



STUDENT HANDBOOK

2022



Introduction

The San Ignacio Community extends you a warm welcome. We are pleased to have you with us and your time with us should be a memorable one full of personal growth, exploration, and of course learning. Your experiences within the university are governed by the guidelines that protect your rights as well as those of your fellow community members and we encourage you to review this student handbook and abide by its rules and regulations.

This handbook describes the expectations for behavior and conduct at San Ignacio University at its various locations including temporary stay at hotels, and university sponsored events, or events attended that are coordinated by the university. This handbook also outlines the procedures to be followed when these expectations are not met. The handbook is your roadmap, containing the policies and procedures that will guide you as a student while you are in this community of scholars at San Ignacio University.

Our university, like many others, is a disciplined community where individuals accept their obligations to others and where well-defined governance procedures guide behavior for the common good.

“[L]ove ought to manifest itself in deeds rather than in words.... love consists in a mutual sharing of goods, for example, the lover gives and shares with the beloved what he possesses, or something of that which he has or is able to give; and vice versa, the beloved shares with the lover. Hence, if one has knowledge, he shares it with the one who does not possess it; and so also if one has honors, or riches. Thus, one always gives to the other.”

— **Ignatius of Loyola** (1491-1556), **The Spiritual Exercises**

Additionally, we are an institution that focuses on the entrepreneurial spirit, and we understand the need to free thinking and expressions while also committing ourselves to having disagreement and conflict in respectful discourse. Everyone’s thoughts, beliefs, and rights are considered and respected, while ensuring that integrity and honesty is always a part of all dialogue and actions.

To paraphrase our founder Raul Diez Canseco Terry (2014), the entrepreneurial culture is the lever that moves the world and is the best answer for creating wealth with the social and ethical perspective of managing such wealth for the people’s benefit.

Thus, we welcome you to San Ignacio University and its shared principles and values.

Canseco Terry, R. D. (2014). *El Arte de Empezar* (5th ed.). Universidad San Ignacio de Loyola University Press. La Molina:Peru. P. 23.

Lopez de Loyola, I. (1914). *The Spiritual Exercises of St. Ignatius of Loyola*. Father E. Mullan, Trans.). NY: P.J. Kenedy & Sons. (Original work published in Latin in 1548)



Letter from Our President

Welcome to San Ignacio University!

By choosing San Ignacio University, you are choosing an educational path that will open your world to new ideas, cultures, languages, friendships, and learning opportunities.

My promise to you is that we will cultivate a supportive learning environment at all levels which will encourage each student to achieve his or her 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.

San Ignacio University prepares students to develop their leadership skills and foster their entrepreneurial spirit. Along with academic programs we provide hands-on learning experience and facilitate access to renowned international educational partners in France, Italy, Spain, and Peru among others.

Be prepared to be challenged, to develop your creativity, your entrepreneurial spirit, your leadership skills, and your passion in the professional field of your choice.

We look forward to seeing you.

President.

Federico Martinez
San Ignacio University

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The San Ignacio University Community

Our goal is providing our students with the tools to succeed in a competitive local, national, and international marketplace by providing a high-quality education, through fostering an entrepreneurial spirit. Your development and learning as an individual occur, in part, when you engage in relationships with others and in activities that optimally challenge you. To facilitate your learning and growth it is important that you become a part of the life of San Ignacio University's community. You should be engaging with your San Ignacio University overarching community, which includes fellow students, faculty, staff, and the various communities of interests (student government, Leadership Distinction Program, Business Club, etc.) within San Ignacio University, by forming relationships that both challenge and support your growth.

This scholarly journey of individual development does not occur in a vacuum, but it does take place within a dynamic learning environment. We at San Ignacio University attempt to balance individual growth and development, the various communities' interests, and fulfill our broader educational philosophy. These are the principles that should guide our mutual efforts to meet the diverse needs within our learning community.

Accreditation and Licensing

ACICS:

San Ignacio University is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, associate's degrees, bachelor's degrees, and master's degrees.

Additional information regarding this institution may be obtained by contacting the Commission at: **Accrediting Council for Independent Universities and Schools (*)**

1350 Eye Street, NW Suite 560 Washington, DC 20005 Tel: 202.336.6780 Fax: 202.842.2593

For further information, please go to www.acics.org

Florida Department of Education:

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

325 W. Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

(888) 224-6684

For further information, visit <http://www.fldoe.org/policy/cie/>

NC-SARA:

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/>

Statement of Community Principles and Values

San Ignacio University is composed of various communities, they all share academic goals and work together in strengthening the teaching and learning experience on campus.

We are committed to the truth and developing knowledge.

- We value and respect individual achievements and excellence.
- Lifelong learning is an expected attribute.
- We believe in the freedom of expression and protect it through civility and respect for each other through expected behaviors.
- We understand the need for individuality while striving to build a stronger sense of campus community.
- Individual differences and unique perspectives are respected.
- Inclusion is the foundation for decision making.
- Integrity and honesty are expected.
- Consideration for the needs and rights of others is the norm.
- Disagreements and conflict are acknowledged in respectful discourse.
- Social responsibility and an ethic of service to others are extended to all members of the community.

Rights and Responsibilities of the San Ignacio Community

Being a member of the San Ignacio University community is a privilege carrying with it prestige and respect. San Ignacio University affords students several rights fundamental to membership in our shared community; but along with these privileges and rights come the responsibility to meet and uphold community standards.

Remaining a member of the San Ignacio University community requires a student to continuously comply with policies governing students' academic progress, social interactions, and personal behavior. San Ignacio University enacted policies are found in several sources, including, but not limited to, the University Catalog, residence hall contracts, the University's website, notices disseminated from time to time by the University, and this Student Handbook.

The exercise of individual rights by students and other members of the San Ignacio University may not abridge the following rights, subject, in appropriate circumstance, to the University's right to take actions to protect the health and safety of the University community and its members, guests, and visitors.

1. The right of a faculty or staff member to exclude from a classroom or other University premises, during the progress of a class or other University sponsored program or activity, persons not enrolled in the class or persons not authorized by the University's management.
2. The right of the University to take actions reasonably determined to secure the rights outlined above and to assure that students, faculty, and staff may pursue their University approved and legitimate goals on University premises or at University functions without interference.

Policy Statement on Student Rights and Responsibilities

This policy statement was formulated for the specific purpose of protecting the rights of the students and detailing their responsibilities. It is a living document and thus is subject to change through the needs identified by management.

1. San Ignacio University does not discriminate or permit discrimination by any member of its community against any individual based on race, color, religion, national origin, sex, pregnancy, parental status, age, disability, citizenship, veteran status, or physical disability in matters of admissions, employment, service, or in the educational programs or activities it operates.
2. The student maintains the freedom of research, of legitimate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom.
3. The student will be evaluated on knowledge and academic performance for purposes of granting academic credit and not based on personal beliefs.
4. Student's records may be released to persons outside the University only on request of the student or through compliance with applicable law.

5. Information on rules, rates, and regulations deriving from contractual agreements with the University will be made available to the students upon request.
6. Students have a right their secured possessions provided that the items they possess are not in violation of the law or a University policy. The University will not unreasonably search or take possession of students' belongings.
7. It is recognized that every member of the community has the responsibility to conduct him or herself in a manner that does not violate the rights and freedoms of others and has the responsibility to recognize the principles with this statement of policy.

General Regulations

Scope of Regulations

Art. 1. The guidelines prescribed within these regulations apply to all students at San Ignacio University.

Satisfactory Academic Progress (SAP)

Students must make satisfactory progress both in terms of cumulative grade point average and the total amount of time taken to complete the required course sequence as outlined by semester. To maintain satisfactory progress, the student must: Complete their total program in no more than 1.5 times the number of semesters described in this catalog for the program.

Undergraduate:

Establish and maintain at least a 2.0 GPA by the end of the student's second term of enrollment and all subsequent terms. (Grades for classes that were transferred from another Institution are shown as "TC" on the transcript and will not be used in computing the student's grade point average.)

Graduate:

Establish and maintain at least a 3.0 GPA by the end of the student's second term of enrollment and all subsequent terms. (Grades for classes that were transferred from another Institution are shown as “TC” on the transcript and will not be used in computing the student’s grade point average.)

Factors that may influence satisfactory progress and that may result in extended time are:

- Deviation from the catalog requirements in the number of hours taken per semester
- Deviation in the course sequence recommended
- Withdrawal from classes
- Repeated courses
- Grades of “Incomplete”
- Changing the major or the program
- Probation or suspension
- Grade appeal process
- Earning more than one degree at a time

In calculating Satisfactory Academic Progress, Grades “A” through “C-” are considered passing grades. Grades “W” and “I” indicate that no grades were earned for the course. A “W” grade indicates that the student withdrew from the course. An “I” grade indicates that the student was passing the course, but failed to complete all the required course work. The instructor, at his/her discretion may grant an “I” grade instead of an “F”, pending completion of the course work by the student within a specified time arranged by the instructor and told to the student. 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” grade becomes an “F”. For students receiving transfer credit from other institutions, a grade of “TC” will appear on their transcript. Courses for which a “TC” is given will not be used in computing the student’s grade point average. A “P” grade indicates a student successfully completed the course.

A student's grade point average ("GPA") is computed by dividing the sum of all grade points earned at the Institution by the total number of credits in all courses for which grades "A" through "F" were received. Courses in which a "W" or "I" or "TC" or "P" grade was received will not be used in computing a student's GPA.

Definition of Student Academic Progress:

Each student enrolled must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status, and/or termination from the program of study.

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

Qualitative Criteria for Satisfactory Academic Progress:

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 2.0 for undergraduate and 3.0 for graduate levels, at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study.

Any student failing to establish or maintain Satisfactory Academic Process must meet with the Student Services Coordinator or with the Director of Academic Affairs.

A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Credit Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C-" or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher.

| | Minimum Overall Cumulative GPA Undergraduate | Minimum Overall Cumulative GPA Graduate | Required % of Completion of Coursework attempted |
|---|---|--|---|
| Interval I: End of the 2nd Term: | 2.0 | 3.0 | 66.66% |
| Interval II: End of the 3rd and any subsequent term: | 2.0 | 3.0 | 66.66% |
| Interval III: The total maximum for completion as detailed in "Quantitative Criteria." | 2.0 | 3.0 | 150% of the credit hours designated for the program |

Calculation of the Credit Completion Percentage:

The credit completion percentage is calculated by dividing the total number of credit hours the student successfully completed in the program by the total number of credit hours attempted by the student. For the purposes of calculation, credit hours attempted by the student include:

- A. all courses taken while the student is enrolled in the program of study or
- B. a different program of study, if:
 - 1) The subject matter of a course or courses in a different program of study is substantially the same as a course in his or her current program of study, or
 - 2) If a course or courses count toward the satisfaction of any of the coursework requirement in the current program

Conditions that may result in probation, restricted course load status, or termination:

The following describes the conditions under, which a student may be placed on probation, restricted course load, or terminated completely from a program of study.

1. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the semester, the student may appeal the determination of the lack of Satisfactory Academic Progress in writing to the Director of Academic Affairs within 10 days of notification. The Director of Academic Affairs, after careful consideration may grant the student's appeal if all the requirements specified below under Academic Probation and Restricted Course Load sections are met. If the appeal is granted, the student will be placed on probation or restricted course load status during the student's next semester of attendance. Such action is not automatic, but at the discretion of the University.
2. Termination automatically applies to any student not making Satisfactory Academic Progress by the end of the following semester that the determination of lack of SAP was made unless the student appeals the determination of the lack of Satisfactory Academic Progress in writing to the Director of Academic Affairs. The Director of

Academic Affairs may grant the student's appeal if all the requirements specified below under Restricted Course Load sections are met. If the appeal is granted, the student will be placed on Restricted Course Load status during the student's next semester of attendance.

3. At the end of following semester, if the student is not making Satisfactory Academic Progress, he or she will be terminated from his or her program of study.

Calculation of Overall Cumulative Grade Point Average:

The calculation of a student's overall GPA in his or her program of study will include the following:

- The grade or grades earned by the student during each course in which he or she was enrolled in the program of study at the university.
- The grade or grades earned by the student during which he or she was enrolled in a different program of study at the university.

If the course or the content matter of any course taken in another program of study is substantially the same as a course in the student's current program of study, that course satisfies the coursework requirement of his or her current program of study.

Quantitative Criteria for Satisfactory Academic Progress:

All students must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (66.7% of hours attempted) each academic year. Additionally, a student must complete the degree within a maximum timeframe of attempted credit hours.

| Program | Credits | Maximum Number of Credits Attempted | Credential |
|----------------|----------------|--|-------------------|
| Education | 36 | 54 | Master |

| | | | |
|------------------------------|-----------|------------|--------------------|
| Hospitality Management | 36 | 54 | Master of Arts |
| Business Administration | 42 | 63 | Master of Business |
| Business | 120 | 180 | Bachelor of Arts |
| International Business | 120 | 180 | Bachelor of Arts |
| Marketing | 120 | 180 | Bachelor of Arts |
| Hospitality Management | 120 | 180 | Bachelor of Arts |
| International Business | 60 | 90 | Associate of Arts |
| Marketing | 60 | 90 | Associate of Arts |
| Hospitality Management | 60 | 90 | Associate of Arts |
| Business | 60 | 90 | Associate of Arts |
| English As a Second Language | 900 Hours | 1350 Hours | Diploma |

Maximum Time Frame for Satisfactory Academic Progress:

Maximum Time Frame for the Completion of any program of study is 150% of the credit hours designated for the program. A student is not considered to be making Satisfactory Academic Progress if the university determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study or a different program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program. Authorized leave of absence periods will not be counted toward maximum time frame calculation.

Satisfactory Academic Progress Policy:

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn a degree.

Maximum Time Frame (MTF) Master of Education:

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Master of Education degree program in 36 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 54 credit hours.

The MTF, which is 1.5 times the normal completion time of 36 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Master of Education degree program within the 54 credit hours MTF cannot earn a Master of Education degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Master of Education degree program will be multiplied by 1.5 to determine that student's MTF.

Maximum Time Frame (MTF) Master of Arts in Hospitality Management

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Masters in Hospitality Management degree program in 36 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 54 credit hours.

The MTF, which is 1.5 times the normal completion time of 36 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Masters in Hospitality Management degree program within the 54 credit hours MTF cannot earn a Master degree in Hospitality Management.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Masters in Hospitality Management degree program will be multiplied by 1.5 to determine that student's MTF.

Maximum Time Frame (MTF) Master of Business Administration:

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Master of Business Administration degree program in 42 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 63 credit hours.

The MTF, which is 1.5 times the normal completion time of 42 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the - Master of Business Administration degree program within the 63 credit hours MTF cannot earn a Master's of Business Administration degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Masters in Hospitality Management degree program will be multiplied by 1.5 to determine that student's MTF.

Maximum Time Frame (MTF) Bachelor of Arts in Business:

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Bachelor's In Business Administration degree program in 120 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credit hours.

The MTF, which is 1.5 times the normal completion time of 120 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Bachelor in Business Administration degree program within the 180 credit hours MTF cannot earn a Bachelor in Business Administration degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Bachelor in Business Administration degree program will be multiplied by 1.5 to determine that student's MTF.

Maximum Time Frame (MTF) Bachelor of Arts in International Business:

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Bachelor in International Business degree program in 120 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credit hours.

The MTF, which is 1.5 times the normal completion time of 120 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Bachelor in International Business degree program within the 180 credit hours MTF cannot earn a Bachelor in International Business degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs

to complete the Masters in Hospitality Management degree program will be multiplied by 1.5 to determine that student's MTF.

Maximum Time Frame (MTF) Bachelor of Arts in Marketing:

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Bachelor in Marketing Degree program in 120 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credit hours.

The MTF, which is 1.5 times the normal completion time of 120 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Bachelor in Marketing Degree program within the 180 credit hours MTF cannot earn a Bachelor in Marketing degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Bachelor in Marketing Degree program will be multiplied by 1.5 to determine that student's MTF.

Maximum Time Frame (MTF) Bachelor of Arts in Hospitality Management:

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Bachelor in Hospitality Management degree program in 120 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credit hours.

The MTF, which is 1.5 times the normal completion time of 120 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Bachelor in Hospitality Management degree program within the 180 credit hours MTF cannot earn a Bachelor in Hospitality Management degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Bachelor in Hospitality Management degree program will be multiplied by 1.5 to determine that student's MTF.

Maximum Time Frame (MTF) Associate of Arts in Marketing:

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Associate in Marketing Degree program in 60 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 90 credit hours.

The MTF, which is 1.5 times the normal completion time of 60 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Associate in Marketing Degree program within the 90 credit hours MTF cannot earn a Associates in Marketing degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Associate in Marketing Degree program will be multiplied by 1.5 to determine that student's MTF.

Maximum Time Frame (MTF) Associates in International Business:

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Associate in International Business degree program in 60 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 90 credit hours.

The MTF, which is 1.5 times the normal completion time of 60 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Associates in International Business degree program within the 90 credit hours MTF cannot earn an Associate in International Business degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Associates in International Business degree program will be multiplied by 1.5 to determine that student's MTF.

Maximum Time Frame (MTF) Associate of Arts in Hospitality Management:

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Associate in Hospitality Management degree program in 60 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 90 credit hours.

The MTF, which is 1.5 times the normal completion time of 60 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Associate in Hospitality Management degree program within the 90 credit hours MTF cannot earn an Associate in Hospitality Management degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Associate in Hospitality Management degree program will be multiplied by 1.5 to determine that student's MTF.

Maximum Time Frame (MTF) Associate of Arts in Business:

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Associate in Business degree program in 60 credit hours. For any student who, for any reason, has not remained on track with

his or her studies, the maximum time frame (MTF) to successfully complete the program is 90 credit hours.

The MTF, which is 1.5 times the normal completion time of 60 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Associate in Business degree program within the 90 credit hours MTF cannot earn an Associate in Business degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Associate in Business degree program will be multiplied by 1.5 to determine that student's MTF.

Maximum Time Frame (MTF) English As a Second Language:

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their core classes will complete the Diploma in English As a Second Language in 900 hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 1350 hours.

The MTF, which is 1.5 times the normal completion time of 900 hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Diploma in English As a Second Language program within the 1350 credit hours MTF cannot earn a Diploma in the English As a Second Language program.

Academic Probation:

All students enrolled must demonstrate that they are making satisfactory academic progress toward the completion of their chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress".

Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status, and/or termination from the

program of study. The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both of these sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

***Health Programs:**

A student whose average has fallen below the minimum grade point average acceptable for graduation will need to enter a probation period. Should additional tutoring be necessary, the student will have to coordinate assistance with the student service coordinator. The probation period will be one month or less depending on the health allied program length. If the student still not met the required grade of C after probation period, a meeting will be scheduled by the student services coordinator with the health program coordinator, the instructor of the course(s) and the student to determine the appropriate action. A remedial academic plan will be provided by the instructor to the student. The student will be evaluated immediately after first probation. If the student has not been able to bring their average above a C, tutoring sessions will be deemed mandatory, or student may be terminated from the program.

Restricted Course Load:

An undergraduate student who, during the semester of probation, still does not earn a C- in every course or a 2.0 cumulative GPA is required to meet with his or her coordinator to determine whether a reduced course load may be appropriate for the student. If the coordinator determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of credit hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "C-" or better in all courses and earns a cumulative grade point average of 2.0, then the following semester, the student must register only for those courses in which he or she did not receive a "C-" or better. If, during that semester, the student still does not earn a "C-" or better for those courses, he or she will be terminated from the program of study and suspended from the

Institution for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

A graduate student who, during the semester of probation, still does not earn a B in every course or a 3.0 cumulative GPA is required to meet with his or her coordinator to determine whether a reduced course load may be appropriate for the student. If the coordinator determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of credit hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "B" or better in all courses and earn a cumulative grade point average of 3.0, then the following semester, the student must register only for those courses in which he or she did not receive a "B" or better. If, during that semester, the student still does not earn a "B" or better for those courses, he or she will be terminated from the program of study and suspended from the Institution for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

Incomplete Grade in a Course:

If a student receives a grade of A, B, C or D 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 semester following the semester 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.

Warning:

Warning is a warning status for students who failed to meet standards of satisfactory academic progress. Students are placed on Warning as the result of the following scenarios:

- Cumulative GPA is less than 2.0 by the end of the undergraduate student's second term of enrollment and all subsequent terms or
- Cumulative GPA is less than 3.0 by the end of the graduate student's second term of enrollment and all subsequent terms.
- Completion of less than 60% of credits attempted.

Resolving Warning Status

To resolve warning status and get back into "Good Standing", students can do one of the following (depending on the reason for the student warning):

- Complete the next term successfully, which is defined as completing 60% of all credits for the term with a GPA above the required minimum.
- If the warning was caused by an "Incomplete" grade, have the "I" grade changed to a passing grade before the end of the warning term.

Transfer Courses:

Students will receive a grade of "TC" for courses taken at another institution that are 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.

Repeated Courses:

A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the 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.

A student who earns grade of “F” in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course, but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript, however.

Change of Program or Major:

Students who contemplate a change from one program or major to another should discuss this possibility with the Student Services Coordinator to determine the effect such a change would make on the student's satisfactory academic progress. This institution defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All credits attempted count toward the total program length of 1.5 times the number of semesters required for completion of the major program. If a student changes his/her major or program only the credits that are common to both programs may be accepted toward the new degree program.

Additional Degree Program:

Students who wish to earn another degree must re-apply for admission. Upon acceptance, courses, which count toward the new degree program completion requirements, will be transferred. A student may only transfer courses with a final grade of “C” or higher. Credit attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress.

Withdrawal from a Course:

Students may withdraw from a course during the drop/add period (the first week of class) without punitive grades or financial obligations. If the student withdraws a course after the drop/add period (the first week of class), they will receive a “W” grade in the course. The last day of physical attendance determines whether or not grades are recorded for the semester. If the last day of attendance is within the first half of the semester, a grade of “W” is given. If the last day of attendance is within the second half of the semester, the student will receive a final letter grade. The grade of “W” has no effect on the student’s cumulative GPA. However, the grade of “W” is added to hours attempted within the specified maximum time frame.

