



**SAN IGNACIO UNIVERSITY CATALOG  
2023-2024**

This catalog represents an overview of the policies, rules, regulations, and procedures of San Ignacio University at the time of publication. The school reserves the right to change any provision of this catalog. Notice of changes will be noted in a revised catalog, addendum, supplement to the catalog, or any other written format. Students will be notified if any changes are made to the Institution's Catalog.

3905 NW 107th Avenue, Suite 301  
Doral, FL 33178  
Telephone: (305) 629-2929  
Fax: (305) 629-2910  
[www.sanignaciouniversity.edu](http://www.sanignaciouniversity.edu)

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## San Ignacio University Catalog

### Disclosure Statement

This catalog contains a summary of the policies, rules, and procedures of San Ignacio University at the time of publication. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. Also, any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to Florida Department of Education Commission for Independent Education 325 W. Gaines Street, Suite 1414.

The University reserves the right to change any provisions of this catalog at any time. Updates to the catalog are released as needed. This catalog is updated, at a minimum, on an annual basis. Students will be held to the standards of the catalog in effect when they enroll, unless notified by email.

### MESSAGE FROM THE PRESIDENT

Welcome to San Ignacio University!

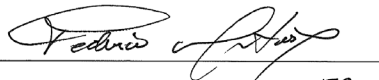
Thank you for choosing San Ignacio University. You are choosing an educational path that will open your world to new ideas, cultures, languages, friendships, and learning opportunities. Getting the right education will be one of the biggest factors in attaining your career goals, and we hope that you will find SIU is the key to opening the door to your success.

My promise to you is that SIU will cultivate a supportive learning environment at all levels, which will encourage each of you to achieve your potential. San Ignacio University has a global perspective and a clear understanding of the importance of educating our students with the skills to excel in a multicultural, sophisticated workplace.

Throughout this catalog, you will learn about the many advantages SIU has to offer in terms of programs, courses, and support services. What most distinguishes San Ignacio University from other colleges and universities, is the personal attention you get here. So, be prepared to be challenged and develop your creativity, entrepreneurial spirit, leadership skills, and passion in the professional field of your choice.

I look forward to the opportunity to work with you as you pursue your career goals.

*Sincerely,*



Federico Martinez, M.D.  
*President*

## **MISSION STATEMENT, OBJECTIVES, AND PURPOSE**

Our mission is to provide our students with innovative tools to succeed through distance education by providing high-quality education in a local and global marketplace, fostering an entrepreneurial spirit, and sharing multi-cultural experiences with competent professionals in their respective fields of study.

Our supportive objectives for each program are to:

- Exhibit a solid knowledge of professional skills that conform to established U.S. professional practices.
- Establish and maintain high standards that comply with and exceed requirements set forth by the best practices from the public and private sectors.
- Develop problem-solving techniques in real-world applications and demonstrate the ability to act as a team member.
- Conform to an established code of ethics and professional standards in appearance, attitude, and performance.
- Demonstrate proper presentation techniques and working knowledge of the factors involved in setting up and managing a business.
- Establish a commitment to the profession through activities such as attending seminars, continuing education programs, and professional association memberships.
- Develop a career portfolio with an Entrepreneurial Spirit.
- Adept at the use of current technology and digital platforms

The main attributes that characterize our institution and support our mission statement are:

- Leadership and Teamwork: Today's professional world requires people that can interact, work with, and make decisions with other people, respecting and appreciating other people's points of view, their cultural background as well as strengths and weaknesses. These attributes will help them become more competent professionals and adapt to different circumstances and workplaces.
- Globalization: We want our students to think of the world as their marketplace and not only their hometown or country. They must be prepared to adapt to different work environments and cultures and to seek opportunities in different parts of the world.
- Entrepreneurial Spirit: We want our students to understand what happens beyond the classroom so they can have a more holistic understanding of the corporate world and develop the skills to be capable of starting their own business.

### **Purpose Statements**

- To provide learning opportunities that help students create theory and practice, enabling them to respond ethically to contemporary issues and complex problems.
- To offer online and on-campus-based educational programs that meet the needs of diverse learners and support student success and completion.

## HISTORY OF THE UNIVERSITY

San Ignacio University in Miami is registered in the State of Florida, and it was founded by Raul Diez-Canseco, who started the San Ignacio de Loyola Organization in Lima, Peru. Mr. Diez-Canseco has a strong commitment to fostering education and providing opportunities for student entrepreneurs. He has successfully established educational institutions in several countries. The San Ignacio educational organization has over 18,000 students in several countries.

Mr. Diez-Canseco, a Peruvian entrepreneur, founded the preparatory academy “San Ignacio de Loyola” in 1968 and became its Executive Director in 1970. In 1995, he co-founded the “Universidad San Ignacio de Loyola” and was elected Chairman of the Board of the holding organization:

“Organización San Ignacio de Loyola.” In 1983, Mr. Diez-Canseco co-founded the “Instituto Superior Tecnológico,” and in 1990 founded “San Ignacio de Recalde” school covering elementary, middle, and high schools. The organization expanded internationally, and in 1993 “San Ignacio de Loyola School” was established in Asuncion, Paraguay. Raul Diez-Canseco’s passion and commitment to education was a decisive factor in bringing the “Junior Achievement” organization to Peru in 1996. Mr. Diez-Canseco is currently a shareholder of the Junior Achievement organization and sits on its Board of Directors.

In 2007 Mr. Diez-Canseco decided to embark on a new educational project in the United States and, together with Luciana De La Fuente, selected Miami to establish what is known today as San Ignacio University. Ms. Luciana De La Fuente became the first president of San Ignacio University. Later in 2014, a new building adjacent to the former campus was inaugurated and now hosts Business and Educational programs for the Associate, Bachelor, and master’s degrees.

Over the past 30 years, Raul Diez-Canseco has been a pioneer in bringing world-famous restaurants and entertainment franchises to Peru, including Chili’s, Señor Frog’s, Carlos & Charlie’s, Cosmic Bowling, Pizza Hut, Kentucky Fried Chicken, and Burger King. He was also the first entrepreneur to bring the concept of “home-delivery” to Peru.

The University in Lima offers around 20 different bachelor’s degrees in diverse fields such as Business, Hospitality Management, International Business, Law, Economics, Marketing, Industrial, Civil, Agro-industrial, and Systems Engineering, Tourism Management, Communications, Psychology, Gastronomy, Education, and Arts & Graphic Design.

Raul Diez-Canseco, besides his entrepreneurial endeavors, was also involved in the political arena. He served as a political advisor for several years before being elected vice-president of the Republic of Peru in 2001. Besides having written several books on politics, to this date, he continues to contribute articles to major Peruvian newspapers. Above all, Raul Diez-Canseco is a dedicated advocate for global economic and cultural advancement and a firm believer that education and entrepreneurship are the only paths to upward mobility, both individually and as a society. He can recite countless stories of triumphant students from a variety of social and economic statuses who have become successful professionals, politicians, business owners, and educators, all working to raise the standard of living of people around the world.

## Governance

**Governance:** San Ignacio University is a for-profit corporation incorporated in the State of Florida. Our Board of Directors is the legal entity with the power to act on the university’s behalf.

### Board of Directors

- Luciana de la Fuente – President
- Raul Diez-Canseco Terry – Director
- Juan Manuel Ostojá – Director
- Dr. Federico J. Martinez – Director
- Tomas Poveda – Director
- Eduardo Michelsen – Director

## What is the San Ignacio University Experience?

The SIU experience is our commitment to a quality education and a quality experience for every student. The quality education rests on the dedication, experience and caring of our staff and faculty, and requires the serious pursuit of career goals by the student.

The quality experience centers on our passion for excellent customer service. The programs at SIU prepare students for a career and for the world.

**Instructional Delivery Model:** San Ignacio University offers a fully integrated virtual learning environment for both distance education and hybrid students, giving students the opportunity to experience live, real-time interaction, as well as the ability to review archived sessions. Whether a student chooses to attend classes in hybrid or online format, all students receive the same interactive learning experience. These delivery models, hybrid and online, allow for flexibility in student scheduling, expanded course offerings, and greater commitment to successful completion of courses and programs.

**Online:** Online learning and instruction are delivered via the internet using the Canvas Learning Management System. Students in the online class learn asynchronously and are solely responsible for managing the coursework independently. Instructors monitor the online activities of their students and provide constructive feedback to students.

**Hybrid:** Hybrid classes facilitate synchronous learning that allows the instructor to see and interact with students in real-time in the hybrid classes using computer webcams. Not only can students see and communicate with their instructors, but they may see and interact with their peers. The computers in the digital lab classrooms are connected to the internet and are equipped with the necessary software and peripherals that students need during the time they are enrolled at the university. All students who take hybrid classes can interact online with their instructors and classmates during scheduled class meeting times.

**Online Platform:** The Learning Management System used is Canvas. Canvas is known for its user-friendly online environment and ability to easily connect instructors and students both in and out of the classroom. Canvas includes basic LMS functionality for managing enrollments, sharing documents, submitting assignments, and assigning grades, as well as personalized features for individual students. When accepted to the University, students are given a Canvas login that will provide access to all the courses for which they are enrolled. Professors use Canvas to publish course materials such as syllabi, documents, multimedia files, videos, audio, announcements, blogs, and forums, in addition to assessment activities, online exams, and the submission of homework assignments or projects.

**Synchronous** online courses require you to virtually attend a class session each week at the same time as your instructor and classmates. The class is a firm weekly time commitment that cannot be rescheduled, just like an in-person course.

**Asynchronous** online courses allow you to learn on your own schedule within a certain timeframe. You can usually access and complete lectures, readings, homework, and other learning materials at any time during a one- or two-week period, prior to established deadlines.

## Facility Location, Staff and Faculty Office Hours (For Hybrid Service Delivery)

SIU's facility is equipped to accommodate the needs of SIU's students, faculty, and staff. Classrooms contain adequate seating and traditional educational equipment applicable to the specific educational area. In addition, several classrooms contain technological and audio-visual devices to provide students with an advanced educational experience. The facilities include digital classrooms, a Library, and a Cafeteria for students. Moreover, there are offices and a reception area. Students have access to SIU's library computer lab, which includes computer technology and high-speed Internet connections.

**Class Size:** Online Class size is generally limited to 25-30 students, and for hybrid classes; the size varies by classroom capacity

San Ignacio University is in the city of Doral within Miami-Dade County, which is located at **3905 NW 107<sup>th</sup> Avenue, Suite 301, Doral FL 33178**. SIU has an adjusted square footage of 13,816.

## HOURS OF OPERATION

- School Hours: Monday to Friday 8:00 AM – 10:00 PM
- Office Hours: Monday to Friday 8:00 AM – 8:00 PM
- Library Hours: Monday to Friday 8:00 AM – 08:00 PM

## LICENSURE AND APPROVALS

**State License:** San Ignacio University is licensed by the Commission for Independent Education, Florida Department of Education, and License #3455. Additional information regarding this institution may be obtained by contacting the Commission at:

**Commission for Independent Education  
Florida Department of Education  
325 W. Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
(888) 224-6684**

**Accreditation:** San Ignacio University is accredited by the Distance Education Accrediting Commission (DEAC) to award certificates, diplomas, associate degrees, bachelor's degrees, and master's degrees. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation (CHEA). Additional information regarding this institution may be obtained by contacting the Commission at:

**Distance Education Accrediting Commission (DEAC)  
1101 17th Street NW, Suite 808, Washington, DC 20036  
Tel: 202-234-5100  
Fax: 202-332-1386  
Email: [info@deac.org](mailto:info@deac.org)  
Website: [www.deac.org](http://www.deac.org)**

**State Authorization:** San Ignacio University has been approved to participate in the National Council for State Authorization Reciprocity Agreements. SARA is a national initiative which seeks to establish comparable national standards for the interstate offering of postsecondary distance-education courses and programs.

NC-SARA makes it easier for students to take online courses offered by postsecondary institutions based in another state. Current authorized SARA member states include the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and all states except California. <https://nc-sara.org/>

**Florida State Authorization Reciprocity Agreement  
Commission for Independent Education  
325 W. Gaines St., Suite 1414  
Tallahassee, Florida 32399-0400  
Phone: 850-245-3200  
Fax: 850-245-3238**

**F1 student Visa -** San Ignacio University is SEVP-certified and able to issue I-20, the “Certificate of Eligibility” form necessary for the Visa application process.

## MAIN AREAS AND FUNCTIONS

**Administration:** The President manages the operation of the University as a whole. The President supervises activities planned in the Institutional Effective Plan (IEP) and how the strategic plan of the University is achieved, as well as the daily flow of operations, for the benefit of students, faculty, staff, and community.

**Student Services:** The school firmly believes that students who feel comfortable, safe, and have easy access to staff for academic help or personal counseling, are ultimately more productive professionals. To this end,

the Student Services Officer is available to provide guidance and advice to the students, inside and outside the classroom, through the Student Services Office.

The school firmly believes that students who feel comfortable and safe and have easy access to staff for academic help or personal counseling are ultimately more productive professionals. To this end, the Student Services Officer is available to provide guidance and advice to the students, inside and outside the classroom, through the Student Services Office.

The series of services offered to support the students in a broad range of activities that promote student engagement and professional development. The purpose is to continuously monitor students' academic progress, ensuring they are receiving a quality education and helping students who fall below Student Academic Progress (SAP).

**Career Placement:** The Student Services office aims to assist students in finding rewarding employment upon graduation. The department is in collaboration with many local, national, and international businesses in industries related to the programs at the school. Students nearing graduation will receive support in writing their resumes, identifying employment opportunities and sources, and interviewing prospective employers. Although the University makes every effort to help interested students find employment, it is not guaranteed employment for graduates or enrolled students. Student Services offers continuous follow-up on graduates, performs employer satisfaction surveys, and continuous monitoring of the results of alumni in the work field.

### **San Ignacio University Library**

San Ignacio University Library is a dynamic space that integrated physical and digital resources to supports learning, research, and knowledge. The library's general collection is closely related to the San Ignacio University curricula. The library is continuously developing its core collection to maintain its currency and keep pace with the university's educational processes.

The library online catalog (OPALS) is available to SIU faculty, staff, and students in the institutional website or through a directly link: <https://sic.opalsinfo.net/> provide to students during the library orientation. In OPALS Home tab and with an assigned username and password, patrons can access to the library collection that contains over 900 holdings, and an array of web-based resources including 57+ databases with full-text journals (articles, podcasts, audio, digital resource) found within our subscription to the Library Information & Resources (LIRN) or to EBSCOHOST which contains access to 1667 eBooks.

LIRN provides access to journals, newspapers, photographs, primary sources and reference materials through Gale/Gale eBooks, Open Access Resources and ProQuest. LIRN also offers the eBook collection on eBooks Central (Academic Complete) which access to over 202,000 eBooks. The library homepage also provides a direct link to contact the librarian with any request or need. Furthermore, in OPALS patron can access to other useful resources like:

- APA Style Guidelines
- OWL Perdue University Guide to APA Citations
- Miami Dade Public Library System
- Florida Electronic Library

**Academics Department:** The Academics Department comprises the Dean of Academic Affairs and Associate Deans, who are responsible for quality assurance of classes of each program to guarantee the fulfillment of student learning and outcomes. The Associate Dean works closely with faculty to enrich course content and teaching methodology to enhance the students' experience. Each coordinator is actively involved in coordinating with the faculty to keep up with the dynamics of changing trends and current market demands. The Dean of Academic Affairs reviews the programs to strengthen San Ignacio's programs in response to current demands and monitors students' performance by following the SAP.

**Faculty:** San Ignacio University faculty members are accomplished managers, professional educators, corporate executives, financial officers, and leaders in other professional arenas. A listing of the faculty is located at the end of this catalog.

The faculty is allowed academic freedom in customizing instructional methods and aligning them to the course syllabus. Faculty are also involved in recommending appropriate textbooks and other learning materials to improve the quality of the courses.

**Standard Course Load and Program length:** A minimum full-time subject load is 12 credit hours (four 3-credit hour subjects) for undergraduate students. However, students may carry up to 18 credit hours. To estimate the length of completion, a program will take note of the credit hours required in the chosen curriculum. Divide this by the number of credit hours the student will carry each term. The result is the number of terms it will take the student to complete the program.

San Ignacio University considers a full-time course load to be nine credit hours (three 3-credit hour courses) for a master's program. To estimate the length of completion, a program will take note of the credit hours required in the chosen curriculum. Divide this by the number of credit hours the student will carry each term. The result is the number of terms it will take the student to complete the program.

**Outside of Class Work:** Students will be expected to complete an average of two (2) hours of out-of-class work for everyone (1) hour of lecture in each course. For example, if a course has 3 hours of lecture, a student will need to complete an average of 6 hours a week outside of classwork.

**Registrar:** The registrar organizes and administers the Student Records, starting with the verification of the admissions record, and is responsible for sending the acceptance letter to all new students, registration, graduation audits, and transcripts. The registrar ensures the integrity and security of all academic records for current and former students. Entering course schedules into Campus Cafe system, as well as student grades and attendance, are also responsibilities of the registrar. Also, the registrar manages the efficient use of classrooms and manages and maintains the Campus Cafe system.

The Student Academic Records Manager supervises the processes related to the F1 and J1 Visas for all international students.

**Drop/Add Period:** Students may make schedule changes by filing a drop/add request form with the Student Services Department during the drop/add period. The end of the first week of classes is the last day for adding and changing courses. Please see the academic calendar for specific dates.

**Accounting/Bursar:** The Accounting/Bursar department oversees the financial aspects of the students and maintains each student's ledger. It coordinates student payment of tuition with reimbursements and refunds, when applicable, and issues invoices and account statements. The Accountings/Bursar department provides direction and leadership in Financial Management, reviews fiscal policies and changes whenever necessary, and ensures the university's compliance with State and Federal Education Standards and Procedures. It also performs all billing and receivables and financial functions of the university.

**Financial Aid:** The financial aid department works with a variety of financial aid programs, such as federal, state, and institutional. Various forms of financial assistance are available to students who demonstrate financial need or fulfill other criteria through the Title IV student financial aid programs: Pell Grants, Stafford Loans, and Plus Loans, and we also offer VA Benefits to those who qualify. Also, the department also provides financial aid counseling to students and parents regarding application procedures and eligibility requirements and assists students and their families in the completion of application forms. The department also represents the Office of Admission at various student recruitment functions.

**Admissions:** The admissions department reviews each applicant to ensure all documentation for qualification is present. All documentation for each student's respective program is reviewed for completeness and accuracy using a formal checklist. This department advises prospective students about their career choice and provides information about San Ignacio University's proposal, its benefits, and information about tuition and fees; it guides prospective local and international students with the entire admissions and visa process (when applicable).

**Registration:** A regular student is considered enrolled when all the following conditions are satisfied:

1. Application for Admission and accompanying forms are completed and accepted.
2. The student has graduated from high school, received a GED, or completed post-secondary education.

3. All necessary tuition and fees are paid.
4. All classes for which the registration process has been completed have been attended.

**Human Resources:** The HR department produces the personnel handbook and manages the files of the staff and faculty as well as professional training and development, job performance evaluation, organizational climate, and payroll. This department works closely with the Academics Department to coordinate Professional Development for all Faculty and Staff, in addition to the recruitment of qualified University Faculty and Professional Staff.

**Compliance:** The compliance department's main responsibility is to ensure that the University maintains full compliance in keeping its stated program objectives. San Ignacio University is committed to the highest quality of education, evaluates program outcomes, and develops plans of action to ensure the University appropriately meets the requirements set by the State and the accrediting bodies.

**Services Available for Students with Disabilities:** San Ignacio University has designed its programs and instructional methodologies stressing adaptability and multiple approaches to learning. All courses provide instruction using auditory and visual modes. Archived lessons are available for review and help students keep pace. Elevators, as well as accessible bathrooms are standard in the facility. Individual student mentors and tutors are also available through the student services department. If a student needs an accommodation, they should contact the student services department at 305-629-2929 or [studentservices@sanignaciouniversity.edu](mailto:studentservices@sanignaciouniversity.edu) for more information and assistance.

**Distribution of Information:** For assistance in obtaining information on financial assistance, the school, graduation and completion rates, placement rates, and security policies and crime statistics please contact the compliance office at 305-629-2929 or [compliance@sanignaciouniversity.edu](mailto:compliance@sanignaciouniversity.edu)

**LEGAL CONTROL:** *San Ignacio University is a Florida corporation registered and operating under the laws of the State of Florida to do business as San Ignacio University.*

**CAMPUS SAFETY AND SECURITY -** San Ignacio University Graduate School buildings have a full fire alarm and security system. The University has the utmost concern for the safety of every student, faculty, staff, and visitor. The Institution recognizes that it must develop and maintain a safe and secure environment for its students, faculty, and staff and has adopted the Health and Safety Policy below, as well as policies to discourage discrimination, alcohol, and drug abuse, hazing and sexual harassment, and to promote academic freedom, honesty, and academic integrity. The University is in full compliance with all county and state health and safety regulations.

San Ignacio University Graduate School does not currently have a health center. However, selected staff members are skilled in basic first aid and CPR. First Aid Kits are in the secretarial station, classrooms, and Labs, to treat minor bruises and cuts, when needed. For serious injuries or illness, students will be directed to their physician or helped to the nearest medical 911 emergency center.

All students, employees, and visitors should promptly report crimes in progress, accidents, and other emergencies to local law enforcement authorities, or similar agencies. Dialing 911 is the preferred method of reporting an emergency. San Ignacio University Graduate School has developed a formal Emergency Management Plan, to ensure the safety of all the students and personnel. This emergency plan resulted from the components of the National Incident Management System (NIMS). The policies and procedures are to be followed by all personnel while in San Ignacio University Graduate School campus emergencies. A copy of the report is on the University's website [www.sanignaciouniversity.edu](http://www.sanignaciouniversity.edu)

Or contact:

Ivette Bajandas- Human Resources Coordinator

[ibajandas@sanignaciouniversity.edu](mailto:ibajandas@sanignaciouniversity.edu)- 305-629-2929 ext. 4025

## ADMISSIONS PROCEDURES

**Admission to the University:** Individuals who have a high school diploma or the equivalent or are at least 18 years of age and can benefit academically from enrollment.

**Admissions Process:** At San Ignacio University we understand choosing what to study is one of the most important decisions you must make in life. Your choice will have a huge bearing on your personal journey, your professional future, and your achievements in life. The aim of the University Admissions Department is to guide you in your choice, show you what SIU has to offer and, if you like what you see, help you through the admission process.

We provide you with individual attention: you will be assigned a contact person in the Admissions Department, who will communicate with you in all your dealings with the University.

San Ignacio University welcomes applications from all around the world. Over 75 per cent of our students are international, which enriches the student experience and fosters reflection, debate, and the exchange of ideas.

**Admissions Criteria:** For admission to the undergraduate degree programs, applicants must have a high school diploma or its equivalent. Graduates of recognized academic institutions outside the United States should hold a degree equivalent to a U.S. high school diploma. Non-U.S. issued documents will be evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES) into English (if applicable) at an additional cost to the prospective student.

Prospective students must also demonstrate the ability to be successful in an online learning environment; and meet the technology requirements for participation in the program.

### Technology Requirements and Security and Verification of Student Identity

Courses are delivered over the Internet through a synchronous e-learning platform using CANVAS learning management system (LMS).

A minimum Internet connection of 3 Mbps (Megabits-Per-Second) is recommended for students to participate in distance education. The student must have the following minimum requirements:

- Desktop or Laptop CPU: 1GHz CPU (2.5 GHz recommended)
- Pentium D or higher
- Memory RAM 1 GB or higher.
- Video resolution [1024x728]
- Fixed or wireless Internet Access (1Mb).
- Microphone and Audio Headphones.
- Web Browser Mozilla Firefox v.22 or more recent.
- Operating System Windows XP or more recent.
- Acrobat Reader (Free software).
- Macromedia Flash Player.
- Microsoft Office or Open Office.
- Webcam for interacting in course activities that require video feedback from students (such as VoiceThread), video test proctoring (such as Proctorio), or other third-party tools.

**Mobile Devices:** While Canvas is supported on Android and iOS mobile devices, it is optimized for desktop displays. Since Canvas uses flash, certain features may not be available to you on your mobile device. Using your desktop to submit assignments, discussion posts, and take quizzes is highly recommended.

[Will Canvas Work on My Mobile Device?](#)

\*Canvas is optimized for desktop displays.

### Technology: Plugins & Software

### Plugins

- **Flash** - Is required for recording audio and video in the Canvas Rich Content Editor. Other than these features, Flash is not required to use most areas of Canvas. Please note that some browsers may no longer support Flash.
- **Java** - is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas.
- **JavaScript** must be enabled to run Canvas.

### Connectivity

- High speed internet connection (Cable, DSL, etc.)
- Internet web browser (Firefox 3+, Internet Edge, Safari 3.1+, or Google Chrome)
- Personal email account

### Software

- Adobe Reader is necessary for reading PDF files downloaded from the student course. Most browsers already have a PDF reader add-on.
- A good text editor for preparing written work. There are many paid and free options:
  - Microsoft Word
  - Google Docs from the student Gmail account.
  - Use Notepad on PC or Mac (although this is just text, no formatting)
  - Search for other text editors.

### Screen Readers:

- Macintosh: (use the latest version for Safari)
- PC: (use the latest version of Internet Explorer)
- PC: (use the latest version for Firefox)
- There is no screen reader support for Canvas in Chrome.

### Internet connection:

- It is required to have a reliable high speed internet connection to be able to access the educational platform, digital resources, classes, and videoconferences.
- For a better learning experience, it is recommended to access Canvas with a computer that supports updated browsers versions.
- Students and teachers should be responsible for their own computers (hardware/software) and internet connection.

## **TECHNICAL SUPPORT OPTIONS**

If the students cannot complete an activity or are unable to enter the system, they can request technical assistance by Contacting Support via:

Technical Support:

- Email: [jcastro@sanignaciouniversity.edu](mailto:jcastro@sanignaciouniversity.edu), [helpdesk@sanignaciouniversity.edu](mailto:helpdesk@sanignaciouniversity.edu) or by calling 305-629-2929 x4029

Assistance with Canvas:

- Email: [gpulidor@sanignaciouniversity.edu](mailto:gpulidor@sanignaciouniversity.edu); Monday through Sunday 24/7

Academic Support for Students:

- Email: [academics@sanignaciouniversity.edu](mailto:academics@sanignaciouniversity.edu)

Library support:

- Email: [library@sanignaciouniversity.edu](mailto:library@sanignaciouniversity.edu)

Students can communicate with teachers/tutors using the following:

- Internal Classroom Messaging: where students can ask their teachers/Tutors individual questions regarding personal difficulty that affects their academic performance (Non-Academic issues).
- Inquiry forums: All online courses have an inquiry forum to address the topic questions submitted by students.

**Proctorio:** SIU uses Proctorio to confirm student identity during proctored exams. Proctorio's automated and secure proctoring programs integrate seamlessly with SIU's Learning Management System, Canvas. The software provides identification verification, automated exam proctoring, lock down functionality,

plagiarism detection tool, and single sign-on capability. The program also ensures content protection against unauthorized access, disclosure, and use. Students, faculty, and staff receive 24/7/365 support. At the start of each exam, students need to hold up their photo identification, such as driver's license or passport, to the camera to prove their identity. After this, students must remain visible during their entire exam. Only approved SIU staff will review the student's screen, video, and audio recordings while assuring student privacy.

**Security:** All information regarding the student is kept in-house and secure and is not available to anyone other than SIU employees with a need to access the information and the student.

Transmission of information is encrypted which will protect student's identity and privacy. All student records at San Ignacio University are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Written consent must be provided by the student for release of records to outside parties, except for those agencies authorized by law.

The security of classes and verification of student identity are a priority for San Ignacio University and as such, the following systems are in place:

- All classes are secure and are accessed through the Canvas
- Students are scheduled for their classes according to time preference and courses needed and then registered into the appropriate class. To access their classes, students must log into CANVAS student account, which is password protected.
- The student's account includes their picture and other identifying information.
- Only when the student is logged into their account, can they access their class by clicking on the class link, which will then take them into the class resource page and into the classroom.

**International Students:** Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate university-level proficiency in English for admission.

For an undergraduate degree, a minimum score of **57** on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or **61** on the Internet-Based Test (iBT); **6.0** on the International English Language Test (IELTS); **44** on the Pearson Test of English Academic Score Report; **95** on the Duolingo English Test; or **53** on the 4-skill Michigan English Test (MET), or **650/LP** on the Michigan Examination for the Certificate of Competency in English (ECCE), or **650/LP** on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

*Scores may not be more than two years old. The University does not recognize any test not listed above.*

A high school diploma completed at an accredited/recognized high school (where the language of instruction is English).

**A minimum score on the College Board Accuplacer ESL Exam Series is as follows:**

ESL Language Use: Score of 85  
ESL Listening: Score of 80  
ESL Reading: Score of 85  
ESL Sentence Meaning: Score of 90  
ESL Writeplacer: Score of 4  
Comprehensive Score for all exams of 350

A minimum grade of Pre-1 on the Eiken English Proficiency Exam.

A minimum B-2 English proficiency level is identified within the Common European Framework of Reference (CEFR) Standards and assessed through various ESOL examinations, including the University of Cambridge.

A transcript indicating completion of at least 30 term credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or accepted foreign equivalent that is listed in the

International Handbook of Universities where the language of instruction was English. A “B” or higher is required for a master’s degree, first professional degree, or professional doctoral degree.

Transcripts not in English must be evaluated by an appropriate third party and translated into English.

For any academic credits earned at an international institution that the student wants to have considered for transfer credit, the student needs to have official transcripts fully translated into the English equivalent and sent directly to the school for evaluation. The translation of transcripts is to be completed through a company approved by, but not affiliated with, San Ignacio University.

**Please note:** All courses at San Ignacio University are taught in English and Spanish.

**For programs offered in Spanish:** For applicants whose first language is not Spanish, evidence of Spanish language proficiency must be provided. The university accepts official tests which conform to the Common European Framework of Reference for Languages (CEFR) such as the DELE or SIELE exams and certify a B2 proficiency level or higher. Proficiency exams which certify levels equivalent to a CEFR level of B2 may also be considered

**Academic Policies:** Students enrolled at San Ignacio University are expected to abide by all the terms stated in this catalog and any supplements or addenda to the catalog, and all university policies. All students are expected to become familiar with all policies and information presented in this catalog and in any supplemental material of the University.

**Non-Discrimination Statement:** In compliance with Civil Rights Legislation, San Ignacio University admits students without regard to race, gender, sexual orientation, national origin, ancestry, religion, creed, marital status, color, age, disability, or any other factor prohibited by law. San Ignacio University does not discriminate in its educational programs, placement procedures, or employment practices.

**Student Right to Cancel:** A student has the right to cancel his/her agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session, or the seventh (7) day of enrollment, whichever is later. After the end of the cancellation period, s/he also has the right to stop school at any time; and has the right to receive a pro rata refund.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respects to their San Ignacio University education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the University receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
  - A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
  - If SIU decides not to amend the record as requested, SIU will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
2. The right to provide written consent before SIU discloses personally identifiable information (PII) from the student’s education records, except to the extent that Reauthorizes disclosure without consent.

- SIU discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.
  - A school official typically includes a person employed by SIU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SIU who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.
  - A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for SIU.
  - Upon request, the school also discloses education records without consent from officials of another school in which a student seeks or intends to enroll.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

**Family Policy Compliance Office**  
**U.S. Department of Education 123 400**  
**Maryland Avenue SW Washington, DC 20202-5901**

## **Academic Information**

Class Schedules and Program Lengths at San Ignacio University are term based with new classes starting every (15) weeks. Students are scheduled in appropriate classes for their program by the Academics. The start of a term is considered the first day of classes for that term, and students may register for classes up through the end of the add/drop period. For the convenience of students, morning, afternoon, and evening sessions are available, and students are given a 10-minute break during each scheduled hour of their class session.

All Associate Degree programs at the university run 1.5 to (2) years, all bachelor's degree programs run 3.5 to 4 years, and all masters run 1.5 to 3 years. To complete the programs in the given time frame students may need to attend consecutive terms throughout their program.

All courses at San Ignacio University have additional out-of-class work as part of the official program. The out-of-class work may include, but is not limited to, additional reading and writing assignments, projects, or reports as directed by the instructor of the course. The additional out-of-class work will be evaluated by the instructor and will be part of the student's final grade in each class.

## **Prerequisite Requirements and Course Numbering**

Course requisites are the requirements that students need to satisfy when enrolling in a particular class section. A course requisite often requires students to enroll in another related class, but a requisite can also be a "condition" such as attaining a certain class level, a specific exam score, a specified passing grade, etc.

- A course **prerequisite** is any requirement an academic department identifies as essential for a student to complete before taking a course.
- A course **corequisite** is a requirement that must be completed at the same time or prior to the course for which it is required.

Courses at the University consist of an alphabetical prefix (up to four letters) and a four-digit numerical suffix for the individual course. For example, MAR1011 identifies the course numbered 1011 in the Marketing program. Course suffix numbers: 1000–2999 designate lower-level undergraduate courses; 3000–4999 designate courses for upper-level undergraduate and 5000–6999 designate graduate-level courses.

**Hospitality Management - International Business - Business – Marketing** Concentration Courses per Program:

**HFT** Hospitality Management  
**IN** International Business  
**MAN/GE** Business

**MKA/MAR** Marketing  
**EDA/EEC/EDG** Education

## TRANSFER CREDITS

Students who previously attended an accredited or approved college or university may be granted transfer credit. Courses substantially equivalent in content and degree level, and in which the student earned a grade of C- (2.0) for undergraduate and B- (3.0) or above, will be considered for transfer. San Ignacio University does not guarantee the acceptance of any credit into the university. It is the responsibility of the student to have all official transcripts forwarded directly to the school for review if transfer credit is sought. Official transcripts must be received directly from the former institution within a student's first term, or no transfer credits are officially granted.

A student who does not agree with the initial transfer credit evaluation may request a secondary review through the Dean of Academic affairs.

Furthermore, SIU is a participant of **the Florida SCNS statewide course numbering system** which facilitates transferability between member institutions. For institutions that do not participate in SCNS, transferability of credit is ultimately at discretion of the accepting institution, and it is the student's responsibility to confirm whether credits will be accepted.

### **Notice Concerning Transferability of Credits and Credentials Earned at San Ignacio University**

The transferability of credits you earn at SIU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 San Ignacio University to determine if your credits or degree will transfer.

### **Transferability of Credits and Credentials Earned at SIU for Program Changes / Additional**

**Degrees:** Any student who desires to change his/her enrollment in a program of study at the University to a different program of study at the University must make the request in keeping with the University's policy and will be required to sign a new enrollment agreement. The University will transfer all relevant courses into the new program per the following criteria:

- All relevant General Education courses are completed at SIU.
- All relevant Core courses completed at SIU from the time of enrollment in their new program  
Relevant Core courses completed at San Ignacio University.

The following guidelines are used in evaluating transcripts received from other accredited institutions:

- Official transcripts must be received directly from the former institution within a student's first semester, or no transfer credits are officially granted. Official transcripts must be received within one enrollment period not to exceed 12 semester credits hours of attendance.
- Course descriptions from a former institution's catalog are analyzed, and credit is accepted for those successfully completed courses that are equivalent to those of SIU courses. Courses in a student's major must meet the same general course objectives as San Ignacio University courses.
- It is the policy that SIU only accepts those transfer credits that are applicable to the student's degree requirements; in general, all university/ college-level courses in which a passing grade has been earned are acceptable for transfer to the university.
- **A maximum of 75% of the credits required for the bachelor's and 50% for the graduate may transfer.** Decisions concerning the acceptance of transfer credits earned in any course are made at the discretion of the Academics Department.

**Diploma Programs transfer of credits:** Transfer of credits does not apply to diploma programs.

### **Veterans Transfer of Credits**

San Ignacio University accepts up to 75% of transfer credits into their undergraduate degree program and 50% of transfer credits into the Master program. Decisions concerning the acceptance of transfer credits earned in any course are made at the discretion of the Academics Department.

**Veteran's credit for previous education or training/ Credit for Prior Learning:** VA students must report all previous education and training. San Ignacio University will evaluate and grant credit, if appropriate. If credit for previous education or training is granted, the VA student's training time or period of enrollment at the University may be shortened, the tuition reduced appropriately, and notification to the VA student will be provided.

