiarism, and/or multiple submissions. Any student found committing academic misconduct is subject to disciplinary action.

Violations of academic policies that also fall under the Student Code of Conduct, such as the Academic Integrity Policy, may result in disciplinary action, suspension or Academic Dismissal, and will be permanently recorded on the student's record.

1. **Cheating:** Cheating includes, but is not limited to, the use of unauthorized materials, information, or study aids in any academic exercise; the alteration of any answers on a graded document before submitting it for re-grading; or the failure to observe the expressed procedures or instructions of an academic exercise (i.e., examination instructions regarding alternate seating or conversation during an exam).
2. **Fabrication:** Fabrication includes, but is not limited to, falsification or invention of any information or citation(s) in an academic exercise, including fabrication or falsification of research.
3. **Fabrication of Research:** Fabrication of research is the falsification of data or results and recording or reporting them.
4. **Falsification of Research:** Falsification of research is the manipulation of research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
5. **Plagiarism:** Plagiarism is the deliberate use of written work or copying of written work of any length without giving full credit to the original author for their contribution with a proper citation. This includes work that has been published in books, in journals and magazines, and on the Internet; as well as work that has been generated by artificial intelligence tools and work that has not yet been published.

## **Plagiarism**

Considered highly unethical, plagiarism is a direct violation of University policy, fraud, and is against the Copyright Act of Canada. It is important to understand that plagiarism is a breach of academic integrity - a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as their own is not only poor scholarship but also means that one has failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for the student's future career; it also undermines the standards of the institution and of the degrees it issues. If a student is

determined by the Faculty, Program Chair, Dean of the College, or Dean of Student Affairs to have committed plagiarism at Westcliff University, the student will undergo the following disciplinary action:

1. *If there is any suspicion of plagiarism by a student, the faculty will review the materials and may submit them to an evaluation platform such as Turnitin for verification.*
2. *If plagiarism is suspected, the faculty member will contact the student and ask for an explanation.*
3. *If plagiarism is confirmed, the faculty member may allocate a grade of zero (0) for the assignment.*
4. *The faculty member may allow the student to redo the assignment, but the grade given will be at the discretion of the faculty, and points may be deducted.*
5. *If a student submits another plagiarized assignment, the faculty member will forward this information to the Dean of the College, who will send it to the Dean of Student Affairs. The Conduct Board will then review the materials, interview the student, and determine the appropriate action.*
6. *Depending upon the severity of the student's actions, the Conduct Board may recommend academic suspension or dismissal from the University.*
7. *The length of suspension will depend on the severity of the student's actions.*
8. *The Dean of Student Affairs will send a letter to the student outlining the final decision of the Conduct Board, and the corrective process recommended.*
9. *A copy of the letter will be kept in the student's file, and a letter will be sent by registered mail to the student.*

Westcliff University takes plagiarism seriously and provides resources to help students avoid it. If students have any questions regarding plagiarism, they should see the Dean.

## Multiple Submissions

It is important to be aware that it is possible to plagiarize oneself. If one reuses ideas, phrases, or resubmits any prior work, whether it was at Westcliff University or any other academic institution, without citing it properly, they have plagiarized themselves. Many academic honesty policies prohibit the reuse of one's own prior work, even with a citation. Students who wish to reuse prior work should consult with their instructor.

## Academic Program Improvement Policy

Westcliff University is committed to provide program options to students which prepare them to enter the workforce in a specific discipline of interest. The University regularly reviews academic programs (courses, concentrations, certificates or full degree programs) and determines those programs which meet the needs of Westcliff students and the workforce. As a result of this comprehensive review, decisions by the University may result in an improvement or discontinuation of an academic program(s) which is reviewed.

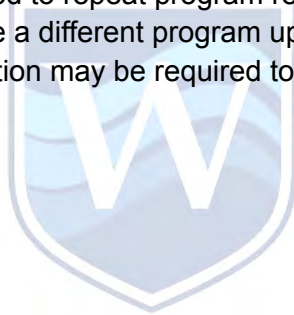
Once a new program or improvement to an existing program has been approved, the relevant Curriculum Committee shall convene to discuss and present the communication plan to the

Chief Academic Officer and Chief Executive Officer. The two (2) officers are responsible for communicating appropriate notification to enrolled and prospective students of any plan to modify any University programs. Changes to Westcliff programs are to be provided to students using approved University communication mediums.

## ***Teach-Out Plan***

The purpose of a teach-out plan is to provide eligible students, who are enrolled in Westcliff University programs scheduled for discontinuation, the opportunity to complete the program before it is no longer available for enrollment registration. When a program is discontinued, a teach-out plan is administered to ensure eligible students receive the information and support services needed to complete the program within the established parameters of the teach-out plan.

Students eligible for participation in the teach-out plan are those who are actively enrolled or registered in the program scheduled for discontinuation. The Office of the Registrar will notify students via email who are actively enrolled or registered in the program and include a reasonable registration schedule that will allow students to complete the program requirements before the program is no longer available for enrollment registration. This notification is to include active students who may need to repeat program requirements. Students who are readmitted will be required to choose a different program upon readmission. Students who do not respond to the teach-out notification may be required to change programs once the program is discontinued.



# College of Technology and Engineering (COTE)

## ***College Mission Statement***

Westcliff University's College of Technology & Engineering's (COTE) primary mission is to prepare a future generation of college graduates by providing a robust STEM-based curriculum designed to enhance their technical acumen, thus enabling, inspiring, and empowering COTE graduates from around the world to create, innovate, and sustain the 21st-century globalized economy. The COTE focus is to promote creativity and innovation in the STEM-related fields, information technology, computer science, and advanced technologies for the purpose of fostering an environment that cultivates technology-pioneers that contribute directly to the evolution of the modern digital age.

## ***Master of Information and Systems Technology (MIST)***

### **Program Description**

Westcliff University's proposed Master of Information and Systems Technology (MIST) is designed to prepare students to advance their careers in the field of information systems and technology through the strengthening of their technological acumen, the development of their research skills, and the refinement of their problem solving and management skills. The practical, hands-on focus of this degree empowers students with an amalgam of advanced technical and management competencies to deploy technological solutions to achieve business and organizational goals. Engaging in applied research and implementation, students gain expertise in the fields of cybersecurity, infrastructure, data analytics, strategic change and organization transformation, network management, and emerging technologies.

### **Program Learning Outcomes**

The Master of Information and Systems Technology degree program encourages students to achieve the following educational outcomes:

1. Develop and lead strategic plans that implement information technology requirements and specifications of complex technology solutions
2. Design and analyze information technology infrastructure to support the implementation of strategic initiatives that integrate current and emerging technologies
3. Evaluate computer systems and improve overall efficiency and effectiveness by applying life-cycle system development
4. Assess various methodologies of computer systems design for the purpose of creating efficacy in computer-supported and delivered processes
5. Engage interdisciplinary teams for successful project completion and communicate outcomes with various stakeholders effectively
6. Evaluate the organizational and societal impact of information systems and technology on organizations, including privacy, regulatory, cultural, and ethical issues.

## Admission Requirements

For acceptance into the **Master of Information and Systems Technology** degree program, applicants must satisfy the:

- *A bachelor's degree, or equivalent, from a regionally or nationally accredited institution with a minimum grade point average (GPA) of 3.0.*

OR

- *Applicants seeking acceptance into a graduate degree program in the Master of Information and Systems Technology degree program must have an undergraduate degree in the field of technology; otherwise, students with non-BSc 4-year undergraduate degrees but who otherwise meet the cumulative B-average must take the MIST Bridge as a prerequisite.*

AND

- [Proof of English Proficiency](#)

## Graduation Requirements

Students must complete thirty-six (36) prescribed credit hours with a program GPA (PGPA) of 3.0 or higher to graduate.

Students must apply for graduation. Upon graduation and fulfillment of all academic requirements, students receive a Master of Information and Systems Technology degree.

## Master of Information and Systems Technology Program Requirements—36 Credit Hours Total

### **Core Courses—12 Credit Hours Total**

IST 510 Information Technology Project Management	3 credit hours
IST 520 Leading Strategic Change with Technology	3 credit hours
IST 545 Business Architecture & Organizational Transformation	3 credit hours
IST 560 Systems Engineering	3 credit hours

### **Capstone Courses—9 Credit Hours Total**

CAP 695 Masters Pre-Capstone	3 credit hours
CAP 696 Masters Applied Capstone I	3 credit hours
CAP 697 Masters Applied Capstone II	3 credit hours

## Master of Information and Systems Technology Areas of Concentration

In addition to the core requirements, students must choose a concentration within the Master of Information and Systems Technology program. To graduate with a concentration, students must take five (5) courses, totaling 15 credit hours, in the area of their chosen concentration while at Westcliff University.

### ***Cybersecurity***

The Master of Information and Systems Technology with a concentration in Cybersecurity is designed to advance the professional careers of technologists and computer scientists in the field of computer systems and information technology security. With an exponential drive towards industry wide digital transformation initiatives, securing the resilience of our systems and to protect the data that is collected, stored and transmitted, has become more critical than ever. The industry has identified a major gap in experienced talent available across all levels to support and meet the needs of the industry. The cybersecurity concentration has been designed with this requirement in mind. The program is presented in a detailed and innovative approach that examines a variety of computer systems security topics, including risk assessment, vulnerability management, network security, data security, intrusion detection, cryptography, computer forensics, incident response, regulatory and compliance landscape, and a proactive approach to designing cybersecurity for emerging technologies. Security policies on privacy and legal issues are also presented alongside a deeper understanding of data governance and data management principles. Upon completion, graduates can design, implement and audit advanced cybersecurity architecture, measures and strategies across several sectors such as healthcare, manufacturing, research and development, education, banking and finance, and international business.