Readmission After Suspension for Unsatisfactory Academic Progress:

If the student was not making satisfactory academic progress in his or her program of study as of the last semester enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the institution’s determination to the Director of Academic Affairs, and the Director of Academic Affairs grants the student’s appeal. The Director of Academic Affairs will consider mitigating circumstances in addressing the appeal. If the Director of Academic Affairs grants the appeal, then the student will be placed on either academic probation or restricted course load status (at the discretion of the Director of Academic Affairs), as appropriate, during the student’s next semester of attendance in any program of study.

If the student is given permission for readmission, the student must agree in writing to the terms for readmission outlined by the institution and must execute a new Enrollment Agreement. The student must also pay all current tuition, fees and any other costs associated with the student’s program of study.

Appealing a Determination of Unsatisfactory Progress:

If it is determined that a student is failing to make satisfactory academic progress in his or her program of study, and an appeal in writing to the Director of Academic Affairs has not been granted, the student may appeal the determination in writing to the President. The student’s appeal must provide details concerning the circumstances affecting the student’s academic progress (such as serious illness or injury befalling the student, the death of a close relative of the student or any

other special circumstances) that may influence the institution's decision to terminate or not to readmit the student into his or her program of study.

The President will consider the appeal to determine whether the special circumstances explained in the student's written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study despite the student's failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student's appeal will be made at the discretion of the President in conformity with the principles and standards described in this catalog and will be final and binding on the student. If the President decides in favor of the student's appeal, the student will be placed either on academic probation or restricted course load status during the student's next semester of attendance in a program of study.

Academic Integrity

Article 2. Academic integrity at San Ignacio University is based on a respect for individual achievement that lies at the heart of academic culture. When any student conducts research and produces documents for the purpose of imparting a demonstration of knowledge for any circumstance there must be proper credits provided. The use of references and corresponding citations is an integral part of any scholarly creation. Thus, this university promotes the basic standards for academic integrity.

A. Basic Standards of Academic Integrity

Registration at San Ignacio University requires adherence to the University's standards of academic integrity. These standards may be intuitively understood and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable.

1. ***Cheating:*** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work

under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

2. *Plagiarism:* submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. *Fabrication:* falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. *Obtaining an unfair advantage:* (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) recycling one's own work done in previous classes without obtaining permission from one's current instructor or (g) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. *Aiding and abetting academic dishonesty:* (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.
6. *Falsification of records and official documents:* altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

7. *Unauthorized access to computerized academic or administrative records or systems:* viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

In addition to the policies outlined above, the following policy applies to student use of classroom, kitchen, and other academic materials. Students have a limited right to use classroom, kitchen, and other academic materials generated by students in the instructional process, including lecture notes, for personal, educational purposes. Students may not use or disseminate these materials for their own or others' commercial use or gain, however, without the express consent of the appropriate faculty.

B. Due Process and Student Rights

In accordance with University Articles, the enforcement of academic integrity lies with the faculties of the University, and shall be in accordance with the procedures and provisions adopted by the University.

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time, if requested, within which to prepare a response to the charge.

5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision maker.
6. Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted.
7. Final review of an unsuccessful appeal, if requested, by the President or an advisory committee designated by the President.

C. Procedures

Suspected cases of charges of academic dishonesty should be reported to the course instructor, to the administration of the school under whose jurisdiction the suspected offense took place, or to any employee authorized by the University to receive such complaints. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending or in which a finding of academic dishonesty was made.

D. Sanctions

All proven cases of academic dishonesty should be penalized as appropriate under the circumstances. Sanctions other than a reduced or failing grade should be imposed by the committee. The imposition of any sanction other than a private reprimand should include a statement of reasons supporting its severity. A student may appeal any finding or sanction as specified by the University. Sanctions may include but are not limited to one or a combination of the following:

1. Reduced or failing grade.
2. A letter of reprimand.
3. A defined period of probation, with or without the attachment of conditions.

4. Withdrawal of University funding.
5. A defined period of suspension, with or without the attachment of conditions.
6. Exclusion from the University.
7. Notation on the official record.
8. Revocation of an awarded degree.

(Additional sanctions may include, but are not limited to, denial of academic honors. It should also be understood that there is no necessary connection between a first-time offense and a letter of reprimand. Depending on the nature of the offense, a student may be suspended or permanently excluded because of a first-time offense).

Financial Aid:

The Financial Aid Department at San Ignacio University provides assistance to students who need financial aid in order to pay tuition expenses at the University. The Financial Aid Department has established procedures which 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.

To find more about Financial Aid at San Ignacio University, please visit <https://www.sanignaciouniversity.edu/en/financial-aid>

Statement of Expectations:

As members of the University community, all students, groups of students, and student organizations are expected to exemplify San Ignacio University's community principles and

values, to engage in socially responsible behavior, and to model exceptional conduct, character, and citizenship on campus and beyond.

When learning of conduct or behavior that may not meet these standards, community members are expected to take an active role in upholding our community principles and values. Students are encouraged to report misconduct to University officials but do not get personally involved in any altercation.

Code of Conduct:

San Ignacio University is a community of higher learning in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms requires a respect of the rights and adherence to specific rules of conduct. It is clear that in SIC community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the University as defined by the University's administration cannot be tolerated.

Students enrolling in the institution assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the University and to remove those who are disruptive to the educational process. The policies help to describe and explain prohibited conduct as well as outline behavioral expectations.

The Student Code of Conduct applies to all students as they are defined in this document. San Ignacio University (SIU) shall have jurisdiction over student behavior which occurs on SIU premises, sponsored events, or off-campus locations. Additionally, all violations of the Code of Conduct, which occur within the SIU email system, online educational platform, or any other electronic means of communication prescribed by an instructor as it pertains to class work, research, or communication shall fall under the jurisdiction of SIU. Behavior that conflicts with the university's expectations may subject student(s) to discipline as outlined in the Code of Conduct. Every effort is made to ensure that the information in the student handbook is accurate and up to date, but the University cannot accept liability for any errors or omissions.

Student Duties:

San Ignacio University is committed to maintaining a peaceful environment of academic excellence, to provide students, the opportunity of personal and professional development. Students are a very important part of that objective, and as a result, they have a list of designated duties and rights.

Art. 3 Students are expected to:

- A. Abide by these and all University regulations and other established provisions.
- B. Attend on and off campus classes and/or programmed activities as scheduled on time.
- C. Provide documented explanation of absences. Undocumented absences as outlined below will not be excused.
- D. In case of an unplanned absence, students should contact their respective instructor as soon as he or she knows the absence will occur.
- E. Show responsibility for their academic success by attending classes, paying attention in class, taking notes, asking questions, participating, comply with the course's assignments, and studying.
- F. Show respect for each person who makes up the University's community, which includes the academic and administrative staff, service personnel, peers, visitors, and other students, regardless of their race, gender identity or expression, religion, ethnic origin, age, veteran or marital status, sexual orientation, or disability.
- G. Use the buildings, equipment, furniture, and facilities of the institution responsibly; taking full responsibility for any misuse or damage that may be caused by them.
- H. Comply with all tasks and commitments assigned to them by the institution in a responsible and timely manner.
- I. Demonstrate positive and appropriate behavior avoiding acts of violence, unruliness, in and out of the institution.
- J. Show respect for the safety regulations of the institution.

- K. Carry their student identification card at all times.
- L. Not enter restricted areas without permission or by being accompanied by authorized personnel.

Article 4: Prohibited and Restricted Conduct

The following behaviors are prohibited or restricted by this Student Code of Conduct. Violations of these policies or assisting or encouraging others in the violation of these policies, may lead to disciplinary action. An attempt to commit any of these acts, as well as assisting or willfully encouraging any such act, is considered a violation of University policy.

- A. Alcoholic Beverages and Other Drugs.* San Ignacio University promotes a healthy behavior and wellbeing for all of our students by assisting students, staff, and faculty in understanding the risks associated with consuming alcohol and other drugs.
- B. Alcoholic Beverages:* Misconduct related to alcohol and alcoholic beverages, include the following:
 - 1. Use or possession of alcohol, or containers that previously contained alcohol, by individuals under the age of 21.
 - 2. Manufacturing alcoholic beverages on University property and premises.
 - 3. Providing or distributing alcoholic beverages to individuals under the age of 21.
 - 4. Severe intoxication resulting in disruptive behavior or concern for the student's well-being, regardless of age. The determination of severe intoxication is an observable disorientation by the student observed by another where the student is not capable of walking straight, smells of alcoholic beverages, or is otherwise impaired to conduct a conversation, walk, drive, move along stairs, or otherwise conduct themselves in a civil manner.
 - 5. Driving under the influence of alcohol, meeting the standards of Florida State Statute.
 - 6. Violations of other laws pertaining to alcoholic beverages.
 - 7. Drinking practices or games that encourage participants to consume alcoholic beverages or promote intoxication and any paraphernalia that supports such activities are prohibited, regardless of age.

8. The sale of alcoholic beverages on campus without the express permission from the Vice President of Administration or the President of the University and that such event has the appropriate liquor license.

C. *Other Drugs:* Misconduct related to illegal drugs and controlled substances (including marijuana, narcotics, cocaine, heroin, prescription medication, synthetic cannabinoids, or other drugs, and any chemical substantially similar to a controlled substance), including the following:

1. Possession or use of illegal drugs or misuse of controlled substances (as otherwise prescribed by a medical practitioner licensed to dispense same in the State of Florida).
2. Possession, use, manufacturing, or distribution of drug paraphernalia.
3. Manufacturing or distribution of illegal drugs or controlled substances.
4. Driving under the influence of any illegal drug or controlled substance.
5. Being in the presence of the use or misuse of illegal drugs or controlled substance on campus.
6. Violations of other University drug policies or federal, state, and local laws pertaining to illegal drugs and controlled substances.

In a situation where a student takes responsible action (for themselves or for others) and calls, stays, and cooperates, or has such action taken for them, the responding party (e.g., Police, Student Services) will fully document the incident. Students will be asked to provide their name, ID number, and contact information to the responding party(s). Students will receive a notice from the Office of Student Services and are expected to attend a meeting with a staff member regarding the incident.

Amnesty through Responsible Action

If it is determined through this meeting that the student followed all required steps to be eligible for Amnesty through Responsible Action, the student will not be found responsible for an alcohol or other drug related policy violation (except for driving under the influence). The student may still be asked to complete an alcohol or other drug intervention and to complete educational activities. For example, a student may be required to participate in BASICS or alcohol and other drug education group through Health Promotion and Wellness or may be required to seek an evaluation for substance abuse and to follow treatment recommendations. Amnesty through

Responsible Action applies only to alcohol and other drug related policies. If other policy violations occurred, or may have occurred, the student will participate in the student conduct process related to those policies and may be found responsible.

