



## SAN IGNACIO UNIVERSITY CATALOG 2022-2023

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

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## San Ignacio University Catalog

### Disclosure Statement

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

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

### MESSAGE FROM THE PRESIDENT

Welcome to San Ignacio University!

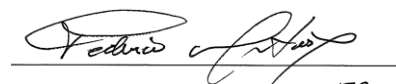
Thank you for choosing San Ignacio University. You are choosing an educational path that will open your world to new ideas, cultures, languages, friendships, and learning opportunities. Getting the right education will be one of the biggest factors in attaining your career goals, and we hope that you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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Federico Martinez', is written over a horizontal line.

Federico Martinez, M.D.  
President

## MISSION STATEMENT, OBJECTIVES, AND PURPOSE

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

Our supportive objectives for each program are to:

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

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

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

### Purpose Statements

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

## HISTORY OF THE UNIVERSITY

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

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

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

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

San Ignacio de Loyola University in Lima, Peru, has a Culinary Arts School that has been preparing **professionals for over ten years**. Its excellent reputation, outstanding professionals, and facilities have made it possible to partner with internationally recognized culinary schools such as “Paul Bocuse Lyon Culinary Arts Institute,” “Ecole Le Notre” of France, and “Hofmann School of Hotel Management” of Barcelona, Spain. These international partnerships allow San Ignacio students to participate in culturally diverse experiences and expose them to the highly competitive business world. The Culinary Arts School in Lima had opened the first student-run restaurant in Peru, “Restaurant Don Ignacio.” At Don Ignacio Restaurant, students were able to prepare and present international cuisine plates under the tutelage of highly trained chefs in the business.

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

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

Raul Diez-Canseco, besides his entrepreneurial endeavors, was also involved in the political arena. He served as a political advisor for several years before being elected vice-president of the Republic of Peru in 2001. Besides having written several books on politics, to this date, he continues to contribute articles to major Peruvian newspapers. Above all, Raul Diez-Canseco is a dedicated advocate for global economic and cultural advancement and a firm believer that education and entrepreneurship are the only paths to upward

mobility, both individually and as a society. He can recite countless stories of triumphant students from a variety of social and economic statuses who have become successful professionals, politicians, business owners, and educators, all working to raise the standard of living of people around the world.

### Governance

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

#### Board of Directors

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

### What is the San Ignacio University Experience?

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

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

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

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

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

**Online Platform:** The Learning Management System used is Canvas. Canvas is known for its user-friendly online environment and ability to easily connect instructors and students both in and out of the classroom. Canvas includes basic LMS functionality for managing enrollments, sharing documents, submitting assignments, and assigning grades, as well as personalized features for individual students. When accepted to the University, students are given a Canvas login that will provide access to all the courses for which they

are enrolled. Professors use Canvas to publish course materials such as syllabi, documents, multimedia files, videos, audio, announcements, blogs, and forums, in addition to assessment activities, online exams, and the submission of homework assignments or projects.

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

The site location operated by SIU is modern, well lit, air conditioned, clean, and safe. The location includes digital classrooms, digital lab, administrative offices, library, and student lounge area. During the academic term, the location is open Monday through Friday from 8 am to 10 pm. Administrative staff are typically available during those times. Faculty hours are posted in the individual course syllabus.

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

### LICENSURE AND APPROVALS

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

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

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

Accrediting Council for Independent Colleges and Schools  
1350 Eye Street, NW | Suite 560 | Washington, DC 20005  
[www.acics.org](http://www.acics.org) | 202.336.6780  
Fax: 202.842.2593

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

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

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

## MAIN AREAS AND FUNCTIONS

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

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

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

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

### San Ignacio University Library

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

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

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

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



- Florida Electronic Library

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

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

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

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

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

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

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

The Student Academic Records Manager supervises the processes related to the F1 and J1 Visas for all international students. The registrar also counsels and advises Faculty and Staff on academic matters, policies, and regulations specified in this Catalog.

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

**Drop/Add Period:** A student may drop/add (dropping a class and replacing it with another) within five class days, beginning with the first day of scheduled classes, or add a class within the same time frame if it is approved by the Dean of Academic affairs. A student not attending a class session within the first two weeks of a term may be automatically withdrawn from that class and/or the University.

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

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

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

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

1. Application for Admission and accompanying forms are completed and accepted.
2. The student has graduated from high school, received a GED, or completed post-secondary education.
3. All necessary tuition and fees are paid.
4. All classes for which the registration process has been completed have been attended.