To complete a Master of Information and Systems Technology with a concentration in Cybersecurity, students must complete the five (5) courses listed below—15 credit hours total. COTE concentration course sequences are to be taken in numerical order, as follows:

CYB 600 Threat and Vulnerability Management	3 credit hours
CYB 601 Cyber Operations and Monitoring	3 credit hours
CYB 602 Digital Forensics and Incident Response	3 credit hours
CYB 603 Compliance and Assessment	3 credit hours
CYB 604 Cybersecurity Architecture	3 credit hours

### ***Smart Manufacturing***

The Master of Information and Systems Technology with a concentration in Smart Manufacturing has been designed to advance careers in a domain that has expressed a growing need for talent that can operate at the intersection of technical knowledge and an understanding of business needs. This concentration is designed to address the shift in manufacturing organizations and processes to leverage smart technologies and develop products and systems that leverage emerging technologies, smart hardware and sensors and

advanced data handling and analytics. With an experiential delivery model that engages both faculty and industry members, the Smart Manufacturing concentration will advance students' learning of the most current and emerging technologies, IOT and sensor-equipped machines and a deep analysis of data for measurement and decision making. Recognizing that the advancement of manufacturing environments and processes requires an analysis of how it impacts humans and their role in a smart manufacturing process, the program will teach students how to think about how to design roles and processes that leverage human capacity effectively and as a complement to the technical infrastructure. This will include cross functional collaboration and planning, prioritization of initiatives and trade offs, business casing, resourcing and constraints, and change management that can become hyper-relevant when considering the adoption of these types of technologies. Further, students become competent in the use of forms of AI and tools that provide predictive data to inform management with actionable insights. Lastly, students select, analyze and apply blockchain technology to create a secure and traceable supply chain for manufacturing operations.

To complete a Master of Information and Systems Technology with a concentration in Smart Manufacturing, students must complete the five (5) courses listed below—15 credit hours total. COTE concentration course sequences are to be taken in numerical order, as follows:

SM 600 Industrial IoT and Cyber-Physical Systems	3 credit hours
SM 601 Platform-Based Mfg. & Product Families	3 credit hours
SM 602 Smart Manufacturing	3 credit hours
SM 603 AI & Big Data for Mfg. Decision-Making	3 credit hours
SM 604 Blockchain Applications in Industry and Mfg.	3 credit hours

# Westcliff University Courses

## *Course Code Definitions*

<b>IST</b>	Information and Systems Technology
<b>CYB</b>	Cybersecurity
<b>SM</b>	Smart Manufacturing

## Course Descriptions

### **CAP 695 Masters Pre-Capstone**

(3 credit hours) This course is designed to prepare the student to undertake the applied project that is the object of the two-session Capstone sequence. Students will identify and secure the subject of their capstone, examine their subject's challenges, and create a statement of the problem that both the faculty member and the organization's representation agree upon. Instruction on the identification and use of appropriate research sources for problem analysis, planning, and consideration of project options will form a significant portion of the course. As a complement, students will also conduct stakeholder interviews and requirements gathering. Students will complete a literature review integrating both theory and comparable cases relevant to the problem along with a proposed course of action and work plan (including a GANTT chart), to include the project scope.

### **CAP 696 Masters Applied Capstone I**

(3 credit hours) The first of two capstone courses is defined by the implementation of the plan developed in the pre-capstone course. Students finalize their working scope by creating alpha and beta test plans, ensuring strategic alignment of the plan's objectives to the organization's goals (to include financial filtering for sustainability and ROI), and establishing assessment and evaluation points with key metrics and indicators for success. As the project is executed, students will chronicle all changes prior to and during the plan execution along with stakeholder input and their own reflections in preparation for the final course.

### **CAP 697 Masters Applied Capstone II**

(3 credit hours) In their final capstone course, students bring their project to a close. Following execution and alpha testing in Capstone I, students will conduct beta and pilot tests to assess project success. Students will compile their records and the feedback of all stakeholders developed and solicited throughout this experience. Assessment of success and/or failure as well as lessons learned from both are conducted. Students determine the best course of action to make use of learned information and recommendations for the field and organization going forward. Students are successful in their capstone experience when their report is reviewed and approved by their faculty member.

### **CYB 600 Threat and Vulnerability Management**

(3 credit hours) Students will evaluate vulnerability assessment frameworks as well as tools and techniques that support the detection, protection, and mitigation of security threats. How potential threats and vulnerabilities are created and exploited will be the main focus of the

course, including software, hardware, and cryptographic weaknesses. Students will also learn how to assess vulnerabilities and provide data that will use risk management frameworks to inform organizational standards and policies.

### **CYB 601 Cyber Operations and Monitoring**

(3 credit hours) An analysis of the tactical and functional tools of cybersecurity that constitute an organized approach to the monitoring, detecting, investigating, analyzing, and reporting of security events. Students will appreciate how these functions are harmonized under a Security Operations Centre and select the tools (hardware and software), resources (personnel and vendors) as well as frameworks used to manage the security operations of large-scale network systems. Students will further investigate how they integrate with the larger technology operations of the organization. Simulation of incidents will form a primary form of instruction.

### **CYB 602 Digital Forensics and Incident Response**

(3 credit hours) This course will allow students to investigate compromised systems, perform audits and investigations on developing and past intrusions and incidents, identify how, why, and when a breach may have occurred, examine the impact of the attack, and learn how to remediate such incidents through effective incident response methodologies. Students will collect and process evidence of attack- and threat-related activity on various enterprise devices, sensors, computers, the cloud, and mobile apps. Students will become practiced in the development of incidence response plans and frameworks and learn how to develop policies and procedures that must be in place to minimize incidents from recurring.

### **CYB 603 Compliance and Assessment**

(3 credit hours) Due to the evolving regulatory and compliance landscape, this course will require students to judge the different regulatory standards and compliance requirements such as NIST, COBIT, COSO, SOC2, ISO 27001, and others. Students will investigate the organizational, infrastructural, and personnel requirements that must be satisfied for the organization to remain in compliance with legal and regulatory mandates. This will include an understanding of supply chain resiliency and the role vendors play in ensuring that an organization can continue to meet its regulatory obligations

### **CYB 604 Cybersecurity Architecture**

(3 credit hours) Students will analyze, model, and plan computer system components that allow the organization to design secure products, systems and networks that align with centralized security operations and organizational security policies. Students will learn a holistic approach to designing security for infrastructure, data, applications, devices, external systems, and other components while preventing security intrusions and managing risks from internally produced security faults. Deep analysis of cloud, network, IoT, endpoints, and mobile devices is provided to enable students to understand the origins of various threats. Students will develop a deep understanding of antivirus, firewall, and intrusion detection systems.

### **IST 510 Information Technology Project Management**

(3 credit hours) This course provides students with advanced concepts, tools, and techniques for managing projects in the IT sphere with a focus on sustainable practices. Individually and in a group setup, students practice the duties and tasks that an IT project manager has during the development and implementation of an IT project, as well as the required skills an IT Project

Manager needs to successfully integrate the projects with IT operations and service management. Students will use agile project management and scheduling software tools and strategies. Students will construct a comprehensive IT project plan.

### **IST 520 Leading Strategic Change with Technology**

(3 credit hours) This course examines the major components of organization development including the evolution of organization development, the nature of change, and how change agents can effectively manage and implement change in organizations. The focus will be on the major drivers of change and the corresponding issues and consequences thereof. Topics include (1) the managerial and strategic contexts of organizational behavior, diversity, globalization, technology, and ethics in corporate governance, (2) managing, influencing, and motivating employee behavior, (3) managing teams locally and virtually, (4) managing conflict, organizational leadership and influence processes, and (5) managing change within the organization. Selected cases and scenarios provide the basis for the assessment of student knowledge integration.

### **IST 545 Business Architecture & Organizational Transformation**

(3 credit hours) This course equips students with a comprehensive understanding of the intricate relationship between business architecture, digital technologies, and organizational transformation. The course will examine organizational structure in terms of governance, business information systems, and business processes, including how these elements interact in the production of organizational value and how they are leveraged in organizational adaptation. Organizational transformation will be understood in its more traditional presentation but will be embraced in this class from the standpoint of digital transformation, due to the increasing pace of technological change and increasing dependence on the digitalization of work, products, and services.

### **IST 560 Systems Engineering**

(3 credit hours) This course introduces the student to a disciplined technical, communication, and management process enacted through Model-Based Systems Engineering (MBSE), by which abstract complex problem descriptions are successfully transformed into fully developed, tested and deployed systems. Specialized concepts involved in developing human-engineered complex systems are reinforced primarily through modeling and simulation.

### **SM 600 Industrial Internet of Things and Cyber-Physical Systems**

(3 credit hours) This course serves as an introduction to the Industrial Internet of Things (IIoT), specifically for a manufacturing setting. Students will examine and apply the tenets of Industry 4.0 and 5.0 from the standpoint of automation of business activities and processes supported by sensors and human-machine systems. Students will evaluate the role and utility of sensors and systems of sensors as a part of modern manufacturing operations.

### **SM 601 Platform-Based Manufacturing, Product Families, and Additive Manufacturing**

(3 credit hours) Students will develop models of and plans for manufacturing systems centered around particular manufacturing approaches and groupings of products. Students will come to appreciate the impact of, and activities in, the manufacturing value network within which platform-based manufacturing operations exist. Finally, students will work with small-scale additive manufacturing systems to investigate the potential of 3D and 4D printing systems in manufacturing, with the auto industry as a particular example.