For Amnesty through Responsible Action to apply, the student must agree to timely completion of any recommended assessment, educational assignment, and/or treatment *at their own expense*. Serious or repeated incidents will prompt a higher degree of medical concern and action. If a student who receives medical assistance fails to complete the required course of action, or exhibits a pattern of problematic behavior with alcohol, that student may be subject to formal disciplinary action up to expulsion from the University.

As with any incident involving alcohol, parents (or legal guardians) of students under the legal drinking age will be notified.

D. Destruction of Property

1. Destroying, damaging, defacing, or vandalizing property belonging to the University or any property leased or rented by the University;
2. Painting graffiti on any property (regardless of whether it is owned by the University).

Art. 5. Students have the right to:

- Be given quality academic education and training.
- Be respected for their initiative, creativity, and free expression of their ideas.
- Be allowed the use of all facilities and services of the institution, as per the established regulations, during hours of operations
- Be given the right of redress in case of disciplinary actions against them.
- File a complaint of any circumstance/person that causes discontent, dissatisfaction, and/or discomfort. (Please see the process on the “Filing a Complaint” section below).
- Receive information on their academic performance, as well as job and training opportunities.
- Participate in all international projects and programs of the institution if they qualify for them.

- Be granted any other rights set forth by applicable Federal or State laws regarding higher education institutions.

Helpful Information about Hazing

If you have questions about what could be hazing or would like to discuss tradition/practices or need assistance in improving the effectiveness of your organization's new member orientation process, please contact the Student Services Coordinator.

The University is committed to removing hazing, and to that end it encourages students/student organizations to review their traditions/ practices with a staff member without fear of retribution or adjudication.

Questions one can ask to determine if an activity/process might be unhealthy or even hazing:

- Would I do this in public? In front of my parents? The university president? For local news or the school paper?
- Is this required of all members or just new ones? Are expectations of current members less than those of new members?
- What happens if it is not completed by a new member or a current member? Are the consequences more severe for the new member?
- What is the purpose of this activity? Is it in line with the purpose of the group? Is it the most effective way to achieve this outcome?
- Does this separate the new members from the rest of the group or make them feel less important?
- Could this be potentially harmful?
- Would I ask a member of my family, such as a younger brother or sister to be a part of this?
- Does this process truly prepare the new member for what they need to know to be a part of the organization?

Filing a Complaint

All acts of discontent, dissatisfaction, and/or discomfort must be documented in writing, specifying the basis for the act.

The complainant must:

1. Enumerate specifically the types of acts in the statement, identify the offender, if there is one, and turn in the complaint to the Student Services Coordinator, Compliance Office, or Human Resources as applicable.
 - If a student feel offended by a faculty, the student must submit the complaint to the Compliance Office.
 - In absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to the Office of Compliance, Student Services, and/or Human Resources, as appropriate.
 - Claims to be found frivolous will result in appropriate sanctions against complainant, as determined by the Director of Academic Affairs. Possible sanctions may include, but are not limited to, written reprimands on the student's, restriction or loss of privileges, and suspension.
2. It is important to sign the report, otherwise it will be an informal complaint. In any way, reports will be kept confidential at the Compliance Office and/or Human Resources, depending on the allegations and to whom the allegations are against.
3. San Ignacio University will investigate all complaints. Investigations may include interviews, preparation of statements, reports with summary of the investigation, description of investigation process, findings, and recommendations.

4. The University may attempt mediation between the parties involved.
5. If mediation is not achieved, the designated University official will issue a final report.
6. Final reports shall be issued within 60 days of the investigation being completed. Upon completion of the investigation the alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered, and implemented.
7. Complaints may be withdrawn, but San Ignacio University reserves the right to continue investigating the problem.
8. By the time a determination of appropriate disciplinary action or resolution is reached, all parties will be contacted, and circumstances fully evaluated.
9. Individuals have five days to appeal a determination of sanctions. Such appeals shall be directed to the Director of Academic Affairs, who will review the determination for fairness, consistency, and that it follows the rules of the University. The determination of the Director of Academic Affairs is final.

Sanctions

When a student or student organization is found in violation of the Code of Conduct, any of the following types of sanctions may be assigned. Sanctions should be appropriate to the policy violation(s) for which they are assigned. When considering the sanctions to be imposed, a range of factors may be considered, including the

- Nature, context, and severity of an incident,
- Developmental needs of the student,
- Level of accountability and responsibility taken by the student,

- Level of cooperation from the student,
- Need to stop the misconduct and prevent its recurrence,
- Need to remedy and address the impact or effects of the conduct on others,
- Disciplinary history of the student,
- Best interests of the University community, and
- Any other aggravating, mitigating, or relevant factors.

A student's consumption or sale of alcoholic beverages or other drugs prior to or in connection with an incident—even if lawfully consumed—will generally be viewed as an aggravating factor. Participation in high risk drinking or drug behavior, including, but not limited to, the participation in drinking games or other excessive abusive or irresponsible patterns of consumptions, are generally seen as additionally aggravating factors.

Where it is reasonably believed that a violation of any University policy was committed against any person or group because of the person's or group's race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification protected by law or policy, or because of the perception that a person or group has some such characteristic, sanctions may be enhanced up to and including separation from the University (e.g., University Suspension, Exclusion, Degree Revocation, Expulsion, or Group Dissolution).

Compliance with all assigned sanctions within the time allocated is mandatory. Failure to complete or comply with any assigned sanction, or failure to meet an assigned deadline (if applicable), may result in further disciplinary action, and/or the placement of a hold on a student's University account. If a student withdraws or takes a leave from San Ignacio University prior to the completion of their sanctions, they must complete all assigned sanctions before they will be able to reenroll.

Disciplinary Sanctions (Individual):

Expulsion. Expulsion is the permanent removal of the student from the University. Expulsion includes forfeiture of all rights and degrees not conferred at the time of the expulsion, withdrawal from all courses, and forfeiture of tuition and fees. A student who has been expelled may not register for classes, submit coursework, receive academic credit, attend classes, or participate in any function or event sponsored by the University or any of its departments, groups, or organizations (unless specifically authorized by the dean of students, or designee). A student who is expelled is also banned from entering, visiting, or being present on University property or facilities (unless specifically authorized by the dean of students, or designee). A student who has been expelled may never apply to be a student at San Ignacio University again.

Degree Revocation. A student's degree is revoked. Degree revocation includes forfeiture of all rights and responsibilities associated with the degree, and forfeiture of tuition and fees. All restrictions outlined under Expulsion also apply, including the prohibition from applying to be a student at San Ignacio University in the future.

Exclusion. Exclusion is exactly as is outlined above for Expulsion with one exception. The exception is that a student who is excluded must be separated from the University for a minimum of two years. After this time, a student may reapply to the University. To reenroll, an excluded student must receive formal acceptance of their application by the Office of Admission and approval from the Director of Academic Affairs, or designee.

A student who is excluded after having satisfied all degree requirements will not be awarded their degree until two years have passed and (i) they have completed any other conditions imposed for reentry, (ii) reapplied to the University, and (iii) received formal acceptance of their application by the Office of Admission and approval of the Director of Academic Affairs, or designee. The student may not participate in commencement exercises until the time their degree is conferred.

Suspension. A status, imposed for a minimum of one full academic semester, in which students are removed from the University and may not register for classes, attend classes, submit coursework, receive academic credit, or participate in any function or event sponsored by the University or any of its departments, groups, or organizations (unless specifically authorized by the President, or designee). A suspended student may also be banned, during their suspension,

from entering, visiting, or being present on University property or facilities (unless specifically authorized by the President, or designee). Suspension may also include the imposition of conditions for reenrollment. The maximum length of a suspension is two years; however, this may be extended to the planned degree completion date of a reporter to ensure that a respondent is not a student at the same time as a reporter.

If a student who was suspended does not reenroll in the University within two years of the end of the suspension term (or longer if specified), the student may not reenter the University without acceptance of a formal application by the Office of Admission and approval of the Director of Academic Affairs, or designee (and completion of any other conditions that may be imposed for reentry).

A student who is suspended after having satisfied all degree requirements will not be awarded their degree until the period of suspension is over and they met all conditions for reenrollment. The student may not participate in commencement exercises until the period of suspension is over and they are approved to reenroll.

In the event a disciplinary suspension and an academic or medical withdrawal occur simultaneously, the leaves of absence are to be effective consecutively, and not concurrently, unless otherwise determined by the hearing officers or panel.

Disciplinary Probation. A status imposed for a specific period of time to alert the student to the fact that their behaviors are substantially inconsistent with University policy and expectation. During this time, students are asked to take active steps toward improving their decisions and behaviors and to demonstrate that they can abide by University policy and succeed as a member of the San Ignacio University community. Any policy violation while the student is on disciplinary probation, will result in strong consideration of whether the student is a good fit for the San Ignacio University community and of whether separation from the University (i.e., suspension, exclusion, expulsion) is necessary. Probation will frequently be accompanied by a Loss or Restriction of Privileges or Activities sanction (see below).

Disciplinary probation may impact other opportunities for which a student's disciplinary record is considered as a criterion for participation.

Conduct Review. Conduct Review indicates that a student's behavior is a significant violation of University policy either because the student had one significant incident or because the student is beginning to show a pattern of concerning behavior. Conduct Review is imposed for a specific period of time to encourage students to reflect upon their choices and behavior and to demonstrate the ability to abide by University policies and expectations. During this time, a student's behaviors will be observed, and any policy violations committed during this period will likely result in a heightened level of response and a more significant sanction such as disciplinary probation or separation from the University. Conduct Review will be assigned for a minimum of three months and typically a maximum of a year.

Though Conduct Review does not place any formal restriction on a student's privileges or activities, it may impact opportunities for which a student's disciplinary record is considered as a criterion for participation.

University Warning. Formal notice that a student's actions violated a University policy, that such actions are not acceptable in our community, and that further misconduct, or any other violation of a University policy, may result in more impactful disciplinary action. Students are thus expected to reflect upon their decisions and to be mindful of how their future choices and actions may impact themselves, others, and the University community.

Fine. Fines are punitive monetary costs intended to dissuade students from violating the Code of Conduct. Fines collected are used by the University to fund services and programs for students.

Financial Restitution. Restitution is monetary compensation required of students who took, misused, damaged, or destroyed University, public, or private property or services. Amounts charged to students may include the cost to repair, replace, recover, clean, or otherwise account for the property or services affected.

Loss or Restriction of Privileges or Activities. The withdrawal of the use of services or privileges as a student or member of the community, or the loss of the privilege to participate in an activity or event. Examples include:

- Restriction on representing San Ignacio University in any official capacity;

- Restriction from holding positions of leadership in any University recognized student group or organization or from being hired by University departments to serve in leadership roles;
- Restriction from attendance at University events or activities;
- Restriction on use of University resources;
- Restriction on entry or access to particular locations, premises, or events;
- Restriction on contact with another member or group of members of the University community;
- Restriction on ability to study abroad; and
- Additional conditions as deemed appropriate by the hearing officer/panel.

Restrictions on Access or Contact. Restrictions or prohibitions on a student's entry or access to locations, premises, or events, or on a student's contact with another member of the University community.