**Transfer of Credits from San Ignacio University to other institutions:** Students who are interested in continuing their education at an institution other than San Ignacio University should first make an inquiry at the institution they plan to attend to determine the credits and requirements needed for entrance to that institution. Transferability of credits is at the discretion of the receiving institution. San Ignacio University cannot assure transfer of credit.

*Note: The granting of transfer credit is within the sole discretion of the receiving institution.*

## **ATTENDANCE POLICY**

Hybrid students are expected to attend all scheduled SIU classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily. The attendance for the online classes is monitored through the online platform "CANVAS" by Professors and school administrators dedicated to assist online students. For Hybrid students with an F-1 visa, attendance is mandatory for all classes as part of their chosen program.

Absences with appropriate documentation provided may be considered excused. Excused absences will not lower the attendance element of the course grade. Students who will be absent from class should inform the instructor in advance wherever possible. It is the responsibility of the student to make-up missed assignments or exams if allowed so by the instructor.

Unexcused absences may affect the course grade. The course grade will affect the student's satisfactory academic performance, which can affect the student's academic and financial aid standing. If a student has more than two (2) consecutive unexcused absences, they may be contacted to ensure retention. San Ignacio University administration will issue warnings to students with excessive absences or tardiness. SIU reserves the right to dismiss a student for poor attendance in classes.

The dismissal process will begin if a student has not been in attendance or had academic interaction for fourteen (14) consecutive days. Students who are struggling to attend their classes and/or are experiencing hardship should contact the student service coordinator by calling 305-629-2929 or sending an email to [studentservices@sanignaciouniversity.edu](mailto:studentservices@sanignaciouniversity.edu). Note: In the case of a medical excuse, submit the student evidence in a sealed envelope to the student's Academic Coordinator. Faculty will be contacted once evidence has been received from the student.

**STUDENT TARDINESS POLICY-** A student is considered tardy if the student comes to class 5 minutes late. A student can be tardy up to 15 minutes after class has started. After 15 minutes the student will be considered absent. A student is considered to have left the class early if the student leaves before the end of class time. With three tardiness or having left the class early three times, the student accumulates one full absence. If the student leaves early and misses half of the class period, it is considered a full absence. When a student has more than 6 tardiness or has left class early 6 times, the instructor will contact the Dean of Academic Affairs and the Assistant deans to meet with the student.

**International Students (J1-F1)-** SEVIS indicates that one reason for an F-1 Student Record Termination is "Student's attendance falling below 80%." For a J-1 student, the requirement to attend class remains the same. This means that only three absences will be allowed during the duration of the course. For the first two absences, the student will receive a warning notification from the SIU Visa Department. For the 3rd absence, the student will receive a final notification. If students fail to comply with the attendance policy (4 or more absences), their student record will be terminated as indicated by SEVIS. It is the student's responsibility to arrange to make up work missed because of absence. All homework and assignments must be delivered on the assigned day regardless of the absence.

**Religious Holidays Absences:** The Florida Board of Education and state law govern university policy regarding the observance of religious holidays. The following guidelines apply:

- Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith.
- Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence.
- Students shall not be penalized due to absence from class or other scheduled academic activities because of religious observances.

If a faculty member is informed of or is aware that a significant number of students are likely to be absent from class because of religious observance, the faculty member should not schedule a major exam or other academic events at that time.

A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence. Furthermore, a student who believes that he or she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

### **VETERAN'S ATTENDANCE POLICY**

Early departures, class cuts, tardiness, etc., for any portion of a class period, will be counted as one full absence. Students exceeding 13% or two total absences of scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for the calendar month after being terminated for unsatisfactory attendance. After such time, the student may recertify for the VA education benefits.

The student's attendance record will be retained in the Veteran's file for VA and SAA audit purposes.

### **Grading System**

Students are graded on their academic progress based on in-class assignments, homework assignments, projects, attendance, quizzes, and exams as indicated on the course syllabus. All Exams are proctored. All grades are recorded on the student's transcript and averaged to decide the final grade for the program. The Cumulative Grade Point Average (CGPA) is calculated as a weighted average. For each course, the credit hours are multiplied by the quality points. The result is summed up and divided by the total credit hours to yield the CGPA.

<b>Letter Grade</b>	<b>Quality Points</b>	<b>Numeric Grade</b>	<b>Calculated into GPA</b>
A	4.0	96-100	Yes
A-	3.7	90-95	Yes
B+	3.3	87-89	Yes
B	3.2	83-86	Yes
B-	3.0	80-82	Yes
C+	2.5	77-79	Yes
C	2.2	73-76	Yes
C-	2.0	70-72	Yes
D+	1.7	67-69	Yes
D	1.3	63-66	Yes
D-	1.0	60-62	Yes
F	0.0	59 and below	Yes
WF	Withdraw Failing	*	Yes
W	Withdraw	*	NO
WA	Administrative Withdraw	*	NO
TC	Transfer Credit	*	NO
I	Incomplete	*	NO
P	Pass	*	NO
NP	Not Passing	*	NO

**Incomplete Grades:** Students may receive an Incomplete Grade ("I") in a course if extenuating circumstances (i.e., critical illness/injury, severe family emergency, incarceration) arise during the term that prevent the student from completing the final coursework or final examinations for the class. Documentation must be provided supporting the request for the incomplete grade. Any student receiving an "I" must complete

the required coursework to receive a final grade in the course during the following term or by the date specified by the instructor. If the incomplete coursework has not been completed by the end of the following term, or the date determined by the instructor, the grade of "I" will automatically be changed to the grade earned by the student. No credit will be awarded for missing assignments, course work, or examinations, and the student's final grade in the course will be determined according to the grade structure set forth in the course syllabus. If the final grade is not of passing quality, the student will be required to retake the course at the student's expense. A course that is required to be repeated will count toward total credits attempted for the student's program (see the Satisfactory Academic Progress policy below). Satisfactory Academic Progress will be recalculated for students whose grades have been revised from a grade of incomplete to include the newly assigned grade in the calculation.

**Dismissal and Suspension:** Students may face suspension from class for reasons such as disruptive behavior, disrespectful behavior toward other students or instructors, or arriving for class under the influence of alcohol or illegal drugs. Notification of suspension will be mailed to the student. A student who receives two (2) or more suspensions may be officially dismissed from the university.

**Withdrawing from the University:** If the student withdraws during an academic term, the student will be assigned a W or a WF as a grade for each class in process depending on the date of withdrawal.

**Repeating a Course:** Students will be required to repeat a course for which a failing grade was assigned, for all courses that are required as part of the student's program. In all repeated course situations, the higher grade will be used in the Cumulative Grade Point Average (CGPA) calculation. If a student retakes a course due to a failing grade during the first attempt, and if the student passes the course the second time, the failing grade will no longer affect the student's CGPA. All grades will remain as part of the student's permanent record. Both the original class and the repeated class count toward the student's total amount of credits attempted for their program for Satisfactory Academic Progress determination.

## GRADUATION POLICY

To receive an undergraduate or graduate's degree from one of the programs at SIU, an undergraduate student must have earned a minimum CGPA of a 2.0 for undergraduates, and a 3.0 for graduates; and must have successfully completed all required courses and minimum credit hours as dictated by the student's program. Students also must have completed the program within a maximum number of credit hours attempted (within 150% of the total program length) to earn a degree (See policy on Satisfactory Academic Progress).

The academic records for any student scheduled to complete a program will be reviewed by the Registrar to ensure all academic requirements have been met by the student and he or she qualifies for graduation from a program. Students must be current on all financial obligations to the school to receive his or her official degree.

An official degree and official copy of the student's transcript will be mailed directly to students. It is the student's responsibility to ensure the university has all current mailing address information before completion of the course of study to ensure timely receipt of official documents.

**In addition to the academic requirements listed above, students must complete the following exit tasks:**

- **Assessment Evaluation:** Students must complete the Pre- and Post-Test requirements. The Pre-test needs to be completed in the first term of the program. In the last term, students will be requested to complete the Post-Test requirements. The results of both evaluations are confidential and will not impact the academic progress of the students. They are part of the evaluation of the learning outcomes of the program and are used to review and update the program offered by the University.
- **Graduate Survey:** Students must complete the Graduate Survey in the term in which they intend to graduate. The survey is completely confidential and is used to inform the University's strategic planning process.
- **Graduate Exit Interview:** In addition to completing the written graduate survey, graduates may be asked to attend an exit interview.

Application for graduation must be made to the University Registrar by the end of the third week of classes in the student's final term, paying the \$120 Graduation fee. After this application is submitted, an internal

audit will be done in the Academics Department, Accounting Department, and Library to review the student's file and clear any pending matters in the file. After this audit is done and signed by each department's coordinator, the student is approved for graduation.

Students who have applied for graduation but do not meet the minimum requirements will be informed with specific information about their progress to date and any remaining requirements that must be met.

**Maximum Time Frame:** Students must complete their program within 150% of the total program length, based on the credit hour requirement for their program, to earn a Non-degree, an Associate, Bachelor, or master's degree.

**Leave of Absence:** A leave of absence (LOA) is a temporary interruption of a student's program of study. If a student is unable to attend classes for a term, the student should apply for an LOA. The following events will qualify a student for a leave of absence: medical situation, military service, family care, severe financial hardship, and other personal situations. Students are not required to apply for LOA if the student is not in attendance at the university due to an institutionally scheduled break. Students wishing to take an LOA must apply in advance of the intended period of LOA, unless unforeseen circumstances arise and prevent this (for example: a student is involved in a car accident and is unable to submit the request for LOA in writing due to their injuries). Students who are granted LOA due to unforeseen circumstances will be expected to provide documentation for the LOA situation later.

A student may take a LOA for a period not to exceed 180 days in any 12-month period. To apply, a student will need to complete the appropriate LOA application paperwork with the Student Services Coordinator of the university. All requests for LOA must be submitted in writing and include the reason for the LOA request, as well as the date the request is submitted. The request will be reviewed, and the student will be notified by email of the official decision. While on official LOA the student will not be subject to any increases in tuition rates and will not be subject to additional institutional charges. Students who have been awarded Federal Student Financial Aid will not be eligible for additional Federal Student Aid while on LOA.

**Leave of Absence for Active Military Duty** - SIU offers a military leave of absence (MLOA) to students who are members of the active uniformed military services of the United States who are called to active duty. An MLOA allows a student to be absent from the University for active duty without penalty to admission status or grade point average and without loss of institutional financial aid. The MLOA will last until he/she returns from service. The student SIU email accounts will remain accessible while on duty.

Students must notify the University as soon as possible, not to exceed one month, after active-duty orders are received. Students may apply for MLOA by submitting the appropriate form and supporting documentation to the registrar's office and the SCO.

**Returning to SIU after MLOA:** After a student fulfills his/her military obligations, he/she should contact the student service and or the registrar's office for assistance with the process of returning to SIU.

If she/he plans to use VA education benefits when returning, be sure to contact the SCO after registering for classes so the SCO can report his/her enrollment to the Department of Veterans Affairs. Students will need to provide /her DD214 discharge documents.

*International students must follow the regulations for their student visas and, therefore, are not eligible for leaves of absence.*

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Federal Financial Aid regulations require San Ignacio University to monitor students' progress towards earning a degree. If a student is a financial aid recipient, he or she must meet the University's minimum progress standards to remain eligible for Federal financial aid. If the student is not a Federal financial aid recipient and would like to apply for Federal financial aid, s/he must meet these minimum progress standards to receive federal financial aid. Failure to meet any one of these minimum requirements will result in the student losing financial aid eligibility.

**Monitoring of Academic Progress** Students' progress will be reviewed after grades are finalized at the end of each semester (fall, spring, summer). A determination of eligibility to receive financial aid for subsequent enrollment periods will be made at this time. SAP is determined by calculating the student's cumulative grade point average (CGPA), the student's rate of progression toward completion of the academic program, and maximum timeframe for completion of the academic program. These standards apply to all students, not just those receiving FSA. All periods of a student's enrollment at the University are used in determining SAP (although only courses that count or would count toward the new program are used when a student change programs).

All undergraduate students must have a minimum cumulative GPA (CGPA) of 2.0 and 3.0 for graduate students to graduate from any program.

The SAP policy for Title IV aid recipients is aligned with the school's academic policy. Students will be notified via their e-mail account if they have failed the measurement. Students may appeal the decision.

The four components of the Satisfactory Academic Progress policy are:

**1. Degree Seeking Program:** A student must be enrolled in a degree seeking program to receive financial aid; A student who is not officially declared as a degree seeking is not eligible for federal financial aid.  
AND

**2. Quantitative Measure:** Minimum semester credit hour completion rate: A student must complete at least 67% of his/her attempted semester hours; Only grades of A, B, C, and for some program Ds are considered passing grades. All other grades will be counted as if the student received a letter grade of F. The formula used to figure your completion rate is to divide the hours completed by the hours attempted.

**Example:** An undergraduate student registers for 12 hours in the Fall Semester and drops to 9 hours after the drop/add period. The student goes on to complete all 9 credit hours in the Fall Session with a grade of C or better. In the Spring Semester, the same student registers for 12 credit hours and goes on to complete all 12 credit hours with a grade of C or better. For the Summer Semester, the student again enrolls for 12 credit hours but drops to 6 credit hours after the drop/add period. The student completes the remaining 6 credit hours with a grade of C or better. Does the student meet the quantitative measure of SIU Satisfactory Academic Progress Policy?

**Evaluation:** Fall Semester credit hours attempted (12) + Spring Semester credit hours attempted (12)+Summer Semester credit hours attempted (12)= 36 attempted credit hours  
Fall Session credit hours completed (9) + Spring Semester credit hours completed (12)+ Summer Semester credit hours completed (6)=27 completed credit hours  
Total credit hours completed (27) divided by total credit hours attempted (36) =75% completion rate. and

**3. Qualitative Measure:** A student must maintain a cumulative grade point average (GPA) of 2.0 for undergraduates or maintain a cumulative GPA of 3.0 for graduates.

**Example:** An undergraduate student starts in the Summer Session and earns a 1.9 GPA. After completing the Fall Semester, his GPA improves to a 2.1. Upon completion of the Spring Semester, the student's GPA again falls to a 1.9. After the Summer Semester, the GPA improves to a 2.5. Does the student retain federal financial aid eligibility?

Yes! San Ignacio University checks for Satisfactory Academic Progress at the conclusion of the Fall Semester. The student maintained the minimum GPA requirement at the time San Ignacio University performed the SAP Evaluation. AND

**4. Time Frame Maximum:** Students must complete their degree program within 150% of the credit hours required for the degree program. Federal regulations require that San Ignacio University place a maximum timeframe in which a student can receive federal financial aid to complete a program of study. San Ignacio University allows students to attempt 150% of the required credit hours it takes to complete the student's degree of choice. If a student attempts more than 150% of the credit hours needed to complete his/her degree program, the student loses federal financial aid eligibility.

**Example:** An undergraduate student is pursuing a Bachelor of Business Administration degree, which will take 120 hours to earn. How many hours can this student attempt and still retain federal financial aid eligibility?

In this example, the student can attempt 180 credit hours before losing federal financial aid eligibility (**120 X 1.5 = 180**). Students enrolled in eligible licensure and certificate programs may receive financial aid only for those courses that are required to complete the license or certificate program

Non- Degree Type	Maximum Timeframe
• ESL	1350 Clock hours
Degree Types	Maximum Timeframe
• Bachelor	180 credit hours
• Associate	90 Credit hours
• MBA	63 Credit hours
• Master of Education	54 Credit hours
• Master of Hospitality management	54 Credit hours

The Financial Aid Office is responsible for ensuring that all students applying for, or receiving federal student Aid, VA benefits, or designated institutional aid, are meeting these standards. The Standards of Satisfactory Academic Progress apply for all applicable financial assistance programs including Federal Pell Grant, Direct Loans, PLUS Loans and VA benefits.

These standards are applied to a student's entire academic history at SIU, including periods when financial aid was not received.

- If a student meets these standards, he/she is eligible to be considered for Title IV Federal financial aid.
- If a student does not meet these standards, he/she is not eligible to receive Title IV Federal financial aid.

#### **General Information on Satisfactory Academic Progress (SAP):**

- **Transfer Students:** San Ignacio University will use your transfer hours to calculate your maximum timeframe to determine financial aid eligibility. Cumulative grade point average will be calculated on work completed only at San Ignacio University.
- **Incomplete Courses:** If a coursework extension is approved, an Incomplete will be given for 30 days and will not be considered in the GPA. If the Incomplete is changed to a letter grade of A, B, C, D or F, it will be calculated into the GPA.
- **Withdrawals:** An official withdrawal from a course will be marked as a "W" and will not be calculated into the GPA. Merely ceasing to attend class does not constitute an official withdrawal and may result in the student receiving a failing grade for the course.
- **Repeated Course Work** Academic program requirements include repeating required coursework when an F grade is received. If the course is repeated, the GPA calculation for SAP purposes will follow the GPA calculation policy (i.e., if the student repeats the course and earns a passing grade, the F grade is removed from the GPA calculation, although it remains on the student's transcript.

**Financial aid Warning** Students who fail to meet the Qualitative or Quantitative guidelines at the end of the semester/payment period of review are automatically placed on financial aid warning status for one semester and notified of this status. The student continues to receive federal financial aid for the next enrolled semester. If at the end of the semester of enrollment/payment period, the student is now meeting all Satisfactory Academic Progress standards, the warning status is removed, and the student is now in good standing.

**Financial aid Probation and Appeal Process** Students who are on a Warning status and do not meet all the Satisfactory Academic Progress standards at the end of the next semester of enrollment/payment period of review lose federal financial aid eligibility until they are making progress in all categories. Students who lose eligibility for financial aid may appeal the decision by following the procedures outlined below. Those wishing to submit an SAP appeal must indicate mitigating circumstances that occurred during the semester in question, that could not have been anticipated prior to that period, and that adversely affected their ability to successfully complete their required coursework.

**To appeal,** a student must submit a letter of appeal to the Financial Aid Office. The appeal letter should include the following:

- Mitigating circumstances that prevented the student from meeting the requirements of academic progress (i.e., death in the family, student illness or injury, other personal circumstances). Mitigating circumstances does not include withdrawing from classes to avoid failing grades, pursuing a second major or degree, etc.
- Documentation that supports the student's basis for the appeal
- Steps the student has taken/will take to ensure future academic success. This plan should outline the student's academic goals for each period (e.g., number of credit hours and/or cumulative GPA) that will enable the student to meet the requirements of academic progress at a specified future point in time.
- Anticipated graduation date

If the SAP appeal is approved, financial aid will be awarded for the next semester of enrollment on a probationary period. An approved Academic Plan may be required as a condition of the appeal. An Academic Plan must be formulated with your AD. Term and Academic Plans and/or other conditions of appeal approval will be included in the notification letter. Students that cannot restore their eligibility in one semester will be placed on an Academic Plan along with the probationary status. This plan will be created with the assistance of the academic's office to determine the GPA a student will need to obtain and the number of credit hours to restore academic progress within a set number of semesters (not to exceed four total semesters).

Students placed on an academic plan must successfully meet the terms outlined in the plan by the end of each semester of enrollment. If the student meets these terms, they will continue to be eligible for aid on probationary status. The academic plan will continue to lay out the requirements for each semester of enrollment until a student successfully regains satisfactory academic progress.

Students who fail to meet the requirements for Satisfactory Academic Progress for their probationary semester or do not complete the requirements of their academic plan (if applicable) will again be ineligible for federal aid and subject to the appeal process. Any subsequent appeal must include information regarding new extenuating circumstances or what has changed since the last appeal

Students who meet the requirements for academic progress for their probationary semester will resume good standing and again be evaluated at the conclusion of the following semester of enrollment/payment period.

If the SAP appeal is denied, financial aid will be cancelled. If you have been denied aid, please review the section Regaining Financial Aid Eligibility below.

**Regaining Financial Aid Eligibility** Students denied financial aid after completing the appeal process or failing to meet their Academic Plan can regain full eligibility for financial aid by:

- Raising their GPA to the qualitative standard outlined above by degree
- Successfully completing coursework that will meet or exceed the minimum required for quantitative standard outlined above by degree
- Students who have reached their maximum time frame are not able to regain eligibility except in the case of a successful appeal of the maximum time frame requirement.

Students who are ineligible to receive financial aid may use one or more of the following payment options while attempting to regain eligibility:

- student's own resources, SIU Tuition Payment Plan, and/or Alternative/Private Educational Loans.

Students who have taken the necessary measures to regain eligibility for financial aid must contact the Financial Aid office immediately upon doing so and apply for Reinstatement of Eligibility. The student's academic performance will then be reviewed, and if all required SAP criteria are met, full financial aid eligibility will be reinstated, effective the following semester.

**FINANCIAL AID POLICY ON REPEATED COURSEWORK-** Per federal regulations (34 CFR Section 668.2) repeated coursework that falls under the following conditions cannot be included in a student's enrollment status for federal aid eligibility. This regulation will also include federal, state, and institutional funding.

- Repeating a previously passed course more than once. A course is considered passed if the student receives a grade of D or better.
- Repeating a previously passed course due to failing other coursework.
- Repeating a previously passed course for the sole purpose of gaining eligibility for financial aid. Federal aid is calculated according to need and the student's adjusted enrollment status. Recalculation will be applied regardless of whether a student received aid for previous courses and is based solely on how many times a course has been taken and passed.

**Example 1:** A student is taking a previously passed 3 credit hour course for the third time. The student is enrolled in a total of 12 credit hours for the term. Per federal regulations, the repeated course must be excluded from the student's aid eligibility. Only 9 of the student's 12 hours can be used to calculate aid eligibility. The student's aid will be adjusted to  $\frac{3}{4}$  time instead of full-time enrollment.

**Example 2:** A student repeats a previously passed course. The student receives an F on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for financial aid.

**Example 3:** A student repeats a previously passed course. The student withdraws from the course on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for financial aid.

**Definitions-** The following definitions apply to the terms used in this section:

- **Financial aid Warning:** A warning term is given to every student the first time they violate minimum GPA or completion rate requirements. Students are still eligible to receive financial aid while in warning status.
- **Financial aid Probation:** If a student has received a warning term and is still in violation of the SAP requirements, the student is suspended from receiving financial aid. The student may appeal against this decision, and if the appeal is approved, the student will be placed on a probation term, emailed an academic plan, and will be eligible to receive financial aid for this term.
- **Appeal:** Personal statement and supporting documentation asking for financial aid to be reinstated based on an extenuating circumstance that prevented the student from meeting Satisfactory Academic Progress. Appeals that are approved will allow a student a probationary term and require that the student sign an academic plan.
- **Academic Plan:** If a student appeals their financial aid suspension and is approved, they will be assigned an academic plan detailing the academic performance and necessary measures required to maintain financial aid eligibility until meeting SAP.
- **Completion Rate (Pace of Completion):** All students must complete at least 67% of the credit hours they attempt. The rate is calculated by dividing the number of successfully completed credits by the number of attempted credits.

### **Standards of Satisfactory Academic Progress – VA Students**

Students receiving Veteran's Administration benefits must follow special Satisfactory Academic Progress requirements supplementary to SIU standard policies as follows:

- Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.00 for undergraduate and (CGPA) of 3.0 to graduate from any SIU program and be awarded a degree.
- A VA student whose CGPA falls below the required minimum CGPA of their program at the end of any term will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below the required minimum at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.
- A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after reaching the minimum CGPA listed above.

## Standards of Satisfactory Academic Progress – ESL Students

The University evaluates ESL students' Satisfactory Academic Progress every 10-week cycle of the program. Satisfactory Academic Progress (SAP) ensures that students are progressing through the program academically and in a timely manner. Student progress will be monitored within each level and between levels. To follow SAP regulations, ESL students must meet the following two criteria:

- The student must complete at least 80 percent of the total hours attempted during each 10-week cycle (Quantitative Measure)
- The student must complete the ESL program within a reasonable time (Maximum Time Frame Measure)

These criteria will be evaluated at the end of each level after grades are posted. Students attempting 150 hours during the cycle must complete at least 120 hours. The maximum time frame that a student is allowed to complete a program is 1.5 times the program length. ESL Students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the course hours attempted to exceed 1.5 times the clock hours required to complete the program.

### CHANGES THAT AFFECT STUDENT'S SAP

**An incomplete grade in a course:** If a student receives a passing grade in any course, the student will have successfully completed that course. If the student receives a grade of "I," he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the term following the term in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" becomes an "F."

**Pass (P) grade in a course:** If a student receives a grade of P in any course, the student will have successfully completed that course. A grade of "P" will have no effect on the student's cumulative grade point average. However, the grade of "P" is added to hours attempted within the specified maximum time frame.

**Transfer Courses:** Students will receive a grade of "TC" for courses taken at another institution that is being transferred in for required courses at the institution. The grade of "TC" has no effect on the student's cumulative GPA or successful completion of courses. However, a grade of "TC" is added to hours attempted within the specified minimum time frame.

**Repeat Courses:** A student may repeat a course to improve the overall cumulative grade point average. Credits attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt. Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

### Reestablishment as a Regular Student and Prolonged Enrollment Status

Students who have been dismissed due to the failure to maintain the qualitative and quantitative minimums outlined above may apply to continue their studies at the University in prolonged enrollment status. During this time, the student must attempt to improve deficient areas that led to the dismissal by retaking courses from which the student withdrew or which he or she failed. The student will be responsible for all costs incurred while on extended enrollment status and must make acceptable financial arrangements to continue and will not be eligible for federal aid programs.

Students on prolonged enrollment status remain in probationary status and will have their progress evaluated at the completion of each term by the Dean of Academic Affairs. All credits attempted will count towards 150% of the normal program length while the student is on prolonged enrollment status.

Students on prolonged enrollment who do not make sufficient improvements as determined by the Dean of Academic Affairs may be dismissed from the University. A student on prolonged enrollment who re-establishes satisfactory progress may return to regular student status.

Reinstated students will be placed on a status of Probation for one term after reestablishing satisfactory progress. At the discretion of the Dean of Academic Affairs, with a recommendation, that a student who successfully appeals an academic decision but who has exceeded the one and one-half the maximum time frame for completion, either as a regular student or an extended enrollment status, may receive the original

academic credential for which he or she enrolled, provided the student has no additional financial obligations towards the University and has otherwise successfully completed the requirements of his or her educational program.

**Program Changes / Additional Degrees** Any student who desires to change his/her enrollment in a program of study at the University to a different program of study at the University must make the request in keeping with the University's policy. More than two changes from one program to another will require permission from the Dean of Academic Affairs. The University will transfer all relevant courses into the new program. Any courses transferred from one program to another will count in all SAP measurements for the new program.

### TUITION, FEES, AND OTHER EXPENSES

All tuition and fees are mandatory and are subject to change. In the event of a change in tuition or fees, students will be given notification of the changes prior to the changes taking effect at the university. Estimated Budget for the 2023-2024 Academic Year

\*\* All texts and materials required to complete the programs at SIU are not included in the tuition (except the ESL program). SIU does not charge any additional expenses associated with textbooks or learning materials. \*\*

Degree Programs	Total Credit hours	Unit credit cost	Application Fee	Graduation Fee	Technology Fee	Total Program cost
All Associate Degree Program.	60	\$340	\$85	\$120	N/A	\$20,605
All Bachelor's degree	120	\$340	\$85	\$120	N/A	\$41,005
MBA	42	\$510	\$85	\$120	N/A	\$21,625
Master in Education	36	\$510	\$85	\$120	N/A	\$18,565
Master of art in Hospitality Management	36	\$510	\$85	\$120	N/A	\$18,565
Non-Degree Program	Clock Hours	Book Fee	Application Fee	Graduation Fee	Technology Fee	Total Program Cost
English as a Second Language	900	\$210	\$85	\$120	N/A	\$10,585

#### General Fees

Official Transcript Request Fee.....	\$15 per transcript
Returned Check Charge.....	\$50
Change of Program .....	\$50
Late fee.....	\$50

Please note that you are responsible for the amount of total program costs. If you obtain a student loan, you are responsible for repaying the loan amount plus any interest.

**Other Charges:** Beyond those listed in this Current Schedule of Charges there are no other expenses required of the student to be paid to the university.

### Cost of Attendance Policy

**PURPOSE** - The U.S. Department of Education directs the University to determine costs associated with attending SIU to determine the amount of financial aid for which a student may be eligible. The cost of attendance for a student estimates a student's educational expenses for a period of academic enrollment.

**APPLIES TO**- SIU students

**POLICY STATEMENT**- The U.S. Department of Education allows certain educational expenses to be used when determining a school's Cost of Attendance (COA). The COA serves as a limiting factor on how much financial aid a student may receive.

Tuition Per Credit Hour tuition breakdown		
	UNDERGRADUATE	GRADUATE
FLORIDA RESIDENT (HYBRID/ONLINE)	\$340	\$510
NON-FLORIDA RESIDENT (HYBRID/ONLINE)	\$340	\$510

Estimated eight-month budgets for full-time students attending Fall & spring only and twelve-month budget for students attending fall, spring and summer used in 2023-2024 are listed below (based on 30 credits for Undergraduate students and 27 credits for Graduate students)

**Undergraduate Full-Time Hybrid**

Undergraduate – Fall and Spring		
	OFF CAMPUS	WITH PARENTS
TUITION & FEES	\$10,200*	\$10,200*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$1,280	\$1,280
LIVING EXPENSES - HOUSING	\$13,302	\$4,218
LIVING EXPENSES - FOOD	\$2,957	\$2,686
TRANSPORTATION	\$1,500	\$999
MISCELLANEOUS PERSONAL EXPENSES	\$3,750	\$3,500
<b>ESTIMATED DIRECT COSTS: PAYABLE TO SIU AND REFLECTED ON STUDENT'S LEDGER (* ITEMS)</b>	<b>\$10,200</b>	<b>\$10,200</b>

**Undergraduate Part-Time Hybrid**

Undergraduate – Fall and Spring		
	OFF CAMPUS	WITH PARENTS
TUITION & FEES	\$4,080*	\$4,080*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$1,200	\$1,200
LIVING EXPENSES - HOUSING	\$13,302	\$4,218
LIVING EXPENSES - FOOD	\$2,957	\$2,686
TRANSPORTATION	\$1,500	\$999
MISCELLANEOUS PERSONAL EXPENSES	\$3,750	\$3,500
<b>ESTIMATED DIRECT COSTS: PAYABLE TO SIU AND REFLECTED ON STUDENT'S LEDGER (* ITEMS)</b>	<b>\$4,080</b>	<b>\$4,080</b>
<b>ESTIMATED INDIRECT COSTS:</b>	<b>\$22,709</b>	<b>\$12,453</b>
<b>TOTAL</b>	<b>\$26,789</b>	<b>\$16,533</b>

**Graduate Programs Full Time Hybrid**

Graduate – Fall and Spring		
	OFF CAMPUS	WITH PARENTS
TUITION & FEES	\$9,180*	\$9,180*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$1,480	\$1,480
LIVING EXPENSES - HOUSING	\$13,302	\$4,218
LIVING EXPENSES - FOOD	\$2,957	\$2,686
TRANSPORTATION	\$1,500	\$999
MISCELLANEOUS PERSONAL EXPENSES	\$3,750	\$3,500
<b>ESTIMATED DIRECT COSTS: PAYABLE TO SIU AND REFLECTED ON STUDENT'S LEDGER (* ITEMS)</b>	<b>\$9,180</b>	<b>\$9,180</b>
<b>ESTIMATED INDIRECT COSTS:</b>	<b>\$22,989</b>	<b>\$12,733</b>
<b>TOTAL</b>	<b>\$32,169</b>	<b>\$21,913</b>

**Graduate Programs Part-Time Hybrid**

Graduate – Fall and Spring		
	OFF CAMPUS	WITH PARENTS
TUITION & FEES	\$6,120*	\$6,120*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$1,400	\$1,400
LIVING EXPENSES - HOUSING	\$13,302	\$4,218
LIVING EXPENSES - FOOD	\$2,957	\$2,686
TRANSPORTATION	\$1,500	\$999
MISCELLANEOUS PERSONAL EXPENSES	\$3,750	\$3,500
<b>ESTIMATED DIRECT COSTS: PAYABLE TO SIU AND REFLECTED ON STUDENT'S LEDGER (* ITEMS)</b>	<b>\$6,120</b>	<b>\$6,120</b>
<b>ESTIMATED INDIRECT COSTS:</b>	<b>\$22,909</b>	<b>\$12,653</b>
<b>TOTAL</b>	<b>\$29,029</b>	<b>\$18,773</b>

SIU does not charge technology fees, library fees or registration fees, the cost for online is the same for hybrid student.

**Undergraduate Full-Time Online**

Undergraduate – Fall and Spring		
	OFF CAMPUS	WITH PARENTS
TUITION & FEES	\$10,200*	\$10,200*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$1,280	\$1,280

	OFF CAMPUS	WITH PARENTS
LIVING EXPENSES - HOUSING	\$13,302	\$4,218
LIVING EXPENSES - FOOD	\$2,957	\$2,686
TRANSPORTATION	\$0	\$0
MISCELLANEOUS PERSONAL EXPENSES	\$3,750	\$3,500
<b>ESTIMATED DIRECT COSTS: PAYABLE TO SIU AND REFLECTED ON STUDENT'S LEDGER (* ITEMS)</b>	<b>\$10,200</b>	<b>\$10,200</b>
<b>ESTIMATED INDIRECT COSTS:</b>	<b>\$21,289</b>	<b>\$11, 534</b>
<b>TOTAL</b>	<b>\$31,489</b>	<b>\$21,734</b>

#### Undergraduate Part-Time Online

Undergraduate – Fall and Spring		
	OFF CAMPUS	WITH PARENTS
TUITION & FEES	\$4,080*	\$4,080*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$1,200	\$1,200
LIVING EXPENSES - HOUSING	\$13,302	\$4,218
LIVING EXPENSES - FOOD	\$2,957	\$2,686
TRANSPORTATION	\$0	\$0
MISCELLANEOUS PERSONAL EXPENSES	\$3,750	\$3,500
<b>ESTIMATED DIRECT COSTS: PAYABLE TO SIU AND REFLECTED ON STUDENT'S LEDGER (* ITEMS)</b>	<b>\$4,080</b>	<b>\$4,080</b>
<b>ESTIMATED INDIRECT COSTS:</b>	<b>\$21,209</b>	<b>\$11, 454</b>
<b>TOTAL</b>	<b>\$25,289</b>	<b>\$15,534</b>

#### Graduate Programs Full Time Online

Graduate– Fall and Spring		
	OFF CAMPUS	WITH PARENTS
TUITION & FEES	\$9,180*	\$9,180*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$1,480	\$1,480
LIVING EXPENSES - HOUSING	\$13,302	\$4,218
LIVING EXPENSES - FOOD	\$2,957	\$2,686
TRANSPORTATION	\$0	\$0
MISCELLANEOUS PERSONAL EXPENSES	\$3,750	\$3,500
<b>ESTIMATED DIRECT COSTS: PAYABLE TO SIU AND REFLECTED ON STUDENT'S LEDGER (* ITEMS)</b>	<b>\$9,180</b>	<b>\$9,180</b>
<b>ESTIMATED INDIRECT COSTS:</b>	<b>\$21,489</b>	<b>\$11,734</b>
<b>TOTAL</b>	<b>\$30,669</b>	<b>\$20,914</b>

#### Graduate Programs Part - Time Online

Graduate – Fall and Spring		
	OFF CAMPUS	WITH PARENTS
TUITION & FEES	\$6,120*	\$6,120*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$1,400	\$1,400
LIVING EXPENSES - HOUSING	\$13,302	\$4,218
LIVING EXPENSES - FOOD	\$2,957	\$2,686
TRANSPORTATION	\$0	\$0
MISCELLANEOUS PERSONAL EXPENSES	\$3,750	\$3,500
<b>ESTIMATED DIRECT COSTS: PAYABLE TO SIU AND REFLECTED ON STUDENT'S LEDGER (* ITEMS)</b>	<b>\$6,120</b>	<b>\$6,120</b>
<b>ESTIMATED INDIRECT COSTS:</b>	<b>\$21,409</b>	<b>\$11,654</b>
<b>TOTAL</b>	<b>\$27,529</b>	<b>\$17,774</b>

ESL – 900 Clock hour Hybrid		
	OFF CAMPUS	WITH PARENTS
TUITION & FEES	\$10,170*	\$10,170*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$210*	\$210*
LIVING EXPENSES - HOUSING	\$9,976	\$2,109
LIVING EXPENSES - FOOD	\$2,218	\$2,014
TRANSPORTATION	\$750	\$499
MISCELLANEOUS PERSONAL EXPENSES	\$2,812	\$2,625

	OFF CAMPUS	WITH PARENTS
ESTIMATED DIRECT COSTS: PAYABLE TO SIU AND REFLECTED ON STUDENT'S LEDGER (* ITEMS)	\$10,585	\$10,585
ESTIMATED INDIRECT COSTS:	\$15,756	\$7,247
TOTAL	\$26,341	\$17,832

**Housing:** San Ignacio University does not have dormitory facilities under its control, and we do not aid the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$400,000 and rent for a 1- bedroom apartment is approximately \$1500, but costs may vary depending on the specific area.