**SM 602 Smart Manufacturing**

(3 credit hours) Students will examine how data and forms of intelligent systems contribute to the effective and efficient production of goods, as well as investigate the fusion of IIoT and industrial robots in the manufacturing process. Connectivity-enabled simulation (sim-to-sim, sim-to-IoT, and IoT-to-sim) will be a primary vehicle for analyzing information and production flow. Students will also analyze the use of systems of intelligent visualization for manufacturing purposes.

**SM 603 AI and Big Data for Manufacturing Decision-Making**

(3 credit hours) Students will analyze and apply techniques for the use and analysis of large volumes of structured and potentially unstructured data that contribute to decision-making in a manufacturing setting. The application of algorithms and techniques from the area of AI for prediction, classification, and prescription in a manufacturing setting will be addressed.

**SM 604 Blockchain Applications in Industry and Manufacturing**

(3 credit hours) Students will analyze, select, and model systems supported by blockchain technology for securing data and information relative to both manufacturing and the supply chain that supports it. Students will identify and evaluate systems and blockchain techniques that increase transparency and trust and that aid decision-making along the value chain. Students will also be exposed to the ways in which blockchain facilitates asset and resource traceability in collaborative manufacturing.

**TECH 100 Information Technology Essentials**

(3 credit hours) Information Technology Essentials is a course focused on providing a comprehensive foundation in major topics of Information Technology and Systems. Topics in computer hardware and software, databases and database management systems, networking, security, emerging technologies, the Internet, and business process management are surveyed.

**TECH 110 Technology and Systems**

(3 credit hours) This course will help students gain knowledge of computer hardware. Students will learn basic computer architecture and digital computing, including memory, processors, storage devices, and input/output devices. Knowledge will also be gained in basic PC maintenance, hardware, and networking troubleshooting.

**TECH 250 Technical Documentation and Communication**

(3 credit hours) This introductory technical writing course exposes students to the basics of technical written communication: the writing process, audience and purpose, formatting, design, research, and professional collaborative writing. Students focus on writing, independently and collaboratively, widely-used technical communications, such as memos, proposals, reports, and technical descriptions/definitions. Students' work culminates in a digital technical communication portfolio.

**TECH 330 Emerging Technologies**

(3 credit hours) This is an exploratory course in which students will be given the opportunity to evaluate emerging technologies and their potential uses and impacts on the business world. Topics include IoT, AI and ML, metaverse, and blockchain, enabling students to explore the most current and future technologies available, and evaluate their impacts on businesses.

# **Administrative Policies and Requirements**

## ***Anti-Bribery and Anti-Corruption***

Members of the Westcliff community must act with honesty and integrity in transacting University business in Canada and abroad. Westcliff University may be subject to numerous anti-bribery and anti-corruption laws and regulations when conducting international activity both inside and outside of Canada. Westcliff strictly prohibits all forms of bribery and corruption, and community members are required, without fear of retaliation, to report actual or suspected incidents. Bribery includes any offer to, or given by, a member of the Westcliff community of a financial or other advantage, to encourage improper acts. Bribery may involve cash payments or kickbacks, or other things such as gifts, trips, use for free of University facilities or equipment, and anything else that has perceived value. Corruption refers to the abuse of entrusted power for private gain (e.g. soliciting or receiving gifts or other gratuities to perform part of an official function, or omit to perform an official duty). It includes dishonest activity in which a manager, staff member or contractor of the University acts contrary to the interests of the University and abuses their position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. This policy applies to dealings within the University and with outsiders, in both the private and public sectors.

## ***Alcohol & Drugs Policy***

This policy is applicable to the entire University community, including faculty, staff, students and visitors, and includes any events conducted off-campus that create a potentially hostile campus environment.

### ***Drug Abuse Prevention***

The University is committed to creating and maintaining a healthful environment for all members of the community at all locations. Student use of alcoholic beverages and smoking of any material is prohibited in all University facilities, including at any University-associated residential facilities, and any University-owned vehicles. Smoking includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

Students are encouraged to seek help if they are abusing alcohol and/or illicit drugs. The University will provide appropriate resources and referrals for any students seeking substance abuse treatment.

### ***Prohibition of Illicit Drug Use***

The University must adhere to a Code of Conduct which recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use or distribution of alcohol and illicit drugs on University property or as part of any University activity is absolutely prohibited.

Prohibited actions include:

- Unlawful possession, use, or distribution of marijuana, narcotics, hallucinogens, barbiturates, amphetamines, prescription drugs, or any other illegal substance.
- Student possession, use, or distribution of beer, wine, or intoxicating liquor.

## ***Institutional Sanctions for Alcohol and Drug Violations***

Any member of the Westcliff University community found consuming or selling illegal drugs on University property shall be subject to discipline on a case-by-case basis.

## ***Technology Policy***

Each student should either *possess* a computer—laptop or desktop—or have *access to* a computer. To make the best use of the Virtual Class Session (VCS) platform on Zoom, each student should have, associated with their computer, a webcam, a microphone and a speaker. To participate in VCSs, please review the minimum [technology requirements](#).

### ***PERMITTED TECHNOLOGY USES***

Westcliff University technology systems are to be used solely to deliver instruction to students and carry out associated administration and operational activities.

### ***PROHIBITED TECHNOLOGY USES***

**Willful Damage:** including hacking system passwords and committing attacks on university-controlled networks

**Copying:** including distributing or copying copyrighted material, plagiarism, or use of illegal software within the university's system

**Harassment:** slander or libel of anyone, writing or forwarding inappropriate or unwelcomed messages to others, including the sending of bulk spam.

## ***Technology Requirements***

### **PC or Mac**

**Internet Connection:** broadband wired, or wireless (4G or 5G/LTE)

**Speakers and Microphone:** built-in, USB plug-in, or wireless Bluetooth

**Webcam / HD Webcam:** built-in, USB plug-in, HD cam, or HD camcorder w/ video capture card

## ***Minimum System Requirements***

### **Processor and RAM Requirements**

Processor: Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)

RAM: 8Gb

### **Bandwidth Requirements**

The bandwidth used by Zoom is optimized for the best experience based on the participants' network. It is automatically adjusted for 3G, Wi-Fi or wired environments.



### ***Supported Browsers for Web Start***

**iOS:** Safari, Chrome

**Android:** Webkit (default), Chrome

### ***Processor Requirement***

Processor: Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)

RAM: 8Gb

### **HD Camera Suggestions**

[Logitech PTZ Pro](#)

[Aver VC520](#)

[Logitech](#)

[ConferenceCam](#)

[CC3300e](#)

[Logitech HD Webcams](#)

[VDO360 PTZ HD](#)

[Camera](#)

[VTEL HD3000PTZ](#)

[Camera](#)

[Vaddio Clearview USB](#)

[Microsoft HD Webcams](#)

[Hovercam Solo 5](#)

[Document and Webcam](#)

### **USB Speakerphone and Microphone Suggestions**

[Revolabs UC500](#)

[Jabra Speak 510](#)

[Clearone Chat 150](#)

[Logitech P710e](#)

[Plantronics Calisto 600](#)

[Phoenix Quattro3](#)

[Voice Tracker Array](#)

[Microphones](#)

[Yamaha PSP-20UR](#)

[Yamaha YVC-100](#)

[Jabra USB Headphones](#)

[Plantronics Headsets](#)

[Revolab Fusion](#)

[Wireless Microphones](#)

[Conferencing System](#)

[MXL Microphones for](#)

[Conferencing](#)

[Magewell HDMI capture](#)  
(Mac or Win)

[Startech](#)

[Composite/SVideo to](#)

[USB](#) (Win)

[Blackmagic Design](#)

[Intensity Extreme](#) (Mac)

Other Peripherals

**Note:** Please test devices first. Device support varies with systems.

### **Bluetooth Speakerphone and Microphone Suggestions**

[Jabra Speak 510](#)

[Logitech P710e](#)

[Plantronics Calisto 620](#)

[AirPods](#)

Most course instruction materials are presented in Microsoft Office (Word, Excel and PowerPoint) or Google Suite (Docs, Sheets, and Slides).

For questions about the technology requirements, please contact [technology@westcliff.edu](mailto:technology@westcliff.edu).

# ***Student Rights Policies***

## ***Anti-Harassment Policy and Procedure***

### **Anti-Harassment Policy**

It is the policy of Westcliff University to maintain an academic and employment environment free of harassment.

Harassment by a faculty member, employee, student, or visitor is a violation of this policy and is prohibited. The University is committed to upholding Canadian laws.

Harassment covers a wide range of aggressive and offensive behaviors. Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. For purposes of this policy, harassment includes, but is not limited to: threatening, persistent, or aggressive verbal or physical actions and discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability. Unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature are strictly prohibited.

### ***Anti-Harassment Procedure***

Westcliff University has zero tolerance for harassment, including sexual harassment. Harassment by a faculty member, employee, student, or visitor, is prohibited. The University follows and enforces the Ontario *Human Rights Code*, the *Occupational Health and Safety Act*, and all other applicable anti-harassment laws.

If you feel that you have been harassed, please submit a report to the Director of Student Affairs, Christina Powers, at [christinapowers@westcliff.edu](mailto:christinapowers@westcliff.edu). The incident report will be reviewed and, if warranted, the Dean of Student Affairs or a designated impartial staff member will investigate the matter and report the findings to university administration within fifteen (15) days, whereupon the University will issue its response and take appropriate action, which may include referral to enforcement authorities. Under extenuating circumstances, an extension may apply and will be communicated to the student.