Other San Ignacio University Policies and Procedures:

To aid students in awareness of their responsibilities as members of the San Ignacio University community, the following policies also govern or cover different aspects of student life here at SIU; this is not a comprehensive list. Violations of these policies may be resolved through the Office of Student Services or other designated resolution procedure.

Addresses and Telephone Numbers:

It is the responsibility of the student to keep the University informed of up-to-date permanent and local address and telephone information as well as emergency contact information. All changes should be reported promptly to the Student Academics and Records Manager or designee. Changes to parent addresses must be reported to the Student Academics and Records Manager or designee.

Attendance Policy:

Students are expected to attend scheduled classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily at the beginning of the class by the professor in charge.

Students are expected to attend **ALL** scheduled classes **on** time. Attendance is an integral part of the learning process, so the **only** excused absences accepted during the courses are the following:

- Court Appearance, (I.e. Jury Duty)
- Immigration Appointment,
- Medical emergency, or
- Death in the family (grandparents, parents, or siblings)

For any of these types of absences, students **MUST** present and/or submit, before their next class meeting, the corresponding official documentation to support the reason of the absence.

Note: In the case of a medical excuse, submit your evidence in a sealed envelope to your Academic Advisor. Faculty will be contacted once evidence has been received from the student.

Students enrolled in the Undergraduate degree programs are permitted no more than 2 “free” absences in one semester (13% of the total contact hours). Students missing 3-5 classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing 6 classes will result in failure of the course regardless of grade average. It is the student’s responsibility to arrange to make up work missed because of an absence. All homework and assignments must be delivered on the assigned day regardless of the absence.

International Students:

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 **3 absences** will be allowed during the duration of the course. For the first 2 absences, the student will receive a warning notification from the SIU Visa Department. On the 3rd absence, the student will receive a final notification. If student 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 make up work missed

because of absence. All homework and assignments must be delivered on the assigned day regardless of the absence.

Tardiness: Classes begin at the scheduled time; professors will take attendance during the first 15 minutes of class. Students must make the effort to be on time to avoid being marked absent. Arriving late is not only impolite, but it also disrupts the learning process for the entire class. **Three tardiness (3) will be considered as one (1) full absence.** If the student missed half of the class prior at the beginning and at the end of class, it is considered a full absence. It is at the Instructor's discretion whether or not he/she will allow the student to enter class and participate in activities.

- Students are expected to arrive to class on time and stay the entire class session.
- Students that arrive late will not be allowed to enter class unless there is a justified reason for arriving late.
- Attendance will not be considered for late arrivals to class.
- Please do not disrupt class by walking in and out of the classroom.

Assignments: Assignments must be submitted on the due date. Students who in advance know they are going to be absent on the date an assignment is due are still uniquely and solely responsible for submitting such assignment on the due date.

Religious Holidays Absences: The Florida Board of Education and state law govern university policy regarding 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 holiday of their faith.
- Students shall be permitted a reasonable amount of time to make up material or activities covered in their absence.
- Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observance.

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 a religious observance, the faculty member should not schedule a major exam or other academic event at a 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 2 total absences of schedule 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.

Synchronic Attendance (Health Programs):

Students are expected to attend all scheduled classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily at the beginning of the class by the professor in charge. Students are expected to attend **ALL** scheduled classes **on** time.

Asynchronous Attendance (Health Programs):

Attendance for a distance education format modules requires student academic engagement for at least 50 minutes of each clock hour that is recorded as a clock hour attended by the student. In this asynchrony learning circumstances the attendance hours are based on data or on the knowledge of the instructor that the student was academically engaged for at least 50 minutes out of each clock hour that is recorded.

Civility, Mutual Respect, and Unacceptability of Violence on Campus:

Individuals covered by these policies include faculty, staff, students, and academic staff.

1. **Policy.** As members of the San Ignacio University community, its faculty, staff, and students are expected to deal with each other with respect and consideration.

2. Expected behavior. Each community member is expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community.

3. Unacceptable behavior. Demeaning, intimidating, threatening, or violent behaviors that affect the ability to learn, work, or live in the University environment depart from the standard for civility and respect. These behaviors have no place in the academic community.

4. Violence. Violence is behavior that causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable in the San Ignacio University community.

5. Weapons. Weapons of any kind are prohibited on campus except for those carried by sworn police officers.

6. Responsibility to act. A member of the community who is involved in or witnesses' behavior on campus that poses imminent danger should immediately contact the Local Police Department and the Student Services Coordinator. In situations that do not involve imminent danger or for advice on the appropriate course of action, a member of the community is to notify a supervisor, department head, or Student Services staff member. Alternatively, the observer may report the incident to the Vice President of Administration, the Department of Human Resources, or the Office of the Director of Academic Affairs.

7. Orders of protection. Community members who obtained restraining or personal protection orders are encouraged to provide a copy of the order to the University's Vice President of Administration for enforcement on campus.

8. Visitors. Visitors, vendors, and the families of members of the community are expected to comply with the provisions of this policy. Noncompliant behavior leads to removal from the campus.

9. Violation. A community member who violated this policy is subject to disciplinary action, which may include separation of the offending party from the University, consistent with established disciplinary procedures.

Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), all students have certain rights regarding their educational records. A copy of San Ignacio University's student records policy is available upon request to the Student Academic Records Coordinator or Student Records and Visa Coordinator. FERPA grants students the rights to:

- Inspect and review their educational records at San Ignacio University;
- Request an amendment of their records to ensure the records are not inaccurate, misleading, or in violation of privacy rights.
- Consent to release or to restrict disclosure of personally identifiable information contained in their educational records, except under certain limited circumstances when, by law, consent is not required; and
- File a complaint with the US Department of Education concerning alleged failures by San Ignacio University to comply with FERPA requirements. Consistent with FERPA, the University reserves the right to inform parents or legal guardians of students under the age of 21 who violate University policies or local, state, or federal laws governing the use or possession of drugs or alcohol.

Financial Obligations:

The Accounting Department is responsible for billing and collection of tuition, fees, and room and board charges.

As a San Ignacio University student, you are responsible for fulfilling your financial obligations to the University. If your account becomes overdue, you must pay a late payment fee. In addition, you are liable for any costs associated with the collection of your unpaid bills, including, but not limited to, collection agency costs, court costs, and legal fees.

The Vice-President of Administration may cancel or prevent the registration of students whose accounts are overdue. Students whose University bills are unpaid when due may not be issued their diploma or transcript or have their enrollment or degrees confirmed until all financial obligations are paid in full.

International Students and Policies on Student Immigration Status:

International Students: Students who wish to come to the United States under an educational visa or who are already in the United States under visas that would allow educational pursuit. Students who are in the process of applying for Permanent Residency status but have not yet received the Permanent Residency card.

International students agree to maintain and follow the regulations of their immigration status should maintain constant communication to the Designated School Official (DSO). DSO is responsible for the requirements to remain in compliance with US immigration regulations, which govern their academic study, travel, and employment in the United States.

Liability:

The University bears no responsibility for the loss of, theft of, or damage to personal property of students. Students and their parents are encouraged to purchase insurance that will cover the student's personal property while the student is away from home attending school. Any loss, theft, or damage to personal property should be promptly reported to the local Police Department and to the Student Services Coordinator.

Library Materials:

Hours **8:00 am to 8:00 p.m.**

- Regular collection books (non-textbooks) are loaned for a period of two weeks each semester.
- Textbooks for classes currently taught during a semester are only available for in-library use. At least one textbook per class taught during the semester is kept at the circulation desk for students' use.

- Students are responsible for the return of materials. Checkout privileges are contingent with timely return and may be revoked.
- Students **will be held responsible for the replacement cost of materials.** Additional University policies are in place when loss or damage occurs. Please see Student Handbook.

Proper conduct is required in all facilities. This includes limitations on where food and drink can be consumed, prohibition of disorderly conduct towards staff and other library users, regulations about the presence of animals, and a ban on commercial activities, and smoking. Special permission from the Vice President of Administration is required for filming and photography and for the use of certain rooms and facilities.

Medical Leave of Absence Protocol:

The purpose of a voluntary medical leave of absence (MLOA) is to provide students time away from campus for treatment of a physical or mental health condition that impairs a student's ability to function safely and successfully as a member of our community. Students can apply for a MLOA up to the eighth week of the quarter in which the student wishes to take a leave. Each leave is individualized based on the needs of the student and handled on a case-by-case basis. Students who request and obtain a voluntary MLOA during an academic quarter may be eligible for several benefits, including:

- Larger tuition refunds
- Later course withdrawals
- A coordinated treatment plan

For international students, depending upon the circumstances, an MLOA may provide a way to remain in the United States while maintaining legal status and receiving treatment.

All MLOAs are processed by the Records Manager or the Visa Coordinator, thru the Student Services Coordinator. Students can begin the process by submitting appropriate information to the

Student Services Coordinator and in consultation with the Records Manager or Visa Coordinator a determination will be made regarding the granting of such a request.

Dress Code :

***Applies only for the Health Programs Students**

The students enrolled in the Health Programs at SIU are required to dress in a professional manner.

- For purposes of safety, health, and professionalism, open-toed, open back or cloth shoes are not allowed.
- Students are required to wear scrubs suits (available from the Health Programs) and must be worn to all lectures, labs, and examinations as applicable per schedule.
- Students may wear white, gray, or black t-shirt under the scrubs.
- Visible tattoos and body piercing other than one piercing ear, are not considered professional appearance, and is not allowed during all learning activities. This includes tongue piercing.
- Nail tips or artificial nails are not to be allowed during skills activities for reasons of infection control.

Graduation Policy:

Graduation from San Ignacio University is awarded upon satisfactory completion of the following minimum requirements:

- Fulfill Total Hours Required: Students must accrue required credit hours
- Fulfill Course Requirements: Students must successfully complete all degree requirement as outlined in the university Catalogue and program of study.
- Maintain Satisfactory Academic Average: Students must earn a minimum cumulative (2.0) grade point average (GPA) to graduate. (Transfer credit is not factored into the calculation.) And 3.00 grade point average (GPA) for Graduate students.

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

- **Assessment Evaluation:** Students must complete the Initial and Exit Assessment evaluation. The initial assessment needs to be completed in the first term of the program. In the last term, students will be requested to complete the exit assessment evaluation. The result of both evaluations is 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.
- **Graduates Survey:** Students must complete the Graduate Survey in the semester 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, graduate's 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 Academic 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.

Courses of Study at San Ignacio University

General Provisions:

The courses of study utilize a combination of theoretical, practical, and entrepreneurial curricular carried out in four academic terms. The academic calendar is published at the beginning of the year and includes all applicable activities including but not limited to descriptions and due dates.

The curriculum is comprised of a set of required courses arranged by levels. The syllabus lists courses by name, code and prerequisites. Students must pass all courses in order to graduate.

Amendments or updates to syllabi requires approval from the Director of Academic Affairs. The elimination or addition of courses, changes nomenclature, length of course, and necessary pre-requisites validation must be approved by the Academic Coordinator followed by approval from the Director of Academic Affairs and final approval by the President. Any such amendment or update to the study plan will be applied no sooner than the term following approval.

Enrollment Criteria:

The student is officially enrolled after successfully completing all enrollment requirements.