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

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

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

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

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

## UNDERGRADUATE ADMISSIONS PROCEDURES

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

### Admissions Process

To apply for one of the degree programs at San Ignacio university, prospective students contact the university to reserve an appointment with an admissions representative; to discuss his/her program of choice. The University Recruitment Director is responsible for determining if an applicant has met all admission requirements. Once all the required documents have been received and the admissions criteria met, the enrollment agreement is signed by the Recruitment Director a copy of the signed enrollment agreement is sent to the student along with their acceptance letter. In the event the prospective student does not meet the admissions criteria, the student will be notified in writing.

### Admissions Criteria

Prospective students must have evidence of a high school diploma, or its equivalent, a bachelor's degree if applying for a master's degree program or verified evidence of having completed a post-secondary education degree. Non-U.S. issued documents will be evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES) into English (if applicable) at an additional cost to the prospective student.

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

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

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

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

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

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

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

\*Canvas is optimized for desktop displays.

## **Technology: Plugins & Software**

### Plugins

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

### Connectivity

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

### Software

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

### Screen Readers:

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

### Internet connection:

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

**Proctorio:** SIU uses Proctorio to confirm student identity during proctored exams. Proctorio's automated and secure proctoring programs integrate seamlessly with SIU's Learning Management System: Canvas. The software provides identification verification, automated exam proctoring, lock down functionality, plagiarism detection tool, and single sign-on capability. The program also ensures content protection against unauthorized access, disclosure, and use. Students, faculty, and staff receive 24/7/365 support. At the start of each exam, students need to hold up their photo identification, such as driver's license or passport, to the camera to prove their identity. After this, students must remain visible during their entire exam. Only approved SIU staff will review the student's screen, video, and audio recordings while assuring student privacy.

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

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

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

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

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

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

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

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

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

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

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

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

A transcript indicating completion of at least 30 term credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A "B" or higher is required for a master's degree, first professional degree, or professional doctoral degree.

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

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

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

**Exemption based on prior study:** Students should present to the Admissions Office transcripts, diplomas, exam scores, and/or other evidence that they have done one of the following:

- Graduated from a high school outside the United States in which the language of instruction was in Spanish or
- Completed one or more semesters of full-time study at a college or university outside of the United States in which the language of instruction was in Spanish, including a study-abroad program.

**Spanish Language Proficiency Exam:** A foreign language is understood to mean a natural language other than English. Students taking courses in Spanish are exempt from the English proficiency exams, if they have completed their high school or post-secondary schooling in their home country, therefore they are not required to demonstrate a command of the Spanish language. However, if Spanish is not the student's natural language, the student is required to complete a foreign language exam: A score of "intermediate" or higher on the ACTFL standardized test (both OPI and WPT) for the Spanish language.

Please note that SIU does not administer the ACTFL test. It is the responsibility of the interested student to follow the link above, consult the ACTFL website, and assume the cost of the test(s).

*Students have the right to cancel their enrollment at any time up to the end of the first week after the term start date. If they 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.*

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

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

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

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

1. The right to inspect and review the student's education records within 45 days after the day the University receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
  - If SIU decides not to amend the record as requested, SIU will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
2. The right to provide written consent before SIU discloses personally identifiable information (PII) from the student's education records, except to the extent that Reauthorizes disclosure without consent.
    - SIU discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.
    - A school official typically includes a person employed by SIU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SIU who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.
      - A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for SIU.
      - Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
  3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

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

## Academic Information

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

All Associate Degree programs at the university run 1.5 to (2) years, all bachelor's degree programs run 3.5 to 4 years, and all masters run 1.5 to 2 years. To complete the programs in the given time frame students may need to attend consecutive terms throughout their program. Students have the option to take more than one class during certain terms to complete their degree program in less than the stated time frame.

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

Students experience interactive teleconference classrooms as part of the instructional process in their program at San Ignacio University. All programs offered at San Ignacio University are offered at the site for student convenience.

### **Prerequisite Requirements and Course Numbering**

Some courses in the programs at SIU have a prerequisite requirement. Students are required to complete all prerequisite requirements listed on the course syllabus and in the course, descriptions listed in this catalog before enrolling in each course. Courses at SIU are numbered based on difficulty of the course and advancement in the program. Currently, each course at SIU contains a course number between 100 and 499. Courses numbering 100-299 represent lower-level courses in the student's program, and courses numbering 300-499 represent higher level courses, and courses numbering 500-699 represent master level courses. SIU is a participant of the Florida SCNS statewide course numbering system.

### **TRANSFER CREDITS**

*SIU only accepts credits from recognized colleges/universities*

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

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

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

The transferability of credits you earn at SIU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending San Ignacio University to determine if your credits or degree will transfer.