### ***Ontario Human Rights Code***

The Ontario Human Rights Code (OHRC) is a provincial law enacted in 1962 to protect individuals from discrimination and harassment. It ensures that all Ontarians have equal opportunities and are treated fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability, or other protected grounds. The OHRC applies to universities and colleges, requiring them to maintain inclusive, discrimination-free environments while providing accommodations for individuals facing barriers.

### **OHRC Policy**

Westcliff University is committed to upholding the principles of the Ontario Human Rights Code (OHRC) by fostering a safe, inclusive, and equitable learning environment for all students,

faculty, and staff. The University prohibits discrimination and harassment based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability, and other protected grounds in academics, employment, and campus services. Westcliff University recognizes its duty to accommodate individuals facing barriers related to disabilities, religious practices, gender identity, family status, and other protected grounds, ensuring equal access to education and opportunities.

## **OHRC Procedure**

Any individual who experiences or witnesses discrimination under the scope of the Ontario Human Rights Code is encouraged to report their concerns to the Student Affairs Office. Reports may be submitted confidentially and will be handled with professionalism, sensitivity, and impartiality.

## ***Accessibility for Ontarians with Disabilities Act and Students with Disabilities Policies***

The Accessibility for Ontarians with Disabilities Act (AODA), enacted in 2019, aims to make Ontario more accessible and inclusive for people with disabilities.. Its Integrated Accessibility Standards Regulation sets out standards for various spheres of society, including educational and training institutions. These standards cover various areas like goods, services, facilities, accommodation, employment, buildings, and premises. The Act focuses on removing physical, architectural, information or communications, attitudinal, and technological barriers that prevent individuals with disabilities from fully participating in society.

Westcliff University complies with AODA by creating accessible learning environments, ensuring classrooms, libraries, and study spaces are both physically and digitally accessible. The University also emphasizes equitable student services, such as providing assistive technology, accommodations, and inclusive learning materials, while promoting employment equity by ensuring that faculty, staff, and students with disabilities have equal opportunities in both academic and employment settings.

More specifically, the University recognizes and follows its obligations under AODA's information and communications standards, including:

- Where notification of need is given, to provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person with a disability to whom the material is to be provided.
- To provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.
- To provide educators with accessibility awareness training related to accessible program or course delivery and instruction, and to keep a record of the training provided, including the dates on which the training is provided and the number of individuals to whom it is provided.
- To make accessible or conversion ready versions of any Westcliff University-produced textbooks or print-based supplementary learning resources available to other educational or training institutions using such textbooks or resources, upon request.

- In the case of the University library, where available, to provide an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request.

## Self-Disclosure and Request for Accommodations

Westcliff University does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the University's educational resources, consistent with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).

**Accessibility Services Coordinator - Kristina Powers**  
**Accessibility Services Deputy Coordinator - Dr. Josh Schoonover**

16715 Von Karman Ave. #100

Irvine, CA 92606

+1 (888) 491-8686

[ADA@westcliff.edu](mailto:ADA@westcliff.edu)

Individuals with disabilities wishing to request an accommodation must contact the Accessibility Services Coordinator. Disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the Accessibility Services Coordinator will not be treated as a formal request for an accommodation. However, if a student discloses a disability to such an individual, that individual is required to direct the student to the Accessibility Services Coordinator. Upon request, the Accessibility Services Coordinator (or their trained designee) will provide a student or applicant with a Request for Accommodations form. To help ensure timely consideration and implementation, individuals making a request for accommodation are asked to contact the Accessibility Services Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Below are the two forms to be completed. The first form is for the student to request for accommodations. The second form is to be completed by a qualified professional.

[Request for Accommodations](#)

[Accommodation Verification Form](#)

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating their physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability. Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or

more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The University may request additional documentation or testing as needed. Before obtaining medical documentation, please review the qualifications of professionals described on the [Disability Accommodations and Resources webpage](#).

After the Accessibility Services Coordinator receives the Request Form and the required documentation, they (or their trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

## ***Transcript Requests***

Transcripts are available from the date the student enrolls in their first term. To request transcripts, students must complete the [Transcript Request Form](#) online or in person at the Registrar Department. Official transcripts are \$15 (CAD) each and are mailed to the student within 7-10 business days after the form has been submitted and no outstanding holds remain.

## ***Student Records Policies***

### ***Confidentiality and Privacy Policy***

Westcliff University is committed to maintaining the integrity and security of confidential and personally identifiable information (PII), and records created, received, maintained and/or stored by the university in the course of carrying out its educational objectives and mission. This policy addresses the obligations to secure confidential student records from unauthorized or unlawful disclosure. It is intended to reflect federal and provincial laws governing the privacy and confidentiality of record

### **Personal Information Protection and Electronic Documents Act (PIPEDA)**

PIPEDA is federal privacy legislation which applies to organizations that collect, use or disclose personal information in the course of commercial activities. PIPEDA also sets out the rights individuals have with respect to their PII, including a right to access and correct their personal information. As a private education institution, Westcliff University is subject to PIPEDA in its Ontario operations.

The rights and obligations set out in PIPEDA apply to any personal information collected by Westcliff University, including personal information collected from prospective and enrolled students, parents, volunteers and community members. These rights and obligations are also informed by ten PIPEDA principles, found in Schedule 1 of PIPEDA.

Westcliff University is committed to protecting the privacy and security of personal information.

This privacy policy (the “**Privacy Policy**”) explains:

- the types of personal information we collect;
- when such collection occurs;
- how we use and share the personal information we collect;

- the steps we take to ensure your personal information is safeguarded appropriately; and
- how you can contact us regarding your personal information and this Privacy Policy.

From time to time, we may make changes to this Privacy Policy. The Privacy Policy is current as of the date which appears at the top of this catalogue. We encourage you to look for updates and changes to this Privacy Policy by checking its effective date from time to time. If the changes we make are significant, we will provide a more prominent notice and obtain consent when required by applicable laws.

By interacting and sharing personal information with Westcliff University, you consent to the terms of this Privacy Policy.

### ***Personal Information***

This Privacy Policy applies to any personal information we collect or receive about you, from you or any other source. “**Personal information**” as used in this Privacy Policy refers to any information that identifies, relates to, describes, or is reasonably capable of being associated with a particular individual and that is recorded in any form (such as your name, your phone number, your postal and email address and your payment information), as further defined in PIPEDA and applicable provincial legislation. It may also include technical information such as your IP address, browser settings and device ID, but only when this information can identify you as an individual. Please note that personal information excludes information that is anonymized and cannot be associated with an identifiable individual and aggregate information which represents compiled data from a group of individuals who can no longer be individually identified.

Please note that Westcliff University does not intend to collect personal information from a minor. If you believe we may have collected information from your child, please contact us so that we can endeavour to delete it.

### ***Categories of Personal Information Collected***

We limit the collection of personal information to what is reasonably required to fulfill the purposes for which it was collected. Depending on your interaction with us, we may collect:

- **Personal identifiers**, such as name, postal address, phone number, email address, account numbers, username or Internet Protocol (IP) addresses, signatures;
- **Payment information**, such as credit or debit card number or bank account information when you pay tuition or make other purchases;
- **Education-related information and other information you submit to us when applying for an educational opportunity**, which may include prior educational institutions, grades, reference letters, etc.;
- **Professional or employment-related information and other information you submit to us when applying for an employment opportunity**, which may include some of the information described above, as well as letters of motivation, your resume, references and any additional information provided by you in an application;

- **Internet or other electronic network activity information (i.e. technical information when you visit our websites or use our mobile applications)**, including when you log in to use our products and services. This information is collected via automated means, such as cookies, authorized token, web beacons and similar technologies, and may include your IP address, device ID, browser type, data about the web pages you visited on our websites, time and duration of a visit, information about your location, your language preferences.

## ***Collection of Personal Information***

We will generally collect personal information directly from you when you interact with us.

### ***Directly From You***

We may collect your personal information directly from you such as:

- when you apply to or enrol in a program, we may collect your contact information and information about your educational history, references, and finances;
- when you apply for financial aid, we may collect information relating to your income, finances or creditworthiness;
- when you contact us or send us questions, comments, suggestions or complaints, we may collect contact information and information about your inquiry that is necessary in order to address it or to respond to you;
- when you apply for a position, we may collect contact information and other information to process your application for employment;
- when you create or access an account on our website, we may collect information to identify you; and
- we may collect any other personal information you voluntarily provide to us in connection with any other matter.

### ***Through Our Website or Other Technologies***

We or our service providers that help us maintain and operate our website may also automatically collect the following information relating to your access to and use of our website through cookies (small data files stored on your device used to access and use our Sites), Web beacons (small transparent images used to track Sites visits and effectiveness of advertising) and other similar technologies: [your domain name; your browser type and operating system; your type of computer or mobile device; pages you view; links you click; your IP address; the length of time you visit or use the service, and how you use the service]. However, please note that cookies and beacons might be necessary to access or use certain features of our website.

We may also collect information you share about Westcliff University on social media.

We may also be collecting information about your approximate physical location when you use a mobile device to access our website. If you do not want us to collect such information, please adjust or modify the settings of your mobile device accordingly.

Please be aware that we may use cameras on campus to protect our rights, property and safety and those of our students, employees, professionals, community members, and the public. We do not use these cameras to identify people except when reasonably necessary for these purposes or as required by law. Where this is applicable, signs will be posted to indicate that cameras are in use.

## ***Using Personal Information***

We will generally use your personal information as part of our normal operations in order to provide you with our services, through our website, to support our business, for research and development purposes, for marketing purposes or otherwise, with your consent or as permitted or required by law.