Enrollment is carried out for each term and is subject to the following provisions:

- Full Enrollment: Any student who has enrolled in all courses with the aim of receiving a degree at the end of the term.
- Supervised Enrollment: Any student who has failed up to three courses must have an appointment with the Academic Coordinator before enrolling in new courses.

A student may withdraw from enrolled courses following the rules stated in the Catalog. Students, who do not officially withdraw, do not meet minimum attendance requirements as outlined in the Course Catalog or turn in assignments will receive a failing grade of “F,” with the permanence of a “W” on record.

Withdrawing from the entire program after the first day of class, but prior to 40% completion of the term will result in a pro-rated refund based on the number of hours completed in relations to the total program hours. Withdrawal or cancellation of enrollment after completing 40% of the program will result in no refund.

Assessment Criteria:

Formal and informal assessments occur continually throughout the term to monitor the progress level of each student. The syllabi contain: course summaries, objectives, course outlines, assessment criteria, and bibliographies. All exams, class and homework, as well as projects assigned are prepared according to the contents of the syllabi and are an integral part of the evaluation process. Exams and other assessment tools are based on the activities, assignments, and the readings that the teacher has covered within class. Exams are corrected within 48 hours

of completion by the instructor. Grades and exams are officially posted by the Department of Academics. All research projects will be graded within one week of due date.

Dates for mid-term and final exams are printed in the syllabi and academic calendar. For courses as appropriate, research work project may replace final or midterm exam, pending prior approval by the Academic Coordinator / Director of Academics as acquired by instructors.

Grading scale and evaluation of student performance in each course is determined by Academic Coordinator / Director of Academics in accordance with the length, course content, and subject matter.

Grading System:

The Grading System at San Ignacio University is based on a percentage scale as described in the charts below: Letter Grade/ Description/ Percent Equivalent/ Grade Point Average – GPA/ Part of Cumulative GPA:

Undergraduate

| Letter Grade | Description | Percent Equivalent | Grade Point Average GPA | Part of Cumulative GPA |
|---------------------|--------------------|---------------------------|--------------------------------|-------------------------------|
| A | Excellent Work | 96-100% | 4.0 | Yes |
| A+ | Excellent Work | 90-95% | 3.7 | Yes |
| A- | Good Work | 87-89% | 3.3 | Yes |
| B+ | Above Average Work | 83-86% | 3.2 | Yes |
| B- | Above Average Work | 80-82% | 3.0 | Yes |
| C+ | Average Work | 77-79% | 2.5 | Yes |
| C | Average Work | 73-76% | 2.2 | Yes |
| C- | Average Work | 70-72% | 2.0 | Yes |
| D+ | Fail | 67-69% | 1.7 | Yes |

| | | | | |
|----|-----------------------------|-----------|-----|-----|
| D | Fail | 63-66% | 1.3 | Yes |
| D- | Fail | 60-62% | 1.0 | Yes |
| F | Fail | Below 59% | 0.0 | Yes |
| WF | Withdrawn Failing | Below 59% | 0.0 | Yes |
| W | Withdrawn** | n/a | n/a | NO |
| WA | Administrative Withdrawn | n/a | n/a | NO |
| TC | Transfer Credit | n/a | n/a | NO |
| I* | Incomplete | n/a | n/a | NO |
| P | PASS | n/a | n/a | NO |
| NP | Not Passing | n/a | n/a | NO |

Graduate

| Letter Grade | Description | Percent Equivalent | Grade Point Average GPA | Part Cumulative GPA |
|---------------------|--------------------|---------------------------|--------------------------------|----------------------------|
| A | Excellent Work | 96-100% | 4.0 | Yes |
| A- | Excellent Work | 90-95% | 3.7 | Yes |
| B+ | Good Work | 87-89% | 3.3 | Yes |
| B | Above Average Work | 83-86% | 3.2 | Yes |
| B- | Above Average Work | 80-82% | 3.0 | Yes |
| C+ | Fail | 77-79% | 2.5 | Yes |
| C | Fail | 73-76% | 2.2 | Yes |
| C- | Fail | 70-72% | 2.0 | Yes |
| D+ | Fail | 67-69% | 1.7 | Yes |
| D | Fail | 63-66% | 1.3 | Yes |

| | | | | |
|----|-----------------------------|-----------|-----|-----|
| D- | Fail | 60-62% | 1.0 | Yes |
| F | Fail | Below 59% | 0.0 | Yes |
| WF | Withdrawn Failing | Below 59% | 0.0 | Yes |
| W | Withdrawn** | n/a | n/a | NO |
| WA | Administrative Withdrawn | n/a | n/a | NO |
| TC | Transfer Credit | n/a | n/a | NO |
| I* | Incomplete | n/a | n/a | NO |
| P | PASS | n/a | n/a | NO |
| NP | Not Passing | n/a | n/a | NO |

A student may be allowed to “withdraw” from a class according to the aforementioned guidelines with the permanence of a “W” on record. A withdrawal outside the time period established in will be permanently regarded as a as a failure and a “WF.”

In extreme situations, such as sickness, accident, or a traveling emergency, that fall within the last few weeks of the term, a student may request to receive an “Incomplete.” The student will be given a period of one month from the last day of the course to make up the course work. If the student does not make up this course work, the “Incomplete” will be converted in to an “F”.

General Study Regulations

Make-ups of Mid-term and Final exams will be evaluated by the professor and will only approve by the Academic Coordinator / Director of Academic Affairs in the case of justified reasons.

If a student has a disagreement about an exam grade, and cannot resolve it with the instructor, the student may present an appeal form to the Department of Student Services who if not resolved will then provide the Academics department with the original exam/paper copy for appeal.

Record Keeping Criteria:

All student records will be kept in the Department of Academics including:

- Confidential personal student information.
- Exam and quiz scores.
- Continuous assessment scores.
- Final averages and grades.
- Teacher remarks.
- Disciplinary concerns.
- Awards and honorary mentions.
- Student Comments and recommendations if not anonymous.

Records are signed by the instructor of each term and turned in to the Registrar / Records department of Academics no later than 72 hours after the assessment is carried out.

Enrollment Cancellation:

Any student who fails the same course three times will be automatically expelled from the institution. If a student feels he/she has been subjected to an unfair academic action administered by the institution, resulting in his/her expulsion, the student may appeal to the Disciplinary Committee in writing up to two weeks after the action is taken.

On Readmission:

If a student needs to take a leave of absence from his/her course of study, he/she must submit an enrollment reservation letter for a future date and pay the corresponding monthly tuition fees. Any student who fails to turn in an enrollment reservation letter must undergo the admissions process again after one Academic Year of original date of acceptance. Any other case of re-admission shall be evaluated and resolved by the Academic Coordinator or Academic Director.

Registration Cancellation:

Cancellation Policy

You have the right to cancel your enrollment at any time up to the end of the first week after the term start date. If you cancel at any time up to the first week after the term start date, San Ignacio

University will refund all monies paid to the institution. Notification of cancellation may be sent to SIU in any manner.

University Withdrawals

When a student is withdrawn from the University for any Reason, a refund calculation will be performed and any money 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.

Prior to the first day of classes students will not be held responsible for payment of fees; all payments received are eligible for 100% refund.

During the first week of classes students will not be held responsible for payment of fees; all payments received are eligible for 100% refund.

During the second week of classes students will be held responsible for 40% of fees assessed for the semester; payments exceeding this assessment would be eligible for 60% refund.

During the third week of classes Students will be held responsible for 60% of fees assessed for the semester; payments exceeding this assessment would be eligible for 40% refund.

During the fourth week of classes students will be held responsible for 80% of fees assessed for the semester; payments exceeding this assessment would be eligible for 20% refund.

After the fifth week of class Students will be held responsible for 100% of fees assessed for the semester.

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.

Pro rata

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you are scheduled to complete 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you are scheduled to have completed more than 60% of the payment period, you earn all the assistance that you were 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 of 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.

Funds unable to be disbursed

There are some Title IV funds that a student might have been scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements.

For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of his/her program before he/she withdrew, then the student will not receive any Direct Loan funds that he/she was eligible to receive had he/she remained enrolled past the 30th day.

If a student (or the parent or University on the student's behalf) receives excess Title IV program funds that must be returned, the University must return a portion of the excess equal to the lesser of:

- Student's institutional charges multiplied by the unearned percentage of the student's funds,
or
- Entire amount of excess funds

- The University must return this amount even if it did not keep that amount of the student's Title IV program funds.

If the University is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student (or the parent for a Direct PLUS Loan) must return must be repaid in accordance with the terms of the Master Promissory Note. That is, the student may make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned federal grant funds that a student must return is called an overpayment. The maximum amount of a Grant overpayment that a student must repay is half of the Grant funds received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50.00 or less. The student must make arrangements with the University to return the unearned grant funds.

The requirements for return of Title IV program funds when a student withdraws are separate and different than San Ignacio University Institutional Refund Policy. Therefore, the student may still owe funds to the 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.

VA Refund Policy

Up to the 60% point in each period of enrollment, a pro rata schedule is used to determine the amount 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 on the student's account. In instances when a Service member stops 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.

Safety Concerns:

Art. 34 Safety regulations established by the San Ignacio University are to be carefully observed, including, but not limited to:

- Smoking is strictly forbidden on premises.
- The use and possession of weapons is strictly banned inside the University with the exception of certified law enforcement officers taking classes with SIU.
- Letting the School know of any pre-existing medical conditions, limitations, restrictions, or allergies prior to the beginning of each academic term.
- Mobile phones must be turned off or placed on silent mode when attending classes or at university functions where silence is required for the purpose of proper decorum and not interrupting the proceedings. Students should check their messages on break-time only but not during classes or proceedings. While attending classes or proceedings telephone calls must be made outside of the classroom or on break-times only.

On Visitors:

All visitors must observe the following rules:

- Do not perform any activity that may be distracting for students during any classes.
- Do not enter classes without the express authorization of the Academics Coordinator.
- If the visitor is authorized to enter the classroom, he/she must conduct themselves in a proper manner and obey the professor demands.
- Photographers and videographer are not permitted on premises without authorization of the Executive Director. All such requests must be made in writing with at least one week's notice.
- If a visitor is permitted to use the University's facilities by any employee, but she/he shows misconduct that could harm the University's establishment and community in any way, the School has the right and duty to ask the person to leave, if the person refuses, the School would then call the relevant body in order to take care of the situation.