The following estimates may be helpful for planning purposes. These figures correspond to those used to determine eligibility for federal and state financial aid for a full-time student for one academic year in the 2023–2024 year.

**Payment Schedule:** Tuition is due and payable when indicated by the enrollment agreement signed by the student. If a tuition payment check is returned due to insufficient funds, SIU reserves the right to drop all current and future classes for that student. Students will be notified of this action and assessed a return check charge. SIU may require students who have written multiple non-sufficient funds checks to make all future payments by cashier's check, cash, or money order. San Ignacio University reserves the right to modify tuition at any time, though the cost of tuition specified in any enrollment agreement will be valid during the time the agreement is in effect.

### STUDENT'S RIGHT TO CANCEL

All tuition is fully refundable upon cancellation of enrollment through attendance at the first-class session, or the seventh (7) day of enrollment, whichever is later. This time frame is called "**THE CANCELLATION PERIOD.**" Students who cancel within THE CANCELLATION PERIOD will receive a refund of all tuition minus the non-refundable application fees paid at the time of enrollment.

To determine the amount of a refund, the student notification of cancellation may be conveyed to the institution in any manner, such as email, phone call, or written notice. Cancellation is effective on the date the notice of cancellation is provided to the institution, If the notice is sent in writing it may be submitted to:

**San Ignacio University**  
**3905 NW 107<sup>th</sup> avenue, STE 301**  
**Doral, FL 33178**

Written notice of cancellation may also be sent to the University via email:

[registrar@sanignaciouniversity.edu](mailto:registrar@sanignaciouniversity.edu) If notice of cancellation is sent by e-mail, it is effective when sent. However, the student must confirm that the email was received by the University for the cancellation notice to be valid. Students submitting a written notice of cancellation via email should request a 'read receipt' from the University. If the student does not receive an email confirmation from the Registrar within 24 hours of submission, the student should call the Registrar at 305-629-2929 x 4024.

If the Enrollment Agreement is cancelled the school will refund the student, any money he/she paid, less a registration fee.

### WITHDRAWING FROM THE UNIVERSITY AFTER THE CANCELLATION PERIOD

After THE CANCELLATION PERIOD has passed students have the right to withdraw from the University at any time and they have the right to receive a pro rata refund based on the refund table below. When a student is withdrawn from the University for any reason, a refund calculation will be performed, and any monies due back to a third party or the student will be refunded within 30 days of the date of determination (DOD). Any unpaid balance of tuition and fees the University is eligible to retain after the calculation is performed must be paid by the student to the institution.

A student shall be deemed to have withdrawn or been dismissed from the University when any of the following occurs:

1. Student notifies the University of their intent to withdraw.

2. The school terminates the student's enrollment.
3. Student fails to return from a leave of absence.
4. A student fails to attend courses. In this case, the date of dismissal shall be deemed to be the last date of recorded activity.

PLEASE NOTE: *Depending on the circumstances, the University will determine if a failure to attend a course or courses may result in simply a withdrawal from the course(s) or a dismissal from the University.*

### Refund calculation is the same for hybrid and online students

Withdrawal date (Term week)	Refund %
<b>The first week of classes</b> (Day 1- 7) Cancellation Period.	100%
<b>During the second week of classes</b>	80%
<b>During the third week of classes</b>	60%
<b>During the fourth week of classes</b>	40%
<b>During the fifth week of class</b>	20%
<b>During the sixth week of class</b>	0%
<b>During the seventh week of class</b>	0%
<b>During the eighth week of class</b>	0%

### Sample Refund Calculation

A bachelor's degree student paid \$1360 for her first month tuition and fee. He/she was scheduled for four courses. In the third week, she formally withdrew from two of the four courses. Her application fee of \$85 was not refundable. She was refunded \$1275 divided by 4 (# of courses scheduled in the term) x 2 (courses withdrawing) x 60% (percentage for that week of withdrawal). The student received a tuition refund of \$382.5.

A student from the Associate degree program paid \$1360 towards his/her first month tuition payment, which includes the \$85 application fee. He/she was scheduled for four courses (12 credits). Three days later the student withdrew from the program and received a full refund based on the CANCELLATION PERIOD less than the application fee of \$85 equaling \$1275.

A master degree student paid his/her tuition of \$1232.5 for first month tuition, \$1147.5 plus \$85. the student was scheduled for three courses. In the 8th week, he/she formally withdrew from one of her courses. Her application fee of \$85 was not refundable and was failed to get any refund because the withdrawal from the course was after the fifth week of the semester.

### Non-Degree Program – ESL table of refunds

1st week of class	100% of tuition less than the application fee and any other fees.
After 1st week of class	Students terminated within 25% of the program, tuition retained by SIU is 25% of the tuition paid.
After 25%	Students completed 25% of the course but are within 50% of the course, tuition retained by SIU is 50% of the tuition paid
After 50%	A student who completed 50% or more is not entitled to a tuition refund.

**Withdrawal policy for Students Receiving Veterans Benefits:** Students who have received any veteran's benefits must also report their withdrawal to the veteran's advisor. The Withdrawal Initiated by withdrawal form must include the student's last date of class attendance. Failure to follow established procedures could affect his or her future eligibility for veteran's benefits.

**Course Drops:** When a student drops or is dropped from a course(s), the institutional refund policy calculation will be performed for the charges applied to the course(s). Any monies due back to a third party or the student will be refunded within 30 days of the date of determination (DOD). Any unpaid balance of tuition and fees the University is eligible to retain after the calculation is performed must be paid by the student to the institution.

**Credit Balances:** Credit balances eligible for refund will be returned within 30 days from the date the credit balance occurred, subject to any federal, state, or accrediting agency statutes, rules, regulations, and/or standards.

## FEDERAL RETURN OF TITLE IV FUNDS (R2T4) POLICIES

**Purpose and Scope:** Per the Higher Education Amendment Regulation Return of Title IV (R2T4) Funds, all students receiving Title IV federal grant or loan assistance withdraw from the institution. This regulation affects the calculation of aid to be returned as well as repayment procedures.

San Ignacio University's Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing a payment period or term. All Title IV financial aid programs must be recalculated in these situations. The requirements for Title IV program funds when a student withdraws are separate from the University's refund policy.

**Policy Statement:** If a student leaves the University prior to completing a payment period or a term, the financial aid office recalculates eligibility for Title IV funds in accordance with the regulations.

**Policy Framework:** The policy framework outlines how federal Title IV funds are handled when a student who receives Title IV funds ceases to be enrolled in all classes prior to the end of a payment period or period of enrollment. SIU is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the student's last date of academic activity and/or withdrawal date.

**Step 1: Determine the withdrawal date.** If the student officially withdraws, the withdrawal date is the date SIU determines whether the student either began the withdrawal process, or the date the student provided official notification to SIU, in writing or verbally, of his or her intent to withdraw. If the student does not provide official notification of his or her intent to withdraw, the withdrawal date will be determined as the date SIU became aware the student was not attending class or the last date of the student's academic activity.

**Step 2: Calculate the percentage of enrollment period completed.** The percentage of enrollment period completed is determined by dividing the total number of calendar days in the enrollment period into the number of calendar days completed in that period as of the withdrawal date. The total number of calendar days in a payment period includes all days (including weekends) within the period. Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the enrollment period and the number of calendar days completed in that period.

**Step 3: Calculate the amount of Title IV aid earned.** If the withdrawal date is greater than 60 percent of the enrollment period (semester), the student has earned 100 percent of the Title IV funding disbursed for that semester. If the withdrawal date is less than or equal to 60 percent of the semester, the amount of Title IV funding the student has earned is calculated by using the federally mandated calculation to determine the percentage of Title IV funds that have been earned by the student for that semester. This percentage is then applied to the total amount of Title IV funding that was disbursable for the semester as of the withdrawal date.

**Step 4: Determine the amount of Title IV aid unearned.** The amount of Title IV funding the student has not earned is calculated by subtracting the amount of Title IV funding the student earned from the total Title IV funding disbursed/or was disbursable.

**Step 5: Allocate unearned aid.** SIU is required to return the lesser of the total amount of Title IV funds the student has not earned or an amount equal to the charges if the total amount to be returned exceeds the charges incurred by the student. Charges include tuition and fees and can include other education-related expenses assessed by SIU.

Unearned Title IV funds must be returned within 45 days of the student's withdrawal. Title IV loan amounts to be returned by SIU will be credited to the appropriate programs in the following order: Federal Direct Unsubsidized loans, Federal Direct Subsidized loans, Federal Grad PLUS or parent PLUS loans received on behalf of the student.

**COVID-related Withdrawals:** Per the updated May 15, 2020, Electronic Announcement, we must determine if a student's withdrawal is COVID-related. Therefore, as we learn that the student is considered a COVID-related withdrawal, we will request a written attestation from the student explaining why the withdrawal was due to COVID. If a student withdrew due to COVID, based on allowable circumstances (See

guidance below), the student may be able to retain the existing federal student aid funds that were awarded in the withdrawal Term without any adjustments:

The student is considered a COVID-related withdrawal only if the student provides the institution with a written attestation (including by email or text message) explaining why the withdrawal was the result of the COVID-19 emergency. Additionally, a student is considered a COVID-related withdrawal from a distance education program only if the student provides a written attestation (including by email or text message) explaining why the withdrawal was the result of the COVID-19 emergency. Notice, there is no signature requirement here. If no such attestation is received, the withdrawal is not COVID-related and unearned Title IV aid resulting from the R2T4 calculation must be returned.

Allowable circumstances for the attestation include but are not limited to:

- Illness of the student or family member.
- Need to become a caregiver or first responder.
- Loss of childcare.
- Economic hardship.
- Inability to access wi-fi due to closed facilities; or
- An increase in work hours because of the COVID-19 emergency. Information (which in the judgment of the institution is reliable) provided by the family members of a withdrawn student whom the institution is unable to contact is acceptable for documentation purposes.

**Step 6: Communication of return of funds.** Students for which a portion of Title IV aid must be returned will receive a communication from the Financial Aid Office sent to their e-mail address indicating an adjustment has been made and funds have been returned on the student's behalf. This communication further instructs any resulting balances on the student account must be paid by the student and arrangements for payment must be made directly with SIU's Bursar.

### **Definition of Official and Unofficial Withdrawal**

#### Officially Withdrawing from the University:

Official withdrawal means that the approved procedure to withdraw from a course was followed by the student. To be considered official, the withdrawal must be in writing and signed by the student requesting the withdrawal. The official date of the withdrawal is the date the written notice is formally received by the University, NOT the postmarked date or the date stated in the notice. The University's record concerning a withdrawal is indisputable unless the student can provide reliable evidence of an earlier receipt date. An official withdrawal may be submitted by completing the Request for a Change of Schedule form or by written notice containing the student's name, signature, ID number, and course(s) to be dropped. The notice may be mailed, e-mailed, or hand delivered to the University. The official withdrawal procedure applies to all courses, irrespective of delivery mode or course length. A student may rescind his/her notification in writing and continue enrollment. If the student subsequently withdraws from the University, the student's withdrawal date is the original date of notification of intent to withdraw.

#### **Unofficially Dropping a Course or Withdrawing from the University**

Beware of unofficially dropping a course. It will adversely affect your grades and student account. An Unofficial drop means that the approved procedure to withdraw from a course or the university was not followed by the student.

Students are prohibited from dropping a course/withdrawing by:

- Not attending the course.
- Communicating their desire to drop the course/withdraw other than by submitting the Request for Change of Schedule Form or other document containing the student's name, signature, ID number, and course(s) to be dropped to San Ignacio University.

#### **Federally Defined Leaves of Absence Policy (FLOA)**

San Ignacio University does not grant federally defined Leaves of Absence for Financial Aid purposes. Instead of utilizing a federally defined Leave of Absence, the University assists students by:

- Allowing students to work with faculty to finish incomplete coursework
- Allowing an official appeal of the Financial Aid Refund calculation based on unusual circumstances
- Allowing students to “lay-out” for one or more sessions
- Allowing students to drop courses with a “W” rather than an “F” during specific timeframes during the session
- Allowing students to appeal a determination of insufficient satisfactory academic progress under the Financial Aid Satisfactory Academic Progress Policy requirements.

The “Federally Defined Leave of Absence” policy listed above is for student financial aid purposes only.

### **Determining Withdrawal Date for R2T4 Funds:**

**Official Withdrawals:** The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal: The date the University receives the student’s written communication of intent to drop a course or withdraw from the University.

**Unofficial Withdrawals:** The date of the termination for return and refund purposes will be determined by the following for unofficial withdrawals:

For the student who does not provide official notification of his or her intent to withdraw and is absent for more than two consecutive class meetings, the date of termination for return and refund purposes will be the student’s last recorded date of academic attendance or the midpoint of the payment period or period of enrollment for which Title IV assistance was disbursed (unless the University can document a later date).

**Upon Receipt of an Official Withdrawal-** San Ignacio University will:

1. Determine the student’s last date of academic activity (to determine LDA).
2. Perform the following calculations:
  - a. The student’s account and date of official withdrawal are reviewed to determine the calculation of Return of Title IV funds the student has earned, and if any, the amount of Title IV funds for which the University is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the University’s refund requirement
3. The student’s grade record for the session will be updated to reflect his/her final grade for the course(s) dropped.
4. San Ignacio University will return the amount for any unearned portion of the Title IV funds for which the institution is responsible within 45 days of the date the official notice of withdrawal was provided.
5. San Ignacio University will provide the student with a letter explaining the Title IV requirements:
  - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program, based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Title IV Federal program on the student’s behalf because of exiting the program.
6. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
7. Supply the student with an account record noting outstanding balance due to the University and the available methods of payment.
8. A copy of the completed R2T4 worksheet, returned funds confirmation (if any), letter, and final account record will be kept in the student’s file and made available to the student upon written request.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

**Upon Determination of an Unofficial Withdrawal-** San Ignacio University will follow the following procedures within one week of determining the student may have unofficially withdrawn:

1. Make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of Academic activity (to determine LDA).
3. Notify the student in writing of his/her failure to contact the University when requested to do so and notify the student of his/her current termination of enrollment.
4. Calculate the amount of Federal Title IV Funds a student has earned, and if any, the amount of Federal Funds for which the University is responsible.
5. Calculate the University's refund requirement.
6. Upon completing the Return to Title IV calculations, San Ignacio University will return to the Federal Funds program any unearned portion of Title IV funds for which the University is responsible within 45 days of the date the withdrawal determination was made and make a record of the return on the student's account and financial aid file.
7. If there is a return, San Ignacio University will provide the student with a R2T4 letter explaining Title IV return requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
  - c. Supply the student with a final accounting showing outstanding balance due the University and the available methods of payment.
8. A copy of the completed R2T4 worksheet, returned funds confirmation (if any), letter, and final account record will be kept in the student's financial aid file.

### **Return to Title IV Funds Calculation**

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period.

Calendar days (including weekends) are used but breaks of at least 5 days are excluded from both the numerator and denominator. Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

Earned aid is not related in any way to institutional charges. In addition, the University's refund policy and Return of Title IV Funds procedures are independent of one another.

**A student who withdraws from a course may be required to return unearned aid and still owe the University for the Course.**

### **Example of Calculation: - CREDIT HOUR**

1. Determine the percentage of Title IV aid earned by the student by taking the calendar days completed in the payment period, divided by the total calendar days in the payment period (excluding breaks of 5 days or more)  $18(\text{completed days}) = 15.3\%$  (% of completed calendar days) 118 (total days).
2. Determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed **plus** the Title IV aid that could have been disbursed for the payment period.

$$1. \quad 15.3\% \times \$2805.00 = 429.17 \text{ (Amount of aid earned by student)}$$

2. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.
3. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.
4. Funds are returned to the appropriate federal program based on the Percentage of aid earned using the following formula:
5. Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution may be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds to be returned by the institution must be made no later than 45 calendar days after the date the school determines that the student withdrew.
6. When Title IV funds are returned, the student may owe a balance to the institution.

**Order of Return of Title Federal IV, HEA Funds-** In accordance with Federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent PLUS loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The student

**Credit Balance- Paying student credit balances -** The University's policy on paying all Student Credit Balances is modeled after the requirements of Title IV student credit balances. A Title IV credit balance occurs whenever the University credits Title IV program funds to a student's account and those funds exceed the student's allowable charges. The University pays by check the excess Title IV program funds (the credit balance) as well as credit balances not related to Title IV funds directly to the student as soon as possible, but no later than 14 days after:

- The date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period; or
- The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

If the University determines that PLUS Loan funds created a credit balance, the University pays the credit balance amount to the parent. Although FSA regulations give the University the latitude to determine which FSA program funds create an FSA credit balance, the order of the sources of funds that are applied by the University may be found on the Financial Aid Office on this manual.

**Treatment of Title IV credit balances when student withdraws -** This treatment applies only to the handling of Title IV credit balances when a student withdraws. When a student withdraws from the University during a semester, a Title IV credit balance is handled as follows:

1. The University does not release any portion of the Title IV credit balance to the student and does not return any portion to the Title IV programs prior to the performing of the Return Calculation by the University's Financial Aid Office.
2. The Financial Aid Office performs the Return Calculation, including any existing Title IV credit balance for the period in the calculation as disbursed aid.
3. Any applicable refund policy (state, accrediting agency, institution, etc.) is applied to determine if doing so creates a new or larger Title IV credit balance.

4. Title IV credit balances are then allocated as follows:

- Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student because of the current withdrawal. The University must return funds to the Title IV grant account within 14 days of the date the University performs the Return Calculation. Although not included in a Return Calculation, any Title IV credit balance from a prior period that remains on a student's account when the student withdraws is included as Title IV funds when the University determines the amount of any final Title IV credit balance when a student withdraws.
- Remember, the University must use the final credit balance first to satisfy any current student grant overpayment.
- Within 14 days of the date that the University performs the Return Calculation, the University pays any remaining Title IV funds.

**De minimus credit balances:** The University does not refund (pay) credit balances of less than a \$1.00 unless the student withdraws or otherwise leaves the University.

**Holding credit balances:** The University may hold excess FSA funds (credit balances) if it obtains a voluntary authorization from the student or parent. Because FSA funds are awarded to students to pay current year charges, notwithstanding any authorization obtained by the University from a student or parent, the University must pay.

- Any remaining balance on loan funds by the end of the loan period, and
- Any other remaining FSA funds by the end of the last payment period in the award year for which they were awarded.

**San Ignacio University's responsibilities regarding Title IV funds follow:**

- Providing students with information about this policy.
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students.
- Returning any Title IV funds due to the correct Title IV programs.

The institution is not always required to return all the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

**Overpayment of Title IV Funds:** Any amount of unearned grant funds that the student must return is called overpayment. The student must decide with San Ignacio University or the U.S. Department of Education to return the amount of unearned grant funds.

**Post Withdrawal Disbursement:** The institution must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the institution determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date. The institution will offer any post-withdrawal disbursement of loan funds within 90 days of the date it determines the student withdrew.

If the student did not receive all the funds earned, the student may be due a post-withdrawal disbursement. San Ignacio University may use a portion or all the student's post-withdrawal disbursement for tuition and fees. For all other school charges, San Ignacio University needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the University to keep the funds to reduce the student's debt at the institution.

**Student Responsibilities regarding Return of Title IV, HEA funds**

- Returning to the Title IV programs, any funds that were disbursed to the student in which the student was determined to be ineligible via the R2T4 calculation.
- Any notification of withdrawal must be in writing and addressed to the appropriate institutional official following San Ignacio University withdrawal procedures
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdrawal notice must be filed in writing.

- These notifications, to either withdraw or rescind to withdraw must be made to the official records/registration personnel at San Ignacio University.

### **Refund vs. Return to Title IV Funds**

The requirements for the Title IV program funds when a student withdraws are separate from any refund policy that San Ignacio University must return to the student any funds due from a cash credit balance. Therefore, students may still owe funds to San Ignacio University to cover unpaid institutional charges. San Ignacio University may also charge the student for any Title IV program funds that the University was required to return on the student's behalf.

For information on the San Ignacio University refund policy, refer to the current Schedule of Classes, the current University Catalog, the San Ignacio University website ([www.sanignaciouniversity.edu](http://www.sanignaciouniversity.edu)) or contact the Student Financial Aid office.

### **Return to Title IV Questions**

If you have questions regarding Title IV program funds after visiting with the financial aid personnel, please call the Federal Student Aid office at (305) 629-2929 x4015. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**Pro-rata:** The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student is scheduled to complete 30% of the student payment period, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student is scheduled to have completed more than 60% of the payment period, the student earns all the assistance that the student was scheduled to receive for that period.

The institution will use a Department of Education approved refund calculation that determines the percentage of Title IV funds earned by the student. If the student did not receive all the funds earned, the student might be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the University must obtain the student's permission before it can disburse funds.

**VA REFUND POLICY:** Up to the 60% point in each period of enrollment, a pro-rata schedule is used to determine the number of funds the student has earned at the time of withdrawal. San Ignacio University refunds the actual percentage of unearned aid up to the date of withdrawal. After the 60% point in the period of enrollment, a student has earned 100% of the aid funds awarded for that period, and all aid funds will remain in the student's account. In instances when a Service Member stop attending due to a military service obligation, SIU will work with the affected Service member to identify solutions that will not result in student debt for the returned portion

## **FINANCIAL AID**

**Consumer Information:** The Higher Education Opportunity Act of 1965 revised 2008 (HEOA) requires postsecondary institutions participating in federal student aid programs to disclose information from various administrative areas to students. This information may be viewed online at the following address in compliance with federal law: <https://www.sanignaciouniversity.edu/en/consumer-information>.

**General Information:** The Financial Aid Department at San Ignacio University aids students who need financial aid to pay tuition expenses at the University. The Financial Aid Department has established procedures that assure fair and consistent treatment of all applicants.

San Ignacio University believes that the primary responsibility for educational costs rests with a student and his/her family. However, financial aid is available to meet the difference between a student's resources and his/her actual needs. SIU examines the total cost associated with attending the University, including, but not limited to, tuition and fees, room and board, books, supplies, personal expenses, and allowable travel expenses.

San Ignacio University uses the Free Application for Federal Student Aid (FAFSA) to document and collect information used in determining a student's eligibility for financial aid. The information a student supplies on the FAFSA is confidential. FAFSA instructions to complete on the web may be obtained in the Financial Services Department or going to <https://studentaid.gov/> San Ignacio University code 042169.

San Ignacio University maintains a full-time Financial Aid Coordinator to meet student needs. Students are encouraged to make appointments with the Financial Aid Coordinator to ensure they obtain the funding needed for their university investment. The United States Department of Education has determined that San Ignacio University is an institution eligible to participate in Federal Title IV financial aid programs.

The University has the following institutional and Federal aid programs available to students who qualify (subject to availability of funds). The amount of aid a student receives at SIU is based on the cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, 3/4-time, 1/2-time, 1/4 time), and length of attendance within an academic year.

**There are four types of financial aid offered by San Ignacio University.**

**GRANTS:** Grants are supplied by the federal government, state government, or the institution, to meet the cost of the student's education. Grants are generally based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). There is no repayment obligation tied to grants. The Pell Grant is available to degree-seeking undergraduate students who have never received a baccalaureate degree. The Pell Grant Program is the largest of the Federal Student Aid grant programs and provides a "foundation" of financial aid to which assistance from other federal and non-federal sources may be added. The Pell Grant is available year-round.

The maximum annual Pell Grant for the award year may change from year to year according to Congressional appropriation. Pell Grant eligibility is based on the Expected Family Contribution (EFC) which is determined from the Free Application for Federal Student Aid (FAFSA). The amount of Pell Grant that is disbursed varies in accordance with a students' enrollment status (I.e., Full time, part time, 3/4 time or below half time.).

Grant Award	2023- 2024 Academic Year	Application Process and Criteria
Federal Pell Grant	Maximum Pell is \$7,395.00/year	Need-based, complete the FAFSA. Students must be enrolled full-time to receive the maximum amount of Pell Grant. Awards are prorated and adjusted according to enrollment and attendance.
Jose Marti Scholarship Challenge Grant (State of Florida)	\$2,000	The student is a Florida resident of Hispanic origin minimum unweighted high school GPA of 3.0; Priority is for need-based; complete the FAFSA and Initial Student Florida Financial Aid Application. Graduates may apply. Must complete the Florida Residency Affidavit.
The Florida Postsecondary Student Assistance Grant (State of Florida)	Minimum award of \$200, maximum award of \$2,413 per year, determined by the University	Need-based, complete the FAFSA renewable for up to 9 terms based on satisfactory academic progress and continued need. Must complete the Florida Residency Affidavit.
Iraq and Afghanistan Service Grant	Up to \$6,895.00 (the amount equal to the Pell Grant)	The student is not eligible for Pell Grant but whose parent or guardian was a member of the U.S. Armed Forces and died because of service performed in Iraq or Afghanistan after September 11, 2001. Must be 24 years of age or under or enrolled in college at the time of the parent or guardian's death

**STATE SCHOLARSHIPS:** State scholarships are generally merit-based or awarded according to a specific set of qualifying criteria. There is no repayment obligation tied to scholarships.

Scholarship Award	2023-2024	Application Process Criteria
Jose Marti Scholarship Challenge Fund		<ul style="list-style-type: none"> <li>•Be a Florida resident</li> <li>•US citizen or eligible noncitizen.</li> <li>•Be of Hispanic culture (born in or having a natural parent who was born in either Mexico or a Hispanic country of the Caribbean, Central or South America, regardless of race).</li> <li>•GPA requirements: <ul style="list-style-type: none"> <li>◦Undergraduate scholarships: Have earned a 3.0 minimum unweighted cumulative GPA by the fall term of senior year in high school.</li> <li>◦Graduate-level scholarship: 3.0 institutional cumulative GPA for undergraduate college work.</li> </ul> </li> <li>•Enroll as a degree-seeking: <ul style="list-style-type: none"> <li>◦Undergraduate: for a minimum of 12 credit hours of study each term.</li> <li>◦Graduate: for a minimum of 9 credit hours of study each term.</li> </ul> </li> <li>•Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.</li> </ul>

Florida Bright Futures Scholarship Florida Academic Scholar Florida Medallion Scholar Florida Gold Seal Vocational Scholar	\$76 or \$101 per credit hour	Academic Merit awards - Complete the Initial Student Florida Financial Aid Application (FFAA) during his/her last year in high school prior to graduation – can be completed online. Must meet academic requirements set by the Florida Legislature, which may change annually. Must complete the Florida Residency Affidavit
Florida Scholarship for Children/Spouses of Deceased or Disabled Veterans	\$4,272 (\$2,136 per term for 12+ credits) \$3,204 (\$1,602 per term for 9-11 credits) \$2,136 (\$1,068 per term for 6-8 credits)	Dependent children or un-remarried spouses of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty OR who have been certified by the Florida Department of Veterans Affairs as having service-connected 100% permanent and total disabilities; Complete the Initial Student Florida Financial Aid Application by April 1 and ensure that the Florida Department of Veterans Affairs certifies the applicant's eligibility by April 1. Must complete the Florida Residency Affidavit.
Vocational Rehabilitation School to Work Program	Varies per Applicant	All Students with disabilities should be encouraged to apply for VR services. Students who have an Individual Educational Plan (IEP) Students who have a 504 Plan

**FEDERAL STUDENT LOANS:** San Ignacio University participates in the federal Direct Loan program for federal Stafford and PLUS loans. Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education, though the entity the student deal with, the student loan servicer can be a private business such as a bank.

**Direct Subsidized Loan:** Undergraduate students who demonstrate financial need are eligible for the Direct Subsidized Loan. The federal government will pay the interest while the student is enrolled at least half-time (minimum of six credit hours) in a degree-seeking program. The repayment of the loan principal begins six months after the student leaves school or is enrolled less than half-time (fewer than six credit hours). Interest will begin to accrue at the time the student is no longer enrolled at least half-time and at a fixed rate.

**Direct Unsubsidized Loan:** Students who do not demonstrate financial need, in whole or in part, are eligible for the Direct Unsubsidized Loan. Graduate students are eligible for the Direct Unsubsidized Loan. Under this program, students are responsible for paying all interest on the loan, including interest that accrues while the student is in school. Repayment of the interest on the unsubsidized loan begins within 60 days after disbursement unless interest capitalization is requested. Students whose parents are unwilling to provide information to complete the FAFSA can apply for unsubsidized loans with the proper supporting documentation.

All loans must be repaid by the borrower and should therefore be used as a last option for university financial aid. Loan(s) will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Year: 2023-2024	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
Graduate or Professional Students' Annual Loan Limit	Not Applicable (all graduate and professional students are considered independent)	\$20,500 (unsubsidized only)
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$138,500 for graduate or professional students, no more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

### Student Loan repayment to resume in October

COVID-19 relief policy ends 60 days from June 30, 2023. Interest resumes September 1, 2023, and repayment resumes October 1, 2023. Visit <https://studentaid.gov/announcements-events/covid-19> for more information. Please note that COVID-19 relief does not extend the 10-year repayment term of your student loan.

## 2023-24 Interest Rates for Direct Loans

First Disbursed on or After July 1, 2023, and Prior to July 1, 2024

Loan Type	Borrower Type	Loans first disbursed on or after 7/1/23
Direct Subsidized and Unsubsidized Loans	Undergraduate	5.50%
Direct Unsubsidized Loans	Graduate and Professional Students	7.05%
Direct PLUS Loans	Parents and Graduates or Professional Students	8.05%

**Federal Sequestration Impacts Loan Fees:** Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted from each loan disbursement the student receives. Even though this means the money the student receives will be less than the amount the student borrowed, the student is still responsible for repaying the entire amount of the borrowed loan.

The chart below shows the current loan fees for Federal Direct Loans.

Loan Type	First Disbursement Date	Loan Fee
Direct Subsidized Loans and Unsubsidized Direct Loans	On or after October 1, 2022	1.057%

**Entrance Counseling for Direct Loan Borrower:** Provides an overview of the Direct Loan Program. Includes information about the types of Direct Loans available, the costs of borrowing, eligibility, and repayment.

The Master Promissory Note (MPN) is a legal document in which the students promise to repay their loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of the loan(s); for instance, it will include information on how interest is calculated, when interest is charged, available repayment plans, and deferment and cancellation provisions.

Enrollment Status for Federal Title IV: According to federal requirements, financial aid enrollment status is defined as:

Undergraduate – less than half time: 5 or fewer credit hours attempted.

Undergraduate – halftime: 6-8 credit hours attempted.

Undergraduate –  $\frac{3}{4}$  time: 9-11 credit hours attempted.

Undergraduate – full time: 12 or more credit hours attempted.

All financial aid recipients must contact the Financial Aid Office before dropping a class. Dropping a class may result in the cancellation of certain types of grants or loans and could result in the student being responsible for the payment of these funds back to the program.

## VERIFICATION PROCESS

The verification process is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires universities to verify or confirm the data reported by students and their parent(s) on the FAFSA. The verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial aid to which they are not entitled.

### Selection for Verification Process

- Students applying for Financial Aid may be selected for verification either by the federal processor or by the Financial Aid Office. If the student is selected for verification by the federal processor, there will be an asterisk next to the student Expected Family Contribution (EFC) on the Student Aid Report (SAR). Students will also be informed of having been selected for verification in the SAR acknowledgment email, which will be included with the SAR documents.
- If students are selected for verification by the FA, they will be notified by email. Notification will inform the students of this selection and instruct them to contact our Financial Aid Officer and review the listing of the requirements. Students can be selected for verification at any time during the academic year, so it is very important that students check their email on a regular basis.

**Why are students selected for verification?**

The main reasons for being selected for verification include the random selection of students, the FAFSA they submitted was incomplete, their FAFSA contains estimated information, or the data provided on the FAFSA is inconsistent. Verification is a federal regulation. Students who are selected for verification are not being punished; rather, verification prevents ineligible students from receiving aid by reporting false information and ensures that eligible students receive all the aid for which they are qualified

**What do students selected for verification have to submit, and where do they send it?**

Once students are selected for verification, all requirements will be reviewed with their Financial Aid Officer:

- **Dependent Students**
  1. Copy of student's and parent's federal income tax transcript (for the tax year prior to the current aid year)
  2. Dependent verification worksheet
  3. Parent asset worksheet (if business income, investments, and/or rental property is listed on tax transcripts)
- **Independent Students**
  - i. Student's (and spouses, if applicable) federal income tax transcript
  - ii. Independent verification worksheet.

Additional documentation may be requested. If additional documents are requested, an email will be sent to the students, and it is their responsibility to check their requirements and submit all documentation to the Financial Aid Officer by the due date given to them.

**What happens once the student submits the documentation?**

Once the student submits the documents to our office, he/she can continue to check the status of the documents with the Financial Aid Officer. The status will go from "Unsatisfied" to "Documents Received and Not Yet Reviewed." Once the documents are reviewed, the status will be updated to the appropriate status: "Received Incomplete" or "Received/Reviewed or Processed." If the requirement is incomplete, the student will receive an email explaining what was incomplete and how it can be resolved. It is important that the student checks the status of the requirements so he/she can make sure all verification documents have been "Received/Reviewed or processed."

Students who submit documents to our office must allow two to three business days for the status to be updated. Multiple copies of documents are not needed if sufficient processing time is allowed. Once receipt of all required documents, the verification process begins. This can take anywhere between six to eight weeks during the months of May through August. After the verification process is complete, the student will receive an email informing them of the revised award package. This will only occur if the office of Financial Aid makes a change to the student financial aid package (based on the additional documents requested).

**What if the student does not want to complete the verification process?**

The verification process is a federal regulation and must be completed for a student to receive federal aid, as well as any state and San Ignacio Institutional aid. If the student does not wish to complete the verification process and therefore does not receive financial aid, he/she must notify our office via email so we can update the student status.

**Impact of a Leave of Absence on Financial Aid**

**Leave of Absences:** Students on an authorized leave of absence are responsible for notifying the Office of Financial Aid of their current enrollment status. In compliance with federal regulations, for Federal financial aid purposes, a leave of absence is treated the same as a withdrawal. Students considering taking a leave of absence should be aware of the following:

- In accordance with financial aid regulations, a leave of absence cannot exceed 180 days. If the leave of absence exceeds 180 days, the grace period for student loans will expire, and the student's loan(s) will go into repayment status.
- Students on authorized leave of absence will be required to complete exit counseling if they have federal student loans.
- While on an authorized leave of absence, students are not eligible to receive further disbursements.

- Students will not be charged additional costs in their student accounts.
- Upon return to school, each student is responsible for notifying the Office of Financial Aid Office so that their lender, guaranty agency, and National Student Loan Data System (NSLDS) can be notified of their current enrollment status.
- Students that fail to return on the scheduled date from the leave of absence will be treated as a withdrawal and will be billed for any amount due to the University because of Title IV funds that were returned on their behalf, as per the regulations concerning the return of unearned funds. For more information regarding this, please refer to the Financial Aid section of this catalog.
- Some leave of absence (extended for more than 180 days) authorized by the institution may not meet the conditions to be an approved leave of absence for Title IV purposes. In these cases, the Office of Financial Aid will treat the student as a withdrawal for Title IV purposes.

## **VETERANS BENEFITS**

San Ignacio University is approved to administer the Veterans Education Benefit Programs for the following chapters. A variety of financial support sources are available for military veterans, spouses, and dependents of veterans who honorably served in our nation's armed forces. The eligibility and amount of benefits awarded are determined by the Department of Veterans Affairs and are based on the number of credit hours for which a student is enrolled.

### **Applying for VA Benefits:**

- Apply for Veterans Benefits using the Veterans Online Application (VONAPP)
- Determine the student's Benefit Eligibility.