### ***General Purpose***

More specifically, we may use your personal information for the following purposes:

- to process your applications and evaluate admission to a program;
- to process and tuition payments or other purchases and related transactions;
- to provide customer service and to respond to your inquiries or requests;
- to elaborate and improve our program offerings and our other services and products;
- to manage and improve our student and professional experiences and our website;
- to monitor, analyze and assess the access and use of our website including the registration and authentication of your account, if applicable;
- to customize the content of our website and advertising;
- to protect our rights, property and safety and those of our students, employees, community members and the public;
- to detect and prevent educational fraud;
- to maintain appropriate records for internal administrative purposes, including for staffing and management of personnel; and
- to comply with legal requirements.

### ***Research and Development***

We may use personal information to understand and assess your interests and changing needs with a view to improving our programs and services and developing new ones, as well as to evaluate potential improvements or other modifications to the functionality of our website. For instance, we may use third-party web analytics services, such as Google Analytics, to help us analyze how visitors use our websites. When required by law, we will use anonymized information for these purposes.

### ***Marketing***

We may use your personal information to provide you with personalized content and services, such as tailoring our programs and services and our digital experiences and offerings. We may

also use your personal information to communicate with you in a variety of ways (for example, by email, telephone, text message, direct mail or through our online support services) about our programs, products, services, special offers, promotions, contests or events that may be of interest to you. If you no longer wish to receive our commercial electronic messages, please follow the unsubscribe procedure included in each of these messages.

### ***Retaining Personal Information***

Please note that we will only retain your personal information for as long as reasonably necessary for the above purposes or as required by law. Once no longer required, your personal information will be securely destroyed or anonymized, in compliance with applicable laws.

### ***Disclosing Personal Information***

We will not disclose or share your personal information without your consent to any company or person other than as authorized by law or as follows:

- to any of our affiliate entities for the purposes detailed in this Privacy Policy;
- with service providers who are assisting us with respect to any of the purposes stated above (including payment solution providers) require such information to perform their services for us, it being understood that they will only be permitted to use the information as part of the performance of their work for us or when the disclosure of your information is required by law and that such third parties will have appropriate privacy standards in place.
- if we believe that the disclosure of personal information is required by law;
- if we believe that the disclosure of personal information will help us protect our rights, our property and our safety and those of our students, employees, community members, and the public;
- if we believe that the disclosure of personal information is necessary in the investigation of suspected or actual illegal activity or in response to a request by law enforcement authorities;
- if such disclosure would be in a way that it would not directly identify you, such as through aggregate information; and
- when required in the context of a prospective or completed business transaction, such as a transfer of assets or shares or merger, in accordance with applicable legal requirements. For example, we may make your personal information available to advisors or (potential) buyers of our business if necessary for concluding the transaction and continuing operating the business.

### ***Your Privacy Rights***

For the most part, provincial privacy legislation in Canada provides that if we notify you (for example, through the distribution of this Privacy Policy) of the purposes for which we intend to collect, use or disclose your personal information, and those purposes are reasonable, we will have your implied consent to act in accordance with the Privacy Policy.

You have choices about the way Westcliff University handles your personal information.

## ***Communications Preferences***

You can always choose not to receive marketing or promotional messages by email by clicking on “unsubscribe” in any email you receive. Please note that even if you have indicated your choice not to receive commercial messages from us, we may still communicate with you in connection with a program or service, in accordance with applicable law (for example, to send you important program information or service notification). In addition, it may take up to ten (10) business days to register a change of preference across all our records.

## ***Browser Settings***

We use technology to enhance your experience and present you with offers, including personalised advertising. Through technologies such as cookies, our websites recognize you when you use or return to them and can provide you with a seamless experience. You can remove or disable some of these technologies at any time through your browser. However, if you do so, you may not be able to use some of the features of our websites.

Please refer to your browser instructions or help screen to learn how to block, delete and manage cookies on your computer or mobile device.

## ***Withdrawing Consent***

You may withdraw your consent to the collection, use and disclosure of personal information in accordance with this Privacy Policy at any time upon reasonable notice to Westcliff University in writing, subject to legal or contractual restrictions. To do so, you may contact us through our website.

The withdrawal of your consent may affect our ability to continue to provide you with the programming and service offerings that you have or would like to receive because the continued use and disclosure of your personal information is a necessary part of making the program or service available to you. In some circumstances, legal requirements may prevent you from withdrawing consent and/or we may be required to retain some of your personal information as further detailed above.

## ***Safeguards and Data Governance***

We have implemented physical, organizational, contractual and technological security measures in an effort to protect your personal information and reduce the risk of loss or theft, unauthorized access, disclosure, copying, misuse or modification of your personal information. These measures include restricting physical access to our offices and records, restricting access to your personal information to only those employees or agents who require access to fulfill their responsibilities, and restricting unauthorized access, disclosure, use and misuse of your personal information in our custody and control. We also periodically update and review such security measures.

Our goal is to prevent unauthorized access, loss, misuse, sharing or alteration of personal information in our possession. We also use these safeguards when we dispose of or destroy your personal information.

## ***Cross-Border Personal Information Transfers***

Your personal information may be transferred, stored, accessed, or used in a jurisdiction outside your jurisdiction of residence (for example, outside your province or outside Canada) in connection with our use of third-party service providers engaged by us. We engage these third-party service providers to assist us in providing our services to you; for example, in order to process payments or manage our communications with you.

We use our best efforts to ensure that all of our third-party service providers take reasonable security measures to protect your personal information (this includes technical, administrative, and physical safeguards to protect your personal information). We use our best efforts to ensure our service providers only use your personal information for authorized purposes we have made known to you or which are otherwise permitted by applicable law.

Where personal information is located outside of your province of residence or outside Canada, it is subject to the laws of that jurisdiction which may differ from those in your jurisdiction and any personal information transferred to another jurisdiction will be subject to law enforcement, regulatory, and national security authorities in that jurisdiction. Subject to these laws, we will to the best of our abilities use contractual measures to maintain protections that are at least equivalent to those that apply in Canada.

## ***Accessing and Correcting Personal Information***

You may be entitled to access your personal information and request the rectification information that is inaccurate, incomplete or no longer up to date, subject to limited exceptions set out in applicable laws.

Depending on the law applicable in the jurisdiction where you reside and subject to legal or contractual restrictions, you may also be entitled to:

- request that we stop or restrict processing your personal information or to have it erased;
- request information on automated processing of your personal information. You can obtain information on the personal information used to render the decision (and request that this information be correct) and the reasons, principal factors and parameters that led to the decision;
- obtain a copy of the personal information we collected from you; and
- obtain additional information about data processing, including the personal information collected and how it is processed by Westcliff University.

To submit a request, please contact us in writing through our website or by mail. Please be advised that in order for you to modify, access or review your personal information, we may ask you to provide us with sufficient identification.

In all cases, we will generally attempt to answer your request within thirty (30) days or we will advise you if we require a longer response time.

## ***Attendance Policy***

Students are expected to attend all class meetings, submit all assignments, and participate in all online or face-to-face discussions and activities as these are essential components of the

educational experience. Students must engage in these academically related activities during the first two weeks of a session to secure their seats in each class; ongoing engagement throughout classes is critical for student success. Students who qualify for financial aid are required to participate in at least one academically related activity during any 14-day period or risk being withdrawn from the class, affecting their enrollment with the university.

Campus-based students are expected to attend every onsite class meeting. In the event of an absence from a class meeting, the student has the responsibility to notify their professor of the reason for the absence. Students who are absent from a class meeting are responsible for completing any missed work and seeking makeup opportunities that may be available for the missed class meeting.

## Changes to Registration

### ***Schedule Adjustment Period (Add/Drop Deadline)***

The deadline for a student to adjust their schedule by adding or dropping a course is 5:00 p.m. on the Monday of the second week of instruction (Tuesday if Monday is a holiday). To add or drop a course, the student must submit the Add/Drop Form prior to the deadline. Courses dropped by this deadline do not appear on a student's transcript or registration and are not considered as a "Course Attempted." Courses dropped after this deadline are considered a "Course Withdrawal." If a student misses a class due to a schedule adjustment during the add/drop period, this constitutes an absence.

### ***Withdrawal Deadlines***

Students may choose to withdraw from a course in which they are enrolled by completing the Course Withdrawal Request Form. A grade of "W" is assigned to a student who officially withdraws within the first 75% of the course after the Schedule Adjustment Period. In an eight-week course, the deadline for a student to withdraw is the last day of the sixth week of instruction. In a sixteen week course, the deadline for a student to withdraw is the last day of the twelfth week of instruction. After the official withdrawal deadline, a grade of Withdrawal "F" is assigned. Absence from class does not constitute an official withdrawal.

### ***Appeal Procedure***

Students may request an Attendance Appeal via their Student Services Advisor (SSA) if they believe a decision regarding an attendance mark to be unjust, incorrect, or worthy of special consideration. The Student Services Advisor will discuss the student's options and if appropriate, provide the student with the [Attendance Appeal Form](#). Students must submit the appeal request no more than three (3) business days after the email receipt.

To receive consideration, the appeal must be submitted on the deadline specified above, requests are required to include the submission of relevant supporting documentation to support and demonstrate any mitigating circumstances.

# *Leave of Absence Policy*

## **Policy**

Westcliff University recognizes that a student may be compelled to interrupt their enrollment and take a temporary break from their studies, which is recognized as a Leave of Absence (LOA). While on an LOA, students are not enrolled in any courses and have no academic or financial obligations to the university. LOAs must be approved by the Office of the Registrar. Students may take one LOA per academic year, and LOA applications are reviewed once per semester.

Students must be mindful of the impact that a leave of absence may have on their eligibility and timely completion of their program. Students receiving financial aid funds should consult their Financial Aid Officer prior to applying for an LOA. All students should consult with their Student Services Advisor (SSA) to determine the impact an LOA has on their adherence to the [Satisfactory Academic Progress \(SAP\) Policy](#).