Rules and Restrictions:

Art. 6 It is expressly prohibited to:

- a)** Participate in unauthorized group protests or perform political or religious proselytism, or solicitation in the institution.
- b)** Bring alcohol or illegal drugs into the institution.
- c)** Be intoxicated (under the influence of drugs or alcohol) while on premises.
- d)** Spirits may be tasted in the enology and cocktail preparation courses only under direct supervision of the instructor. Spitting is encouraged and spit-buckets are provided. Social drinking is strictly prohibited.
- e)** Bring weapons of any nature into the institution unless the student is a certified law enforcement officer in the State of Florida. Kitchen knives are to be used only in the Kitchen.
- f)** Show disrespect, either verbally, physically or in writing, towards the instructors, staff, or colleagues.
- g)** Perform acts of academic dishonesty, such as cheating, plagiarizing, impersonation, altering of exams, etc. Any such conduct will be subject to immediate discipline as determined by the Director of Academics, including expulsion for cheating.
- h)** Theft or vandalism to property belonging to the institution, other students, instructors, staff, or visitors.
- i)** Entering the warehouse, product storage areas and administrative offices without prior authorization.
- j)** Eating or drinking in the classroom is strictly forbidden with the exception of food and beverage previously designated for tasting, and any special events previously sanctioned by the Academic Coordinator.
- k)** Sell items or promote services not authorized by the institution.
- l)** Engage in gambling inside the institution.
- m)** Receive visitors on premises without prior written notification approved by the Director of Academic Affairs, or Academic Coordinator.
- n)** Perform or allow, by action or omission, any kind of activity that may cause damage to the institution, its assets, staff, students or visitors.
- o)** Commit any other act of an illegal, dishonest, or unethical nature that may not be on this list.

The University established the following categories of prohibited conduct and standards. These policies are in place to ensure the safety and well-being of our community. While the San Ignacio Code of Conduct Code aims to sufficiently detail inappropriate behaviors and conduct, it is not possible to account for every possible circumstance. If at any time a student has questions about past or anticipated conduct, they are required to seek advice from a staff or a faculty member. All students are expected to behave and conduct themselves in accordance with standards of good citizenship.

Art. 7. Assault- any intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent is prohibited is not permitted. Assault of a University official or any employee of the University is strictly prohibited.

Art. 8. Battery (Simple)- Any actual and intentional touching or striking of another person against that person's will (non-consensual), or

1. The intentional causing of bodily harm to another person.
2. Where there are no aggravating factors or enhancements at play (such as use of a weapon, serious bodily injury, or domestic violence) the offense is known as "simple battery" or "misdemeanor battery."

Art. 9. Aggravated Battery: the intentional touching of another person with the intent to inflict great bodily harm or to use a deadly weapon is strictly prohibited.

Art. 10. Theft: The knowingly obtaining or using, or endeavoring to obtain or to use, the property of another with the intent to, either temporarily or permanently:

- (a) Deprive the other person of a right to the property or a benefit from the property.
- (b) Appropriate the property to his or her own use or to the use of any person not entitled to the use of the property; is strictly prohibited.

Art. 11. Bullying and Cyber Bullying: Bullying is a significant incident or a pattern of intimidation of another by the real or threatened infliction of physical, verbal, written, or electronically transmitted abuse, or through attacks on the property of another, and it is prohibited. Bullying may include, but is not limited to, actions such as verbal taunts, name-

calling and put downs, including ethnically based or gender-based verbal puts downs, or any communication that embarrasses, humiliates, threatens, or is hostile. **Damage to Property** Students may never damage or destroy property owned or operated by the University, other students, faculty, administration, staff, or guests.

Art. 12. Stalking: San Ignacio University does not support and/or accept the act of persecute another person with unwanted and obsessive attentions, this conduct may be based, but not limited to sexual desires that would cause a person to fear for his or her safety or the safety of family members or close friends, resulting in stress and a poor quality of life.

Art. 13. Disorderly Conduct: Violent, abusive, indecent, profane, or inappropriate conduct or language is prohibited. These behaviors are unreasonable at the time of their occurrence and interrupt teaching, research, administration, community living, disciplinary proceedings, or other activities. This includes but is not limited to disruptive behavior in the classroom, yelling, and using profanity towards a University official or other boisterous conduct.

Art. 14. Endangering Acts or Behavior: A student may never engage in conduct that creates or causes a situation that may result in threat or harm to a person, including himself/herself.

Failure to Comply-Students must comply with University officials (resident assistants, resident directors, public safety officers or any staff or faculty member) in the exercise of their duties. This includes both written and verbal instruction as well as producing University identification when asked. Students must also fully participate in the discipline process. Obstructing this process prohibits the University from providing fairness to its community.

Art. 15. Fire Safety: Breaching campus fire safety is prohibited. The following is a list of fire safety policies:

1. Setting a fire (including charring, burning, lighting of papers, or any other act that could cause a fire), causing or creating a false alarm, or other such intentional or reckless conduct that causes harm or reasonable apprehension of harm to a person or property. Damage to property will be prosecuted as arson whenever appropriate.
2. Misusing, tampering, or damaging fire safety equipment is prohibited. The cost for needlessly activating false fire alarms will be charged to student. Anyone found

discharging a fire extinguisher for other reasons other than a fire will face disciplinary action and will be held responsible for the costs related to damage of property, clean up and recharging the affected fire extinguisher(s).

3. Failure to evacuate University buildings during a fire alarm.
4. Camp stoves, candles, incense and incense burners, propane torches and lanterns are not permitted in any residence. Flammable Materials and Fireworks Students may not possess anything in the nature of fireworks or explosives on any property owned or operated by the University. Students may not ignite or detonate anything that could cause damage by fire, explosion or similar means to persons or property.

Art. 16. **Fraud or Lying:** Lying or fraudulent misrepresentation in, or regarding any transaction with the University, whether oral or written, is prohibited.

Art. 17. **Gambling or Betting:** Students may not play, or participate in, games of chance, such as poker. Students may not participate in betting. Guest Policy The behavior of guests is the responsibility of the host student. A host can be any student an unregistered guest is accompanying or a student who formally registers a guest. Students may not create or allow a situation where his/her guest(s) violate University's policy or guidelines. If a host is found responsible for failure to control his/her guests on campus/dorms, the level of sanctioning for the host may correspond to the appropriate level of the violations the guest committed. Therefore, students are required to always register and accompany their guests around the campus and to monitor their behavior. Hosts are also responsible for any fines or charges incurred by his/her guest.

Art. 18. **Harassment or Discrimination:** This University does not tolerate harassment or discrimination for any reason and is strictly prohibited. Harassment based on race, gender identity or expression, religion, ethnic origin, age, veteran or marital status, sexual orientation or disability will not be tolerated. Harassment is defined as unwelcomed verbal and/or physical conduct directed toward an individual with the purpose or effect of humiliating and/or intimidating as individual or impeding and/or interfering with work performance, academic status, or University life. If a student feels harassed, or sexually harassed by another student, he/she may choose to proceed with allegations using the disciplinary process or the informal

guidelines in the University's policy on sexual harassment. Acts of harassment or discrimination are regarded as very serious. Any retaliation against an individual filing a complaint or for cooperating in an investigation of such a complaint is similarly prohibited and will not be tolerated.

Art. 19. **Misuse of Computer Software:** Unauthorized reproduction or use of computer software is prohibited.

Art. 20. **Misuse of Electronic Equipment:** Students may not knowingly use computers, fax machines, phones or any other electronic equipment for harassment, criminal mischief, threat, or for any other unlawful purpose.

Art. 21. **Misuse of Keys:** A student may not use or possess a University key without proper authorization. A student may never, under any circumstance, have a University key duplicated. Resident students will be issued one room key, and may not give that key to another person. Failure to return a key when leaving an assigned space will result in a core change and the corresponding charge will be applied to his/her account.

Art. 22. **Misuse of University Documents:** Forgery, alteration, or misuse of any university document is forbidden. Unauthorized access to, disclosure of, or use of any University document, record or identification including, but not limited to, electronic software, data and records is forbidden.

Art. 23. **Mutual Combat:** Fighting in which both parties contributed to the situation by verbal and/or physical action is strictly prohibited. It differs from assault as there is no clear aggressor.

Art. 24. **Pattern of Misconduct:** If a student was involved in multiple violations of community standards (as determined by the President or Board of Directors of the University) and his/her response to disciplinary measures indicates that he/she is unable or unwilling to adapt to the University expectations, he/she may be found responsible for a pattern of misconduct. Possession of Firearms, Explosives and other Dangerous Weapons Possession, display, use or distribution of a firearm or any other weapon or explosive is prohibited on University property with the exception for certified law enforcement officers. An instrument of offensive or defensive

combat or something to fight with and is generally any device capable or thought to be capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. This shall include but is not limited to firearms, bb guns, ammunition, bows, arrows, swords, rockets, sling shots, air guns, paint ball guns, personal knives (2-inch blade or greater) and martial arts devices. These items will be confiscated and not returned. Other items could also be considered a weapon, based on the intent of the use.

Definition of Weapons - A weapon is defined as: An instrument of offensive or defensive combat or something to fight with and includes any device capable or believed to be capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. This shall include but not be limited to firearms, bows, arrows, swords, rockets, knives, sling shots, air guns, paint ball guns and martial arts devices.

Art. 25. Smoking: cigarettes, cigars, pipes, bong, e-cigarettes, or any other combustible product where inhalation or puffing is taking place or merely having the product in one's possession while lit is strictly prohibited in University property.

For the safety and health of all, the smoking policy of the institution is intended to minimize the effects of smoking as to create comfortable working, learning, and living conditions for the entire campus community. Smoking is prohibited in all classrooms, residence halls, work areas. Smoking can include all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars, cigarillos, and hookah-smoked products. Theft or Misappropriation Attempted or actual theft, possession, seizing, or concealing of any owned property is prohibited. This includes receiving property with knowledge that it has been stolen. Sale, possession, or misappropriation of any property, including University's property without the owner's permission is forbidden. Any objects that students find must be turned in. Any intentional and unprivileged act that places the victim in fear of harm that would have been painful, injurious, insulting or offensive is strictly prohibited. Unauthorized Access or Forced Entry Unauthorized access or entry to, into, or onto any University premises, building, room, structure, or facility, or property owned or operated by the University of private individuals is prohibited. To enter the residence room of another student, one must be granted access or invited by a resident of the room.

Art. 26. Domestic Violence: The University specifically prohibits violence within a romantic or dating relationship. This can include physical harm or placing the partner in fear of imminent serious physical harm. The determination of the relationship status will be made by University staff based on several criteria including length and type of relationship, or current or past living arrangements.

Art. 27. Sexual Misconduct: Sexual harassment involves the unwelcome introduction of sexual activities or comments into an inappropriate environment. Both forms of sex discrimination are prohibited. Whether on or off-campus, all students are prohibited from the following:

1. Any type of sexual conduct that occurs without the consent of each person involved. This includes but is not limited of the following non-consensual acts: a. the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or use of force to cause a person to touch his or own or another persons' intimate parts b. penetration (anal, oral, or vaginal) by any human part or inanimate object
2. Unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when: a. submission to or rejection of such advances, requests or conduct becomes an explicit or implicit criterion for granting privileges or favorable treatment
3. Repeated and unwelcome behavior, advances, sexual comments, or inappropriate conduct so severe and pervasive that it unreasonably interferes with a person's academic performance or equal opportunity to participate in or benefit from University programs or activities. This can include, but is not limited to the following behavior:
 - a. offensive sexual flirtations, advances, or propositions.
 - b. verbal abuse or innuendo of a sexual nature.
 - c. physical contact such as touching, hugging, patting, or pinching.
 - d. verbal comments, gestures, sounds or jokes of a sexual nature, including those about an individual's body or sexual terms used to describe an individual.