Bring in required documents (forms may vary with different benefits):

- Application of Benefits (VA form 22-1990)
- DD214
- Certificate of Eligibility (VA Form 1993a)
- Change of Program or Place of Training (VA Form 22-1995) (if necessary)
- Submit Transcripts (High School, College, and Military).

All students must submit official transcripts from previous colleges/universities AND high school.

## **VETERANS BENEFIT PROGRAMS**

Chapter 30: Montgomery G.I. Bill®– Active Duty/Discharged

- Chapter 31: Vocational Rehabilitation
- Chapter 33: Post 9/11 G.I. Bill®
- Chapter 35: Dependents Education Assistance
- Chapter 1606: Montgomery G.I. Bill® \_ Selected Reserve (MGIB – SR)
- Chapter 1607: Reserves Education Assistance

**Chapter 30, 33, 1606, and 1607:** Veterans who wish to use their VA educational benefits for the first time should apply online at <http://www.gibill.va.gov> and complete a form 22-1990, Application for Educational Benefits, to receive a Certificate of Eligibility.

If educational benefits have previously been used, complete a form 22-1995, Change of Program, online at <http://www.gibill.va.gov> to receive a Certificate of Eligibility. Submit the following documents to the Financial Aid Office:

- Certificate of Eligibility
- Certificate of Release or Discharge from Active Duty (DD-214)
- Official academic transcripts from previously attended colleges and universities.
- VA Information Form
- VA Degree Plan

**Chapter 31:** Qualifying disabled veterans receiving Veterans Affairs Benefits must contact the VA Department at 800-827-1000 to obtain authorization and certification (VA Form 28-1905) prior to registration for classes.

Submit the following documents to the Financial Aid Office:

- Official academic transcripts from previously attended colleges and universities.
- VA Information Form

**Chapter 35:** Qualified dependents who wish to use their VA educational benefits for the first time should apply online at <http://www.gibill.va.gov> and complete form 22-5490, Application for Survivors' and Dependents' Educational Assistance, to receive a Certificate/Letter of Eligibility. If educational benefits have been used previously, complete a form 22-1995, Change of Program, online at <http://www.gibill.va.gov> to receive a Certificate of Eligibility. Submit the following documents to the Financial Aid Office:

- Certificate of Eligibility
- Certificate of Release or Discharge from Active Duty (DD-214)
- Official academic transcripts from previously attended colleges and universities.
- VA Information Form
- VA Degree Plan

**Academic Reporting** In addition to certifying the class schedule is required to report changes, such as:

- When a student drops below full-time
- Three-quarter time, half-time, or one-quarter time
- Receives an unsatisfactory non-punitive grade.
- Is academically dismissed or is suspended.
- Concurrent Enrollment If a student is obtaining his or her degree at SIU and is completing a course at another institution, he or she may be eligible for G.I. Bill® Education Benefits. Consult with the Business Office to complete the specific procedures for eligibility determination.

Completion of a new Application for VA Education Benefits or a Change of Program/Change in Program may cause a delay in receipt of payments. The FA Office is responsible for submitting class certifications for the G.I. Bill® Education Benefits programs to the Department of Veteran Affairs.

San Ignacio University does not make any eligibility determinations as to the receipt or dollar amounts of any funds received by the Department of Veterans Affairs.

For assistance in applying for Veterans Educational Benefits, please contact the Student Financial Aid Office at 305/629-2929 or [flagardere@sanignaciouniversity.edu](mailto:flagardere@sanignaciouniversity.edu)

**VA Pending Payment Compliance-** In accordance with Title 38 US Code 3679 subsection (e), San Ignacio University adopts the following additional provisions for any students using the U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. San Ignacio University will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

**However, to qualify for this provision, such students may be required to:**

- Produce the VA Certificate of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## SCHOLARSHIP POLICY

## **Institutional Scholarships**

San Ignacio University Scholarship is open to all applicants who are interested in pursuing a degree. Students that wish to apply for scholarships can do so after receiving their admission and always before the start of the program. A scholarship is awarded prior to the student's first term and carried throughout the student's academic career (pending on maintaining satisfactory academic progress and complying with the general terms for the scholarships).

Students awarded a scholarship must meet the rules and regulations indicated below. Students who meet all the rules and regulations, their scholarship will automatically renew and will be posted to their account. Failure to meet all rules and regulations will automatically result in forfeiture and cancellation of the scholarship.

- For scholarship purposes, the academic year consists of the fall, spring, and summer terms.
- Students must enroll and maintain full-time hours every term as of the last add and drop period of the term.
- Student must maintain an overall cumulative GPA of 2.0 for Undergraduate students & 3.0 for Graduate students at the end of each academic year.
- Student must earn a minimum of 24 credit hours for Undergraduate and 18 credit hours for Graduate students at the end of each academic year.

### **General Guidelines:**

- This scholarship may be used in conjunction with other aid. To avoid an over-award of a student's tuition, eligible fees, a student's financial aid (if applicable), institutional scholarship, or state grants cannot exceed the full cost of the tuition and eligible fees.
- Student scholarship is available until graduation, provided the student meets the retention guidelines each term.
- The intent of the scholarship is to assist the student with tuition.

**Renew** Students awarded a scholarship must meet the rules and regulations indicated below. Students who meet all the rules and regulations, their scholarship will automatically renew and will be posted to their account. Failure to meet all rules and regulations will automatically result in forfeiture and cancellation of the scholarship.

### **SCHOLARSHIP REQUIREMENTS**

- Accepted and enrolled in a program
- Transcripts from the previous educational institution (if applicable)
- Three references letters
- 1 Essay with personal statements
- 10 hours of community service per semester

The scholarship policy is a written contract set by the scholarship committee, which serves as a guide to understanding how the student scholarship works. Students should receive and review a copy of the policy when the scholarship is awarded. All SIU Scholarships are final and must not be changed based on any circumstances. A student who completed a program and wishes to continue with SIU may, however, re-apply for another scholarship. Keep in mind that the percentage of scholarships awarded will differ based on the scholarship a student qualifies for. Please read the policy thoroughly to understand how the student may be affected by the terms of the student scholarship.

- 1. Students must maintain their SIU Academic Standing** - The university expects students to maintain a high level of academic success during their university career. If the student is academically disqualified by the SIU Academics Department and Registrar, the student will automatically lose their scholarship. Readmission to SIU will not automatically restore their eligibility for scholarship.
- 2. Students with scholarships must make satisfactory academic progress toward their undergraduate degree during the academic year.** If progress is not made, the student will be placed on scholarship probation for a maximum of two terms, during which they must complete a certain number of credits per term, or the scholarship may be revoked. Students are allowed only

one probationary period. If the students have received other need-based financial aid, they will need to maintain satisfactory academic progress (SAP) to continue to receive those awards.

To receive the scholarship funds each term, the student must be enrolled as a full-time student (defined as 12+ or more units for credit). ***For mitigating circumstances, please contact the Academic Department.***

- 3. Students must uphold SIU's conduct and academic integrity standards-** If the Academics Department finds the student to be responsible for a serious academic or non-academic conduct violation, resulting in the student's suspension or expulsion from the University, the scholarship award will be revoked.

**LEAVE OF ABSENCE:** Students who take a leave of absence from the university must notify the Financial Aid Office/ Academics Department/ in writing to protect their remaining scholarship eligibility. Generally, scholarships will be reserved for leaves of absence for no more than 180 days. Students who intend to return to SIU should review the Leave of Absence Policy. Students who will not return to SIU should follow the university's Guidelines for Withdrawal.

Students should notify the Financial Aid/Admission Office of their enrollment plans at least three months prior to their expected return to SIU.

**CHANGE OF PROGRAM OR MAJOR:** New scholarships will not be awarded to students who change their program of study. The scholarship award may change if the student graduates from one program and decides to enroll in another. The student may apply for a scholarship for that new program of study. A change of Major and/or program or Changes to an international student's status does not equate to a change in scholarship award.

**Note:** New scholarship programs may be created each year and award amounts for existing scholarship programs are subject to change. Currently, enrolled students cannot become eligible for a new scholarship or a new award amount that did not exist when they first enrolled at the University. In the event there are reductions in state funding for the University, support for institutional scholarships and grants may be impacted. If that happens, awards may be reduced accordingly within the academic year.

The deadline for the institutional scholarships is the start date of the program unless otherwise specified. For all scholarships, financial need is taken into consideration, especially for talented candidates who demonstrate constraints in accessing alternative financing options, such as loans. Please note that complying with the minimum eligibility requirements does not guarantee a favorable resolution.

*We reserve the right to update or modify these policies at any time without prior notice. For this reason, we encourage the student to review the policy whenever the student is reviewing financial information.*

## STUDENT SERVICES

**Student Rights and Responsibilities:** Student Rights and Responsibilities are set forth in writing to give students general notice of some of their rights and responsibilities at SIU. It is students' responsibility to be aware of all University rules and processes; students should seek advice from Student services or Academic Affairs if they have any questions about the purposes or intent of university rules and processes. Students are expected to conduct themselves in a manner that is civil and reflects openness to educational experiences. Additionally, students have a right to function in their daily activities within a safe and caring facility environment.

The University is a community of learning that supports freedom of inquiry, freedom of thought, freedom from discrimination, freedom of expression, and much more. The University seeks to maintain and support an environment where students have rights; however, the following list of rights is not intended to be complete or exclusive.

- **Expression:** Students can freely examine and exchange diverse ideas in an orderly manner inside and outside of the classroom.
- **Association:** Students can associate freely with other individuals, groups of individuals and organizations for purposes that do not infringe on the rights of others.

- **Access:** Students with a disability have the right to request reasonable accommodation ensuring equal access to courses, course content, programs, services, and facilities.
- **Freedom of Discrimination:** Students can expect to participate fully in the University community without discrimination as defined by federal, state or University regulations.
- **Safe Environment:** Students have a right to learn in a safe campus community.
- **Discipline:** Students can expect discipline and sanctions for misconduct; students have a right to a hearing regarding the misconduct.
- **High Quality Resources:** Students have access to high quality resources which support intellectual, emotional, and social development.
- **Counseling:** Students have access to mental wellness services and programs.
- **Grievance Process:** Students have access to established procedures for respectfully presenting and addressing their concerns or complaints to the University.
- **Education:** Students have access to high-quality education that includes excellent faculty, academic technology classrooms, libraries, and other resources necessary for the learning process.
- **Personal Growth:** Students live and study in an environment that emphasizes personal growth.
- **Service to the Community:** Students have opportunities to provide service to the University community and beyond.
- **Prompt Responses from Administration:** Students have the right to expect prompt and courteous responses from the University's academic and administrative departments.
- **Academic and Administrative Policies:** Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.

**Student Responsibilities-** The University students have a responsibility to uphold the University rules and processes. When students behave contrary to university rules and processes, the University will take appropriate action. San Ignacio University has the authority and responsibility to maintain order within the University and to exclude students who are disruptive of the educational experiences

**Student Records:** San Ignacio University maintains two (2) sets of student files, academic and financial. Academic files are maintained in a locked, fire-resistant file cabinet on site in the filing room, with the keys held by the Registrar. The student financial files are maintained in a locked file cabinet also on site at the financial aid office. SIU destroys those files that have aged beyond the retention requirements of the State of Florida.

SIU retains the capability to generate a transcript on a student's academic activity indefinitely. All student records at SIU are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Written consent must be provided by the student for release of records to outside parties, except for those agencies authorized by law.

It is the responsibility of the student to keep all personal information current with the student records department. All students are required to provide the university with accurate contact information at time of enrollment and to inform the university of any changes in this information

**Hold on Student Records:** A hold or service indicator will be placed on a student's official record under certain conditions. Nonpayment of financial obligations, such as tuition and other debts, will result in a hold on the student's record. Disciplinary action, academic suspension, or dismissal may also result in a hold on one's enrollment. A hold will restrict a student from enrolling, having transcripts or grade reports issued, or receiving other university services. Removal of a hold may take approximately two (2) business days.

**Maintenance of Student Records:** Official academic records are maintained in the Registration Department. Included are admission applications and associated documentation, the registration forms for each term; the records of grades and credits received in courses at this institution or accepted here from other institutions; and other documents directly relating to the student's academic progress and status.

**Amendment of Records:** A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student may request that San Ignacio University officials who maintain the records amend them. San Ignacio University will decide whether to

amend the education records of the student in accordance with the request within a reasonable period of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of San Ignacio University for further determination or confirmation. If the University decides to refuse to amend the education records of the student in accordance with the request, it will inform the student of the refusal and advise the student of the right to a hearing.

**Hearing Procedures:** Should the request for a change in the student's records be denied, the student may appeal the decision to the Dean of Academic Affairs within thirty (30) days and ask for a hearing. The Dean of Academic Affairs shall designate a hearing committee, which will include one administrator other than the one who has denied the request and two faculty members of San Ignacio University.

The decision of the Hearing Committee shall be final, except that the final appeal to the President of the University remains open. The challenge to be considered in such hearings may extend only to the material in the respective San Ignacio University file, e.g., it may extend to the correct recording of a grade but not to the appropriateness of the grade. Students dissatisfied with the results of a hearing may place a statement in the education record in question commenting upon the information therein and/or setting forth any reason for disagreement with San Ignacio University's decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

**Transcript Requests:** San Ignacio University will release the transcript to the student. Provided a hold does not exist, a student may request a transcript from the Registrar Department by completing and delivering a transcript request form. Transcript requests may be made in person or by mail. The first transcript request is free of charge upon completion of a program. However, for any additional requests for official transcripts, San Ignacio University will charge \$15.00 per copy and \$5.00 per unofficial transcript. Official and unofficial transcript requests may take approximately five (5) to ten (10) business days to process.

**Safety Information:** The University publishes the *Annual Security Report*, which can be found on the university's website. The document details the University's safety programs, crime statistics, and crime prevention. Furthermore, it includes the University's policies and procedures to address alcohol and drug use, the reporting of crimes, sexual assault, and other matters.

**Housing:** San Ignacio University does not have dormitory facilities under its control, and we do not aid the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$400,000 and rent for a 1- bedroom apartment is approximately \$1500, but costs may vary depending on the specific area.

**Voter Registration:** San Ignacio University encourages all eligible students to register to vote. The Library and the Student Services office can provide students with voter registration information, or students may register at <https://www.usa.gov/register-to-vote>

**Proctoring of Assessments:** All assessments are proctored. Students must log into Canvas using their unique username and password to access the virtual classroom, where the proctored assessment will take place. Students are then instructed to turn on their cameras, which are required to remain live throughout the assessment duration.

**Drug-Free Environment:** SIU prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on the property and at any school sponsored activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for the first offense. Violations of the law may also be referred to the appropriate law enforcement authorities. If assistance is needed for drug abuse, the student should see a member of the administrative staff at SIU for referral assistance to local counseling centers.

**Alcohol Use:** San Ignacio University, as an institution of higher education, is dedicated to the well-being of all members of the University community--students, faculty, employees, and administrators. In a demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of San Ignacio University to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as an illness or treatable disorders, and it is the University's policy to work with members of the University community to provide channels of education and

assistance. However, it is the individual's responsibility to seek assistance. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and Federal laws.

**Weapons Free Environment:** Students and staff at SIU are not permitted to carry any form of weapons on school property. All weapons including, but not limited to, firearms, knives, mace, pepper spray, and stun guns are prohibited. Any student carrying a weapon on university property will be subject to disciplinary action and may risk dismissal from the university. Staff members at SIU also follow a zero-tolerance policy regarding weapons, and will be subject to disciplinary action, up to termination of employment, for any violation.

**Privacy Policy:** San Ignacio University understands that security and privacy are important issues for visitors to their web site (the "Site") and recognizes their obligations to keep your information secure and confidential. That is why SIU maintains the following standards to help protect information that personally identifies you.

**Policy Against Sexual Harassment:** Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities receiving Federal financial assistance. Sexual harassment of students can be a form of discrimination prohibited by Title IX. The Office for Civil Rights has long recognized that sexual harassment of students engaged in by school employees, other students, or third parties is covered by Title IX. It is also consistent with the United States Supreme Court precedent and well-established legal principles that have developed under Title IX, as well as under the related anti-discrimination provisions of Title VI and Title VII of the Civil Rights Act of 1964.

It is the intent of San Ignacio University to protect all employees and students from sexual harassment. Not only is sexual harassment a violation of Title VII of the Civil Rights Act of 1964, but it also undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students.

**Policy Against Hazing:** In compliance with Florida law, San Ignacio University defines hazing as any act, whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the purpose and goals of San Ignacio University. Therefore, such conduct will not be tolerated. Every effort will be made by San Ignacio University to guarantee that students will not be victimized by hazing. More information on how to prevent and report sexual harassment can be found in the Student Handbook.

**Library Use Policy:** Students are allowed and encouraged to borrow materials from the library's general collection and textbooks for a period of two weeks, provided the textbooks are not being used for classes currently being offered. Textbooks for classes currently offered will be limited to in-house use. Circulation of library materials will be held to the library's discretion. If an item is lost, the student will be charged the replacement fee up to the current value, and this fee will be collected before the student is allowed to register for the next term's classes. Reference and special collection items may not normally be circulated to students without special permission; however, special permission may be granted on occasion by the librarian for reference materials where necessary and appropriate.

**Email and Internet Use Policy:** All email communications sent or received at the University should be considered official University correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy, and consideration. The University, under certain circumstances, such as an internal investigation, may retrieve emails, as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission. All computers at San Ignacio University have access to the Internet. It is expected that all individuals using San Ignacio University's computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.

**Rules Concerning Use of Computers:** The following rules apply to all users of San Ignacio University's computers. Violations of any of these rules may possibly be unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these rules.

**Copyright Policy:** San Ignacio University is committed to compliance with all Federal laws (Title 17, United States Code) regarding copyright. Copyright is an essential form of protection for individuals who have developed, created, or authored literary, dramatic, musical, artistic, and certain other intellectual works. This protection is extended to both published as well as unpublished works and is extended to any author, regardless of their nationality or domicile.

**Photograph Policy:** San Ignacio University, Marketing Department respects intellectual property rights when procuring and using photographs. We seek written permission from photographers for the use and reproduction of their photographic art in publications, Web pages, and displays. When appropriate, we purchase the copyright with respect to photographs and work out agreements for attributing authorship to the photographers.

**Ways to opt-out of Photos Being Published, Directory Listings:** Faculty and staff may choose not to publish their photos (or personal information) by making their preference known in writing to the staff of the Department of Marketing Communications at San Ignacio University. Make sure to update the student's personal information for use in San Ignacio University's directories.

## **STUDENT RESPONSIBILITIES AND EXPECTATIONS FOR DISTANCE EDUCATION**

Flexible learning, such as online and hybrid courses, is not suited to all learners. It is important to recognize one's strengths and weaknesses as a learner to assess if online learning is a good fit. If the student is considering an online or hybrid course, please consult with the Academics Department.

Online learning also requires an established set of online skills. San Ignacio University helps students expand that knowledge through orientation, but the basic ability to use email and the computer and familiarity with online searches and tools are essential. As a student participating in online courses, it is expected that the student has basic computer skills. If the student does not have these skills, their success in the course may be impacted.

**Attendance/Participation:** Attendance is critical to an institution appropriately using federal aid funds. Taking attendance allows the institution to make clear determinations of when a student last attended class, which then has implications to the use of federal funds and what federal funds must be returned. Acceptable indications of attendance in an online course can include:

- Student submission of an academic assignment
- Student submission of an exam
- Documented student participation in an interactive tutorial or computer-assisted instruction
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters

"In a distance education context, documenting that a student has logged into an online class is **not sufficient**, by itself, to demonstrate academic attendance by the student" (Federal Student Aid Handbook, 2016, p. 886). Essentially, a student must be required to do more than just "log in" to be documented as having attended an online course

Each week begins on Monday at 12:00 a.m. Eastern Standard Time (EST) and ends on Sunday at 11:59 p.m. (EST).

### **Regular and Substantive Interaction in Distance Learning Classes**

Communication between the faculty and students is a key component of student success. Because of this, regular and substantive instructor-initiated interaction with students is required in all online classes at San Ignacio University. This includes timely and substantive feedback on student assignments. Quality Matters plays an important role in courses for both hybrid and online classes.

- Course activities to provide interaction for active learning.
- Instructors to clearly state classroom response time and feedback on assignments, and
- Requirements for learner interaction to be carefully explained.

**Definitions:** From Federal Regulation Distance Education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- (1) The internet
- (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, broadband lines, fiber optics, satellite, or wireless communications devices
- (3) Audio conferencing
- (4) Videocassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed above

**Correspondence Course:** (1) A course provided by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced.

(2) If a course is part correspondence and part residential training, the Secretary considers the course to be a correspondence course.

(3) A correspondence course is not distance education. **Correspondence courses are generally not eligible for financial aid.**

**Regular:** Something that happens over and over, at regular intervals such as daily and weekly. It is predictable and built into the course design. The expectation is that students in online and hybrid classes have equal access to their instructors. So, for example, regular interactions between instructor and students in a one-credit class should be for at least one hour per week, two hours for a two-credit class, etc., not including grading.

**Substantive Interaction:** Instructor-initiated interaction, which is academic in nature.

#### **Examples of Regular Interaction**

- Faculty presence, guidance, and initiation of contact.
- The flow, sequence, and deadlines of the course are directed by the instructor, and the timing of the course is set using learning activities, online discussions, and lectures.
- Interaction with students happens frequently, and students grow to expect it.
- Announcements in Canvas at strategic points in the course by the instructor concerning course assignments and additional guidance.
- Notice to students of instructor absence from class and information on when regular interaction will resume.
- Assignments and assessment deadlines are spread throughout the term of the class.

#### **Examples of Substantive Interaction**

- Follow-up questions on a discussion board to assist students in reaching a higher learning potential. Personalized feedback on assignments, discussions, and quizzes that guide students to further knowledge and skills.
- Course materials (ex., recorded webinars, videos, and reading materials) facilitate synchronous or asynchronous interactions and require the student to contact the instructor or participate in an online discussion moderated by the instructor.
- Constructive feedback on student assignments identifies specifically what has been done correctly, needs improvement, or guides students to the next steps of learning. Brief comments like “good job” or “the student need to improve” are not substantive.
- Instructor announcements to the class regarding course content and upcoming assignments. Synchronous online meetings and chats that further explore course material and answer student questions.

## Academic Policies

**ACADEMIC CALENDAR:** The scheduled academic year includes three terms of 15 weeks of instruction for each. The summer term is considered a regular part of the academic program at all levels. A specific academic calendar is provided to assist the students in planning their academic careers and issued by the Registrar's Office.

**Integrity:** Academic Integrity means that each student acknowledges that the work represented in all assignments and all examinations is his, her, or their own or is properly cited and that he, she, or they have neither given nor received unauthorized information. Furthermore, each student agrees not to divulge the contents of any assignment or examination to another student in any term or to alter or impede the work or progress of another student.

Students at San Ignacio University are committed to the highest standards of academic integrity and assume full responsibility for maintaining those standards. All members of the University community are expected to exhibit the qualities of honesty, loyalty, and trustworthiness in all academic activities.

**Violations of Academic Integrity:** Violations of academic integrity reflect negatively on the undergraduate student, the academic program, and the University; thus, academic dishonesty in all its forms cannot be tolerated.

Academic integrity may be violated in any number of ways. Common examples of academically dishonest behavior include, but are not limited to, the following:

**Cheating:** Cheating is the intentional use of or attempts to use unauthorized materials, information, or study aids in any academic exercise.

This may include, but is not limited to:

- Copying from another student's work.
- Representing material prepared by another as one's own work.
- Submitting the same work in more than one course without prior permission of the instructors.
- Using electronic devices to communicate and/or access information during exams.
- Procuring or using stolen evaluation materials.
- Violating rules governing the administration of examinations; or
- Violating any rules relating to the academic conduct of a course or program.

**Fabrication or Misrepresentation:** Fabrication is the provision or use of any false or altered information, data, or citation in an academic exercise. Misrepresentation is giving incorrect or misleading information or failing to disclose relevant information. Fabrication or misrepresentation of academic records may include, but is not limited to:

- making a false statement regarding one's academic credentials,
- concealing material information, and/or
- forging someone else's signature,
- forging a university academic document or record (also a crime),
- tampering with computer records,
- falsifying academic information on one's resume and/or
- falsifying communications about class absences, missing assignments, exams, or other course expectations and requirements.

**Plagiarism:** Plagiarism is the use or representation of the words, ideas, or sequence of ideas of another as one's own in any academic exercise. Information stored on a computer system or portable device or sent electronically over a network is the private property of the individual who created it. Dissemination of information without authorization from the owner of said information is a violation of the owner's right to control his or her own property and is considered a form of attempted theft.

**Plagiarism may include, but is not limited to:**

- Copying another person's paper, article, computer work, or assignment and submitting it as one's own.
- Quoting, paraphrasing, or summarizing and utilizing someone else's ideas without attribution.
- Copying or downloading (cyber-plagiarism), in part or in whole, articles or research papers or using ideas or information found from other sources and not giving proper attribution.

**Enabling of Academic Dishonesty:** Enabling academic dishonesty is allowing one's work knowingly or passively to be used by another without appropriate attribution. It also includes participation in or the failure to report known or suspected instances of academic dishonesty.

**Obstructing Academic Progress:** Obstructing academic progress includes, but is not limited to:

- Denying others access to scholarly resources
- Providing false or misleading information
- Making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying materials; or
- Altering electronic files that belong to another without prior permission

## **ACADEMIC INTEGRITY PROCEDURES**

Procedures for Handling Suspected Violation(s) of Academic Integrity Occurring Within or Outside Course

**Violations of Academic Integrity in Classes:** A course instructor who suspects a student of academic dishonesty has an obligation to deal with the situation directly and quickly. The instructor will meet with the student to discuss the perceived violation and to determine what, if any, extenuating circumstances exist. The sanctions imposed and remedies recommended depend upon the circumstances surrounding the incident and the severity of the offense.

**Sanctions may include** failing an assignment, receiving a reduced grade in the course, or other academic sanctions deemed to be appropriate. The instructor may also decide to impose more severe sanctions, such as failure of the course resulting in a grade of F (indicates a violation of academic integrity policy) or a recommendation for suspension or dismissal from the University. Remedies may include requiring a substitute assignment, repeating the assignment under supervised conditions, and other academic remedies deemed appropriate.

The instructor or staff member is required to notify the students about the following:

- the nature of the offense,
- the date of the offense or the date it was discovered,
- evidence to support the offense,
- the date and nature of the meeting with the student to address the offense,
- the proposed sanction, any proposed remedy that is required of the student,
- And the expected outcomes of the remedy.

A copy of this notification must be sent to the Dean of Academic Affairs and Associate Dean (if appropriate). All sanctions except the recommendation for suspension or dismissal can be resolved between the faculty or staff member and the student. If there is a recommendation for suspension or dismissal, procedures for recommending suspension or dismissal will be followed. All recommendations for suspension or dismissal are sent to the Dean of Academic Affairs.

**Violations of Academic Integrity Outside of the Class Context:** Procedures for addressing suspected violations of the academic integrity policy outside the context of a particular course are the same as those described above for suspected violations occurring within a course. The exception is that the faculty member, staff member, or student contacts the appropriate course instructor or Dean of Academic Affairs, depending on the nature of the offense, who will meet with the accused student. The Academics Department will evaluate the quality of the complaint by interviewing both the complainant and the student who is being accused. If the violation is verified, the department will proceed as described above. Staff working in academic units (e.g., Associate Dean, Student Services, Associate Dean, etc.) are responsible for informing students about their need to understand the Academic Integrity Policy in the University Catalog and to strictly abide by it.

## ACADEMIC INTEGRITY APPEALS

**Appeals Process:** The student has the option of appealing to the Dean of Academic Affairs within five academic days if he or she disagrees with the accuser's decision.

Request for Appeals should include:

- A clear rationale for the appeal, along with all appropriate documents that support the rationale for the appeal.
- The written statement of sanctions or remedies imposed by the faculty member, the written decision of the accuser, and all relevant communications.
- A statement of the student's desired outcome of the appeal (e.g., dismissal of the charge, modification of sanction, or remedies imposed) or if the student is proposing an alternative plan for remediation.

**Appeals to the Associate Dean:** The Associate Dean evaluates the student's appeal in terms of whether the accuser followed the Academic Integrity Policy and whether the student had satisfactory advance notice and opportunity to respond. The Associate Dean decides whether to support the student appeal and responds in writing to the student and instructor or staff member within five academic days after receipt of the written appeal. Copies of the decision will be sent to others copied by the instructor or staff member in the original letter. The student has the option of appealing to the Dean of Academic Affairs within five academic days if he or she disagrees with the Associate Dean's decision. The appeal should include any information the student deems to be important to counter the allegation of a violation of academic integrity.

**Appeals to the Dean of Academic Affairs:** The Dean of Academic Affairs will review letters of appeal and any additional documentation [e.g., letters to students from faculty members, Associate Dean (if appropriate)].

The Dean of Academic Affairs will communicate the decisions in writing to all parties involved within five academic days to all parties involved.

## STUDENT CONDUCT & REGULATION

All regulations and policies regarding student conduct can be found in the Student Handbook. The following list is a summary of the prohibited conduct at San Ignacio University:

- Participating in unauthorized group protests or performing political or religious proselytism, or solicitation in the institution.
- Bringing alcohol or illegal drugs into the institution. Being intoxicated (under the influence of drugs or alcohol) while on the premises. See more information in the Student Handbook.
- Showing disrespect, verbally, physically, or in writing, towards the instructors, staff, and classmates.
- Slandering or libeling the institution and/or any of its members.
- Performing acts of academic dishonesty, such as cheating, plagiarizing, impersonation, and altering exams.
- Stealing or vandalizing property belonging to the institution, other students, instructors, staff, or visitors.
- Entering administrative offices without prior authorization.
- Eating or drinking in the classroom, apart from food and beverage previously designated for tasting and any special events previously sanctioned by the Dean of Academic Affairs. Students may engage in the social tasting of wine and spirits through supervised and controlled tastings in the cocktail preparation courses only under the direct supervision of the instructor. Spitting is encouraged, and spit containers will be provided.
- Selling items or promoting services not authorized by the institution.
- Engaging in gambling games inside the institution.
- Receiving visitors on premises without prior written approval by the President of the Dean of Academic Affairs.
- Performing or allowing, by action or omission, any kind of activity that may cause damage to the institution, its assets, staff, students, or visitors.

- Committing any other act of an illegal, dishonest, or unethical nature that may not be on this list.

**Disciplinary Procedures:** Any such conduct will be subject to immediate disciplinary action, as determined by the Dean of Academic Affairs, including expulsion for cheating. Disciplinary actions could include:

- Reprimands
  - Suspensions, and
  - Expulsion depends on the severity of the grievance.
- The process of expulsion can only be sanctioned by the Academics Department.

Expulsion may occur after a student has received one or more suspension. However, if the severity of the grievance warrants it, the student may face expulsion without receiving any previous sanction.

Expulsion is the permanent removal of the student from the institution, handed down by the Academics Department, given for a serious fault, or after the student has received a series of reprimands and or suspensions. Expulsion from the University will only occur after a full review has been done by the Academics Department, and the student has been allowed to present his/her case in his/her own defense. Students who are found guilty of any violation are liable for any damage to people and or property he/she may have caused, including but not limited to lawsuits and fines.

**A student may appeal the decision to the President:** Emergency Disciplinary procedures may occur if the student:

- Breaks a local or state law
- Intentionally places himself/herself or others in grievous bodily danger
- Intentionally damages school property
- Subverts the civil rights of another person
- Arrives at school intoxicated by alcohol or under the influence of drugs

In such cases, the Dean of Academic Affairs will immediately deal with the said problem in the most beneficial and fair manner.

**Concerning Disciplinary Action/Appeals:** If a student feels that he or she has been subjected to an unfair disciplinary action, including expulsion from the University. The student may appeal any such disciplinary action. It is understood that all infractions or broken rules requiring disciplinary action must have been explained to the student by the Academics Department when the decision was reached. It is at the sole discretion of the Academics Department to listen to an appeal or to modify its decision

## **STUDENT GRIEVANCE POLICY**

The Student Grievance Policy outlines the process by which students may express and resolve grievances that they have with any University employee, fellow student, or third party associated with the University. The University has established the following process to address grievances, but requests that a student first review the applicable institutional policies pertaining to students as well as the Academic Catalog to ensure they understand and enact applicable University policy before submitting a grievance.

A student may use this process if they believe that a university employee, fellow student, or external party has violated a university policy or has acted in a discriminatory manner or perceives they have been treated in an unequal, unjust, or unfair way. Students should first try to resolve grievances informally via in-person discussions with the appropriate parties involved. If the concerns are not resolved satisfactorily, they may submit a written complaint to the appropriate person(s) or they may submit a formal grievance.

This Student Grievance Policy is not intended to be a substitute for any other mode of redress outside the University. For example, a student, where appropriate, may choose to engage law enforcement, etc. A student may choose to engage in any option outside the University's internal grievance procedure, at any point before, during, or after university proceedings.

**Purpose of the Grievance Policy:** The purpose of the SIU Student Grievance Policy is to address the University's interest in promoting a safe, harmonious, and bias-free environment for the University community.

## Types of Grievance:

- **Standard Grievance** – discrimination based on age, sex, race, ethnicity, religion, national origin, disability, or other conditions or preferences; unfair treatment that is in violation of students' basic rights, as set forth in the University Catalog.
- **Academic Grievance** – academic matters where students have a grievance. Areas for appeal include, but are not limited to, classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, absence and tardiness practices, course requirements that differ substantially from those set forth in the syllabus.
- **Harassment Grievance (Title IX)** – harassment and intimidation, whether in the form of words, actions, or both, that may be inherently personal such as gender, sex, race, ethnicity, sexual orientation, etc. Sexual harassment may be Quid Pro Quo (e.g., benefits promised in exchange for sexual activity) or hostile environment (e.g., unwanted comments/touches, unreasonable expectations, stalking, dating violence, etc.).

**Informal Resolution:** The student is strongly encouraged to seek informal resolution of any type of grievance mentioned above by bringing it to the attention of the relevant individual, administrator, or office. An attempt at informal resolution should begin no more than 20 business days after the service or decision is rendered.

**Formal Grievance:** If the student is unsatisfied with the response, the student may make a formal, written grievance to the relevant administrator. Any formal grievance must be submitted by the student within 40 business days after the service or decision is rendered. The student must state the nature of the grievance and the remedy s/he is seeking and describe any previous attempts to resolve the issue grievance. The administrator reviews the situation and should provide a written response, including appeal information within 15 days of receiving the complaint. Students will be informed if extenuating circumstances require additional time.

## Appeal

If the student is dissatisfied with the disposition by the Administrator, he or she may appeal to the Office of the President and Dean of Academic Affairs. The appeal should be filed in writing with the Dean within ten days of the issuance of the decision by the Administrator; a delay in filing the appeal may be grounds for rejection of that appeal.

The Dean may attempt to resolve the matter informally, the Dean may also, in appropriate cases, remand the matter to the appropriate administrator (including to the administrative level at which the grievance arose) for further consideration.

The dean should normally complete her review of the appeal and issue her decision in writing within forty-five days. That decision is final.

## General Provisions

**Time Guidelines:** The time frames set forth here are guidelines. They may be extended by the administrators or Dean, as applicable, in his or her discretion for good cause (including for reasons relating to breaks in the academic calendar) and will nearly always be extended during summers and the Fall closure.

**Academic or Other Obligations**—Neither the grievance nor the appeal process relieves the student from their obligation to timely meet course or degree requirements. The student should continue to fulfill course and degree requirements following submission of the grievance and any appeal, and throughout the time required for disposition of the grievance and appeal.

**No retaliation:** It is a violation of University Policy to engage in retaliatory acts against any person who files a grievance or participates in the grievance proceeding. Such acts will be subject to disciplinary action, up to and including dismissal for students, termination for university employees, and the removal and/or exclusion of external parties from university property.

In accordance with rule 6N-1.006, F.A.C. for unresolved matters, you may contact the **Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Toll Free Telephone Number 850-245-3200 or Executive Director/ DEAC 1101 17th Street NW, Suite 808. Washington, DC 20036 ATTN: COMPLAINTS.** Further information on the DEAC Complaint Procedure can be found [here](#).