## **Students Who Take an LOA**

### **Course Completion**

A student is expected to complete all courses in their current semester before taking an LOA. Students resume their program following an approved LOA. Should a student need to take an LOA prior to the end of a semester, students are withdrawn from their program with a “W” grade for their current classes. Students with qualifying extenuating circumstances may instead receive an Incomplete, or “I”, grade and are able to complete their work and earn a grade for the course within an approved timeframe.

### **Returning from Leave**

Students enrolled in an academic program who take an LOA are not required to apply for readmission upon their return. If a student believes they are unable to return following their LOA, they must extend their LOA (for a maximum of one session) or withdraw from their program. Students should speak to their SSA about the best option for their situation. Students eligible for financial aid should consult with their Financial Aid Advisor.

## **Alternatives to an LOA**

### **Session Break**

Students seeking to take a portion of a semester off may choose a session break. While on a session break, students remain in an enrolled status yet they have no classes during one of the two sessions that make up a semester. Students may not take back-to-back session breaks, though they may use a session break to extend an LOA.

### **Reduced Course Load**

Full-time students may reduce their course load to below full-time requirements and maintain enrollment in the program. Financial aid students should consult with their Financial Aid Advisor regarding the impact of a reduced course load on their financial plan.

## **Special Circumstance LOAs**

### **Medical Reasons**

Students on an LOA for medical reasons may take up to one year of LOA based on their supporting documentation provided to the university (i.e. medical verification or a letter from a doctor indicating a disability or medical issue, including one as a result of an illness or accident).

## **Procedure to Submit and LOA Request**

### **LOA Request**

Students planning to submit an LOA request should contact their SSA first. Academic Advisors review all options with students to inform them of the requirements and ramifications of taking an LOA as well as the conditions under which they would resume their studies upon their return.

Students may apply for an LOA by submitting the [Leave of Absence Request form](#), which they request from their SSA. The deadline for all LOA requests is the add/drop deadline (Monday of Week 2) of the semester. A student may return from an LOA early and resume enrollment in the next available session's enrollment period by submitting a [Change in Schedule Request form](#).

Upon failing to return from an LOA or communicate the circumstances to the university, students are dismissed from the university. If the student wishes to return after that, they are required to submit a [Readmission Application](#).

## **Copyright Law of Canada**

### **Introduction**

Canada's copyright law, governed by the Copyright Act, protects the rights of creators over original works such as books, music, art, films, and software. It gives creators the exclusive right to reproduce, distribute, perform, or adapt their work, and protects their moral rights, including the right to be credited. Copyright generally lasts for the creator's life plus 70 years. While permission is usually required to use copyrighted material, uses for education, research, news reporting, criticism, and parody are allowed under fair dealing exceptions. The law balances protecting creators with ensuring public access for important purposes.

### **Response to Notice of Claimed Infringement**

Westcliff University responds promptly to legitimate notices or letters of claimed illegal copyright infringement based on the requirements of the "Notice and Notice regime" in sections 41.25 to 41.27 of the Copyright Act and directs both our Information Technology and Compliance departments to investigate and respond.

### **Sanctions**

Westcliff University will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of Westcliff network access, and possible suspension.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$500 CAD and not more than \$20,000.00 CAD per work infringed if the infringements are for commercial purposes, or statutory damages affixed at not less than \$100 CAD and not more than \$5,000 CAD if the infringements are for non-commercial purposes.

Criminal penalties can include a fine of not more than \$1,000,000 CAD or imprisonment for a term of not more than five years or to both in the case of a conviction on indictment, or a fine of not more than \$25,000 CAD or imprisonment for a term of not more than six months or to both on summary conviction.

## ***Non-Academic Dismissal Policy***

**Non-academic dismissal** is dismissal from the University for non-academic reasons with the ability to apply for re-admittance.

**Expulsion** is dismissal from the University without the ability to apply for re-admittance.

Any student dismissed or expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of expulsion (typically immediately). The student may not return to campus or University property without prior written permission by the Conduct Officer or designee. Failure to comply with this request will constitute criminal trespass.

## ***Withholding of Diploma & Revocation of Degree***

The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

The University reserves the right to revoke a degree awarded from the University for fraud, misrepresentation, or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

## ***Summary of Violations and Dismissal Policy***

The Student Code of Conduct prohibits the following activities:

1. Violation of academic integrity, including and not limited to, cheating, fabrication, and/or plagiarism.
2. Attempting or committing an act of discrimination, physical violence, sexual harassment, sexual assault, or stalking of a person.
3. Malicious destruction, damage, or theft of personal or University property, including incidents of arson, vandalism, larceny, burglary, breaking and entering, robbery, or embezzlement.
4. Obstructions or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on University-owned or controlled premises or at a University event off campus.

5. Alteration, forgery, or misuse of University documents or records including fraudulent misuse of identification cards or furnishing false information to the University with intent to deceive.
6. Violation of published University policies, rules, and regulations concerning student organizations, use of the University facilities, or concerning the time, place, and manner of meetings and demonstrations on University owned or controlled property or at a University event off campus.
7. Possession or use of firearms, air guns, explosive devices, or materials of any description, or deadly weapons, in violation of civil laws and ordinances.
8. Unlawful possession, use, or distribution of marijuana, narcotics, hallucinogens, barbiturates, amphetamines, prescription drugs, or any other illegal substance.
9. Possession, use, or distribution of beer, wine, intoxicating liquor, or other alcohol on campus, except where specifically permitted by the University.
10. Tampering with or misuse of fire alarms, fire-fighting equipment, and/or security equipment of any kind.
11. Disorderly conduct of aggravated degree, incitement, enticement, verbal abuse, or lewd, indecent, obscene, or racist conduct or expression on University owned or controlled property or at University sponsored or supervised functions.
12. Conduct not herein above specifically listed which is classified as an offence under the provisions of the Criminal Code of Canada.
13. Refusal to comply with lawful directions of University officials acting in the performance of their duties.

Violation of any part of the Student Code of Conduct may result in the immediate dismissal of a student. The offenses on the part of a student, when committed on University owned or controlled property or against such property, or a University event off campus, or when the offense is against a fellow student or other member of the University family or it's invited guests, are considered to be of a nature, depending on the circumstances of the particular case, as to warrant disciplinary action up to the possible level of temporary suspension or permanent dismissal.

Students found in violation of any policies herein described will be considered for dismissal from the University. Students under consideration for dismissal will be notified in writing of the time, date, and location where they may be heard by and present information to the decision-making body. The student will be notified of the decision and, if dismissed, of their right to appeal the decision.

Dismissal or expulsion from the University for any reason may result in the loss of financial aid.

## ***Non-Academic Grievance Policy and Procedure***

### **Non-Academic-Grievance Policy**

Students have the right to address grievances with Westcliff University. There are several ways to do so, depending on the situation. In the event a student has a specific grievance, complaint

or dispute regarding the decisions, judgments, or procedures promulgated by the University, that student has the right to pursue a resolution through the resolution procedure.

Students should first address their concern directly and politely with the individual involved (e.g., advisor, professor, staff member, etc.). If a satisfactory resolution is not reached after discussions with the individual, or if it is impracticable to address the concern with the individual, the student should contact the director of the individual's department to attempt to resolve the concern. If the student's concern remains unresolved, they should submit a [Resolution Request Form](#).

## Non-Academic Grievance Procedure

1. **Notification:** The student may notify the relevant administrative staff member, faculty, or administrator by email no later than fifteen (15) days after the alleged occurrence. In this correspondence, the student is to state the basis for the grievance, the details associated therewith, and the remedy which the student seeks.
2. **Response:** The person who receives such notification from a student, as described in Step 1, is to review the grievance and direct them to the appropriate department or personnel. A written decision is expected within fifteen (15) days, or if related to a protected ground under the Ontario Human Rights Code other than disability, ninety (90) days of receipt of the grievance, complaint, or dispute. Under extenuating circumstances, an extension may apply and will be communicated to the student.
3. **Appeal:** If the desired student resolution is denied or the university representative fails to respond within the time allotted to find a solution (15 days), then the student has the right to submit a written appeal. This appeal must be sent to the department head associated with the student's complaint. The head of the department will have fifteen (15) days (after the appeal is received) to make their final decision.
4. **Appeal Review:** The person receiving the appeal by the student is to review the grievance, complaint or dispute and provide a decision within fifteen (15) days of the receipt of the appeal from the student. If the student fails to submit the appeal in a timely manner as described in Step 3, the student must then accept the decision which was provided in the manner described in Step 2.
5. **Final Decision:** If the remedy sought is denied or if the relevant representative of the University does not respond within fifteen (15) days after the Step 3 appeal is duly submitted, the student may appeal to the Dean of Student Affairs, who will convene a special committee to investigate the matter and provide a decision within fifteen (15) days of receipt of this appeal. The Committee's decision, under the auspices of the Dean of Student Affairs, is to be final. However, failure of the student to appeal in a timely manner as described herein, indicates that the student accepts the previous decision of the relevant University representative as being final, thereby closing the matter.

# **Campus Safety Policy**

Westcliff University maintains the Crisis Management Plan (CMP) in order to ensure the safety and protection of all Westcliff University stakeholders. The Crisis Management Plan is developed to have protocols set in place in case of a natural disaster or unforeseeable emergency. The CMP plan assigns roles and duties to specific staff members who have been trained to respond in emergency situations. Offices and classrooms are equipped with evaluation maps and emergency protocol infographics to provide instructions on what to do during an emergency.