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

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

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

- Official transcripts must be received directly from the former institution within a student's first semester, or no transfer credits are officially granted. Official transcripts must be received within one enrollment period not to exceed 12 semester credits hours of attendance.



- Course descriptions from a former institution's catalog are analyzed, and credit is accepted for those successfully completed courses that are equivalent to those of SIU courses. Courses in a student's major must meet the same general course objectives as San Ignacio University courses.
- It is the policy that SIU only accepts those transfer credits that are applicable to the student's degree requirements; in general, all university/ college-level courses in which a passing grade has been earned are acceptable for transfer to the university (See grading system on page 88).
- A maximum of 75% of the credits required for the bachelor's and 50% for the graduate may transfer. Decisions concerning the acceptance of transfer credits earned in any course are made at the discretion of the Academics Department.

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

### **Veterans Transfer of Credits**

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

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

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

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

### **ATTENDANCE POLICY**

At San Ignacio University, attendance is a vital aspect of student success. Instructors are required to take attendance during each class session, and SIU administration reviews attendance records on a weekly basis.

Students attending via either Distance Education or Hybrid formats are expected to attend courses during the scheduled time. Additionally, students will have access to archived class sessions through CANVAS for review of any missed classes.

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

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

The dismissal process will begin if a student has not been in attendance or had academic interaction for

fourteen (14) consecutive days. Students who are struggling to attend their classes and/or are experiencing a hardship should contact the Student Services Coordinator by calling 305-629-2929 or sending an email to [studentservices@sanignaciouniversity.edu](mailto:studentservices@sanignaciouniversity.edu). *Note: In the case of a medical excuse, the Student Services Coordinator will submit the medical evidence from the student to the student's Associate Dean in a sealed envelope. The appropriate faculty will be notified once the evidence has been received from the student.*

### *International Students (J1-F1)*

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

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

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

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

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

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

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

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

## **Grading System**

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

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

**Incomplete Grades:** Students may receive an Incomplete Grade (“I”) in a course if extenuating circumstances (i.e., critical illness/injury, severe family emergency, incarceration) arise during the term that prevent the student from completing the final coursework or final examinations for the class. Documentation must be provided supporting the request for the incomplete grade. Any student receiving an “I” must complete the required coursework to receive a final grade in the course during the following term or by the date specified by the instructor. If the incomplete coursework has not been completed by the end of the following term, or the date determined by the instructor, the grade of “I” will automatically be changed to the grade earned by the student. No credit will be awarded for missing assignments, course work, or examinations, and the student’s final grade in the course will be determined according to the grade structure set forth in the course syllabus. If the final grade is not of passing quality, the student will be required to retake the course at the student’s expense. A course that is required to be repeated will count toward total credits attempted for the student’s program (see the Satisfactory Academic Progress policy below). Satisfactory Academic Progress will be recalculated for students whose grades have been revised from a grade of incomplete to include the newly assigned grade in the calculation.

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

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

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

## GRADUATION POLICY

To receive an Associate or bachelor’s degree from one of the programs at SIU, an undergraduate student must have earned a minimum of a 2.0 CGPA, and a 3.0 CGPA for graduate; and must have successfully completed all required

courses and minimum credit hours as dictated by the student's program. Students also must have completed the program within a maximum number of credit hours attempted (within 150% of the total program length) to earn an Associate, bachelor, and master's degree (See policy on Satisfactory Academic Progress).

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

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

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

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

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

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

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

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

**Leave of Absence for Active Military Duty**

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

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

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

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

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

### SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is the minimum standard a student must achieve to be considered successfully progressing through their program of study in a timely manner. Students must maintain satisfactory academic progress (SAP) to remain eligible to continue as regular students at the University and to retain eligibility for Federal Student Aid (FSA). A regular student is one who is enrolled for the purpose of receiving a degree.

SAP is determined by calculating the student's cumulative grade point average (CGPA), the student's rate of progression toward completion of the academic program, and maximum timeframe for completion of the academic program. These standards apply to all students, not just those receiving FSA. All periods of a student's enrollment at the University are used in determining SAP (although only courses that count or would count toward the new program are used when a student change programs).

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

### Requirements

**GPA:** Students must maintain a University GPA consistent with their academic program requirements. The University GPA is the official GPA on the student transcript. Grades of P, W, and I are not included in the GPA calculation. SAP is recalculated for changes to GPA after I grade is updated to a letter grade. Incompletes (I) are changed to F's if not completed within the established time.