#### **NC-SARA Complaint Process for Florida**

1. Students must first go through the institutional complaint process listed on the institution's website under grievance and/or complaint process.
2. If the student is not satisfied with the outcome, he/she may file a complaint with the state agency that governs the institution: Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (850) 245-3200 or toll free (888) 224-6684
3. If the student is not satisfied with the outcome, he/she may appeal the complaint to the Council by sending an email to [FLSARAinfo@fldoe.org](mailto:FLSARAinfo@fldoe.org).

#### **Requirements**

1. A complaint must be filed within two years of the incident about which the complaint is made.
2. Complete the institutional and state agency complaint process prior to submitting complaint to the Council.
3. Complaint must be a formal assertion in writing that the terms of SARA, or of laws, standards or regulations incorporated by SARA, are being violated by a person, institution, state, agency or other organization or entity operating under the terms of SARA.
4. You are a student of a FL-SARA approved institution. See list of approved institutions. (The student is a distance education student living outside-of-the-State of Florida at the time that the incident occurred.)
5. If you are not a student, but have a concern about any of the above, you may submit a complaint.

**Confidentiality of Grievances:** All grievances shall be considered confidential and shall not be disclosed to individuals or organizations not involved with the grievance.

### **PROCEDURE FOR GRADE APPEALS**

In the event a student questions the appropriateness of a grade assigned for a course, the student must first discuss the matter with the faculty member(s) (as appropriate). These discussions should be initiated by the student as soon as possible after the grade is assigned, but no later than ten academic days into the next term.

Grades are subject to change under the following conditions:

- Incompletes: A grade of incomplete (I) may be changed to a letter grade.
- Errors: A grade calculated or recorded erroneously may be changed to the grade earned.
- Disputes: A disputed grade may be changed if the student appeals it successfully. A disputed grade differs from a grade recorded in error in that disagreement over-evaluation or application of criteria rather than miscalculation or clerical mistake is involved.

**Note:** An academic day is defined as a school day on which SIU classes meet. Initiation of the discussion is any attempt to contact the faculty of record about the grade, including e-mail or other written correspondence (recommended), personal meetings, and a telephone call or message. Saturday and Sunday are not academic days in this context.

The policies for these three conditions differ substantially. Students are advised to read each section of this policy carefully, paying particular attention to the respective timelines.

- A request for a change of grade is appropriate only when an error has been made by the professor in calculating or recording a student's grade or when an "Incomplete" has turned into an "F," and the student has met all requirements for the course.
- In cases of a need to change a final grade assigned for a course, the time limit for confirmed contact with the professor who awarded the grade is no later than ten (10) academic days into the term following the one in which the grade was recorded.
- If the professor is unavailable or fails to respond by the deadline, students have an additional ten (10) academic days to contact the Dean of Academic Affairs/Associate Dean.

- Students should retain evidence of their attempts to reach either party in extraordinary, rare, and compelling circumstances beyond the control of the student, these limits may be extended, and changes may be made only with the written approval of the course instructor and if needed, by the Dean of Academic Affairs.

A change of grade is not a substitute for an "Incomplete." If a student has work missing at the end of a term (for example, exams, papers, and assignments to be written or rewritten), an "Incomplete" may be assigned if circumstances warrant.

It is not appropriate to use a change of grade to alter an F to an A grade after the completion of the term unless an error has been made.

### Formal Grade Appeal

**Appeal to Dean of Academic Affairs:** The student may appeal the faculty decision in writing to the department chair or appropriate administrator within seven (7) academic days of the first day of the next term if a satisfactory resolution is not reached in the initial discussion with the faculty.

The Dean of Academic Affairs or appropriate administrator will become familiar with the facts of the case by communicating with the student and the faculty member(s). The faculty member will respond in writing to the Dean of Academic Affairs concerning the student's appeal.

The Dean of Academic Affairs or appropriate administrator may either accept or deny the student's appeal. The Dean of Academic Affairs will notify the student and faculty member(s) of his/her decision in writing within ten academic days of receiving the appeal. If the Dean of Academic Affairs accepts the student's appeal and no further appeals occur, he/she will initiate a grade change.

If students are unable to resolve a complaint through the SIU grievance procedures, students may file a complaint to:

Commission for Independent Education  
Florida Department of Education  
325 West Gaines Street, Suite 1414,  
Tallahassee, FL 32399-0400  
Toll Free Telephone Number 850-245-3200 or

Executive Director/ *DEAC*  
1101 17th Street NW, Suite 808.  
Washington, DC 20036

ATTN: COMPLAINTS. Further information on the DEAC Complaint Procedure can be found [here](#).

**Grade Level:** Annual and aggregate loan limits for federal student aid are determined by grade level and dependency status. Grade level progression is determined by the number of credits successfully completed. Therefore, credits transferred to the student's current degree at San Ignacio University will be counted toward the student's grade level status.

**Please refer to the table below to determine grade level -** Student level for undergraduates and graduates is based on total credit hours completed and recorded.

Credits Completed (Undergraduate)	Grade Level	Credit completed (Graduate)
0-29 Credits	First Year	3-18 credits
30-50 Credits	Second Year	21-36 credits
60-89 Credits	Third Year	39 or more credits
90 Credits and up	Fourth Year	

**Course Load:** Full-time students are those students who are registered for at least 12+ credit hours in the spring, summer, and fall terms. Half-time students are those who are registered for a minimum of 6 credit hours in the spring, summer, and fall terms.

Students who drop courses during a term and reduce their course load will be classified in accordance with their reduced course load.

### **Re-admission to the University Policy**

Students who were previously enrolled at San Ignacio University and have not been enrolled for two consecutive or more terms must apply for readmission to return to active status and register for classes. Applicants seeking readmission are classified as students who have completed one or more courses at San Ignacio University. Applicants seeking readmission will be held to the same priority processing deadlines as all new student applicants, regardless of status (i.e., full-time, part-time). San Ignacio University reserves the right to review all student materials as part of the readmission process, which includes previous application documents and information. Automatic readmission is not guaranteed.

For the purposes of this policy, the student is no longer active due to the following reasons:

- Students have not been enrolled for two or more consecutive terms.
- Students officially withdrew from the University pursuant to the withdrawal from the university policy.
- The student was academically dismissed due to SAP.

**International students:** A student must leave the USA immediately or as soon as possible after termination of the Student and Exchange Visitor Information System (SEVIS) record and will need to regain F-1 status through readmission to the USA. In order for a student to enter the U.S. in F-1 status to resume his/her studies at the University, request a new Form I-20 from the Registrar's office, pay the SEVIS fee again, and re-enter the USA for the next available term (or for the current term if the student is presently enrolled).

Students, who have attended another college or university since they were last enrolled at San Ignacio University, will be required to provide a transcript of their credits.

**Note:** Academic and financial status restrictions are checked upon application review. Students will be notified of readmission decisions or pending restrictions. Students with outstanding payments at San Ignacio University may be denied admission until financial obligations are resolved. (Students may contact the accounting/ Accounting's office directly to determine if there is a balance due). Students serving a suspension or not in good academic standing may be denied admission until appeal processes have been completed.

*Students who have been permanently dismissed from San Ignacio University are not eligible for readmission.*

### **ACADEMIC REGULATIONS AND PROCEDURES UNITS OF CREDIT**

The purpose of this policy is to provide guidance for the assignment of semester credit hours awarded for all courses at SIU. Semester credit hours at SIU are equivalent to commonly accepted and traditionally defined units of academic measurement. Each course at SIU is measured by achievement of established course learning outcomes and the amount of time a typical student should spend to accomplish these outcomes.

Specifically, a one (1) semester credit hour requires a minimum of 45 hours of student work with one third of the time (15 hours) focused on academic engagement and two-thirds of the time (30 hours) focused on student preparation. For a three-semester credit hour course, a minimum of 135 hours of student work is required divided between 45 hours of academic engagement and 90 hours of student preparation.

The University Clock/Credit Hour Worksheet is utilized to estimate the amount of time a student should spend to accomplish course learning outcomes to substantiate semester credit hours awarded for all courses. Online and hybrid courses must meet the same total hour requirements.

Direct instruction" includes:

#### **Instructor's narrative**

- In-class lecture (for hybrid courses)
- Text in a learning module
- Podcast
- Video (instructor or departmentally created)

Video from other sources (equivalent to a guest speaker or a movie watched during class time)

Multimedia interaction (learning objects)

Discussions, blogs, wikis  
Exams and quizzes  
Any instructor-guided activity including small group activities  
Any assignment or activity you would traditionally do “in-class”

**“Out-of-class student work” includes:**

Readings

Other media consumption

- Videos or podcasts created by authors other than the instructor intended to replace readings

Assignments

- Papers
- Projects
- Prep of presentations
- Research

Group work that traditionally would be done “outside of class”- In accordance with federal regulations, online distance education courses are required to have regular and substantive instructor-initiated interactions, which will include both direct instruction and student work. All students on a course should have similar opportunities for instructor interaction, which is particularly important for courses with a mix of on-site and distance students.

**Expectations and Terminology-** The Code of Federal Regulations 34 CFR § 600.2 provides the following definitions used to determine institutional eligibility to participate in programs offered by the Higher Education Act of 1965, including participation in Title IV federal financial aid programs. Compliance with the federal requirements also ensures compliance with our institutional accrediting agency.

**Distance Education:** Education that uses one or more of the technologies [specified in 34 CFR § 600.2]...to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.

**Regular interaction:** Regular interaction includes substantive interactions between a student and an instructor or instructors on a predictable and scheduled basis prior to the student’s completion of a course or competency. Regular interaction entails

- providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency,
- monitoring the student’s academic engagement and success, and
- ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed based on such monitoring, or upon request by the student.

**Substantive interaction:** Substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and includes at least two of the following:

- providing direct instruction.
- assessing or providing feedback on a student’s coursework.
- providing information or responding to questions about the content of a course or competency.
- facilitating a group discussion regarding the content of a course or competency; or
- other instructional activities approved by the institutions or program’s accrediting agency.

**Credit hour:** Credit hour is defined by the U.S. Department of Education (USDE) as an amount of student work defined by an institution, as approved by [the institutional accrediting body, or state approval agency, that is consistent with commonly accepted practice in postsecondary education and that reasonably approximates not less than

- I. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different period, or

- II. At least an equivalent amount of work as required in (i) of this definition for other academic activities as established by the institution, including but not limited to laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

**Academic engagement:** Academic engagement is defined as active participation by a student in an instructional activity related to the student's course of study which includes but is not limited to:

- attending a synchronous class, lecture, laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
- submitting an academic assignment.
- taking an assessment or an exam.
- participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
- participating in a study group, group project, or an online discussion that is assigned by the institution; or
- interacting with an instructor about academic matters; and does not include, for example, living in institutional housing; participating in the institution's meal plan; logging into an online class or tutorial without any further participation; or participating in academic counseling or advisement.

**Hybrid Course :** A combination of in-person instruction and online instruction

**For a 3-credit hour semester class, you can expect:**

- Instruction time equal to a 3-credit hour in-person class, with some of this instruction occurring online
- In- person and distance components may alternate consistently, or only certain class sessions may be on campus
- An average of six or more hours of preparation and homework each week

# Undergraduate Programs

1. Diploma – English as a Second Language
2. Associate of Arts Degree – Business
3. Associate of Arts Degree – Marketing
4. Associate of Arts Degree – International Business
5. Associate of Arts Degree – Hospitality Management
6. Bachelor - Business
7. Bachelor - Hospitality Management
8. Bachelor - International Business
9. Bachelor - Marketing

Completing a course or program in a language other than English may reduce employability where English is required.

## ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM DIPLOMA 900 HOURS

### Program objective:

ESL students at San Ignacio University are engaged during study that provides them with the guidance and resources necessary to help them attain the highest level of English proficiency. Students' ability to speak English proficiently will impact their lives in multiple ways, including academically, socially, professionally, and personally. The ESL program is designed to focus on the application of lessons aligned to teach students skills in American English through a sequence of culture notes, and listening, speaking, reading, and writing techniques. Throughout the course, activities will reinforce the listening, vocabulary, and grammar skills developed to include a segment on pronunciation. Students will develop a robust process-writing approach; writing worksheets help them recognize shapes, and write letters and numbers, while promoting partner and group work. Reading is combined with writing and listening practice for an integrated approach to ensure greater understanding. Self-assessments also provide an opportunity for students to reflect on their learning and support learner persistence.

This program will provide a foundation to enable students to effectively prepare for the TOEFL, which is an integral component of this program. Student progress is consistently and accurately assessed through testing at the appropriate level of proficiency.

The ESL course offerings feature curricula created specifically to meet the academic needs of SIU's diverse student body.

### Placement Exam

Before starting the program, the student will be administered a placement exam to determine his/her level of English proficiency. Additionally, students are evaluated by instructors, who appropriately distribute grades indicating learning and growth. Grading components include grammar, oral communication, reading, writing, and integrated language skills. In cases where any of the required components have not been met, students are required to repeat the course.

The Program focus on academic English and range in level from Basic to advanced (depending on students' placement scores). The ESL program include a minimum of 18 hours of reading, writing, grammar, speaking, listening, vocabulary, and content-based course instruction per week; with a total hour of instruction each day to 4 hours Monday through Thursday synchronously, and Friday 2 hours asynchronous for a total of 18 clock hours per week. Each level is 10 weeks long.

*Students must complete all subsequent levels of ESL before they are permitted to take English Composition I.*

### Program Outcomes

The student who successfully completes the program will be able to:

- Develop abilities in grammar, reading, writing, oral skills, and study skills.
- Improve their fluency in producing and understanding written and spoken English.
- Become a more competent, efficient, and perceptive academic reader who can communicate to others through writing and speaking the contents and main ideas of what is read.
- Present ideas clearly and logically to achieve a specific purpose and to be appropriate for an intended audience.
- Acquire critical thinking skills as it relates to using these tools for effective communication in an academic environment.

<b>Program Breakdown by Level</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
<b>Basic</b>		<b>180</b>
ESL 000-004	ESL Level: Basic. This course will focus on the application of the basics of American English through a sequence of culture notes and listening, speaking, reading, and writing techniques. Throughout the course, students will acquire key vocabulary, develop pronunciation, and demonstrate proficiency in constructing sentences. ESL Basic will outline the distinction between nouns, possessive adjectives, prepositions, question format, and verbs. Students will also participate in conversational activities to promote communication skills. This course will provide a foundation for student success at the next level.	
<b>Level 1</b>	<b>Beginner</b>	<b>180</b>
ESL 100-104	ESL Level 1: This course will focus on the application of Beginner Level American English through a sequence of listening, speaking, reading, and writing techniques. Throughout the course, students will connect the foundation skills learned in the ESL Basic course to new concepts and vocabulary. This course will comprise higher terminology and grammar practices to further develop word pronunciation and sentence structure. ESL Beginner Level will outline the distinction between pronouns, contractions, affirmative and negative imperatives, present tense, count and non-count nouns, and past tense of regular and irregular verbs. Students will also participate in group dialogue to engage communication skills further. This class will provide a foundation to enable student success at the next level.	
<b>Level 2</b>	<b>Intermediate</b>	<b>180</b>
ESL 200-204	ESL Level 2: This course will concentrate on the application of lessons designated to teach students skills in American English through a series of culture notes, and listening, speaking, reading, writing techniques. During this course, activities will enhance the listening, vocabulary, and grammar skills developed in the two previous levels and include a segment on pronunciation. Students will learn an intensive process-writing approach; writing worksheets help them recognize different writing patterns and purposes. Reading is combined with writing and listening practice for an integrated approach to guarantee further understanding. Student self-assessments also provide students an opportunity to reflect on their learning and support learner persistence. This class will provide a strong foundation to enable student success at the next level.	
<b>Level 3</b>	<b>Advanced</b>	<b>180</b>
ESL 300-304	ESL Level 3: This course will focus on the application of lessons aligned to teach students skills in American English through a sequence of culture notes, and listening, speaking, reading, writing techniques. Throughout the course, activities will reinforce the listening, vocabulary, and grammar skills developed in the three prior levels and include a segment on pronunciation. Students develop a robust process-writing approach; writing worksheets help them recognize shapes, and write letters and numbers, while alphabet and number cards promote partner and group work. Reading is combined with writing and listening practice for an integrated approach to ensure greater understanding. Self-assessments also provide an opportunity for students to reflect on their learning and support learner persistence. This class will provide a foundation to enable student success at the next level.	
<b>Level 4</b>	<b>Transition</b>	<b>180</b>
ESL 400-404	ESL Level 4: This course will focus on the application of lessons aligned to teach students skills in American English through a sequence of culture notes, and listening, speaking, reading, writing techniques.	

	Throughout the course, activities will reinforce the listening, vocabulary, and grammar skills developed in the four prior levels and include a segment on pronunciation. Students develop a robust process-writing approach; writing worksheets help them recognize shapes, and write letters and numbers, while alphabet and number cards promote partner and group work. Reading is combined with writing and listening practice for an integrated approach to ensure greater understanding. Self-assessments also provide an opportunity for students to reflect on their learning and support learner persistence. This class will provide a foundation to enable student success for the preparation of TOEFL which is an integral part of this level.	
<b>Program Total</b>		<b>900</b>

## **ASSOCIATE OF ARTS IN BUSINESS**

### **Program Outline**

**Duration of Program: 60 Credits, 60 Weeks, or 4 Terms (15 weeks in length each)**

#### Program Description

The Associate of Arts Degree in Business provides the foundation courses as a basis to advance specialized business administration proficiencies for the industry professional. To fulfill the program objectives, coursework will center on business principles such as management tools, accounting, and finance to give students a comprehensive understanding of current business practices. This program provides an integrated interdisciplinary education, including exposure to methodical techniques needed to determine business and data analytics. Concentration on applied learning concepts will assist in cultivating and implementing digital and e-commerce programs as well.

#### Program Objective

To prepare students with a comprehensive vision of organizations so that they may efficiently be able to understand their areas and departments and how these are interrelated, as well as how to manage all its resources and be prepared to identify business opportunities and respond to change.

#### Program Outcomes:

Upon successful completion of the program, students will be able to:

- Recall knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, and western civilizations.
- Identify the practical applications needed to integrate management, marketing, accounting, and finance concepts to improve short-term and long-term organizational performance.
- Write in a unified and coherent manner appropriate to the subject matter.
- Use appropriate sentence structure and vocabulary
- Examine key concepts and theories related to program content utilizing critical thinking and academic writing skills.
- Incorporate diverse cultural perspectives into business decisions.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, civic engagement.

PROGRAM BREAKDOWN BY TERM ASSOCIATE OF ART DEGREE IN BUSINESS		
Course Number	Course Title	Credit Hours
Term 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MAR1011	Principles of Marketing	3
Term 4		
ECO2023	Principles of Microeconomics*	3
ACG2071	Managerial Accounting	3
ACG2011	Principles of Accounting II	3
FIN2220	Finance	3
BUL2241	Business Law I	3
<b>TOTAL CREDITS:</b>		<b>60</b>

General education classes are composed of **39 credits** and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective.

## **ASSOCIATE OF ARTS IN INTERNATIONAL BUSINESS**

### **Program Outline**

**Duration of Program: 60 Credits, 60 Weeks, or 4 Terms (15 weeks in length each)**

#### Program Description:

The Associate of Art Degree in International Business program allows the students to develop insights into the international business field while learning about the concepts of commercial transactions between two or more countries and understanding the difference between a local and an international operation. The program grants the student the necessary tools to develop the essential skills needed to understand the various factors that must be considered when launching an international operation. In addition, this program should increase the students' capability to comprehend the nature of international business at a micro and macro level. In this sense, this degree combines specialized courses in international business, humanities, sciences, economics, accounting, and mathematics.

#### Program Objective:

To prepare individuals to attain a global vision of the dynamic world of business by providing them with a foundation on the principles and processes of the economy, marketing, management, trade, government regulations, accounting, social responsibility, and business ethics.

#### Program Outcomes:

Upon successful completion of the program, students will be able to:

- Recall knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, world history and western civilizations.
- Identify the practical applications needed to integrate management, marketing, accounting, and finance concepts to improve short-term and long-term organizational performance.
- Describe the international economic environment.
- Describe the international business environment.
- Identify international marketing practices.
- Discuss the complexities of international business management practices.
- Write in a unified and coherent manner appropriate to the subject matter. Use appropriate sentence structure and vocabulary.
- Incorporate diverse cultural perspectives into business decisions.
- Exhibit responsible behavior and show understanding of ethical concepts in simulated business environments.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, civic engagement.

PROGRAM BREAKDOWN BY TERM ASSOCIATE OF ART DEGREE IN INTERNATIONAL BUSINESS		
Course Number	Course Title	Credit Hours
Term 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MAN2604	International Business	3
Term 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MAN2614	International Trade	3
FIN2220	Finance	3
GEB2955	International Current Business Practices	3
<b>TOTAL CREDITS:</b>		<b>60</b>

General education classes are composed of **39 credits** and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective.

## **ASSOCIATE OF ARTS IN MARKETING**

### **Program Outline**

**Duration of Program: 60 Credits, 60 Weeks, or 4 Terms (15 weeks in length each)**

#### Program Description

The Associate of Art degree in Marketing program combines specialized marketing courses with subjects in humanities, sciences, social sciences, mathematics, and business fundamentals. Courses like English Composition, introduction to business, macroeconomics, microeconomics, principles of accounting, introduction to public speaking, college algebra, and general biology provide the basis for a rounded education. This program provides the student with the necessary tools to understand how the market works and be able to comprehend the marketing management principles, consumer behavior theories, and concepts related to segmentation, advertising, and international marketing. The program is designed to grant the student the necessary knowledge and skills to identify the marketing mix for products and services and apply them to develop basic products, pricing, placement, and promotion plans.

#### Program Objectives

The Associate of Art degree in Marketing Program prepares students to become a link between the market and the organization, developing the capacity to identify consumer needs and translate them into tangible proposals of products and services, using the basic tools of management and marketing fundamentals.

#### Program Outcomes:

Upon successful completion of the program, students will be able to:

- Recall knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, and western civilizations.
- Identify the practical applications needed to integrate management, marketing, accounting, and finance concepts to improve short-term and long-term organizational performance.
- Write in a unified and coherent manner appropriate to the subject matter. Use appropriate sentence structure and vocabulary.
- Examine key concepts and theories related to program content - utilizing critical thinking and academic writing skills.
- Identify how to recognize and implement marketing strategies.
- Describe the principles of customer service and consumer behavior.
- Discuss leading marketing concepts, including the social, legal, economic, ethical, and technological influences related to the field.
- Define and explain key aspects of marketing management.
- Incorporate diverse cultural perspectives into business decisions.
- Exhibit responsible behavior and show understanding of ethical concepts in simulated business environments.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, civic engagement.

PROGRAM BREAKDOWN BY TERM ASSOCIATE OF ART DEGREE IN MARKETING		
Course Number	Course Title	Credit Hours
Term 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature *	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MAR1011	Principles of Marketing	3
Term 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MKA1511	Advertising	3
MKA1021	Business Management and Consumer Behavior Analysis	3
MKA2932	Marketing Management	3
<b>TOTAL CREDITS:</b>		<b>60</b>

General education classes are composed of **39 credits** and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective.

## **ASSOCIATE OF ARTS IN HOSPITALITY MANAGEMENT**

### **Program Outline**

**Duration of Program: 60 Credits, 60 Weeks, or 4 Terms (15 weeks in length each)**

#### Program Description:

The Associate of Art in Hospitality management program provides courses to form a foundation in communication and personal skills, while business courses develop the necessary competencies to understand management principles. Courses like English Composition, introduction to business, macroeconomics, microeconomics, principles of accounting, introduction to public speaking, college algebra, and general biology provide the basis for a rounded education. Specific courses in hospitality and food and beverage management like introduction to the hospitality industry, food and beverage management, food sanitation management, and introduction to customer service, by experienced professionals, allow the student to begin a career in the hospitality industry.

#### Program Objective:

The Associate of Art in Hospitality Management program provides the necessary competencies and skills to start a career in the Hospitality Industry. It aims to provide students with a broad understanding of the operational aspects of today's fast-paced and exciting hospitality and restaurant fields. By the end of the programs, students at San Ignacio University will have completed the following objectives:

- Apply and reflect on knowledge and skills acquired through academic, Craft-based learning, and workplace learning activities.
- Operate at the supervisory level in operational departments within the hospitality industry.
- Apply contemporary systems and theories relevant to administrative and operational management tasks in hotel departments or units.
- Exhibit solid work ethics, good interpersonal communications, cultural awareness, and teamwork skills.
- Use tools for developing their career plans, setting personal goals, and developing appropriate common skills.

#### Program Outcomes:

Upon completion of the Associate of Arts in Hospitality Management, students will be able to:

- Recall knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, world history and western civilizations.
- Identify the practical applications needed to integrate management, marketing, accounting, and finance concepts to improve short-term and long-term organizational performance.
- Examine key concepts and theories related to program content - utilizing critical thinking and academic writing skills.
- Analyze and solve problems, using appropriate tools and technology.
- Interpret the fundamental principles of essential hospitality management functions.
- Demonstrate professional behavior and competencies in customer service.
- Exhibit a range of leadership skills and abilities such as motivating others, leading changes, and resolving conflict.
- Incorporate diverse cultural perspectives into business decisions.
- Recognize the challenges and opportunities of working effectively with people in a diverse environment.
- Communicate effectively in oral and written communication, Use appropriate sentence structure and vocabulary.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, civic engagement

PROGRAM BREAKDOWN BY TERM ASSOCIATE OF ARTS DEGREE IN HOSPITALITY		
Course Number	Course Title	Credit Hours
Term 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
HFT1101	Introduction to Hospitality Industry	3
Term 4		
ECO2023	Principles of Microeconomics*	3
FSS2251	Food and Beverage Management	3
FS30310	Food Sanitation Management	3
CA01T1	Introduction to Gastronomy	3
MNA1161	Introduction to Customer Service	3
<b>TOTAL CREDITS:</b>		<b>60</b>

General education classes are composed of **39 credits** and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective.

**BACHELOR IN BUSINESS**  
**Program Outline**  
**120 credits, 120 Weeks or 8 Terms (15 weeks in length each Term)**

Program Description:

The bachelor-level program in business offers students from a variety of backgrounds the chance to acquire stronger skills in specific business functions, such as information systems, finance, budgeting, and business operations. This program will impart supplementary competencies through pragmatic coursework concerning leadership and organizational behavior proficiencies. Members of the faculty employ a variety of instructional methods and resources aimed at meeting the needs of students. Emphasis is on advising students in course work appropriate to their interests and academic progress. The core curriculum and course work in the business administration curriculum reflect the needs of the industry, including topics such as marketing and internet business.

Program Objective:

To prepare students with a comprehensive vision of organizations so that they may efficiently be able to understand their areas and departments and how these are interrelated, as well as how to manage all its resources and be prepared to identify business opportunities and respond to change. This degree successfully prepares our students to enter the areas of finance, banking, manufacturing, product development, human resources, management, and business analysis.

Program Outcomes:

Upon successful completion of the program, students will be able to:

- Recall knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, and western civilizations.
- Examine various theories relevant and applicable to the field of business administration based on industry specific research and best practices.
- Identify the practical applications needed to integrate management, marketing, accounting, and finance concepts to improve short-term and long-term organizational performance.
- Write in a unified and coherent manner appropriate to the subject matter Use appropriate sentence structure and vocabulary
- Examine various forms of technology currently used within the business administration field.
- Examine key concepts and theories related to program content utilizing critical thinking and academic writing skills.
- Compare and contrast theories and research related to relevant models of business administration.
- Incorporate diverse cultural perspectives into business decisions.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, civic engagement.

BACHELOR IN BUSINESS PROGRAM BREAKDOWN BY TERM		
Term 1		Credits
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
ACG2001	Principles of Accounting I	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
BSC1005	General Biology*	3
ACG2011	Principles of Accounting II	3
Term 4		
ECO2023	Principles of Microeconomics*	3
ACG2071	Managerial Accounting	3
MAR1011	Principles of Marketing	3
FIN2220	Finance	3
BUL2241	Business Law I	3
Term 5		
MA20210	College Algebra II*	3
PS20120	General Psychology*	3
WH20400	World History*	3
FR11210	French I	3
MA30720	Strategic Management	3
Term 6		
MA30220	Human Resource Management	3
IN40320	Global Business Strategy	3
BU30220	Business Law II	3
FI30220	Financial Management	3
MA30410	Entrepreneurship	3
Term 7		
MA30310	Operations and Supply Chain Management	3
MA30510	Organizational Behavior	3
MA30610	Leadership and Communication	3
MA30810	Marketing Research	3
IN30220	Negotiation	3
Term 8		
MA30320	E-Marketing	3
MA30120	Business Management	3
ST30210	Statistics II	3
MKA2932	Marketing Management	3
CA40050	Business Capstone	3
<b>TOTAL CREDITS:</b>		<b>120</b>

General education classes are composed of **48 credits** and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective.

**BACHELOR IN HOSPITALITY MANAGEMENT**  
**Program Outline**  
**120 Credits, 120 Weeks or 8 Terms (15 weeks in length each term)**

Program Description:

This bachelor-level program in hospitality management is designed to address the increased industry growth and demand for professionals with advanced knowledge and business skills. The program is designed to develop professionals to understand and acquire the skills and competencies necessary to successfully manage a wide variety of operations, from hotels and restaurants to casinos and senior living facilities, with the goal of enhancing the student's career opportunities. The program's core competencies are focused on key hospitality management skills like revenue management, hospitality marketing, accounting, human resource management, and organizational behavior. Students would be able to enter the hospitality field, like hotels, cruise lines, event planning, food & beverage operations, and travel agencies.

Program Objective:

The Hospitality Management program provides the necessary competencies and skills to start a career in the Hospitality Industry. It aims to provide students with a broad understanding of the operational aspects of today's fast-paced and exciting hospitality and restaurant fields.

Program Outcomes:

Upon completion of the Hospitality Management Program, students will be able to:

- Recall knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, world history and western civilizations.
- Identify the practical applications needed to integrate management, marketing, accounting, and finance concepts to improve short-term and long-term organizational performance.
- Examine key concepts and theories related to program content - utilizing critical thinking and academic writing skills.
- Analyze the decision-making process related to hospitality in the contemporary business environment.
- Compare various theories of hospitality management based on professional literature in the field.
- Examine best practices currently being utilized in Hospitality.
- Incorporate diverse cultural perspectives into the hospitality business decisions and to recognize the challenges and opportunities of working effectively with people in a diverse environment.
- Exhibit a range of leadership skills and abilities such as motivating others, leading changes, and resolving conflict.
- Write in a unified and coherent manner appropriate to the subject matter. Use appropriate sentence structure and vocabulary. Examine program content in relation to ethical reasoning, social responsibility, global citizenship, civic engagement.

BACHELOR IN HOSPITALITY MANAGEMENT PROGRAM BREAKDOWN		
Course Number	Course Title	Credit Hours
Term 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
HFT1101	Introduction to Hospitality Industry	3
Term 4		
ECO2023	Principles of Microeconomics*	3
FSS2251	Food and Beverage Management	3
FS30310	Food Sanitation Management	
CA01T1	Introduction to Gastronomy	3
MNA1161	Introduction to Customer Service	3
Term 5		
FSS2252	Food and Beverage Management II	3
PS20120	General Psychology*	3
WH20400	World History*	3
FR11210	French I	3
HF30721	Wine & Beverage Services Management	3
Term 6		
MA30220	Human Resource Management	3
FS30210	Food and Beverage Cost Control	3
HFT2500	Hospitality Marketing	3
HF30720	Hotel Operations	3
HF30620	Hotel Sales Management	3
Term 7		
FS40410	Restaurant Management	3
HF30520	Hospitality Managerial Accounting	3
MA30610	Leadership and Communication	3
HFT2600	Lodging Management	3
IN30220	Negotiation	3
Term 8		
MA30120	Business Management	3
HF30410	Systems of Accounts in the Hospitality Industry	3
HF30810	Hospitality Law	3
HF40920	Strategic Hospitality Management	3
CA40030	Hospitality Management Capstone	3
<b>TOTAL CREDITS:</b>		<b>120</b>

**General Education Classes** are composed of **45 credits** and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective.

**BACHELOR IN INTERNATIONAL BUSINESS**  
**Program outline**  
**120 Credits, 120 Weeks or 8 Terms (15 weeks in length each Term)**

Program Description:

The Bachelor of Arts in International Business develops the skills required to potentially advance in an international business career. Our bachelor's program in international business will enable our students to understand the connections between business thinking and philosophies in an international context. Our courses include culturally sensitive communications and assessments of foreign risks to a business, and our students will develop the ability to create a nation-specific risk assessment, analyze the impact of globalization on large companies, and develop strategies for navigating a highly competitive global market.

Program Objective:

To prepare individuals to attain a global vision of the dynamic world of business by providing them with a foundation on the principles and processes of the economy, marketing, management, trade, government regulations, accounting, social responsibility, and business ethics. This degree allows students to excel in areas such as Foreign Affairs, Public Affairs, Diplomacy, Non-Profit Organizations, International Trade Companies, Domestic and Foreign Corporations, Contracting and Consulting, International Airlines, and Foundations.

Program Outcomes:

Upon successful completion of the program, students will be able to:

- Recall knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, world history and western civilizations.
- Identify the practical applications needed to integrate management, marketing, accounting, and finance concepts to improve short-term and long-term organizational performance.
- Describe the international economic environment and its characteristics.
- Research and analyze international business issues.
- Elaborate an international marketing strategy.
- Incorporate diverse cultural perspectives into international business decisions.
- Explain the complexities of international business management practices.
- Communicate the results of research and analysis effectively.
- Analyze international business environments and contexts to create international business strategies.
- Exhibit work collaboration with others in a team to accomplish goals and objectives.
- Write in a unified and coherent manner appropriate to the subject matter Use appropriate sentence structure and vocabulary.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, civic engagement.

BACHELOR IN INTERNATIONAL BUSINESS PROGRAM		
Course Number	Course Title	Credit Hours
Term 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MAN2604	International Business	3
Term 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MAN2614	International Trade	3
FIN2220	Finance	3
GEB2955	International Current Business Practices	3
Term 5		
ACG2011	Principles of Accounting II	3
PS20120	General Psychology*	3
WH20400	World History*	3
FR11210	French I	3
MA30720	Strategic Management	3
Term 6		
MA30220	Human Resource Management	3
IN40320	Global Business Strategy	3
BUL 2241	Business Law I	3
FI30220	Financial Management	3
MA30410	Entrepreneurship	3
Term 7		
MA30310	Operations and Supply Chain Management	3
MA30510	Organizational Behavior	3
MA30610	Leadership and Communication	3
MA30810	Marketing Research	3
IN30220	Negotiation	3
Term 8		
MA30320	E-Marketing	3
MA30120	Business Management	3
IN30120	International Freight and Insurance	3
ACG2071	Managerial Accounting	3
CA40040	International Business Capstone	3
<b>TOTAL CREDITS:</b>		<b>120</b>

General education classes are composed of 45 credits and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective.

**BACHELOR IN MARKETING**  
**Program Outline**  
**120 Credits, 120 Weeks or 8 Terms (15 weeks in length each)**

Program Description:

The bachelor-level program in marketing aims to develop the student to become a strategic marketing professional with the knowledge and tools needed to become successful marketers in today's global business environment. Our curriculum program is designed to utilize both theoretical concepts like brand management, consumer behavior, business to business marketing, understanding the use of business analytics in decision making, market automation, marketing research, service marketing, e-marketing, and real-world cases to develop skills in marketing decision making, problem-solving, marketing processes and situations, independent thinking, and appreciation of their own and other cultures. This degree is offered to students who pursue their careers in the marketing field in areas such as media coordinators, media buyers, market research, public relations, advertising sales, and product development.

Program Objective:

The Marketing Program prepares students to become a link between the market and the organization, developing the capacity to identify consumer needs and translate them into tangible proposals of products and services, using the basic tools of Management and Marketing Fundamentals.