## ***Emergency Action & Disaster Recovery Plan***

The safety of all members of the University Community is of the utmost importance. Safety procedures including fire drills, evacuation of buildings for bomb threats/active shooters, and other emergency assistance situations may be practiced. Flammable liquids, fireworks, weapons, open as well as charcoal fires, candles, incense burners, and torchiere style halogen lamps are prohibited. Local, provincial and federal regulations and codes are followed.

For more information regarding the Westcliff University Emergency Action Plan and Disaster Recovery Plans, please contact the university [Operations Department](#).

## ***Emergency Action Plan***

The Westcliff University Emergency Action Plan (EAP) diagrams the emergency response and recovery procedures for any emergencies that may be reasonably expected to occur. The plan defines and describes the emergency situations and actions possible for our geographical location. It details a variety of specific emergency plans, including the assignment of roles, training, and implementation.

## ***Disaster Recovery Plan***

Westcliff University Disaster Recovery Plan for the Continuity of Business provides specific details on the plans for and infrastructure critical to the operation of the University following any natural or human-induced disaster. All information stored by staff, faculty, students, or administrators on university-owned computers are backed up off-site daily using DropBox.

## Housing

Westcliff University understands that finding suitable living accommodation is essential to your happy, successful university experience. The university does not provide housing but, instead, encourages you to explore the range of off-campus options available locally. You are completely free to find and choose living arrangements that best suit your needs and preferences.

As a convenience to you, the university may suggest possible sources of housing, such as those listed below. But your choice is solely your decision. By continuing your enrollment at Westcliff, you accept that the university has no responsibility for conditions, safety, management, and all other aspects of your living accommodations and relationships.

All housing possibilities below and others listed on the university website are unaffiliated with Westcliff and are provided solely to help your search.

## *Homestay*

With a homestay agreement, students live with a local family, experience a Canadian lifestyle, and have the opportunity to practice their English skills daily. Homestay arrangements allow students to expand their cultural and educational experiences, and gain exposure to Canadian families of various racial, ethnic, and socioeconomic backgrounds.

Homestay housing arrangements are not all the same. Choices include having a private room or a shared room with another student, and eating some or all meals with the host family or taking care of all of one's own meals. Prices vary.

*Homestays require a 4-week window to process applications and find an appropriate host family. Applications requiring accommodations in less than 4-weeks time are subject to rushed application fees.*

The following homestay arrangements are available:

- **Homestay Canada**
  - Website: <https://www.homestay.com/canada>
- **Guide to Housing/Renting in Canada**
  - Phone: +1 (833) 766-6789
  - Email: [support@studentroomstay.com](mailto:support@studentroomstay.com)
  - Website: <https://www.student.com/ca>

## *Roommate Search*

Roomies is a free roommate finder that connects students to like-minded prospective roommates with similar lifestyle attributes and preferences with the help of their proprietary algorithm. Students can find rooms for rent, roommates to fill an empty room, or partner up with someone to find a new place. They can visit Roomies at <https://www.roomies.ca/> to find roommates near Westcliff University.

# **Student Services**

## ***Resolution Center***

The Westcliff University Resolution Center (RC) provides students with access to fair and reliable resolution services. Students have the right to address grievances/file complaints with or within the university, and Student Services is here to assist in finding mutually satisfactory solutions. The RC supports students and the respondents to their resolution requests through prompt and objective investigations while ensuring they have access to the university's support resources. Students may submit requests regarding their concerns through the [Resolution Center](#). Students are not subjected to retaliation or reprisal for submitting resolution requests to the Resolution Center.

## ***Additional Questions***

Any additional questions and/or concerns may be addressed by contacting Westcliff University through the [Student Self-Service and Inquiry Form](#).

## ***Academic Counseling***

Academic guidance is considered a fundamental educational tool of Westcliff University. Through counseling, students are able to improve their educational experience. Academic advice and counseling through the Student Affairs Department is regularly available, by appointment, on the school premises to all students, as well as online via Zoom.

## ***Academic Resource Center (ARC)***

The Academic Resource Center (ARC) provides suitable study and research spaces for our students and instructors and is equipped with computers and computer terminals.

## ***Commencement Ceremony***

“Commencement” is a celebration of graduation from an academic degree or certificate program—voluntary on the part of students—and is a privilege to attend. Traditional Commencement and Honors ceremonies for Westcliff University students who complete their certificate or degree programs are scheduled annually. For any questions related to commencement, please reach out to [Westcliff University Commencement](#).

## ***Library & Digital Resources Center***

Westcliff University students gain access to a virtual library. The [Library & Digital Resources Center](#) database collection includes more than 80 million scholarly journals, articles, periodicals, books, encyclopedias, newspapers, magazines, and audio and video clips. Students are encouraged to utilize the resources in the Library & Digital Resources Center in their research for university courses. To access the Library & Digital Resources Center, students must log into their [Global Academic Portal \(GAP\)](#) account at <https://gap.westcliff.edu/> and click on the Library & Digital Resources Center logo on the right side of the screen. Students may contact the [Library & Digital Resources Center Coordinator](#) at [library@westcliff.edu](mailto:library@westcliff.edu).

## ***Study Groups***

Student study groups are very valuable in the learning process. They provide support, discipline, and ready feedback. Study groups are most effective for discussing material before class, discussing concepts after class, outlining, and reviewing practice exams. The exchange of ideas in the intimate environment of a small group of peers is helpful to understanding complex concepts. People learn in different ways and at different rates. School study groups help develop the collaborative skills needed to succeed in practice. Westcliff University student support services incorporate use of study groups for all courses where requested by students.

## ***Workshops***

Westcliff University offers educational workshops to augment the students' learning experience. Workshops generally consist of mini presentations and/or group discussions. Some of our more popular workshop requests include: study skills, exam-taking techniques, and time management. Workshops serve to complement the classroom education and to broaden the students' range of skills and training. These are presented both for those taking on campus courses and through webinars for those taking only online courses.

## ***Additional Resources***

Please visit the Westcliff University website to learn more about our [Innovation Hub](#) and other [student resources](#).



# Alumni Affairs & Career Services Center

At Westcliff University, the Alumni Affairs & Career Services Center invites students and alumni to explore resources designed expressly for them to maximize their professional potential. The university's team of trained advisors helps them navigate the professional landscape in their chosen fields and aligns their academic, experiential learning with their career goals, visions and brands.

Alumni Affairs & Career Services collaborates with college, community and corporate leaders to provide a network of employer partners who look forward to engaging with students and alumni. In Alumni Affairs & Career Services, the goal is to take career aspirations, firmly rooted in academic excellence, and design a meaningful path for professional success.

Alumni Affairs & Career Services maintains a growing network of potential employers, faculty, and alumni to provide students opportunities to create personal connections with established professionals and gain increased access and insight into their chosen industries.

## **Career Services**

All students are assigned a designated career advisor to provide the following support services:

[Career Exploration](#)

[Job and Internship Search](#)

[Résumé Tips and Templates](#)

[Cover Letters](#)

[Personal Branding](#)

[Interviews](#)

[LinkedIn](#)

Career Services advisors connect qualified student and alumni candidates with available job openings in alignment with their skills, credentials, and career goals. While Westcliff University does not guarantee college graduate employment, advisors go above and beyond to enhance student opportunities for employment within its large network of employment partners.

Students gain access to Career Services and its resources through:

- A. *1:1 sessions with their assigned Career Services Advisor*
- B. *Membership to the exclusive Westcliff University Career Services Group on LinkedIn*
- C. *Automatic enrollment into the international portal known as Interstride, where international and domestic students and alumni can network with each other and employers, search for jobs and internships and find immigration support and resources.*
- D. *Frequent career readiness events, including*
  - a. Career fairs
  - b. Networking and recruitment events
  - c. Résumé, social media and branding workshops
  - d. Guest speaker events
- E. *Bi-weekly newsletters that include:*
  - a. Notices of new employment opportunities

- b. Notices of new employer partnerships
  - c. Employer, alumni and student spotlights
  - d. Useful tips for job seekers
- F. *Graduation exit interviews to:*
- a. Discuss career goals and objectives
  - b. Address any employment barriers
  - c. Provide feedback for improvement
- G. *Continued engagement in the Alumni Association*

## **Alumni Association**

Westcliff University Alumni are invited and encouraged to participate in the Alumni Association to network and foster long lasting professional relationships with students, alumni and employers. Through Interstride, Alumni are able to maintain communication with the university, take advantage of career opportunities, discounts, and other benefits, including leadership development. Alumni may also continue to use the digital library database. All Westcliff University alumni retain permanent access to the Westcliff University Career Services department, Interstride and the Alumni Association following graduation.

## **Placement Services**

Westcliff University does not have a direct placement service, but collaborates with employer partners to seek out and create opportunities for students and graduates to apply for internships and jobs.

## **STEM Designation Policy**

Westcliff University values the impact of Science, Technology, Engineering, and Mathematics (STEM) on the futures of its graduates in the modern workforce. STEM-designated courses and programs integrate STEM concepts into assignments and overall curriculum, ensuring a comprehensive learning experience that aligns with STEM-integrated principles. Detailed information about the designation at the course and program levels is listed below.

## **STEM Designation**

### **Courses**

Courses receive a STEM designation when their course learning outcomes (CLOs) align with one or more of the four STEM disciplines: science, technology, engineering, and/or mathematics. The CLOs are framed in language that emphasizes STEM disciplines, and the assignments within the course are designed to assess students' proficiency in demonstrating mastery at the appropriate level.