- e. open, offensive display of sexually suggestive objects or pictures, or indecent exposure. Stalking Behavior and or electronic interactions wherein an individual willfully and repeatedly engages in a knowing course of harassing conduct directed at another person which reasonably and seriously alarms, torments, or causes the victim to suffer substantial emotional distress, is prohibited.

Reporting Sexual Misconduct

The University encourages students to report incidents of sexual harassment, sexual assault, or sexual misconduct immediately. If a student is the victim of any sexual misconduct, the student should report the incident to staff immediately. Every effort will be made to protect the privacy of the reporter, restricting information to those with a legitimate need for it. Upon a victim's disclosure of an incident of sexual misconduct, the University will provide the reporter a written notification outlining several choices, and community services available.

A complainant of sexual misconduct can choose among several reporting options at San Ignacio University: filing a criminal complaint with law enforcement officials; filing an administrative report with the institution; or filing an anonymous report with the University. These processes are detailed below. An individual who believes he/she is a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

Complainants (Students) of sexual misconduct who wish to file a report with the University should notify the Student Services Coordinator, Academic Coordinators, the Director of Academic Affairs, or the Human Relations Coordinator. The Notified Employees informed about sexual misconduct allegations involving any student must notify the Human Resources Coordinator as soon as practicable but not less than 24 hours unless informed over the weekend and then within 48 hours. The Notified Employees should not attempt to resolve the situation but must notify and report all relevant information to the Human Resources Coordinator.

Complainants are encouraged to report their complaints in writing, though oral complaints should also be accepted, taken seriously, and investigated, to the extent possible. Further, while

complaints should be made as quickly as possible following an alleged incident of sexual misconduct, all reports will be accepted regardless of when reported.

Complaints should include as much information as possible – that is: (1) the type of sexual misconduct experienced; (2) the name of the respondent; (3) the date(s), time(s), and place(s) of the sexual misconduct; (4) the name(s) of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

Information from complaints will be shared only as necessary to investigate and to resolve the alleged sexual misconduct. Complaints will be investigated and resolved as outlined below. The Human Resources Coordinator will also assess the need for, and institute interim measures as described below as appropriate and where reasonable, as well as work with the appropriate institutional department to determine the need to issue a broader warning to the community in compliance with the Clery Act or to report activity to the authorities.

Institutional reports will be investigated and adjudicated separately from any criminal complaints.

1. Confidentiality: Where a complainant or alleged victim requests that his or her identity be withheld, the institutions should consider, through the Human Resources Coordinator, whether this request can be honored while still providing a safe and nondiscriminatory environment for the institution. Honoring the request may limit the institution's ability to respond fully to the incident and may limit the institution's ability to discipline the respondent.
2. Retaliation: Anyone who, in good faith, reports what she or he believes to be misconduct under this Policy, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating, or cooperating in, or otherwise being associated with an investigation should immediately contact the Human Resources Coordinator. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

3. **False Complaints:** Individuals are prohibited from intentionally giving false statements to an institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this policy shall be subject to disciplinary action.
4. **Amnesty:** Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcoholic beverages or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Law Enforcement Reports. Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with the local police, for his or her own protection and that of the surrounding community.

Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:

1. Clothing worn during the incident including undergarments.
2. Sheets, bedding, and condoms, if used.
3. Lists of witnesses with contact information.
4. Text messages, call history, social media posts.
5. Pictures of injuries; and/or
6. Videos. **Anonymous Reports** Individuals can report incidents of alleged sexual misconduct anonymously

Alcoholic Beverages and Other Drug (AOD)

Drinking games or acts participation in games or activities intended to increase the rate of consumption of alcoholic beverages are prohibited. Excessive amounts of alcoholic beverages are prohibited. Excessive amounts are defined as any amount that causes impairment to a person and is visibly observed as. The initial determination of impairment is made by the observer and the actionable determination is made by a faculty member or employee of the University.

San Ignacio University does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes. San Ignacio University does not utilize pastoral or professional counselors for this process. Voluntary confidential reporting: As San Ignacio University does not have a campus police force all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis.

A Statement of Programs Available to Students and Employees on Campus Security, Personal and Crime Prevention:

San Ignacio University provides information on personal safety and crime prevention. The Student Services office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts. The Student Services Department has available resources addressing Domestic Violence, Dating Violence and Stalking.

The Florida Department of Law Enforcement – Florida Sexual Offenders and Predators Information on sexual offenders and Predators can be obtained by contacting The Florida Department of Law Enforcement (FDLE) Sexual Offender & Predator Unit, P. O. Box 1489 Tallahassee, FL 32302 or by phone at (850) 410-8572, toll free at (888) 357-7332 and email at sexpred@fdle.state.fl.us or on the FDLE website: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>

Information is also available in the United States Department of Justice national sex offender registry - <http://www.nsopw.gov/Core/Portal.aspx>.

Risk Reduction/Warning Signs of Abusive Behavior No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks. Warning Signs of Abusive Behavior Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- 1) Being afraid of your partner.
- 2) Constantly watching what you say to avoid a “blow up.”
- 3) Feelings of low self-worth and helplessness about your relationship.
- 4) Feeling isolated from family or friends because of your relationship.
- 5) Hiding bruises or other injuries from family or friends.
- 6) Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- 7) Being monitored by your partner at home, work, or school.
- 8) Being forced to do things you don’t want to do.

Help reduce your risk and avoid potential attacks If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
2. Consider making a report with the Campus President and ask for a “no contact” directive from the University to prevent future contact.
3. Consider getting a protective order or stay away order.
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From Rape, Abuse, and Incest National Network – RAINN)

- **Do not to leave your drink unattended.**
- Only drink from un-opened containers, or from drinks you have watched being made and poured.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested. Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.
- Make sure your cell phone is easily accessible and fully charged.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Carry a noisemaker on your keychain.
- Carry a small flashlight on your keychain.

San Ignacio University offers awareness programs that address domestic violence, dating violence, and stalking.

During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

A Description of Drug and Alcohol Abuse Prevention Program:

Drug and Alcohol Abuse Prevention

Drug abuse affects all aspects of life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug Free Schools and Communities Act (<https://www.unthsc.edu/care-and-civility/wp-content/uploads/sites/48/DAAPP-Biennial-Report-2022.pdf>). All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

Standard of Conduct:

Our university community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by San Ignacio University. If an individual associated with the University is apprehended for violating any drug-or alcohol-related law when on university property, or participating in a University activity, the University will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the University and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the University.

Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol

Moderate to high doses of alcohol can cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may

also be altered making the acquisition of new information difficult. As you can see from the above there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

Pell Grant Federal guidelines state the grantee must certify that he or she will not engage in unlawful activities related to controlled substances during the period covered by the grant. Federal Financial Aid Penalties for Drug Violations Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug related offense: “Have you ever been convicted of possessing or selling illegal drugs?” If you answer “yes,” the University will send a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both. More information about federal penalties and sanctions is located at <http://www.justice.gov/dea/agency/penalties.htm> Penalties for Drug Convictions If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Possession of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

Sale of Illegal Drugs:

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction. **How to Regain Eligibility:** A student can regain eligibility for

federal student aid funds the day after the period of ineligibility ends or upon successful completion of a qualified drug rehabilitation program that must:

1. Include at least two unannounced drug tests at no expense to the university.
2. Have received or be qualified to receive funds directly or indirectly under a federal, state, or local government program. Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program, passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record.

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the University is not required to confirm the reported information unless conflicting information is determined.

Convictions during Enrollment:

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify San Ignacio University immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction. Drug and Alcohol Counseling Available to all students is the 211 Helpline Center. Students can call 211 to receive referrals to local resources and support to individuals who need drug and alcohol counseling.

University Sanctions for Alcohol and Drug Violations:

Any member of the University community that is found consuming or selling drugs or alcoholic beverages without express authority from the University President or Administrative Director on University property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the University.

- In all cases, the University will abide by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The University adopted a zero-tolerance policy regarding underage drinking.

Art. 35. Any violation of the Alcoholic Beverages and Illegal Drugs rules will result in a disciplinary action by the Disciplinary Committee. The Disciplinary Committee is composed of:

- The President or designee acting as head of the Disciplinary Committee.
- The Director of Academic Affairs or designee.
- A professor selected by the President on an Ad Hoc basis.

Art. 36. Depending on the severity of the fault, the Disciplinary Committee may recommend any action as stipulated in the Sanctions section of this Student Handbook.

Employment

International Students:

The legal regulations governing employment for students with F-1 visas are complex and subject to change. An F-1 student should contact an advisor at the Registrar Office to determine under what conditions he/she may seek employment. All forms of employment require the F-1 student to obtain a social security number. Students cannot receive salary money before this number is obtained. The student should contact the Registrar Office or the Student Services Coordinator to obtain application information and materials.

OPT (Optional Practical Training):

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 Student's major area of study. Eligible students can apply to receive up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and/or after

completing their academic studies (post-completion). However, all periods of pre-completion OPT will be deducted from the available period of post-completion OPT. ‘

Types of OPT

All OPT must be directly related to your major area of study. If you are an F-1 student, you may be eligible to participate in OPT in two different ways:

- **Pre-completion OPT:** You may apply to participate in pre-completion OPT after you have been lawfully enrolled on a full-time basis for one full academic year at a University, university, conservatory, or seminary that has been certified by the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) to enroll F-1 students. You do not need to have had F-1 status for the one full academic year; you can satisfy “one full academic year” requirement even if you had another nonimmigrant status during that time.

If you are authorized to participate in pre-completion OPT, you may work part time (20 hours or less per week) while school is in session. You may work full time when school is not in session.

- **Post-completion OPT:** You may apply to participate in post-completion OPT after completing your studies. If you are authorized for post-completion OPT, you may If you have already received 1 year of part-time (20 hours per week) pre-completion OPT, the total time of full-time OPT still available would be reduced by 6 months, 50% of the previously authorized year at the same education level. In this scenario, you would only be entitled to a remaining period of 6 months full-time post-completion OPT employment authorization.

If you have already received 1 year of full-time (40 hours per week) pre-completion OPT, the total time of full-time optional practical training still available would be reduced by 1 year, 100% of the previously authorized year at the same education level. In this scenario, you would not be entitled to any period of post-completion OPT employment authorization.

Applying for OPT

Generally, you must:

1. Request that your designated school official (DSO) recommend the OPT. Our DSO will make the recommendation by endorsing your Form I-20, Certification of Eligibility for Nonimmigrant Student Status, and making the appropriate notation in the Student and Exchange Visitor Information System (SEVIS).
2. Properly file Form I-765, Application for Employment Authorization with USCIS, accompanied by the required fee and the supporting documentation as described in the form instructions.

Community Hours

Volunteering is an unpaid activity where someone gives their time to help a no-profit organization. At San Ignacio University, our scholarship students must complete a total of ten (10) community hours each term of study. Students should go to the Student Services Coordination to search for all the available volunteer opportunities. Students also can make the Community Hours at the University, at Library or by participating in the University events to comply with the University requirements.

SIU San Ignacio University

www.sanignaciouniversity.edu

“Leadership is the capacity to translate vision into reality.”

Warren Bennis