Program Outcomes:

Upon successful completion of the program, students will be able to:

- Recall knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, world history and western civilizations.
- Identify the practical applications needed to integrate management, marketing, accounting, and finance concepts to improve short-term and long-term organizational performance.
- Examine key concepts and theories related to program content - utilizing critical thinking and academic writing skills.
- Identify the theoretical foundation and practical applications for helping organizations adapt their marketing and management strategies to succeed domestically and internationally.
- Compare the ways in which the various social science disciplines of psychology, sociology, and anthropology impact consumer behavior in the marketplace.
- Examine various theories relevant to the marketing professional working in a contemporary business environment.
- Identify the various social, legal, economic, ethical, and technological influences that affect the marketing field based on industry specific research.
- Write in a unified and coherent manner appropriate to the subject matter. Use appropriate sentence structure and vocabulary.
- Incorporate diverse cultural perspectives into business decisions.
- Exhibit responsible behavior and show understanding of ethical concepts in simulated business environments.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, civic engagement.

BACHELOR IN MARKETING PROGRAM BREAKDOWN BY TERM		
Course Number	Course Title	Credit Hours
Term 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MAR1011	Principles of Marketing	3
Term 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MKA1511	Advertising	3
MKA1021	Business Management and Consumer Behavior Analysis	3
MKA2932	Marketing Management	3
Term 5		
ACG2011	Principles of Accounting II	3
PS20120	General Psychology*	3
WH20400	World History*	3
FR11210	French I	3
MA30110	Distribution Channels	3
Term 6		
MK30220	Services Marketing	3
IN40320	Global Business Strategy	3
MA30420	Consumer Behavior	3
FIN2220	Finance	3
MK30610	Business To Business Marketing	3
Term 7		
MA30710	Brand Management	3
MA30510	Organizational Behavior	3
MA30610	Leadership and Communication	3
MA30810	Marketing Research	3
IN30220	Negotiation	3
Term 8		
MA30320	E-Marketing	3
MA30120	Business Management	3
MA30520	Pricing and Profitability Decision Making	3
MA40920	Promotion Management & Integrated Marketing Communications	3
CA40060	Marketing Capstone	3
<b>TOTAL CREDITS:</b>		<b>120</b>

General education classes are composed of **45 credits** and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective.



# Graduate Programs

## GRADUATE ADMISSION PROCEDURES

**Admissions Process:** At San Ignacio University we understand choosing what to study is one of the most important decisions you must make in life. Your choice will have a huge bearing on your personal journey, your professional future, and your achievements in life. The aim of the University Admissions Department is to guide you in your choice, show you what SIU has to offer and, if you like what you see, help you through the admission process.

We provide you with individual attention: you will be assigned a contact person in the Admissions Department, who will communicate with you in all your dealings with the University.

San Ignacio University welcomes applications from all around the world. Over 75 percent of our students are international, which enriches the student experience and fosters reflection, debate, and the exchange of ideas.

**Admissions Criteria:** To be admitted to one of our master's degree programs, applicants must possess a valid bachelor's or master's degree. Graduates of recognized academic institutions outside the United States should hold a degree equivalent to a U.S. bachelor's or master's degree. Non-U.S. issued documents will be evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES) into English (if applicable) at an additional cost to the prospective student. **Students are not required to submit Graduate Management Admissions Test (GMAT), Graduate Records Examination (GRE), or Miller Analogy Test (MAT) scores to support their application.**

Prospective students must also demonstrate the ability to be successful in an online learning environment; and meet the technology requirements for participation in the program.

### Technology Requirements and Security and Verification of Student Identity

Courses are delivered over the Internet through a synchronous e-learning platform using CANVAS learning management system (LMS). A minimum Internet connection of 3 Mbps (Megabits-Per-Second) is recommended for students to participate in distance education. The student must have the following minimum requirements:

- Desktop or Laptop CPU: 1GHz CPU (2.5 GHz recommended)
- Pentium D or higher
- Memory RAM 1 GB or higher.
- Video resolution [1024x728]
- Fixed or wireless Internet Access (1Mb).
- Microphone and Audio Headphones.
- Web Browser Mozilla Firefox v.22 or Chrome.
- Operating System Windows XP or more recent.
- Acrobat Reader (Free software).
- Macromedia Flash Player.
- Microsoft Office or Open Office.
- Webcam for interacting in course activities that require video feedback from students (such as VoiceThread), video test proctoring (such as Proctorio), or other third-party tools.

**Mobile Devices:** While Canvas is supported on Android and iOS mobile devices, it is optimized for desktop displays. Since Canvas uses flash, certain features may not be available to you on your mobile device. Using your desktop to submit assignments, discussion posts, and take quizzes is highly recommended.

[Will Canvas Work on My Mobile Device?](#)

\*Canvas is optimized for desktop displays.

### Technology: Plugins & Software Plugins

- **Flash** - Is required for recording audio and video in the Canvas Rich Content Editor. Other than these features, Flash is not required to use most areas of Canvas. Please note that some browsers may no longer support Flash.
- **Java** - is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas.
- **JavaScript** must be enabled to run Canvas.

#### Connectivity

- High speed internet connection (Cable, DSL, etc.)
- Internet web browser (Firefox 3+, Internet Edge, Safari 3.1+, or Google Chrome)
- Personal email account

#### Software

- Adobe Reader is necessary for reading PDF files downloaded from the student course. Most browsers already have a PDF reader add-on.
- A good text editor for preparing written work. There are many paid and free options:
  - Microsoft Word
  - Google Docs from the student Gmail account.
  - Use Notepad on PC or Mac (although this is just text, no formatting)
  - Search for other text editors.

#### Screen Readers:

- Macintosh: (use the latest version for Safari)
- PC: (use the latest version of Internet Explorer)
- PC: (use the latest version for Firefox)
- There is no screen reader support for Canvas in Chrome.

#### Internet connection:

- It is required to have a reliable high speed internet connection to be able to access the educational platform, digital resources, classes, and videoconferences.
- For a better learning experience, it is recommended to access Canvas with a computer that supports updated browsers versions.
- Students and teachers should be responsible for their own computers (hardware/software) and internet connection.

### TECHNICAL SUPPORT OPTIONS

If the students cannot complete an activity or are unable to enter the system, they can request technical assistance by Contacting Support via:

Technical Support:

- Email: [jcastro@sanignaciouniversity.edu](mailto:jcastro@sanignaciouniversity.edu), [helpdesk@sanignaciouniversity.edu](mailto:helpdesk@sanignaciouniversity.edu) or by calling 305-629-2929 x4029

Assistance with Canvas:

- Email: [gpulidor@sanignaciouniversity.edu](mailto:gpulidor@sanignaciouniversity.edu); Monday through Sunday 24/7

Academic Support for Students:

- Email: [academics@sanignaciouniversity.edu](mailto:academics@sanignaciouniversity.edu)

Library support:

- Email: [library@sanignaciouniversity.edu](mailto:library@sanignaciouniversity.edu)

Students can communicate with teachers/tutors using the following:

- Internal Classroom Messaging: where students can ask their teachers/Tutors individual questions regarding personal difficulty that affects their academic performance (Non-Academic issues).
- Inquiry forums: All online courses have an inquiry forum to address the topic questions submitted by students.

**Proctorio:** SIU uses Proctorio to confirm student identity during proctored exams. Proctorio's automated and secure proctoring programs integrate seamlessly with SIU's Learning Management System: Canvas. The software provides identification verification, automated exam proctoring, lock down functionality,

plagiarism detection tool, and single sign-on capability. The program also ensures content protection against unauthorized access, disclosure, and use. Students, faculty, and staff receive 24/7/365 support. At the start of each exam, students need to hold up their photo identification, such as driver's license or passport, to the camera to prove their identity. After this, students must remain visible during their entire exam. Only approved SIU staff will review the student's screen, video, and audio recordings while assuring student privacy.

**Security:** All information regarding the student is kept in-house and secure and is not available to anyone other than SIU employees with a need to access the information and the student.

Transmission of information is encrypted which will protect student's identity and privacy. All student records at San Ignacio University are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Written consent must be provided by the student for release of records to outside parties, except for those agencies authorized by law.

The security of classes and verification of student identity are a priority for San Ignacio University and as such, the following systems are in place:

- All classes are secure and are accessed through the Canvas
- Students are scheduled for their classes according to time preference and courses needed and then registered into the appropriate class. To access their classes, students must log into CANVAS student account, which is password protected.
- The student's account includes their picture and other identifying information.
- Only when the student is logged into their account, can they access their class by clicking on the class link, which will then take them into the class resource page and into the classroom.

**International Students:** Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate university-level proficiency in English for admission.

**Master's Degree:** A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet-Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

Scores may not be more than two years old. The University does not recognize any test not listed above.

**Please note:** All courses at San Ignacio University are taught in English and Spanish.

**For programs offered in Spanish:** For applicants whose first language is not Spanish, evidence of Spanish language proficiency must be provided. The university accepts official tests which conform to the Common European Framework of Reference for Languages (CEFR) such as the DELE or SIELE exams and certify a B2 proficiency level or higher. Proficiency exams which certify levels equivalent to a CEFR level of B2 may also be considered

### **When must the SEVIS fee be paid?**

The fee must be paid in time to ensure that the payment can be deposited and recorded in SEVIS prior to the scheduled visa interview. The interviewing consular officer will confirm that the fee has been paid by accessing SEVIS. To allow adequate processing time, the fee must be paid:

- At least three business days prior to the visa interview date, if paying electronically.
- At least 15 business days prior to the scheduled visa interview if submitting payment through regular mail.
- Be sure to add local mail processing time to this processing estimate for accuracy.

### **How will the payment be verified?**

- The payment will be recorded with the SEVIS system. However, it is recommended that the paper I-797 or the Internet-generated receipt be brought to the visa interview.

- DHS will issue an official paper receipt (I-797) for every payment received.
- Individuals who file electronically will be able to print an electronic receipt immediately at the time of payment.
- Microsoft Office or Open Office.
- Webcam for interacting in course activities that require video feedback from students (such as VoiceThread), video test proctoring (such as Proctorio), or other third-party tools.

For any academic credits earned at an international institution that the student wants to have considered for transfer credit, the student needs to have official transcripts fully translated into the English equivalent and sent directly to the school for evaluation. The translation of transcripts is to be completed through a company approved by, but not affiliated with, San Ignacio University.

**Right to Cancel:** A student has the right to cancel his/her agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session, or the seventh (7) day of enrollment, whichever is later. After the end of the cancellation period, s/he also has the right to stop school at any time; and has the right to receive a pro rata refund.

**Academic Policies:** Students enrolled at San Ignacio University are expected to abide by all the terms stated in this catalog and any supplements or addenda to the catalog, and all university policies. All students are expected to become familiar with all policies and information presented in this catalog and in any supplemental material of the University.

**Non-Discrimination Statement:** In compliance with Civil Rights Legislation, San Ignacio University admits students without regard to race, gender, sexual orientation, national origin, ancestry, religion, creed, marital status, color, age, disability, or any other factor prohibited by law. San Ignacio University does not discriminate in its educational programs, placement procedures, or employment practices.

## Academic Information

Class Schedules and Program Lengths Programs at San Ignacio University are term based with new classes starting every five (15) weeks. Students are scheduled in appropriate classes for their program by the Academics. The start of a term is considered the first day of classes for that term, and students may register for classes up through the end of the add/drop period. For the convenience of students, morning, afternoon, and evening sessions are available, and students are given a 10-minute break during each scheduled hour of their class session.

All Associate Degree programs at the university run 1.5 to (2) years, all bachelor's degree programs run 3.5 to 4 years, and all masters run 1.5 to 2 years. To complete the programs in the given time frame students may need to attend consecutive terms throughout their program.

All courses at San Ignacio University have additional out-of-class work as part of the official program. The out-of-class work may include, but is not limited to, additional reading and writing assignments, projects, or reports as directed by the instructor of the course. The additional out-of-class work will be evaluated by the instructor and will be part of the student's final grade in each class.

Students experience interactive teleconference classrooms as part of the instructional process in their program at San Ignacio University.

## Prerequisite Requirements and Course Numbering:

Course requisites are the requirements that students need to satisfy when enrolling in a particular class section. A course requisite often requires students to enroll in another related class, but a requisite can also be a "condition" such as attaining a certain class level, a specific exam score, a specified passing grade, etc.

- A course **prerequisite** is any requirement an academic department identifies as essential for a student to complete before taking a course.
- A course **corequisite** is a requirement that must be completed at the same time or prior to the course for which it is required.

Courses at the University consist of an alphabetical prefix (up to four letters) and a four-digit numerical suffix for the individual course. For example, MAR1011 identifies the course numbered 1011 in the Marketing program. Course suffix numbers: 1000–2999 designate lower-level undergraduate courses; 3000–4999 designate courses for upper-level undergraduate and 5000–6999 designate graduate-level courses.

**Master of Business Administration - Master of Arts in Hospitality – Master of Education**

Concentration Courses per Program:

**EDA/EEC/EDG Education**

**HMG Hospitality Management**

**MAN/GEB Business**

**LB Law**

# GRADUATE ACADEMIC PROGRAMS

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SAN IGNACIO UNIVERSITY OFFERS THE FOLLOWING GRADUATE PROGRAMS:

**1. Master of Business Administration**

Specialization in:

1. Marketing Management
2. International Business
3. Human Resources Management

**2. Master in Hospitality Management**

Specialization in:

1. Tourism Management
2. Human Gastronomy and Restaurant Management

**3. Master of Education**

Specialization in:

1. Early Childhood Education
2. Education Leadership
3. Special Education

**4. Master of Science in Sport and Fitness Management**

Completing a course or program in a language other than English may reduce employability where English is required.

**MASTER OF BUSINESS ADMINISTRATION – MBA**  
**Program Outline**  
**42 Credits, 64 Weeks or 5 Terms (15 weeks in length each)**

**Program Description:**

The master's degree in business administration program is a graduate program in business management aimed at professionals and executives who hold high-level managerial positions. Students gain the requisite skills to become innovative leaders in their fields and to deal with managerial and leadership challenges precipitated by the changing environment.

The master's degree program is a collaborative learning experience that is geared toward providing high-level executives with a global outlook and an integrated functional knowledge in administration, finance, marketing, operations, information technology, and human resources. Strategic leadership development components, such as business and data analytics, and technology, will build on students' capacity to lead and supervise personnel and excel in the management process. This program will develop students into ethical and innovative leaders in their fields and provide experience in targeting real-world challenges, finding solutions, and interacting effectively and efficiently in an increasingly changing business environment. This program offers the option of one specialization from the following areas:

- Specialization in International Business
- Specialization in Human Resources Management
- Specialization in Marketing Management

**Program Outcomes:**

**Master of Business Administration – Specialization in International Business:** Upon successful completion, students will be able to:

- Apply essential business concepts, practices, and models in addressing real-world or theoretical business issues.
- Utilize appropriate technological tools, and statistical/quantitative reasoning competencies in the analysis and evaluation of research to support business decisions.
- Communicate in English using advanced oral and written communication skills to diverse audiences in various business environments.
- Apply critical thinking in analyzing business problems and develop strategic solutions.
- Assess all business challenges and opportunities from a global business perspective.
- Assess and apply various leadership strategies and understand the implications of their use.
- Perform consistently in a manner that is professional, ethical, and socially responsible, and when necessary, prioritize collaboration in teamwork.

**Master of Business Administration – Specialization in Human Resources Management:** Upon successful completion, students will be able to:

- Analyze, coordinate, and promote initiatives and programs for recruiting, hiring, onboarding, orientation, and retention.
- Develop and recommend strategies to address appropriate performance expectations and behavior from employees.
- Identify and develop professional development opportunities that enhance employee skills and organizational aptitude.
- Describe and recommend compensation systems, such as benefits, incentive pay, and retirement, which support recruitment and retention efforts.
- Evaluate and review workplace policies related to employee relations, workforce management, diversity and inclusion, employment law and regulations, technology, data management, risk management, and social responsibility.

- Apply organizational mission and vision in developing an HR plan that addresses the needs of stakeholders, considers decision-making strategies, and enhances organizational effectiveness.

**Master of Business Administration – Specialization in Marketing Management:** Upon successful completion, students will be able to:

- Integrate the important concepts, principles, terminology, analytic techniques, and theories used in the field of marketing.
- Determine the costs and benefits of marketing channels and the major social criticisms of marketing.
- Identify the roles of advertising, sales promotion, public relations, personal selling, and direct marketing in promotional efforts.
- Identify and define emerging economies; explain the essential role information technology plays in economic development.
- Apply effective oral, written, visual, and technological communication and interpersonal skills to marketing situations.
- Describe and define major bases for segmenting consumer and business markets, and the impact of diverse situations in the competitive environment on choices in target marketing.
- Recommend strategies to support practices of ethics, social responsibility, and sustainability in a global marketplace and evaluate their effectiveness.

MASTER OF BUSINESS ADMINISTRATION SPECIALIZATION IN INTERNATIONAL BUSINESS PROGRAM BREAKDOWN BY TERM*		
Course Number	Course Title	Credit Hours
<b>Term 1</b>		
MA50000	Business Organization and Management	3
MA50100	Strategic Management and Technology	3
MA50200	Business Operations Management	3
<b>Term 2</b>		
MA50300	Effective Communications Management	3
MA50400	Business Project Risk Management	3
MA50600	Corporate Business Finance Management	3
<b>Term 3</b>		
FI50500	International Economics	3
MA50700	Global Business Strategic Management	3
FI50800	Financial Accounting Management	3
<b>Term 4</b>		
MAN6000	Quantitative Research for International Business	3
MAN60200	Strategic Global Marketing Management	3
MAN60300	Ethic, Social Responsibility, and Sustainability in a Global Market	3
<b>Term 5</b>		
MAN60400	Entrepreneurship and Innovation for Global Management	3
MA60500	Strategic International Marketing Assessment	3
<b>TOTAL CREDITS:</b>		<b>42</b>

MASTER OF BUSINESS ADMINISTRATION SPECIALIZATION IN HUMAN RESOURCES MANAGEMENT PROGRAM BREAKDOWN BY TERM*		
Course Number	Course Title	Credit Hours
<b>Term 1</b>		
MA50000	Business Organization and Management	3
MA50100	Strategic Management and Technology	3
MA50200	Business Operations Management	3
<b>Term 2</b>		
MA50300	Effective Communications Management	3

MA50400	Business Project Risk Management	3
FI50500	International Economics	3
<b>Term 3</b>		
FI50800	Financial Accounting Management	3
MA50700	Global Business Strategic Management	3
MA50600	Corporate Business Finance Management	3
<b>Term 4</b>		
MA60600	Recruitment and Human Resources Information Systems	3
MA60700	Human Resources Management and Compensation Issues	3
LB60800	Labor Law Relations	3
<b>Term 5</b>		
MA60900	Legal Issues in Human Resources Management	3
MA61000	Human Resources Policy Management	3
<b>TOTAL CREDITS:</b>		<b>42</b>

<b>MASTER OF BUSINESS ADMINISTRATION SPECIALIZATION IN MARKETING PROGRAM BREAKDOWN BY TERM*</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
MA50000	Business Organization and Management	3
MA50100	Strategic Management and Technology	3
MA50200	Business Operations Management	3
<b>Term 2</b>		
MA50300	Effective Communications Management	3
MA50400	Business Project Risk Management	3
FI50500	International Economics	3
<b>Term 3</b>		
FI50800	Financial Accounting Management	3
MA50700	Global Business Strategic Management	3
MA50600	Corporate Business Finance Management	3
<b>Term 4</b>		
MA61100	Service Marketing Management	3
MA61200	Marketing Organizational Management	3
MA61300	Customer Relations Management	3
<b>Term 5</b>		
MA61400	Product and Brand Management	3
MA61500	Marketing Business Project Management	3
<b>TOTAL CREDITS:</b>		<b>42</b>

\* Subject to Change

**MASTER IN HOSPITALITY MANAGEMENT**  
**Program Outline**  
**36 Credits, 60 Weeks or 4 Terms (15 weeks in length each)**

**Program Description**

The master's degree in hospitality program is designed to prepare the next generation of hospitality leaders who are pursuing a career in hospitality management and prepare those who hold high-level managerial positions in culinary, hospitality, and/or restaurant administration for more challenging opportunities. Students will learn how to better deal with managerial and strategic challenges presented by the changing environment. The knowledge that students gain from leaders who bring many years of professional experience to the classroom will help them gain a more global perspective as they explore contemporary global issues in the hospitality industry.

The master's degree program challenges the graduate student to enhance effective decision-making techniques and analytical skills. This program will guide graduate students toward fully developing their human relations and leadership talents to support interacting effectively and efficiently in an increasingly changing environment. Students will gain the requisite knowledge and skills for hotel, resort, restaurant, and casino industry management. They have the option to specialize in one of the following areas:

- **Specialization in Tourism Management**
- **Specialization in Human Gastronomy and Restaurant Management**

**Program Objective:**

Students will be able to learn the skills that join food and commerce. The program develops the managerial, financial, marketing, and gastronomic skills needed for a successful career. It aims to provide students with a broad understanding of the operational aspects of today's fast-paced and exciting hospitality and restaurant fields. This program builds students with a broad understanding of strategic hospitality management. This program will introduce students to the Hotel and Hospitality Business, Operations, and Industry.

**Program Outcomes:** Upon completion of the Hospitality Management Program, students will be able to:

- Analyze trends and organizational data, and design sustainable business strategies for the hospitality industry.
- Communicate effectively using written, oral, visual, and quantitative methods.
- Apply personal and professional standards in developing strategic solutions and making ethical decisions.
- Leverage leadership, teamwork, interpersonal skills, and problem-solving skills in managing hospitality operations.
- Exhibit proficiency in the application of selected technology.
- Demonstrate the requisite skills, knowledge, and attitudes to function effectively in diverse environments.

<b>MASTER IN HOSPITALITY MANAGEMENT SPECIALIZATION IN TOURISM MANAGEMENT PROGRAM BREAKDOWN BY TERM*</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
HF50000	Hospitality Business Management	3
HF50100	Hospitality Legal Issues and Ethics	3
HF50200	Hospitality Marketing Management	3
<b>Term 2</b>		
HF50300	Guest Service and Consumer Management	3

HF50400	Hospitality Finance Revenue Management	3
HF50500	Financial Investment Management	3
<b>Term 3</b>		
HF50600	Operations Management	3
HF60000	Tourism Marketing Concepts and Applications	3
HF60100	Global Tourism Policy	3
<b>Term 4</b>		
HF60200	Strategic Management for Travel and Tourism	3
HF60300	Tourism Industry Concepts and Practices	3
HF60400	Communication/ Conflict Management in Tourism	3
<b>TOTAL CREDITS:</b>		<b>36</b>

<b>MASTER IN HOSPITALITY MANAGEMENT – SPECIALIZATION IN HUMAN GASTRONOMY AND RESTAURANT MANAGEMENT PROGRAM BREAKDOWN BY TERM**</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
HF50000	Hospitality Business Management	3
HF50100	Hospitality Legal Issues and Ethics	3
HF50200	Hospitality Marketing Management	3
<b>Term 2</b>		
HF50300	Guest Service and Consumer Management	3
HF50400	Hospitality Finance Revenue Management	3
HF50500	Financial Investment Management	3
<b>Term 3</b>		
HF50600	Operations Management	3
HF60500	Understanding Food: History and Study of Cuisines	3
HF60600	Restaurant Management and Development	3
<b>Term 4</b>		
HF60700	Food Nutrition and Diet	3
HF60800	Sustainable Purchasing and Controlling Costs	3
HF60900	Event Management	3
<b>TOTAL CREDITS:</b>		<b>36</b>

**MASTER OF EDUCATION**  
**Program outline**  
**36 Credits, 60 Weeks or 4 Terms (15 weeks in length each)**

Program Description

The Master of Education program instructs students in childhood development, general education, intervention, and the teaching and learning process in educational institutions. Students in the program will also develop a deeper understanding of the philosophy, theory, and practice of classroom instruction in general education, special education, early childhood intervention, and educational leadership. Students gain a greater understanding of educational institutions and the requirements for their successful operation. Students will deepen their critical-thinking skills through analyses of issues of educational equity and diversity and differentiating students with learning differences.

The focus is on planning and implementing developmentally appropriate learning environments and integrated curricula for children, developing the rational processes by which children acquire knowledge, skills, and positive attitudes toward learning. Emphasis is also placed on evaluating the use and value of spontaneous play and hands-on activities, planned experience, and instruction that provide students with opportunities to explore and manipulate ideas and concepts. The specializations in this program will orient students toward educational leadership, special education, and early childhood education. Students will select one specialization from the following areas:

- **Specialization in Educational Leadership**
- **Specialization in Special Education**
- **Specialization in Early Childhood Education**

Program Objective

The Master of Education program offers the study of the development, intervention, learning, and teaching processes in preschool, kindergarten, primary grade levels, and educational leadership. The program's objective is to prepare students in the field of education with an entrepreneurial component. The program objective focuses on the nature of Physical, Cognitive, Emotional, Social, and Moral Development of Children with implications for Learning and Teaching. The student will also learn major orientations through Minors in the study of Child Development, Special Needs, and Leadership.

Program Outcomes: Upon successful completion of the program, students will be able to:

**Master of Education- Specialization in Leadership:** Upon successful completion, students will be able to:

- Apply organizational theory, management skills, leadership strategies, and data to support organizational transformation.
- Prioritize foundational and practical knowledge in incorporating ethical, legal, and professional behaviors to enhance equitable educational opportunities and academic achievement for every student.
- Communicate an understanding of educational institutions and operations requirements of the business structure.
- Organize the planning and implementation of developmentally appropriate learning environments and integrated curricula for students.
- Distinguish the rational processes by which children acquire knowledge, skills, and positive attitudes toward learning.

**Master of Education- Specialization in Special Education:** Upon successful completion, students will be able to:

- Discuss the development of capacities during the formation process of learning activities in students with special needs.
- Analyze methods, principles, techniques, and strategies to adapt and use research-based strategies and interventions during instruction.

- Compare and discuss a variety of approaches, methods, strategies, and tools to implement assessment interventions in special education contexts.
- Identify assistive technology which can support teaching and learning in special education contexts.
- Prioritize foundational and practical knowledge in incorporating ethical, legal, and professional behaviors to enhance equitable educational opportunities and academic achievement for every student.
- Use strategies to communicate effectively with educational community members.
- Organize the planning and implementation of developmentally appropriate learning environments and integrated curricula for students with special education needs.
- Distinguish the rational processes by which students acquire knowledge, skills, and positive attitudes towards learning.

**Master of Education Specialization in Early Childhood Education:** Upon successful completion, students will be able to:

- Examine theories and research-based trends about child behavior and development to explain psychological development importance for early childhood education.
- Identify methods of observation, interpretation, documentation, and assessment to positively influence children's development and learning.
- Discuss the implications of disability in infancy and early childhood in education as well as approaches and strategies to early identification and intervention.
- Identify pedagogical methods, principles, and approaches to make instructional decisions for young children teaching and assessment.
- Identify assistive technology which can support teaching and learning for young children's educational programs.
- Prioritize foundational and practical knowledge in incorporating ethical, legal, and professional behaviors to enhance equitable educational opportunities and academic achievement for every student.
- Use strategies to communicate effectively with educational community members.
- Organize the planning and implementation of developmentally appropriate learning environments and integrated curricula for young children's learners.
- Distinguish the rational processes by which students acquire knowledge, skills, and positive attitudes towards learning.

<b>MASTER OF EDUCATION SPECIALIZATION IN EARLY CHILDHOOD EDUCATION PROGRAM BREAKDOWN BY TERM**</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
ED50000	History and Philosophy of Education	3
ED50100	Assessment of Individual Differences in General Education and Special Education	3
ED50200	Educational Technology in General Education and Special Education	3
<b>Term 2</b>		
ED50300	Child Development and Learning in Cultural Context	3
ED50400	Curriculum Development and Implementation	3
ED50500	Education Law and Ethics	3
<b>Term 3</b>		
ED50600	Basic Reading and Writing Instruction	3
EE60000	Education of Young Children: Principles and Methodology	3
EE60100	Early Literacy Instruction Birth – Grade 3	3
<b>Term 4</b>		
EE60200	The Study of Disabilities in Infancy and Early Childhood	3
EE60300	Patterns of Parenting and Child Care in Relation to Early Education and Intervention	3

EE60400	Early Childhood Education Capstone Project	3
<b>TOTAL CREDITS:</b>		<b>36</b>

<b>Non-Credit Required Seminars</b>		
ED50700	Substance Abuse	N/C
ED50800	Child Abuse	N/C
ED50900	School Violence Prevention and Bullying Intervention	N/C
ED51000	Child Safety, Abduction Prevention, and Intervention	N/C

<b>MASTER OF EDUCATION PROGRAM BREAKDOWN BY TERM SPECIALIZATION IN EDUCATION LEADERSHIP</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
ED50000	History and Philosophy of Education	3
ED50100	Assessment of Individual Differences in General Education and Special Education	3
ED50200	Educational Technology in General Education and Special Education	3
<b>Term 2</b>		
ED50300	Child Development and Learning in Cultural Context	3
ED50400	Curriculum Development and Implementation	3
ED50500	Education Law and Ethics	3
<b>Term 3</b>		
ED50600	Basic Reading and Writing Instruction	3
ED60500	Analysis of Student and School Performance Achievement Data for Instructional Improvement	3
ED60600	Leadership for the Twenty-first Century School Leader: Theory and Practice	3
<b>Term 4</b>		
ED60700	Personnel Functions and Supervision of a School Leader	3
ED60800	Managerial and Financial Functions of a School Leader	3
ED60900	School Administration and Supervision Capstone Project	3
<b>TOTAL CREDITS:</b>		<b>36</b>

<b>Non-Credit Required Seminars</b>		
ED50700	Substance Abuse	N/C
ED50800	Child Abuse	N/C
ED50900	School Violence Prevention and Bullying Intervention	N/C
ED51000	Child Safety, Abduction, Prevention, and Intervention	N/C

<b>MASTER OF EDUCATION PROGRAM SPECIALIZATION IN SPECIAL EDUCATION BREAKDOWN BY TERM</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
ED50000	History and Philosophy of Education	3
ED50100	Assessment of Individual Differences in General Education and Special Education	3
ED50200	Educational Technology in General Education and Special Education	3
<b>Term 2</b>		
EB50300	Child Development and Learning in Cultural Context	3
ED50400	Curriculum Development and Implementation	3
ED50500	Education Law and Ethics	3
<b>Term 3</b>		
ED50600	Basic Reading and Writing Instruction	3
EB61000	History and Philosophy of Special Education	3
EB61100	Introduction to Special Education	3

<b>Term 4</b>		
EB61200	Teaching Mathematics, Science, and Technology in General and Special Education	3
EB61300	Curriculum Development and Classroom Management for Students with Disabilities	3
EB61400	Special Education Capstone Project	3
<b>TOTAL CREDITS:</b>		<b>36</b>

<b>Non-Credit Required Seminars</b>		
ED50700	Substance Abuse	N/C
ED50800	Child Abuse	N/C
ED50900	School Violence Prevention and Bullying Intervention	N/C
ED51000	Child Safety, Abduction Prevention, and Intervention	N/C

## COURSE DESCRIPTIONS

Course N°	Name and Description	Credit
ACG2001	<b>Principles of Accounting I</b> Prerequisite: College Algebra (MAC1105) This course is an introduction to accounting and its basic concepts. Students will learn how to record, understand, and review financial transactions. Among the topics studied, we have financial statements, information systems, accrual accounting, sales and receivables, and operating assets.	3
ACG2011	<b>Principles of Accounting II</b> Prerequisite: Principles of Accounting I (ACG2001) This course will help the students to understand the financial components of a business. Among the topics studied, we have budgetary control and planning, responsibility accounting, statements of cash flows, retained earnings and income reporting, investments, and inventories.	3
ACG2071	<b>Managerial Accounting</b> Pre-Requisite: Principles of Accounting II (ACG2011) The purpose of this course is to provide students with the problem-solving skills and the knowledge to conduct economic activities, as well as the knowledge to apply concepts to add value to the business they will manage. This class will give students the tools to understand and solve business issues. Among the topics studied are: Measuring product costs, strategic management of costs, quality and time, cost analysis for operating decisions, and profit planning and budgeting	3
AML2020	<b>American Literature*</b> Prerequisite: English Composition (ENC1101) This course covers major writers, genres, and themes in American Literature from 1900 to the present. This includes fiction, poetry, and drama. In addition, students will analyze the social, political, and cultural context in which each writing work takes place.	3
BSC1005	<b>General Biology*</b> The purpose of this course is to provide students with a basic knowledge of Biology; topics will include cell structure and function, evolution, genetics, and ecology. The students are expected to use the scientific method of thinking to analyze and relate concepts to the environment.	3
BU30220	<b>Business Law II</b> Pre-Requisite: Business Law I (BUL2241) This course covers the latest developments in business, the law, and its applications to the real world of business. The legal environment of business, contracts, commercial transactions, agency and employment law, business organizations, government regulation, property, and its protection are some of the topics explored.	3
BUL2241	<b>Business Law I</b> Prerequisite: Introduction to Business (GEB1011) The purpose of this course is to introduce students to business and its legal environment, including the court system and the international system. Among the topics studied we have constitutional law, administrative law, criminal law, international law, tort law, labor law, and environmental law.	3
CA01T1	<b>Introduction To Gastronomy</b> This course introduces the social, historical, and cultural aspects of the culinary and baking professions. Students learn how traditional food preparation methods have evolved to meet the needs of the current foodservice industry. Students develop projects based on historical food production methods and professional training techniques.	3
CA40030	<b>Hospitality Management Capstone</b> Prerequisites: Last term of study before graduation The capstone course is an opportunity for students to demonstrate that they have achieved the goals for learning established by their program. Students are expected to create a hospitality management plan in any specific area that the students prefer in reference to growth, creativity, sales, leadership, and innovation in the field.	3
CA40040	<b>International Business Capstone</b> Prerequisites: Last term of study before graduation This course provides the students with an opportunity to practice their knowledge of international business and gain feedback, as well as use international business policies and strategies. The students will be expected to keep up to date with international business news for group discussions.	3
CA40050	<b>Business Capstone</b> Prerequisites: Last term of study before graduation This course provides the students with an opportunity to practice their business skills by using a business simulation design. Students will be expected to develop a business plan, business analysis, and business strategies.	3
CA40060	<b>Marketing Capstone</b> Prerequisites: Last term of study before graduation This course provides students with the opportunity to develop and practice skills learned previously and currently while their progress is evaluated. Students are expected to show their professionalism and creativity by developing their leadership skills and integrating marketing strategies into their work.	3
CSI 1010	<b>Introduction to Computer Literacy*</b> This course uses the Microsoft Office suite to teach students computer basics, including Windows, word processing, spreadsheets, data processing, graphics, Internet, and e-mail. Students learn how to use all the applications in the MS Office suite and how to transfer data from one application to another. After course completion, students will be able to use these programs for business and personal use.	3