### **Programs**

Programs receive a STEM designation when they incorporate concepts from one or more STEM disciplines into their program learning outcomes (PLOs) and when a significant portion of the program's courses are designated as STEM courses. The PLOs within a STEM-designated program

emphasize the critical role of mastering one or more STEM disciplines to successfully complete the program. STEM courses are distributed throughout STEM programs and the achievement of outcomes associated with these courses is integrated into the final capstone project, serving as a comprehensive assessment of student learning. STEM designations can apply to the entire degree or to specific degree concentrations, based on the aforementioned criteria.

STEM designations are determined by the Dean of the college responsible for the program, or a designated representative, in collaboration with faculty who are subject matter experts (SMEs) in the relevant discipline. Courses and programs with this designation are clearly identified in the University Catalog and Student Handbook. This ensures recognition of STEM-focused offerings.



# **Rights and Obligations of the Institution**

The institution, and any division or agency that exercises direct or delegated authority for the institution, has rights and responsibilities of its own. The institution's rights and responsibilities include:

- Right and obligation to provide an open forum for members of the University community to present and debate public issues.
- Right to prohibit individuals and groups who are not members of the University community from using its name, finances, and physical and operating facilities for commercial or political activities.
- Right to prohibit members of the University community from using its name, finances, or physical and operating facilities for commercial activities.
- Right and obligation to provide, for members of the University community, the use of meeting rooms under University rules.
- Right to require that persons on University property identify themselves by name and address, and state what connection, if any, they have with the University.
- Right to set reasonable standards of conduct to safeguard the educational process and provide for the safety of the University community and the institution's property.

## ***Rights and Obligations of the University Community***

All members of the University Community have responsibilities and rights based upon the nature of the educational process and its requirement for the search for truth and its free presentation. These rights and responsibilities include:

- Obligations to respect the freedom to teach, learn, conduct research, and publish findings in the spirit of free inquiry. Institutional censorship and individual or group intolerance of the opinions of others are inconsistent with this freedom.
- Obligation not to interfere with the freedom of members of the University to pursue normal academic and administrative activities.
- Obligation not to infringe upon the right of all members of the campus to privacy and in the keeping of personal papers, confidential records, and effects, subject only to the general law and University regulations.
- Obligation not to interfere with the right to hear and study unpopular and controversial views on intellectual and public issues.
- Right to identify oneself as a member of the University Community and a concurrent obligation not to speak or act on behalf of the institution without authorization.
- Right to recourse if another member of the University Community is negligent or irresponsible in the performance of their responsibilities, or if another member of the campus represents the work of others as their own.
- Right to be heard and considered at appropriate levels of the decision-making process about basic policy matters of direct concern.
- Members of the University Community who have a continuing association with the institution have an especially strong obligation to maintain an environment conducive to respect for the rights of others and fulfillment of academic responsibilities.

# Program Advisory Council

Westcliff University has an active Program Advisory Council (PAC) for each college. The PAC is composed of practitioners and employers in the field for which the Colleges prepare students. The primary focus of each PAC is to provide advice on the current level of skills, knowledge, and abilities individuals need for entry into the occupation. They also provide the institution with recommendations on the adequacy of educational program outcomes, curricula, and course materials.

## *Program Advisory Council Members*

### **PAC Member**

### **Title**

Dr. Ehsan Amjadian	Head of Artificial Intelligence Acceleration & Innovation, RBC
Dr. Hamed Haddadpajouh	Product Development Team Lead, LiboBerry
Danielle Smith	Director Tech & Innovation Banking, National Bank of Canada
David MacFarlane	Cyber Security Expert, Independent Consultant
Mitchell R. Fong	Organizational Consultant & Agile Coach, IncrementOne
Nabil Zoldjilali	VP, Innovation Darktrace
Pearl Almeida	Global Cybersecurity Lead, DECIEM
Rene Veillette	Managing Director, Americas Region, Hanon Systems Canada

## *College of Technology & Engineering*

### **Council Member**

### **Title**

<b>Gora Datta</b>	Chairman, CEO, CAL2CAL
<b>Lesley Wright</b>	Faculty at Baylor University in the Department of Mechanical Engineering and School of Engineering and Computer Science

## *Board of Trustees*

### **Board Chair**

### **Title**

<b>Daniel Han</b>	Vice President of Strategy & Development, EVFY
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### **Board Members**

### **Title**

<b>Anthony Lee</b>	CEO and President, Westcliff University
<b>Laura Greathouse</b>	Equity Data Instructor, Resource and Development and Academic Support, Professor of Anthropology, River City College

**Brian Gamido**

Business Development Lead, Facebook Artificial Intelligence

**Vidal Cortes**

Civil Engineer, Los Angeles County Sanitation  
Districts

**David Barrett**

Chief Financial Officer, Creative Bus Sales

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## ***Officers***

**Anthony Lee**

Chief Executive Officer (CEO); President

**Scott Mehlberger**

Chief Financial Officer (CFO)



# **Disclosures and Notices**

## ***Photograph and Recording Disclosure***

Photographs and recordings (including any images or recordings captured by a smartphone or tablet) taken on campus or at a school-sponsored event are only permissible with the knowledge and consent of all parties involved. Images and recordings taken without consent violate the Student Code of Conduct.

## ***Notice of No Pending Petitions***

This is proper notice that Westcliff University has no pending petitions in bankruptcy, nor is it operating as a debtor in possession, nor has the University filed a petition under the preceding five (5) years, nor has the University had a petition in bankruptcy filed against it within the previous five (5) years that resulted in reorganization.

## ***Equal Opportunity Institution and Employer***

Westcliff University is an equal opportunity educational institution and employer. The university does not discriminate on any of the following bases: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability, or any other protected ground under the Ontario Human Rights Code.

## ***Posters, Notices, and Handbills***

Except as permitted, no poster, handbill, or any other form of announcement or statement may be placed on, attached to, or written on any structure or natural feature of the campus such as the sides of doors or buildings, windows, the surface of walkways or roads, fountains, posts, waste receptacles, trees, or stakes.

Employees of the University, currently enrolled students, and registered organizations with Westcliff University may have non-commercial announcements posted on the University's general-purpose bulletin boards. The names of all employees or students, posting the announcement is to be identified on the announcement.

# Catalog of Record

Westcliff University publishes a catalog and regularly updates it. The Catalog of Record for 2025-2026 provides essential information for students which will assist them in the pursuit of their academic endeavors. Although every effort has been made to ensure the accuracy of the information provided herein, readers should note that policies, laws, rules and regulations change from time to time and that these changes might alter the information contained in this publication.

Westcliff University reserves the right to change its academic requirements, educational programs, course offerings, schedules, rules and regulations, policies, tuition and fees or other changes which the University believes are necessary for its continued growth.

Westcliff University, as a common practice, clears students for graduation, to the extent possible, after successful completion of the requirements for the program in which they participate as stated in the Catalog of Record (the Catalog which was effective when the student enrolled and under which the student maintained continuous enrollment). Each program is to reflect the total number of credit hours required in the Catalog under which the student petitions to graduate. Westcliff University faculty and administration attempt to use the best possible balance of subject material consistent with the required credits and special course availability so as to develop an acceptable program within the relevant unit guidelines.

Nothing in this catalog is to be construed as, operate as, or have the effect of an abridgement or a limitation of any rights, powers, or privileges of the Westcliff University governing board, its Chief Executive Officer (CEO) or President. The CEO or his designee(s) are authorized by law to adopt, amend, or repeal policies and regulations that apply to the students. Further, addenda to the catalog may be released from time to time as new rules and policies are adopted during any academic year. More current and complete information may be obtained from the University's Administrative Office.

This catalog does not construe a contract between the student and Westcliff University. The relationship of the student and Westcliff University is one governed by policies, rules and regulations that are adopted by the Governing Board, the CEO and the President, or duly appointed and authorized administrators.

**The academic curricula and graduation requirements outlined herein apply to all students enrolled at Westcliff University as of September 2025 and thereafter.**

This catalog supersedes and replaces all previously published editions of the catalog, and is made available to students [online](#).

# Acknowledgement of Catalog and Student Handbook Receipt

Westcliff University provides online access to the University Catalog and Student Handbook for all students. The University Catalog is a guide to policies, procedures, and general information about the institution to assist student awareness of all elements of Westcliff University.

I, \_\_\_\_\_, hereby acknowledge that I have accessed the Catalog and Student Handbook, provided by Westcliff University.

I, \_\_\_\_\_, understand that I may consult my Student Services Advisor or College Dean regarding any questions I have that have not been answered, covered, or fully explained in the Catalog and Student Handbook.

I, \_\_\_\_\_, understand that the information and policies described herein are necessarily subject to change and I acknowledge that revisions to the Catalog and Student Handbook may occur. I understand that all such changes are to be communicated through official notices, and I further understand that revised information may supersede, modify, or eliminate existing policies.

I, \_\_\_\_\_, acknowledge that it is my responsibility to Westcliff University to comply with the policies contained in the Catalog and Student Handbook and any revisions made therein.

I, \_\_\_\_\_, acknowledge that the Catalog and Student Handbook is neither a contract of admission nor a legal document.

I, \_\_\_\_\_, acknowledge that I have read and understood both transfer of credit and qualifying degree definitions, as well as all English translation and student athlete requirements in the [Official Transcript / Academic Record Policy](#).

I, \_\_\_\_\_, acknowledge that I (or my parents or guardians if I am a dependent) may request that the university not disclose my personal information to third parties, and that PIPEDA may permit the disclosure of my personal information to third parties in certain circumstances if I do not make this request, as stipulated in the [Confidentiality and Privacy Policy](#).

I, \_\_\_\_\_, herein acknowledge my assent by signing below.

**Student Signature** \_\_\_\_\_ **Today's Date** \_\_\_\_\_