EB50300	<b>Child Development and Learning in Cultural Context</b> The purpose of this course is to help students understand the significance of the way in which culture impacts development. Students will benefit from the ability to think globally about human development in our culturally diverse world. Among the topics covered are personalized learning, understanding, and engaging cultural diversity, and improved critical thinking and research.	3
EB61000	<b>History and Philosophy of Special Education</b> The purpose of this course is to offer students insight into teaching and learning history in the elementary and middle grades. Students will examine the socio-cultural context for studying history. The course will also survey connections and controversies in world history.	3
EB61100	<b>Introduction to Special Education</b> This course will focus on the methods that research has proven most effective in the challenging field of special education. Students will inspect contemporary professional practices, trends, and research in this field.	3
EB61200	<b>Teaching Mathematics, Science, And Technology in General and Special Education</b> This course will study effective methods of teaching across the disciplines of math, science, and technology. Among the topics to be covered is the reasoning behind standards-based instructions, the interdisciplinary approach, and the applications of STEM education in elementary grades.	3
EB61300	<b>Curriculum Development and Classroom Management for Students with Disabilities</b> The purpose of this course is to analyze strategies for the education of students with mid to high-incidence disabilities. Students will be exposed to such topics as elementary and secondary teaching strategies, curriculum development for teaching in specific content areas, culturally responsive practices, and technology-based solutions.	3
EB61400	<b>Special Education Capstone Project</b> Prerequisites: Last term of study before graduation This course will examine the factors involved in developing effective policies and resolving problems as education leaders. Among the topics to be covered are legal, practical, and logistical considerations and issues relating to sensitivity, fairness, empathy, and parental perceptions.	3
EC32000	<b>Early Childhood Education Practicum I</b> Prerequisites: Last term of study before graduation This course provides the students with a Practicum in the field of Early Childhood Education as well as contact hours in the classroom where early childhood intervention theories will be reviewed. Students are expected to utilize the knowledge obtained from previous classes and the new guidelines and theories that go with this course. Among the topics studied during the classroom contact hours, we have: Developing experiences, Advance practicum competencies, authentic practicum placements, Dynamic development, and integrating topic modules.	3
ECO2013	<b>Principles of Macroeconomics*</b> The purpose of this course is to study production, employment, prices, aggregate expenditures, and the aggregate levels of economic activity. Students are expected to analyze monetary and fiscal policies with respect to unemployment and inflation	3
ECO2023	<b>Principles of Microeconomics</b> The purpose of this course is to study the different economic models and the relationship between consumers, firms, and markets. In addition, the students will understand how the government regulates the economy and how it intervenes in the market.	3
ED50000	<b>History and Philosophy of Education</b> This course will provide an examination of philosophies and major figures in education through major movements in world history. Students will discuss the lives of prominent educators and the ideologies that resulted from their work. The study of these primary topics and figures is aimed toward a better understanding of the social and historical conditions that inform the contemporary field of education.	3
ED50100	<b>Assessment of Individual Differences in General Education and Special Education</b> The purpose of this course is to provide a variety of assessment procedures for special and general education. Students will learn the latest curriculum and performance-based assessment measures with connections to practical instruction. Topics will include how to construct, administer, and score assessments and results for diverse subject comprehension and screening objectives.	3
ED50200	<b>Educational Technology in General Education and Special Education</b> This course will introduce students to approaches, methods, and procedures for the integration of new media and technology into the curriculum. Students discuss how to continuously facilitate technology and media-supported learning experiences. The appropriate assimilation of course topics is designed to lead to knowledge-based lesson planning that will broaden the classroom experience.	3
ED50300	<b>Child Development and Learning in Cultural Context</b> <b>Prerequisite None</b> The purpose of this course is to help students understand the significance of the way in which culture impacts development. Students will benefit from the ability to think globally about human development in our culturally diverse world. Among the topics covered are Personalized learning, understanding, and engaging cultural diversity, and improved critical thinking and research.	
ED50400	<b>Curriculum Development and Implementation</b>	3

	This course will examine the latest in creative strategies and curriculum ideas. Students will be exposed to accounts of innovative learning experiences and new approaches in the practice of effective curriculum development. Among the topics covered by the course are the nature and politics of curriculum, processes, management, and trends.	
ED50500	<b>Education Law and Ethics</b> This course will prepare students with an awareness of legalities, ethical considerations, and other necessary leadership skills in education. The topics discussed will demonstrate how changes in law and society factor into decision-making and how to place situations into ethical frameworks for facilitating the best possible outcome.	3
ED50600	<b>Basic Reading and Writing Instruction</b> The purpose of this course is to learn to detect, assess, and address the needs of students developing reading and writing skills in primary classrooms. Students will be equipped with the knowledge of research, classroom-proven strategies, and samples from the classroom. Among the topics covered are meeting the needs of struggling readers and English language learners and ideas for adaptation within lesson plans.	3
ED50700	<b>Substance Abuse</b> This course surveys the field of substance abuse through key concepts and applied case examples. Students will learn about the neurobiology of addiction and programs and practices in place for treatment and prevention	N/C
ED50800	<b>Child Abuse</b> The purpose of this course is to provide an understanding of the abuse and neglect of children. Students will discuss recognizing and reporting maltreatment, the perpetrators of abuse, the psychological and physical impact, and methods of prevention and intervention.	N/C
ED50900	<b>School Violence Prevention and Bullying Intervention</b> This course will survey research on school bullying behaviors and suggestions for intervention and prevention. Students will examine the environmental context, individual characteristics, family influence, and classroom dynamics that affect or are affected by bullying.	N/C
ED51000	<b>Child Safety, Abduction Prevention, and Intervention</b> The purpose of this course is to comprehend the basics of knowledge-based prevention and identification methods in child safety. Among the topics covered are preventing sexual abuse and child abduction, responsible childcare, dealing with bullies, and Internet safety.	N/C
ED60500	<b>Analysis of Student and School Performance Achievement Data for Instructional Improvement</b> This course will investigate the techniques and importance of effective data management in schools. Discussions will range from Key concepts to the use of data resources. Among the topics covered are Targets, surveys, key performance indicators, and the assessment of learning and student achievement.	3
ED60600	<b>Leadership for the Twenty-First Century School Leader: Theory and Practice</b> This course will offer a comprehensive guide for thinking, acting, planning, prioritizing, and generally managing leadership obligations and decisions in schools. Students will learn effective school management through practical examples and structural strategies.	3
ED60700	<b>Personnel Functions and Supervision of a School Leader</b> This course will examine the major challenges influencing public education and human resources in the United States. Students will focus on the value of personnel in the achievement of educational goals and objectives. Topics to be covered will be based on the most current concerns in the field.	3
ED60800	<b>Managerial and Financial Functions of a School Leader</b> The purpose of this course is to introduce students to the considerations involved in the management of human and financial capital in education. Students will examine the societal implications of educational needs, legal and social frameworks, the rising cost of education, patterns for school financing, and sources of revenue.	3
ED60900	<b>School Administration and Supervision Capstone Project</b> Prerequisites: Last term of study before graduation This course will investigate the methodology behind the effective administration of schools in a rapidly evolving environment. Students will discuss educational standards, common practices, and assessment of leadership style.	3
EE60000	<b>Education of Young Children: Principles and Methodology</b> This course will prepare students with a broad, fundamental understanding of issues influencing contemporary early childhood education. Students will discuss real-world examples, with an emphasis on diversity, families, and children with special needs. Among the topics to be covered are History, Theories, Diverse Programs, Technology, and Professionalism	3
EE60100	<b>Early Literacy Instruction Birth-Grade 3</b> The purpose of this course is to teach students how to facilitate early exploration and exchanging literature and language experiences for children. Students will discover the effects and mechanics of engaging and developmentally appropriate activities. Topics to be covered will be based on language arts theories and practices for acquisition, visual literacy, listening, speaking, reading, and writing.	3
EE60200	<b>The Study of Disabilities in Infancy and Early Childhood</b> This course will present students with neuroscience and development-based, theoretical information underlying disabilities. Students will also learn the behavioral characteristics of these disabilities and guidelines to address sensory processing deficiencies manifested in regulatory disorders.	3

EE60300	<b>Patterns of Parenting and Child Care in Relation to Early Education and Intervention</b> This course presents models for routine-based, professional, family-centered intervention. The methods discussed will provide a fuller understanding of family environments and implementations of services to empower and support children and their family ecology.	3
EE60400	<b>Early Childhood Education Capstone Project</b> Prerequisites: Last term of study before graduation Students will take a practical view of the issues they will confront in the classroom and acquire the skills they need to foster developmentally and culturally appropriate practices. Among the topics to be covered are collaborative teaching, observation and assessment, diversity, and professionalism.	3
ENC1101	<b>English Composition I*</b> In this course, students will learn how to write clearly, correctly, and effectively. The purpose of this course is to teach students the use of grammar and organizational skills to write an effective essay. The students will learn a general introduction to the principles of writing with an emphasis on the writing process, thesis, context, purpose, and audience.	3
ENC1102	<b>English Composition II*</b> Prerequisite: English Composition I (ENC1101) This course aims to explore the value of studying literature and language. Through the reading of short fiction and poetry, there will be a concentration on the various ways that literature has articulated meaning for its readers. This course will help explore the different characteristics that give rise to our engagement with literature, whether it is for self-recognition, knowledge, or enchantment. We will examine a variety of standard approaches to literary interpretation, including ways of looking at form, culture and history, and ideology. The exploration of these areas will facilitate students to articulate their own comprehension and interpretations of texts.	3
ESL 000 -004	<b>Basic level</b> This course will focus on the application of the basics of American English through a sequence of culture notes and listening, speaking, reading, and writing techniques. Throughout the course, students will acquire key vocabulary, develop pronunciation, and demonstrate proficiency in constructing sentences. ESL Basic will outline the distinction between nouns, possessive adjectives, prepositions, question format, and verbs. Students will also participate in conversational activities to promote communication skills. This course will provide a foundation for student success at the next level.	180 Hours
ESL 100- 104	<b>Level 1 - Beginner</b> This course will focus on the application of Beginner Level American English through a sequence of listening, speaking, reading, and writing techniques. Throughout the course, students will connect the foundation skills learned in the ESL Basic course to new concepts and vocabulary. This course will comprise higher terminology and grammar practices to further develop word pronunciation and sentence structure. ESL Beginner Level will outline the distinction between pronouns, contractions, affirmative and negative imperatives, present tense, count and non-count nouns, and past tense of regular and irregular verbs. Students will also participate in group dialogue to engage communication skills further. This class will provide a foundation to enable student success at the next level.	180 Hours
ESL 200 - 204	<b>Level 2 - Intermediate</b> Pre- Requisites: Level 1 This course will concentrate on the application of lessons designated to teach students skills in American English through a series of culture notes, and listening, speaking, reading, writing techniques. During this course, activities will enhance the listening, vocabulary, and grammar skills developed in the two previous levels and include a segment on pronunciation. Students will learn an intensive process-writing approach; writing worksheets help them recognize different writing patterns and purposes. Reading is combined with writing and listening practice for an integrated approach to guarantee further understanding. Student self-assessments also provide students an opportunity to reflect on their learning and support learner persistence. This class will provide a strong foundation to enable student success at the next level. .	180 Hours
ESL 300 - 304	<b>Level 3 - Advanced</b> Pre- Requisites: Level 2 This course will focus on the application of lessons aligned to teach students skills in American English through a sequence of culture notes, and listening, speaking, reading, writing techniques. Throughout the course, activities will reinforce the listening, vocabulary, and grammar skills developed in the three prior levels and include a segment on pronunciation. Students develop a robust process-writing approach; writing worksheets help them recognize shapes, and write letters and numbers, while alphabet and number cards promote partner and group work. Reading is combined with writing and listening practice for an integrated approach to ensure greater understanding. Self-assessments also provide an opportunity for students to reflect on their learning and support learner persistence. This class will provide a foundation to enable student success at the next level.	180 Hours
ESL 400 - 404	<b>Level 4 - Transition</b> Pre- Requisites: Level 3 This course will focus on the application of lessons aligned to teach students skills in American English through a sequence of culture notes, and listening, speaking, reading, writing techniques. Throughout the course, activities will reinforce the listening, vocabulary, and grammar skills developed in the four prior levels and include a segment on pronunciation. Students develop a robust process-writing approach; writing worksheets help them recognize shapes, and write letters and numbers, while alphabet and number cards promote partner and group work. Reading is combined with writing and listening practice for an integrated approach to ensure greater understanding. Self-assessments also provide an opportunity for students to reflect on their learning and support learner persistence. This class will provide a foundation to enable student success for the preparation of TOEFL which is an integral part of this level.	180 Hours

EUH1001	<b>Western Civilization I*</b> The purpose of this course is to analyze the main events in human civilization from ancient times to modern times. Students will be able to understand the relationship between the past and the present. Students are expected to analyze the way Western society has changed over time and how major events and ideas shaped our society. Geography, religions, customs, wars, and ideologies are examined to understand Western Civilization.	3
EVR1009	<b>Environmental Science*</b> The purpose of this course is to provide students with the scientific principles, concepts, and methodologies to understand the interrelationships of the natural world, to identify and analyze environmental problems, both natural and human-made, and evaluate the risks associated with these problems and examine alternative solutions for resolving and/or preventing them.	3
FI30220	<b>Financial Management</b> Pre-Requisite: Principles of Accounting II (ACG2011) This course will provide the students with the tools to take the necessary actions that, as a manager, they should take to increase the value of the firm. Among the topics studied, we have: Concepts of corporate finance, Fixed income securities, Stocks, Projects and their value, Cash distribution, capital Structure, Managing global operations, and financial decisions.	3
FI50500	<b>International Economics</b> The purpose of this class is to provide the students with the concepts that are essential for understanding international economics and its challenges. Among the topics studied, we have: International trade theory, international trade policy, international resource movement, multinational corporations, exchange rate determination, the international monetary system, the income adjustment mechanism, and open economy macroeconomics.	3
FI50800	<b>Financial Accounting Management</b> This course will teach students how accounting affects businesses to prepare them to be good decision-makers as financial accounting managers. Among the topics studied, we have accounting as a form of communication, financial statements, income measurement, cost of goods sold, long-term liabilities, stockholders' equity, and internal control.	3
FIN2220	<b>Finance</b> The purpose of this course is to introduce students to the finance discipline by providing the knowledge of different financial parts: institutions, corporations, tools, investments, and derivatives.	3
FR11210	<b>French I</b> The purpose of this course is to introduce the students to basic vocabulary and fundamental sentence structures in the present and past. Pronunciation, grammar, and everyday vocabulary are stressed as indispensable tools for comprehension and expression. French customs, culture, and everyday life are also highlighted. Students are expected to participate in open discussions and debates.	3
FS22510	<b>Food and Beverage Management I</b> The purpose of this course is to provide students with knowledge about hospitality and fine foodservice operations in a restaurant setting to the public. Students study the fundamentals of reservation and point-of-sale systems, controlling inventory, merchandising products, and services, managing costs, assuring high-quality service to all customers, and management service. Provide the necessary knowledge for considering the important aspects of event management, such as dealing with customers, selecting, and dealing with suppliers, scheduling activities, hiring personnel, supervising the event, and evaluating the results.	3
FS22520	<b>Food and Beverage Management II</b> Prerequisite: Food and Beverage Management I The purpose of this course is to provide students with knowledge about foodservice operations and the tools needed to manage those operations. Among the topics studied, we have food safety, production, service, facilities, human resource, and performance improvement.	
FS30210	<b>Food and Beverage Cost Control</b> The purpose of this course is to provide students with the necessary knowledge to control food and beverage costs effectively with a modern and focused treatment. The students will be expected to combine the concepts learned in the class about service methods, sanitation, principles of accounting, marketing principles, and technology applied globally.	3
FS30310	<b>Food Sanitation Management</b> This course seeks to provide the students with the knowledge and understanding of the food sanitation management system. Students will learn how these systems are integrated by different factors and procedures to ensure food will not endanger human health. The students will be familiarized with the requirements, guidelines, and standards established to successfully pass the health inspections.	3
FS40410	<b>Restaurant Management</b> Prerequisite: Food and Beverage Management (FS22510) The purpose of this class is to prepare students by giving them the right tools to be effective managers who can meet financial goals and keep up with the quality standards. The students will be expected to make and implement professional development plans to apply to different case studies presented in class.	3
GEB1011	<b>Introduction to Business</b> The purpose of this course is to provide students with introductory knowledge of Business and the role it plays in today's economy. Among the topics studied are finance, personnel, management, and marketing. Students are expected to keep themselves informed and up today with local and global economic news.	3
GEB2955	<b>International Current Business Practices</b> Prerequisite: Introduction to Business (GEB1011)	3

	The purpose of this course is to provide students with current business practices with a focus on the international market. Students are expected to stay informed and ready for open discussions in class. Among the topics studied we have: International organization design and control, international strategic alliances, new strategies for entering foreign markets, international business operations, and global marketplaces.	
HF30410	<b>Systems of Accounts in the Hospitality Industry</b> The purpose of this course is to help students to advance as professionals in the hospitality industry by giving them the necessary tools to understand the system of accounts. This course also serves as a foundation for other courses because it provides the latest trends and case studies. The students are expected to use critical thinking throughout the identification and analysis of the system of accounts.	3
HF30520	<b>Hospitality Managerial Accounting</b> Pre-Requisite: Principles of Accounting I (ACG2001) The purpose of this course is to provide students with knowledge of managerial accounting techniques in the hospitality industry. The students will be applying the new information in familiar settings to help them develop the skills needed to succeed as professionals in hospitality managerial accounting. Among the topics studied, we have accounting fundamentals, financial statements, management of revenue and expense, and accounting information for planning.	3
HF30620	<b>Hotel Sales Management</b> Pre-Requisite: Hospitality Marketing (HFT2500) This course will provide the students with the necessary tools to close sales, generate revenue, attract customers, develop plans, sell promotions, the use of public relations and marketing. The students will be expected to create a sales plan that integrates all the aspects that a hotel can offer with creative and innovation	3
HF30720	<b>Hotel Operations</b> Prerequisite: Introduction to Hospitality Industry (HFT1101) This course provides the student with an overview of all hotel departments and their specific functions. The student will be able to analyze a variety of viewpoints on the duties, responsibilities, problems, and opportunities encountered there. The course links theory with real-world problems and solutions. Students will be challenged to identify the main issues of hotel management, understand the structure of department resources, and harness those resources to solve problems in the workplace.	3
HF30721	<b>Wine &amp; beverage Service Management</b> Prerequisite: Food and Beverage Management This course provides the student with the foundations necessary to understand and appreciate bottled waters, coffee, tea, wines, beers, and spirits, especially as they relate to the menu. A major profit center for the industry, these items should be considered a vital part of hospitality knowledge. Focuses include wine, coffees, and teas and how, from a cost basis, they can ameliorate a restaurant's food cost percentage; specialty beverages and how a beverage type can identify an establishment. Students are instructed in the art of wine evaluation, food pairing, and the basic understanding of the geography and history of wine. Other key components of the course include discussions on the processes involved in brewing, winemaking and aging, and spirit distillation. The history of each of these types of beverages is covered as well as food and menu cost issues. The course shows the importance of responsible alcohol service and the management of the responsibility that stems from operating a food service establishment that operates with a liquor license.	3
HF30810	<b>Hospitality Law</b> The purpose of this course is to provide students with the necessary tools to manage a facility legally, safely, and securely. In the day-to-day operation of a hospitality facility, it is the manager, not the company attorney, who will most influence the legal position of the operation. Rarely will the students find a hospitality manager who is also a licensed attorney. However, professional hospitality managers make decisions every day based on their own interpretation of the law. The quality of these decisions will ultimately determine whether lawyers and the expense of fees, trial, and potential judgments may become necessary. This class will prepare a student in today's litigious society with sensible decision-making by being well informed of the law.	3
HF40920	<b>Strategic Hospitality Management</b> This course will provide the students with relevant theories and models in the approach to strategic hospitality management. This course seeks to link useful strategies to up-to-date case studies. Among the topics studied, are the following: Strategic management, the environment, external stakeholders, organizational resources, Strategies for entrepreneurship, knowledge-based resources, strategic direction, corporate-level strategy, Strategy implementation through management of functional resources, Strategy implementation through organizational design, and control, and Global strategic management.	3
HF50000	<b>Hospitality Business Management</b> This course will prepare the students with the most up-to-date development in hospitality business management and with the necessary knowledge to understand the great demand for competent managers that are capable of overseeing operations in the hospitality industry. Among the topics studied are the following: Hospitality Industry as a business, cultural environment, political system, economic system, hospitality management functions, human resource management, and future development opportunities.	3
HF50100	<b>Hospitality Legal Issues and Ethics</b> The purpose of this course is to provide the students with an overview of the legal and ethical aspects of the hospitality industry. The students are expected to relate topics discussed during class to legal case studies and legal decision-making scenarios. Among the topics studied, we have Prevention philosophy, legal management, ethics, and the law, government agencies that impact the hospitality industry,	3

	preventive legal management and contracts, contracts basics, and legal responsibilities in travel and tourism.	
HF50200	<b>Hospitality Marketing Management</b> This course prepares the student to make marketing decisions that hospitality marketing managers face by relating cases to theory. Understanding the hospitality marketing process opportunities and strategies will give the students the tools to succeed in the hospitality industry. Among the topics studied, we have: The marketing environment, the role of marketing in strategic planning, marketing information systems, and marketing research.	3
HF50300	<b>Guest Service and Consumer Management</b> This course provides the students with a deep understanding of guest service and consumer management to manage quality service. The students are expected to create an elaborate plan to meet guest expectations at a given hospitality destination. Among the topics, we have: Developing the hospitality culture, motivating exceptional service, fixing service problems, and service excellence.	3
HF50400	<b>Hospitality Finance Revenue Management</b> This course offers a practical understanding of the best practices for hospitality finance revenue management. The student will learn how to assign the right price, offer it to the right customer, using the right channel at the right time. Among the topics studied, we have Strategic pricing, Differential pricing, Distribution channel management, Inventory, and price management.	3
HF50500	<b>Financial Investment Management</b> This course provides the students with the foundations of financial investment management. Among the topics studied, we have: The financial environment, savings and investment process, time value of money basics, securities markets, investments implications, financial data, financial analysis, evaluating business investments, and international finance.	3
HF50600	<b>Operations Management</b> This course provides the students with knowledge of operation management and the ability to balance quantitative and qualitative concepts. Operations strategy, developing a business strategy, developing an operations strategy, productivity, supply chain management, quality standards, quality control, and work system design are among the topics studied during this course.	3
HF60000	<b>Tourism Marketing Concepts and Applications</b> This course will give students the tools to understand tourism marketing concepts and applications. The students are expected to apply the concepts learned in class to real-life case scenarios. Challenges of tourism management, tourism marketing environment, marketing management information system, technology in tourism marketing, and competitive tourism marketing strategies are among the topics studied during this course.	3
HF60100	<b>Global Tourism Policy</b> Among the topics studied, we have sustainable tourism standards in the global economy, tourism and sustainable development, competition and collaboration in the global tourism industry, tourist destinations, growth management, and the impacts of global tourism.	3
HF60200	<b>Strategic Management for Travel and Tourism</b> During this course, students will acquire the principles of managing travel and tourism and an overview of the evolution and future development of tourism, and the challenges facing tourism managers in today's economy. Among the topics studied, we have: Managing the visitor and their impacts, Operating and retailing, the public sector and tourism, managing the visitor and their impacts, and visitor attractions.	3
HF60300	<b>Tourism Industry Concepts and Practices</b> This course will give the student an overview of the tourism industry, its politics, and its responsibilities. The consumers of tourism, destination communities, environmental performance, hospitality enterprise, responsible tourism in practice, cultural heritage, and the central tenets of tourism are among the topics studied during this class.	3
HF60400	<b>Communication/ Conflict Management in Tourism</b> The purpose of conflict management in tourism course is to prepare the student to assist in supporting the goals to better society by developing a global partnership and social awareness. Corporate social responsibility, the global sustainable tourism council, connecting communities to the tourism supply chain, the role of sustainable tourism in mitigating major diseases, and environmental sustainability are among the topics studied during this class	3
HF60500	<b>Understanding Food: History and Study of Cuisines</b> This course makes connections between historical events and culinary traditions of different societies. The ancient agricultural revolution, from raw food to cooked food, the ancient Mediterranean, Christendom and Islam in the Middle Ages, new world food, the Columbian exchange, The United States and Europe, Africa, and Asia, native vs. colonial cuisine, and agribusiness v. organic, are among the topics studied during this course.	3
HF60600	<b>Restaurant Management and Development</b> This course was created to teach the students the core competencies of restaurant management by uniting concepts from the restaurant, hospitality, and foodservice industry. Among the topics studied, we have dynamics of leadership, the planning process, effective communication, employee performance, daily operations, and compensation programs.	3
HF60700	<b>Food Nutrition and Diet</b> This course provides the students with an overview of the nutritional sciences that support a unique and balanced lifestyle. Among the topics studied: the science of nutrition, Guidelines for dietary planning, nutritional chemistry, food safety, life cycle nutrition, nutrition matters, and body weight regulation.	3
HF60800	<b>Sustainable Purchasing and Controlling Costs</b>	3

	This course provides the necessary knowledge to run a safe and profitable business in the foodservice industry. Among the topics studied: the importance of cost control in restaurants, restaurant forecasting, and budgeting, calculating food costs, projecting restaurant revenue, determining menu prices, and controlling food costs.	
HF60900	<b>Event Management</b> This course provides the principles and practices of planning, managing, and staging events. Among the topics studied, we have perspectives on events, event legacies, and impacts, event tourism planning, strategic planning function, conceptualizing the event, project management for events, financial management and events, and marketing planning for events.	3
HFT1101	<b>Introduction to Hospitality Industry</b> The purpose of this course is to introduce students to the hospitality industry and to provide knowledge about its operations. Among the topics studied, we have managed services, attractions, events, entertainment, and restaurant operations.	3
HFT2500	<b>Hospitality Marketing</b> The purpose of this class is to provide students with the tools needed to create successful campaigns for a hospitality business. Among the topics studied, we have factors that influence customer behavior, customer satisfaction, market segmentation and positioning, distribution strategies, marketing channels, and electronic marketing.	3
HFT2600	<b>Lodging Management</b> This course will provide a theoretical perspective on service management and how service management concepts can be employed in the hospitality business. Students will gain an understanding of revenue management's key concepts and applicability of revenue maximization strategies and their operational aspects. The latest industry issues and trends affecting the aspects of the lodging industry will be discussed and analyzed.	3
HLP1081	<b>Total Wellness*</b> The purpose of this class is to provide students with the knowledge and awareness to live a balanced life. Wellness is analyzed from different points of view, including physical, emotional, mental, and environmental. The students will be expected to think critically and analytically, providing feedback on the issues presented in class. In addition, students will analyze their lifestyles, families, and environment to create a plan to live a total-wellness lifestyle.	3
IN30120	<b>International Freight and Insurance</b> Prerequisite: International Trade (MAN2614) This course will provide the students with the necessary knowledge to understand how nations regulate and secure international economies and financial transactions. The students will analyze different international freight insurance cases from the real international business world.	3
IN30220	<b>Negotiation</b> Prerequisite: Introduction to Business (GEB1011) This course provides the students with the tools to become effective negotiators by formulating goals, gathering information, understanding the role of perception, cognition, and emotion, as well as acquiring the persuasion skills to convince the other party to accept an offer. Students will be expected to participate in mockups throughout the duration of the class to practice their negotiation skills.	3
IN40320	<b>Global Business Strategy</b> Prerequisite: Principles of Macroeconomics (ECO2013) This course will provide students with an engaging and up-to-date knowledge of Global business strategy to understand what determines the success and failure of firms around the globe. Among the topics studied, we have: Globalizing business, Dealing with Foreign Exchange, strategizing around the Globe, Financing, and Governing the Corporation Globally.	3
LB60800	<b>Labor Law Relations</b> This course introduces students to employment and labor relations law. Students will explore how labor-related disputes arise and get resolved in the courts. Among the topics to be discussed are ethics, labor legislation, and contemporary policies and procedures.	3
MA20210	<b>College Algebra II*</b> Pre- Requisite: College Algebra (MAC1105) The purpose of this course is to help the student to understand complex algebra. Students are expected to know the basics of college algebra I and give practical solutions to the problems presented in class, just like it is done at the workplace. Topics include Exponential and Logarithmic Functions, Quadratic systems, Polynomial functions, and Linear Functions.	3
MA30110	<b>Distribution Channels</b> Prerequisite: Principles of Marketing (MAR1011) This course will let students identify and develop an understanding of the channels of distribution in the industry, analyze the interactions between each step and the whole process of distribution and initiate the student to the influence of international commercial policies on the distribution of goods and services. Among the topics studied, we have: Marketing channel systems, developing the marketing channel, Managing the marketing channel, and additional perspectives on marketing channels.	3
MA30120	<b>Business Management</b> This course provides the students with a better understanding of the small business operation, financing, the feasibility study, marketing, and management of business phases, all from an entrepreneurial perspective. Topics that will be covered in this course are the environment of business management, Business organization and management, financial management, Production and marketing management, and Human resources management.	3
MA30220	<b>Human Resource Management</b> Prerequisite: Introduction to Business (GEB1011)	3

	The purpose of this course is to provide students with a complete understanding of the essentials of personnel management concepts and techniques. Among the topics studied, we have: The manager's role in strategic human resource management, Recruitment, Placement, Performance management, Compensation, Ethics, Justice, and Fair Treatment in HR management.	
MA30310	<b>Operations and Supply Chain Management</b> Prerequisite: Introduction to Business (GEB1011) The purpose of this class is to provide students with knowledge in operations management and core supply chain management, as well as the relationship between the two. The students will be expected to make connections between value operations, supply chains, operations environment, planning, controlling operations, and supply chain.	3
MA30320	<b>E-Marketing</b> Prerequisite: Principles of Marketing (MAR1011) or International Marketing (MAR2141) The emphasis of this course is the utilization of Web sites for marketing communication, consumer behavior, and insight data. The students will learn to utilize E-Marketing to decrease costs and provide customers with better customer service satisfaction by increasing customer benefits.	3
MA30410	<b>Entrepreneurship</b> Prerequisite: Introduction to Business (GEB1011) This course will give the students an introduction to the creative and innovative managerial practices of successful entrepreneurship. Students will understand the role that Entrepreneurship plays in the economic order. This course reviews the significant economic and social contributions entrepreneurs provide to society, the intense lifestyle commitment, and the skills necessary for entrepreneurial success. Also, students will be able to relate theory to actual experiences.	3
MA30420	<b>Consumer Behavior</b> Prerequisite: Principles of Marketing (MAR1011) Students will be able to understand and analyze consumer buying patterns, motivation, and search behavior. This course provides students with an understanding of the consumer decision-making process. Among the topics studied is Developed information about consumer behavior, the psychological core, the process of decision making, the consumer's culture, consumer behavior outcomes, and issues.	3
MA30510	<b>Organizational Behavior</b> The purpose of this course is to prepare students to face today's challenges in the business world by learning the ability to understand and manage people at work. Among the topics studied, we have Managing diversity, Ethical conduct, Attitudes, Job Satisfaction, counterproductive work behavior, Foundations of motivations, and Leadership.	3
MA30520	<b>Pricing and Profitability Decision Making</b> Prerequisite: Finance (FIN2220) This course provides the necessary knowledge to set price levels, manage price discounts, and establish price structures to maximize a company's profits. Among the topics studied, we have price setting, variances, and structures.	3
MA30610	<b>Leadership and Communication</b> The purpose of this course is to provide the students with the tools that will help them to develop the communication skills needed to be successful leaders. The students are expected to participate in open discussions where they will put into practice the communication skills acquired in class, including verbal and non-verbal communication skills, understanding that they will lead through their actions and words.	3
MA30710	<b>Brand Management</b> Prerequisite: Principles of Marketing (MAR1011) The course will present the characteristics of tangible and intangible parts of a brand. Students will be able to define, develop and apply tactics and strategies in brand management through a systematic model and process. Students are expected to develop creative ideas to improve any given brand, as well as strategies to manage its demands.	3
MA30720	<b>Strategic Management</b> Prerequisite: Principles of Marketing (MAR1011) or Hospitality Marketing (HFT2500) or International Marketing (MAR2141) Strategic Marketing is a value-enhancing function that identifies opportunities, develops markets, and builds brands. Consequently, good marketing enables companies to charge price premiums, sustain competitive advantage and maintain long-run profitability. To this end, the course covers the following topics: the dynamic nature of the business marketing environment, customer relationship management strategies for business markets, similarities between consumer goods and business-to-business marketing, and the differences between Managerial Approaches versus Descriptive Treatment of Business Marketing.	3
MA30810	<b>Marketing Research</b> Prerequisite: Principles of Marketing (MAR1011) or Hospitality Marketing (HFT2500) or International Marketing (MAR2141) The purpose of this course is to help students to understand existing customers, potential customers, and the marketplace by developing their research skills and their application in real-world cases. Students are expected to use data provided in class to exercise their decision-making skills and to analyze the effectiveness of their feedback process.	3
MA40920	<b>Promotion Management &amp; Integrated Marketing Communications</b> Prerequisite: Advertising (MKA1511) This course offers knowledge in the coordination and integration of all marketing communication and promotion management. The students will learn to communicate effectively with customers and potential customers by using advertising, promotions, and marketing communications. Among the topics	3

	studied, we have: Integrated Marketing Communications, Advertising Management, Media tools, Sales promotions, and evaluation of an Integrated Marketing Program.	
MA50000	<b>Business Organization and Management</b> This course will help the students to understand the process involved in decision making, an important aspect of business management organization. Among the topics studied, we have: Deciding what is right, the organizational culture, managing ethical and legal compliance, corporate responsibility, and ethical problems of managers.	3
MA50100	<b>Strategic Management and Technology</b> This course provides students with the knowledge needed in the technology and innovation management field. Among the topics studied, we have sources of innovation, formulating technological innovation strategy, defining the organization's strategic direction, choosing innovation projects, implementing technological innovation strategy, managing new product development, and protecting innovation.	3
MA50200	<b>Business Operations Management</b> This course will give the students the tools needed to understand business operations, to manage and control business processes to increase profitability and lower costs. Process management and strategy, process flow measurement, inventory analysis, process flow variability, process integration, process synchronization, and capability are among the topics studied during this course.	3
MA50300	<b>Effective Communications Management</b> This course is designed to prepare students to be effective communicators in the workplace. Among the topics studied, we have basic principles of communication, evaluating and improving relationships in the workplace, conflict management, other forms of communication, communicating in public, employment interviews, communicating professionally, and intercultural communication.	3
MA50400	<b>Business Project Risk Management</b> The purpose of this class is to prepare the student to manage business project risks appropriately. Among the topics studied, we have created materials to promote the company, managing budgets, managing guides, and their certifications, managing equipment, managing information requests, managing payroll records, determining costs for events, and performing statistical analyses.	3
MA50600	<b>Corporate Business Finance Management</b> This course is designed to prepare students for decision-making for a business from a corporate finance point of view. Financial management, financial statements analysis, the time value of money, debt valuation, interest rates, capital market theory, asset pricing, long-term financing, working capital management, and financial policies are among the topics studied during this class.	3
MA50700	<b>Global Business Strategic Management</b> Pre-Requisite: Business Organization and Management (MA50000)  The purpose of this course is to prepare the students to understand what determines the success and failure of firms around the globe. Globalizing business, understanding formal institutions, trading internationally, investing abroad, capitalizing on global integration, internationalizing the entrepreneurial firm, managing global competitive dynamics, and financing the corporation, are among the topics studied during this class	3
MAN6000	<b>Quantitative Research for International Business</b> The objective of this course is to develop critical thinking abilities in the process of quantitative analyses to resolve business problems through the development and application of statistical techniques. The course provides the participants with the necessary tools to analyze, transform, and present quantitative data for effective and efficient business decisions. It includes research analyses and the analysis of applied methodologies in real-world business scenarios. The topics of the course, among many others, include sample analyses, hypothetical testing, regression analysis, and statistical projections.	3
MAN60200	<b>Strategic Global Marketing Management</b> Prerequisite: International Economics (FI50500) This course provides an overview of the unique aspects of global marketing in the international business environment and provides the structure upon which multinational marketing management develops. The course analyzes a variety of value levels to achieve success. Emphasis is placed on the role of the international marketing executive in the expansion of global marketing strategies in a variety of markets with diverse cultural, political, and economic situations. The course focuses on the decision-making process in the areas of foreign market analysis, target identification, product planning, promotion, and channels of distribution to achieve corporate objectives.	3
MAN60300	<b>Ethics, Social Responsibility, and Sustainability in a Global Market</b> This course focuses on different approaches to achieving social responsibility worldwide, and the participants analyze the ethical criteria interacting in the world of business. The purpose of the course is to identify the challenges that global businesses face in relation to diversity and cultural values. The course emphasizes theoretical and practical approaches to understanding different national and international scenarios.	3
MAN60400	<b>Entrepreneurship and Innovation for Global Management</b> Due to the exponential growth of international innovation and competitiveness, organizations are now concentrating on new businesses at the global level. This course provides the students with an understanding of entrepreneurship and the role it plays at the global level. The course focuses on the use of different techniques and approaches to develop innovative business plans and concepts. It also combines concepts and cases to present the latest theory about entrepreneurship and its relation to actual experiences. As a result, students are expected to understand and be able to relate the theory of entrepreneurship to actual experiences and to also identify and evaluate opportunities to build a workable business model with financial projections, strategies, and marketing integration.	3

MA60500	<b>Strategic International Marketing Assessment</b> This course will investigate significant events and innovations that are impacting the marketing industry and global business. Students will analyze the effects of technology, history, geography, language, religion, and economics on the dynamic and ever-changing global market.	3
MA60600	<b>Recruitment and Human Resources Information Systems</b> This course will prepare students to confront the developing challenges in the field of human resource management. Among the topics to be discussed are database concepts and systems considerations, structural planning, needs analysis, change management, training and performance analysis, and special topics in resource management.	3
MA60700	<b>Human Resources Management and Compensation Issues</b> This course will introduce strategic and tactical decision-making models regarding compensation. Students will examine contextual influences on compensation practices by examining real-world scenarios and contemporary issues in the field.	3
MA60900	<b>Legal Issues in Human Resources Management</b> The purpose of this course is to demonstrate the connections between law and human relations management. Students will discover the legal concerns involved in employer-employee relationships, permissible activities in handling personnel issues, and methods of preventing escalating legal problems.	3
MA61000	<b>Human Resources Policy Management</b> This course will provide students with the effective human resource management skills needed to gain a marketplace advantage. Among the topics to be discussed are: Internal and external environment management, sustainability, technology, and globalization	3
MA61100	<b>Service Marketing Management</b> The purpose of this course is to assess the components and considerations of effective marketing management. Students will gain an understanding of service products, consumers, and markets. Among the topics to be covered are Developing Customer Relationships, Service Excellence, and Fundamental Elements of Competitive Marketing.	3
MA61200	<b>Marketing Organizational Management</b> This course will provide strategic decision-making tools for marketing management. Students will learn to assess marketing as a value-building process, analyze trends, create plans, and anticipate ethical and legal issues.	3
MA61300	<b>Customer Relations Management</b> This course will demonstrate the aspects of service and career achievement needed for successful customer relations management. Students will explore such topics as internal customers, emerging technologies, and stress-reducing techniques.	3
MA61400	<b>Product and Brand Management</b> This course will give a broad managerial perspective on effective and damaging practices in product and brand development. Students will assess the considerations involved in responsible and effective planning, decision-making, and implementation.	3
MA61500	<b>Marketing Business Project Management</b> The purpose of this course is to study the theories and practices of marketing and project management. Students will analyze the essential characteristics of Organizational Behavior, Business Relationships, and Marketing Management Systems	3
MAC1105	<b>College Algebra*</b> The purpose of this course is to provide students with critical thinking skills and the ability to solve mathematical functions. Topics will include Polynomial functions, Rational functions, Exponential functions, Logarithmic functions, and linear systems. Students are expected to engage in an active discovery of mathematical concepts.	3
MAN2604	<b>International Business</b> The purpose of this course is to provide students with knowledge about international business, as well as economic theories, business strategies, and alliances. Among the topics studied, we have globalization, country differences, foreign exchange market, exporting, importing, and countertrade.	3
MAN2614	<b>International Trade</b> The purpose of this course is to provide students with knowledge about trade in the global economy and the movement of capital between countries. Among the topics studied, we have trade resources, trade technology, international agreements, and trade labor and trade environment.	3
MAR1011	<b>Principles of Marketing</b> In this course, we will study marketing concepts and principles and their practical application. Students will examine the risks and challenges marketers encounter in the process of establishing their competitive edge. Subject matter includes economics, and marketing foundations that place emphasis on selling, promotion, product and service management, pricing, and distribution.	3
MAR2141	<b>International Marketing</b> This course will provide an overview of the unique aspects of marketing in the international business environment and provide the structure upon which the multinational marketing management can be based. Emphasis will be placed on the role of the international marketing manager in the expansion of marketing strategies for a variety of markets in diverse cultural, political, and economic situations. Areas of focus will include the decision-making process in the areas of foreign market analysis, target identification, product planning, promotion, and channels of distribution.	3

MAR801	<b>Marketing in Diverse Markets</b> During this course, students will acknowledge the marketing and advertising alternatives to communicating to diverse groups. This knowledge will be used to develop various communication methods and research to reach a diverse public.	4
MAR802	<b>Project Management</b> This course takes an advanced look at leadership and management guidelines for the project manager in various organizational environments. Students will review the principles of effective planning, communication, and motivation in a clear and practical manner, enhancing their skills as current or future management personnel.	4
MK30220	<b>Services Marketing</b> Prerequisite: Principles of Marketing (MAR1011) The purpose of this course is to provide information about specific strategies for marketing services in a variety of industries, including entertainment, tourism, hospitality, health care, and financial services. The students are expected to develop customer satisfaction and recovery skills for growing and maintaining customers. Among the topics studied, we have an overview of services marketing, tactical services marketing mix, and assessment of successful service strategies.	3
MK30610	<b>Business to Business Marketing</b> Prerequisite: Principles of Marketing (MAR1011) The purpose of this course is to provide the student with understanding and knowledge to learn the similarities between consumer goods and business-to-business marketing. Students will be able to present a managerial rather than a descriptive treatment of business marketing.	3
MKA1021	<b>Business Management &amp; Consumer Sales Management</b> Prerequisite: Principles of Marketing (MAR1011) This course will prepare students to apply economic theory techniques in the real world, as well as become effective consumer sales managers. Among the topics studied, we have achieved sustainability, decision making, demand analysis, production and cost, business risk assessment, and monopolistic competition.	3
MKA1511	<b>Advertising</b> Prerequisite: Principles of Marketing (MAR1011) The purpose of this course is to provide students with knowledge of advertising and its key components. Students will be able to describe the roles, functions, and types of advertising, as well as the planning and strategy behind it. Among the topics studied, we have strategic research in advertising, advertising strategy, public relations, and regulations of advertising and advertising's role in marketing	3
MKA2932	<b>Marketing Management</b> Prerequisite: Principles of Marketing (MAR1011) This course will prepare students to become effective marketing managers, think analytically, and be able to make better decisions. Among the topics studied, we have: Economics and management, efficiency, organization of the firm, seeking and sustaining competitive advantage, and demand and revenue management.	3
MNA1161	<b>Introduction to Customer Service</b> Prerequisite: Principles of Marketing (MAR1011) The purpose of this course is to provide students with the basic knowledge and customer service techniques to exceed guests' expectations. Among the topics studied, we have communication skills, building and maintaining relationships, customer service via technology, and encouraging customer loyalty.	3
PHI2600	<b>Introduction to Ethics*</b> The purpose of this course is to provide students with a clear definition of ethics and the nature of morality. Ethics will be analyzed from different points of view, including cultural, socio-economic, and religious influences. The students will investigate how Ethics influences one's ability to judge and make decisions.	3
PS20120	<b>General Psychology *</b> The purpose of this course is to provide the students with an engaging and hands-on experience. The students are expected to find new ways to apply the knowledge presented in class from research. Among the topics studied are Beginning Psychology, Social Psychology, Health Psychology, Developmental Psychology, Cognitive psychology, and Psychological Disorders.	3
SPC600	<b>Introduction to Public Speaking*</b> The students will learn effective ways to communicate their ideas in different types of public settings. Students are expected to participate in debates, group presentations, and persuasive speeches. This class will provide the knowledge for effective communication and effective ways to organize a message.	3
SPF 3030	<b>Sports &amp; Fitness Facility Management</b> This course exposes students to the many elements and dynamics associated with managing a sports or fitness facility. Students will visit a variety of structures, arenas, and facilities and will gain an understanding of what is required to develop and successfully administer and market such facilities.	3
SPG 2040	<b>Global Sport Business</b> This course provides a critical context from which to proceed in learning and to apply sports models, techniques, and concepts in a variety of sports business practice areas. The nature of leisure behavior; historical, ethical, social, and economic aspects of the sports industry; the terminology of sports; and the forces that have affected the growth of sports as a business.	3
SPH 3090	<b>Public Health Nutrition and Physical Activity</b>	3

	This course emphasizes the distinction between population-based and individual-based approaches to prevention and alleviation of diet-related conditions, the barriers to improving the nutrition status and health of diverse population groups, and the importance of the use of physical activities. The course will discuss the social, behavioral, and food- and nutrition-related factors that affect health both nationally and globally.	
ST30210	<b>Statistics II</b> Pre-Requisite: Statistics I (STA2023) The purpose of this course is to give students a wide understanding of statistics and their many applications. Applications of concepts learned in class are to be expected in each session. Topics include Descriptive statistics, Probability distributions, Means, Variances, Linear regression, and statistical methods for quality control.	3
STA2023	<b>Statistics*</b> The purpose of this course is to provide the students with the knowledge to make intelligent judgments and informed decisions by interpreting statistics and analyzing data. Among the topics studied are collecting data, descriptive methods, probability material, and inferential techniques.	3
WH20400	<b>World History*</b> The purpose of this course is to help students to understand an overview of world history in a chronological way. Among the topics studied, we have: The first civilizations, Patterns of civilization, the new world, Industrialization, Nationalism, World wars, and Global Civilization.	3



## ACADEMIC CALENDAR SUMMER 2023

May 4, 2023	New Students Orientation
May 8, 2023	Classes Begin
May 12, 2023	Last day to register, add or change sections of a course without the signature of the instructor.
May 19, 2023	Last day to withdraw with 80% refund.
May 26, 2023	Last day to withdraw with 60% refund.
May 29, 2023	Holiday: Memorial Day
June	Faculty Observations begin
June 2, 2023	Last day to withdraw with 40% refund.
June 9, 2023	Last day to withdraw with 20% refund.
June 19, 2023	Holiday: Juneteenth (observed)
June 23, 2023	Last day to withdraw partially or totally from one or more courses with a W grade. Can repeat with no additional fees.
June 26-July 2, 2023	Midterm Exams
June 26-July 2, 2023	Student Surveys-Student to Institution/J1 Entrance Survey**
July 4, 2023	Holiday: Independence Day
July 3-9, 2023	Summer Break
July 10-16, 2023	Student Surveys-Graduates**
July 10, 2023	Last day to withdraw with a WF. No refunds and repeat class with an extra fee.
August 1, 2023	Fall 2023 Term Registration Begin
August 7-13, 2023	Student Surveys-Student to Faculty**
August 14-20, 2023	Student Surveys-Student satisfaction/J1 Exit survey**
August 14, 2023	Fall 2022 Late Registrations Begin
August 14-20, 2023	Final Exams
August 27, 2023	Classes End
August 27, 2023	Deadline to apply for next graduation
August 30, 2023	Last day for instructors to post grades on Virtual Campus.
September 5, 2023	Last day to appeal grades for the current semester



# ACADEMIC CALENDAR FALL 2023

August 31, 2023	New Students Orientation
September 4, 2023	<b>Holiday:</b> Labor Day
September 5, 2023	<b>Classes Begin</b>
September 11, 2023	Last day to register, add or change sections of a course without the signature of the instructor.
September 15, 2023	Last day to withdraw with <b>80%</b> refund.
September 22, 2023	Last day to withdraw with <b>60%</b> refund.
September 29, 2023	Last day to withdraw with <b>40%</b> refund.
October 6, 2023	Last day to withdraw with <b>20%</b> refund.
October	Faculty Observations begin
October 9, 2023	<b>Holiday:</b> Columbus Day
October 22, 2023	Last day to withdraw partially or totally from one or more courses with a <b>W</b> grade. Can repeat with no additional fees.
October 23-29, 2023	<b>Midterm Exams</b>
October 23-29, 2023	<b>Student Surveys</b> -Student to Institution/J1 Entrance Survey**
October 30 - November 5, 2023	<b>Student Surveys</b> -Graduates**
October 30, 2023	Last day to withdraw with a <b>WF</b> . No refunds and repeat class with an extra fee.
November 11, 2023	<b>Holiday:</b> Veterans Day
November 20, 2023	Spring 2024 Term Registration Begin
November 23-24, 2023	<b>Holiday:</b> Thanksgiving
December 4-10, 2023	<b>Student Surveys</b> -Student satisfaction/J1 Exit survey**
December 4-10, 2023	Final Exams
December 4-10, 2023	<b>Student Surveys</b> -Student to Faculty**
December 11, 2023	Spring 2024 Late Registrations Begin
December 17, 2023	Deadline to apply for next graduation
December 17, 2023	<b>Classes End</b>
December 20, 2023	Last day for instructors to post grades on Canvas.
December 18, 2023 - January 7, 2024	Christmas Break.
January 5, 2024	Last day to appeal grades for the current semester

(\*) All Business/Hospitality/Marketing/Int. Business classes are 15 weeks. Review dates on your schedule to see Last day of class. Week 16th will consist of make-up exams, grade appeals and revisions if necessary. **Spring Term starts on January 8, 2024\***



## ACADEMIC CALENDAR SPRING 2024

January 4, 2024	New Students Orientation
January 8, 2024	Classes Begin
January 12, 2024	Last day to register, add or change sections of a course without the signature of the instructor.
January 15, 2024	Holiday: Martin Luther King Jr.
January 18, 2024	Graduation Day**
January 19, 2024	Last day to withdraw with 80% refund.
January 26, 2024	Last day to withdraw with 60% refund.
February	Faculty Observations Begin
February 2, 2024	Last day to withdraw with 40% refund.
February 9, 2024	Last day to withdraw with 20% refund.
February 19, 2024	Holiday: President's Day
February 23, 2024	Last day to withdraw partially or totally from one or more courses with a W grade. Can repeat with no additional fees.
February 26 - March 3, 2024	Midterm Exams
February 26 - March 3, 2024	Student Surveys-Student to Institution/J1 Entrance Survey**
March 4-8, 2024	Student Surveys-Graduates**
March 8, 2024	Last day to withdraw with a WF. No refunds and repeat class with an extra fee.
March 18, 2024	Summer 2024 Term Registration Begin
March 25-29, 2024	Spring Break
March 28, 2024	Holiday: Holy Thursday
March 29, 2024	Holiday: Good Friday
April 1-5, 2024	Student Surveys-Student satisfaction/J1 Exit survey**
April 8-12, 2024	Student Surveys-Student to Faculty**
April 15, 2024	Summer 2024 Late Registrations Begin
April 8-14, 2024	Final Exams
April 21, 2024	Classes End
April 21, 2024	Deadline to apply for next graduation
April 24, 2024	Last day for instructors to post grades on Canvas.
May 3, 2024	Last day to appeal grades for the current semester

(\*) All Business/Hospitality/Marketing/Int. Business classes have 15 weeks. Review dates on your schedule to see Last day of class. Week 16th will consist of make-up exams, grade appeals and revisions if necessary.

\*\*Pending to confirm

Summer Term starts on May 6, 2024



## ACADEMIC CALENDAR SUMMER 2024

May 2, 2024	New Students Orientation
May 6, 2024	Classes Begin
May 10, 2024	Last day to register, add or change sections of a course without the signature of the instructor.
May 17, 2024	Last day to withdraw with 80% refund.
May 24, 2024	Last day to withdraw with 60% refund.
May 27, 2024	Holiday: Memorial Day
June	Faculty Observations begin
May 31, 2024	Last day to withdraw with 40% refund.
June 7, 2024	Last day to withdraw with 20% refund.
June 16, 2024	Holiday: Juneteenth (observed)
June 21, 2024	Last day to withdraw partially or totally from one or more courses with a W grade. Can repeat with no additional fees.
June 24-30, 2024	Midterm Exams
June 24-30, 2024	Student Surveys-Student to Institution/J1 Entrance Survey**
July 4, 2024	Holiday: Independence Day
July 1-5, 2024	Summer Break
July 8-14, 2024	Student Surveys-Graduates**
July 8, 2024	Last day to withdraw with a WF. No refunds and repeat class with an extra fee.
July 29, 2024	Fall 2024 Term Registration Begin
August 5-9, 2024	Student Surveys-Student satisfaction/J1 Exit survey**
August 12-16, 2024	Student Surveys-Student to Faculty**
August 12, 2024	Fall 2024 Late Registrations Begin
August 11-18, 2024	Final Exams
August 25, 2024	Classes End
August 25, 2024	Deadline to apply for next graduation
August 28, 2024	Last day for instructors to post grades on Canvas.
August 30, 2024	Last day to appeal grades for the current semester

(\*) All Business/Hospitality/Marketing/Int. Business classes have 15 weeks. Review dates on your schedule to see Last day of class. Week 16th will consist of make-up exams, grade appeals and revisions if necessary.

\*\*Pending to confirm

Fall Term starts on September 3, 2024



## ACADEMIC CALENDAR FALL 2024

August 29, 2024	New Students Orientation
September 2, 2024	Holiday: Labor Day
September 3, 2024	Classes Begin
September 9, 2024	Last day to register, add or change sections of a course without the signature of the instructor.
September 13, 2024	Last day to withdraw with 80% refund.
September 20, 2024	Last day to withdraw with 60% refund.
September 27, 2024	Last day to withdraw with 40% refund.
October	Faculty Observations begin
October 4, 2024	Last day to withdraw with 20% refund.
October 14, 2024	Holiday: Columbus Day
October 18, 2024	Last day to withdraw partially or totally from one or more courses with a W grade. Can repeat with no additional fees.
October 21-27, 2024	Midterm Exams
October 21-27, 2024	Student Surveys-Student to Institution/J1 Entrance Survey**
October 28 - November 1, 2024	Student Surveys-Graduates**
October 28, 2024	Last day to withdraw with a WF. No refunds and repeat class with an extra fee.
November 11, 2024	Holiday: Veterans Day
November 18, 2024	Spring 2025 Term Registration Begin
November 28-29, 2024	Holiday: Thanksgiving
November 25-29, 2024	Student Surveys-Student satisfaction/J1 Exit survey**
December 2-8, 2024	Final Exams
December 2-8, 2024	Student Surveys-Student to Faculty**
December 9, 2024	Spring 2025 Late Registrations Begin
December 15, 2024	Deadline to apply for next graduation
December 15, 2024	Classes End
December 18, 2024	Last day for instructors to post grades on Virtual Campus.
December 16, 2024 - January 3, 2025	Christmas Break.
January 3, 2025	Last day to appeal grades for the current semester

(\*) All Business/Hospitality/Marketing/Int. Business classes have 15 weeks. Review dates on your schedule to see Last day of class. Week 16th will consist of make-up exams, grade appeals and revisions if necessary.

\*\*Pending to confirm

Spring Term starts on January 6, 2025\*



## ESL Calendar 2023

January 13, 2023	New students orientation
January 17, 2023	Classes Begin
February 20, 2023	Holiday: President's Day
February 21-24, 2023	Registration process for next period
March 27, 2023	Classes End*
April 7, 2023	New students orientation
April 10, 2023	Classes Begin
May 15-19, 2023	Registration process for next period
May 29, 2023	Holiday: Memorial Day
June 19, 2023	Classes End
July 7, 2023	New students orientation
July 10, 2023	Classes Begin
August 14-18, 2023	Registration process for next period
September 4, 2023	Holiday: Labor Day
September 18, 2023	Classes End
September 29, 2023	New students orientation
October 2, 2023	Classes Begin
October 9, 2023	Holiday: Columbus Day
November 5-10, 2023	Registration process for next period
November 23 -24, 2023	Holiday: Thanksgiving
December 13, 2023	Classes End
December 14, 2023 – January 16, 2024	Winter Break

## Faculty Listing

<b>Albarran, Marco</b>	MBA – Lynn University - Business Administration/Hospitality Administration, BS – Lynn University – Hospitality Administration
<b>Alvarez-Gonzalez, Janet</b>	DBA Argosy University, Sarasota Marketing Post Graduate Advance Certificate Argosy University International Business Master Education Virginia State University BA Virginia Commonwealth University Psychology
<b>Alvarez – Pousa, Omar A.</b>	DBA – Catholic University of La Plata MBA Loma De Zamora National University
<b>Capriles, Gonzalo</b>	MBA - Nova Southeastern University - International Business MS -University of California Los Angeles - Engineering Systems Science BS - Universidad Catolica Andres Bello
<b>Carioni, Angeles</b>	PhD – Barry University – Leadership and Education with Human Resource Development Specialization MS – Barry University – Technology and TESOL, BA – Barry University – Communication Studies – Minor: Journalism
<b>Chaker, Mohammed</b>	PhD - University of Colorado Economics MA - University of Colorado Economics MS - University of New Haven Financial Accounting
<b>Chelala, Maria</b>	Ed.D. – Nova Southeastern University – Educational Leadership Ed Nova Southeastern University – Leadership Modified Specialist Program
<b>Christiansen, Manuel</b>	DBA – Walden University – Business Administration – All but Dissertation MBA, IESA BS – Simon Bolivar
<b>Davila, Maria- Renee</b>	MBA – American InterContinental University – Marketing
<b>Echeverria, Ralph</b>	MBA – San Ignacio University – International Business Bachelor Law – University of Zulia
<b>Engle, Collen</b>	MS – University of Bridgeport – Human Nutrition MBA – Boston University – Finance BS – University of New Hampshire – Recreation Administration AS – Sullivan University – Culinary Arts
<b>Ford, Nicholas</b>	Juris Doctor – Case Western Reserve University – Law, Master of Business Administration- Finance- Nova Southeastern University Master of Laws – Villanova University School of Law – Taxation MS – American University – Accounting, BA – Michigan State University – Economics
<b>Fuenmayor, Jesus A.</b>	Ph. D. in Management Sciences, Master in Communication Sciences — Dr. Rafael Belloso Chacin University BA – Catholic University Cecilio Acosta – Social Communication – Specialization in Community Development
<b>Gancea, Uliana</b>	<b>Ph.D.</b> Universite Pairs-Est Paris, France <b>M.A.</b> © Campbellsville University <b>M.Ed.</b> Miami Regional University <i>French Language, Literature, and Culture</i> <i>English Language and Literature Education Administration</i> <b>M.B.A.</b> Miami Regional University, FL <b>M.A.</b> University of Utah, UT <b>M.A.</b> Babes-Bolyai University, Romania <b>ESOL Endorsement</b> Brigham Young University, Provo, UT
<b>Gill, Monica</b>	MA – Universidad Autonoma del Caribe – Management BS – Johnson & Wales University – Culinary Arts, AS – Johnson & Wales University – Culinary Arts, AS – Miami Dade College -Hospitality & Tourism
<b>Gomez, Louisiana</b>	MS – University of Nebraska – Biological Sciences BS – Florida International University – Biological Sciences AS – Miami Dade College

<b>Guigou, Ulises</b>	MS – BS Odessa National Maritime University – Mechanical Engineering/Seaport Cargo Operations, MBA – Polytechnic University, 18 Credits Hours of Graduate Level Mathematics Converse College Spertamburg	
<b>Ilcheva, Galina</b>	MS – Florida International University – Hospitality BS – Florida International University – Hospitality	
<b>Jardines Del Cueto, Lina</b>	PhD – University of Miami – Literacy, Cultural, and Linguistics Studies, MA – Havana University – History, Mention Afro-Asian Studies, BA – Havana University - History	
<b>Kalyanova, Ganna</b>	EDD – San Ignacio University Graduate School – Special Education MA- Wayne University - Liberal Arts & Science/ Romance Languages and French Donetsk National University - Foreign Languages/English	BA -
<b>Lozano, Cinthia M.</b>	Ph.D. University of Texas, Advertising M.S. Texas State University, Merchandising and Consumer Studies B.S. Technological University of Central America, Marketing, and International Business	
<b>Manstretta, Rossana</b>	PhD - Universidad Rafael Belloso - Education, MS - Universidad del Zulia - Teaching Mathematics, MS - Universidad del Zulia - Applied Mathematics, BS - Universidad Rafael Urdaneta - Civil Engineering	
<b>Martinez, Broderick F.</b>	DBA – Argosy University – Accounting MBA – Nova Southern University – Finance Master in Accounting – Nova Southern University BBA – Florida International University	
<b>Mercader, Jose Luis</b>	DBA – San Ignacio University Graduate School – Finance MBA – University of South Florida – Business Administration	
<b>Mora, Jose R</b>	Master in Management – University of Barcelona – Sales and Marketing BBA – Central University of Venezuela	
<b>Myott, Scott</b>	Master – Florida Atlantic University – Taxation MBA – Wilmington University BS – University of North Carolina – Accounting	
<b>Nunes, Pedro</b>	DBA San Ignacio University Graduate School International Business MBA San Ignacio University International Business MA New Mexico State University Government and Latin-American Studies BS Webber International University Business Administration	
<b>Ojeda, Orlando</b>	DBA – Argosy University- International Business MBA – University of Phoenix MBA – Colorado Technical University- Operations Supply Chain Management BS – University of Puerto Rico – Accounting	
<b>Perez, Emperador</b>	DBA – Marconi International University Ph.D. – Atlantic International University – Business Economics MBA – Keiser University – Leadership for Managers BBA – Keiser University - Management	
<b>Rutley, Carla</b>	DBA – Capella University Marketing MBA – Ottawa University 18 credits in Marketing BA – Ottawa University Management Liberal Arts - Anthropology	
<b>Sarmiento, Maria Renee</b>	Ed.D. – Maryville University – Higher Education Leadership MBA – West Virginia University MS – West Virginia University – Industrial Relations BS – Middle Tennessee State University – Recording Industry Management	
<b>Siboret, Yamy</b>	EdD. North Central University M. Curriculum & ESOL Leadership Concordia University BA Elementary & Special Ed.	
<b>Snow, Eric</b>	DBA – Saint Leo University - Management MBA – University of Miami – Management BS – University of Phoenix – Business Management	

<b>Sweetland, Lascelle</b>	Doctor of Education – Saint Thomas University MB – Texas Southern University – Business, BBA – State University of New York – Business & Management Faculty Equivalency Form
<b>Torres George, Jaime L.</b>	Doctor of Philosophy - Inter American University of Puerto Rico - Entrepreneurial Management International Business MBA - Inter American University of Puerto Rico - Finance, BA - Inter American University of Puerto Rico – Finance
<b>Tossas, Katherine</b>	EDD – Marconi University – Education and Leadership Master in Education – Touro College – Education and Special Education Master in Marriage and Family Therapy – Carlos Albizu University BA – John Jay College of Criminal Justice – Forensic Psychology – Minor – Addictions
<b>Tracanelli, Silvio</b>	Doctorate in Management Sciences – Universidad Rafael Bellosillo Chacín MBA – Universidad Rafael Urdaneta, BS – Universidad Simón Bolívar- Computer Engineering
<b>Tuñón, Julio</b>	MS - Penn state University - Computer Science  BS - University of Puerto Rico
<b>Urdaneta, Ulises</b>	DBA – San Ignacio Graduate School – Finance MBA – Universidad Católica Andrés Bello - Finance BS - Metropolitan University
<b>Zych, Stanley</b>	Doctor of Science in Business Administration – Humboldt International University MBA – Humboldt International University BBA – University of Puerto Rico – Economics

### **ESL Faculty**

<b>Badell, Cristina</b>	BA of Education – University of Zululand – Modern Languages
<b>Brown, Jalen</b>	MS Education – University of Kansas – Teaching in Curriculum with emphasis in TESOL, MS Education – Fort Hays State University – Instructional Technology, BA – University of Illinois - Economics
<b>Castillo, Denise</b>	MA in Education – Nova Southern University – TESOL BA – St Thomas University – Communication
<b>Gel, Jacqueline</b>	Master in Foreign Language – Florida International University – TESOL Master in Education Leadership – Nova Southern University BS – Florida International University – English Education
<b>Martinez, Elizabeth</b>	MA – University of North Carolina Charlotte – Teaching English as a Second Language, BA – The Pennsylvania State University – Global Studies and Spanish
<b>Prado, Luis</b>	MS – Florida International University – Foreign Language Education/ Teaching English to Speakers of Other Language (TESOL), BBA – Universidad Nacional Autónoma de Nicaragua – Business Administration
<b>Rodriguez, Ricardo</b>	MS – St. Thomas University – TESOL
<b>Tacoronte, David</b>	Master in Applied Linguistics – The University of Queensland – TESOL BA – Florida International University – Psychology Minor – Philosophy/Asian Studies

## ADMINISTRATIVE LISTING

Name (Last, First, Middle)	Degree - Institution - Major/Minor	Position Held
Bajandas, Ivette	Master of Business Administration in Human Resources - San Ignacio University, Doral, FL Bachelor of Business Administration in Finance - University of Puerto Rico, Rio Piedras, PR	Human Resources Coordinator
Ballester, Yaima	Master 's degree in Libraries and Digital Information Services - Charles III University of Madrid, Madrid, Spain Bachelor's degree in Library and Information Science – Salamanca University, Salamanca, Spain	Librarian
Barrios, Victor	MBA - San Ignacio University - International Business, Master's degree - Universidad Yacambu - Telecommunications Management, Bachelor 's degree - Universidad Yacambu - Computer Systems Networking and Telecommunications	Marketing Director
Bazan Castaneda, Cinthia	MBA - Universidad UNIR & Universidad de Rioja - In Progress, Master's degree in Education - National University of Trujillo - Curriculum and Instruction, Bachelor's degree in Secondary Education - Antenor Orrego Private University - English language and French Language	Curriculum and Content Developer
Bernal, Juan	Bachelor of Arts in Biology – In Progress Florida International University, Miami, FL Associate of Arts in Biology – Broward College, Pembroke Pines, FL	Recruitment Assistant
Castellon, Edgar	MBA Finance UCA- Nicaragua Bachelor's in Finance UCA - Nicaragua	Finance and Accounting Coordinator
Castro, Jose	Bachelor of Science in Systems Engineering - Universidad Incca Bogota, Colombia	IT Specialist Administrator
Comas Dennis	Master in science in Adult Education and Human Resource development – Florida International University	Admission Coordinator
Cornejo, Diego	MBA - San Ignacio University - International Business - In Progress, BA - University of Piura - Business Management	Admission Coordinator
Ellis, Althia	Doctor of Philosophy in Educational Leadership - Florida Atlantic University, Boca Raton, FL Education Specialist in Educational Leadership - Florida Atlantic University, Boca Raton, FL Master of Public Administration in Public Administration - Nova Southeastern University, Davie, FL Bachelor of Arts in Spanish - Western Carolina University, Cullowhee, NC	Dean Of Academic Affairs
Giro, Sasha	Bachelor of Business Administration – In Progress- San Ignacio University	Recruitment Director
Gonzalez, Jennifer	Master of Business Administration in Strategic Management - EDP University, Hato Rey, PR Bachelor of Arts in Business Administration - EDP University, Hato Rey, PR	Student Academics & Record Manager
Gutierrez, Mariam	Master of Education – San Ignacio University, Doral, FL Bachelor's degree in Education – Universidad Catolica Andres Bello, Caracas, Venezuela	Admissions Coordinator

Guzman, Marcela	Doctorate in Education- Argosy University, Sarasota, FL Master of Business administration in International Management - European University, Barcelona, Spain Bachelors in communications – Universidad Ibero-Americana, Mexico City, Mexico Associate in Culinary Arts - Le Cordon Bleu North America, Miramar, FL	Associate Dean
Jimenez Arturo, Rafael	Graphic Designer - Colegio Universitario Monsenor Talavera	Content Developer
LaGardere, Fabiola	Master of Business Administration - Phoenix University, Phoenix, Arizona Bachelor of Science in Psychology - Nova Southeastern University, Davie, FL	Financial Aid & Compliance Coordinator
Martinez, Federico	Medical Doctor - Department of Health Division of Medical Quality Assurance	President
Mendoza, Nitza	Associate of Arts in Culinary Arts Le Cordon Bleu College of Culinary Arts Miramar, FL	Logistic Coordinator
Narvaez, Marco	Bachelors in Industrial Engineering - San Ignacio de Loyola University	Admission Coordinator
Obando, Sheyla	Master in Logistics and Supply Chain Management – Florida International University, Miami, FL Bachelor of Science in Industrial Engineering, Bogota, Colombia	Student Services Coordinator
Peller, Jay	M.Ed - College of New Jersey - International Education and Administration and Supervision of ESL Program TESOL Certification.	ESL, Academic Coordinator
Rivas Julio	Bachelor of Science in Accounting Santa Maria University, Caracas Venezuela	Bursar
Rubio, Aracelli	Bachelor of Arts in Marketing – In Progress - San Ignacio University, Doral, FL	Academic Assistant
Ruiz Gelkin Pulido	Postgraduate diploma in Project Management and managerial skills, operations management. – Universidad of the Pacific (Lima) Postgraduate diploma in Design and Technology, Technology Education. EPSEVG- UPC- Polytechnic University of Catolica Postgraduate diploma: Publicist, Commercial and advertising art. San Martin University Foundation	Distance Education instructional Designer.
Soto, Grace	BA - Florida National University	Admission Coordinator
Tamayo Jessica	Master of Science in leadership – NSU, Davie FL BA in School Administration – Ecuador, Guayaquil	Admission Director
Tracanelli, Silvio	Doctorate in Management Sciences – Universidad Rafael Bellosso Chacin, Maracaibo, Venezuela Master of Business Administration - Universidad Rafael Urdaneta, Maracaibo, Venezuela Bachelor of Science – Universidad Simón Bolívar- Computer Engineering, Caracas, Venezuela	Associate Dean
Tossas, Ezer	Master of Science in Education and Special Education - Touro College New York, NY Bachelor in forensic in Psychology, Minor in Criminology - John Jay College of Criminal Justice New York – NY	Vice President of Operations and Corporate Affairs

## ADVISORY COUNCIL

SIU maintains a Program Advisory Committee (PAC) for each degree program offered. The Advisory Committees are composed of members who are not employed by or contracted at the institution, practitioners, and employers in the field for which the program prepares students. The Advisory Committees carry out the following functions:

- Meet annually.
- Provide advice on the current level of skills, knowledge, and abilities students need for entry into their occupation of choice.
- Provide recommendations on the adequacy of educational program outcomes, curricula, and course materials.

**The advisory committee members for 2022-2023 are shown by program.**

### Education

1. **Maria Fernanda Rodriguez**, Alumna
2. **Dr. Renee Sarmiento**, SIU Adjunct Faculty, Education, Industry Professional
3. **Dr. Katherine Tossas**, SIU Adjunct Faculty, Education
4. **Dr. Luciana De La Fuente**, Executive Vice Presiden, USIL

### General Education

1. <b>Ralph Echeverria</b> , Adjunct Faculty, San Ignacio University
2. <b>Nick Ford, J.D.</b> , Adjunct Faculty, San Ignacio University
3. <b>Dr. Uliana Gancea</b> , Adjunct Faculty, San Ignacio University
4. <b>Dr. Marcela Guzman Galan</b> , Associate Dean, Graduate Programs
5. <b>Rita Herrera</b> , Scudo Consulting
6. <b>Amanda Myott</b> , Adjunct Faculty, San Ignacio University
7. <b>Sheyla Obando</b> , Student Services Coordinator
8. <b>Aracelli Rubio</b> , Student, San Ignacio University
9. <b>Dr. Katherine Tossas</b> , Adjunct Faculty, San Ignacio University
10. <b>Marcela Velasquez</b> , Financial Planning & Analysis Manager, First Service Residential
11. <b>Dr. Stanley Zych</b> , Adjunct Faculty, San Ignacio University

### Hospitality

1. **Yaima Ballester**, Librarian, San Ignacio University
2. **Collen Engle**, Adjunct Faculty, San Ignacio University
3. **Dr. David Jurasinski**, Past Assistant Professor of Foods and Nutrition, SUNY, College at Oneonta
4. **Jonathan Pinsker**, Adjunct Faculty, San Ignacio University
5. **Rona Moulu**, Chef/Instructor, Atlantic Technical College and Technical High School
6. **Sardor Shamsiyev**, Hotel Front Desk Clerk, Paradise Inn Guest House

### Business Administration

1. **Diego Cornejo**, SIU Student, MBA program (International Business)
2. **Sheyla Obando**, SIU Student, Associate of Arts in Business Program
3. **Dr. Eric Snow**, SIU Adjunct Faculty, Business, Industry Professional,
4. **Dr. Lascelle Sweetland**, SIU Adjunct Faculty, International Business
5. **Dr. Silvio Tracanelli**, SIU Adjunct Faculty, Business Administration
6. **Cecilia Vega**, Founder & CEO, Aiween.com; Independent Consultant (HR & digital transformation)
7. **Dr. Stanley Zych**, SIU Adjunct Faculty, Business Administration

### Holidays\*

San Ignacio University recognizes the following holidays, during which classes are not held and the University's administrative facility may be closed for business:

<b>Holidays and Observances</b>	
New Year's Day	1-Jan
Martin Luther King Jr. Day	16-Jan
President's Day	20-Feb
Holy Thursday	13-Apr
Good Friday	14-Apr
Memorial Day	29-May
Juneteenth	19-Jun
Independence Day	4-Jul
Labor Day	4-Sep
Columbus Day	9-Oct
Veterans Day	10-Nov
Thanksgiving	23-Nov
Day After Thanksgiving	24-Nov
Christmas Day Eve	24-Dec
Christmas Day	25-Dec
New Year's Eve	31-Dec



**Last Updated November 2023**