Programs	GPA
All Undergraduate Programs	2.0
All Graduate Programs	3.0

**Completion Rate (Pace of Completion):** All students must progress at a pace that allows the student to complete their program within the maximum allotted timeframe. The pace is calculated by dividing the

number of successfully completed credits by the number of attempted credits. Students must pass at least 67% of all attempted credit hours with a grade of C- (undergraduate) B- (graduate) or better, Pass (P).

**Non-passing grades** are F (failing), I (Incomplete), W (Withdraw), WF (Withdrawn Failing)

**Attempted credit hours** are all hours for the student's specific program of study (Undergraduate or Graduate), including transfer hours accepted at SIU from any other college or university. Repeated and failing grades will also count as attempted credit hours, even if the grade is no longer calculated in the GPA.

**Maximum Timeframe:** Students have up to 150% of their program length to complete their degree before they become ineligible to receive financial aid (including Federal Direct and PLUS loans).

Refer to the chart below to review the maximum timeframe by degree type:

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

**Undergraduate/ Graduate** students' maximum timeframe is determined by credit hours. The maximum credit hours are all attempted hours for the student's specific program of study (Undergraduate or Graduate) regardless of the grade received, transfer hours accepted at SIU from any other college or university. Repeated coursework and courses with non-passing grades are also included in maximum credit hours even if the grade is no longer calculated in GPA. All coursework is counted whether the student received financial aid. For undergraduates/graduates, the maximum timeframe is intended for a student to complete all coursework, including changes in majors or degrees.

**Notification:** Students who are not achieving satisfactory academic progress will receive written notification of the change in their SAP status and any sanctions that have occurred. Sanctions for not meeting the minimum SAP standards consist of being placed on probation and dismissal status, which affects the student's continued FSA eligibility. Students will be notified of the requirements and instructions to appeal (see SAP Appeal Process below) and be reinstated after a loss of FSA eligibility due to SAP reasons.

**Financial Aid Probation:** A student who does not meet any one or more of the SAP measurements at the end of any given SAP evaluation point may no longer be eligible to receive financial assistance under Title IV. During such an occurrence, students will be notified of their status in writing and will be dismissed unless he or she files an appeal, and the appeal is approved.

A student with an approved appeal is placed on Probation status. The student will be placed on Probation status for one additional payment period or until a student is able to meet SAP standards by a specific point as outlined in the student's Academic Plan. A payment period is two consecutive terms of enrollment.

A student on Probation status is eligible to receive FSA for the payment period on Probation or while following his or her Academic Plan. Failure to meet the SAP standards by the next payment period evaluation point or to comply with the Academic Plan designed by the University, will result in the student's loss of FSA eligibility.

**Appealing to Reinstate Financial Aid**

**Appeal Process:** If a student has extenuating circumstances that prevent them from making academic progress toward a degree, an appeal may be submitted to the Office of Financial Aid. FA will review and consider appeals for extenuating circumstances such as a death in the family, a serious medical illness (personal or immediate family), an accident, a house fire, or other special circumstances. A complete appeal will include the following:

1. SAP Appeal form
2. Personal statement explaining the circumstances that prevented academic progress toward a degree/certificate and a plan to ensure future academic success
3. Supporting documentation (Examples: letters from professors, medical documentation, etc.)

To expedite the student's appeal, all documents must be submitted together and be as detailed as possible in the student's personal statement.

**Deadline to Appeal**

- July 1 to receive aid in the fall
- November 1 to receive aid in the spring
- April 1 to receive aid in the summer

**Appeal Decision:** If the appeal is approved, the student will be placed on probation and will be eligible to receive financial aid for a period of one term and will be issued an academic plan. The academic plan will provide conditions the student is required to meet for that term.

- If the student is not meeting SAP at the end of their probationary term, but they are meeting the terms of their academic plan, their academic plan is rolled over to the next term, and the student will continue to be aid eligible.
- If the student is on probation and does not meet the SAP requirements or the terms of their academic plan, they will be suspended from receiving financial aid in future terms.

If an appeal is denied or suspended after probation, the student may request a second review if the student can provide new information and documentation that may have been omitted from the initial appeal. Decisions on second appeals are final. Third, appeals are not accepted.

A student can regain financial aid eligibility by meeting the SAP standards or the conditions set forth in their academic plan.

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

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

## Standards of Satisfactory Academic Progress – VA Students

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

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

## Standards of Satisfactory Academic Progress – ESL Students

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

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

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

## CHANGES THAT AFFECT STUDENT'S SAP

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

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

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

**Repeat Courses:** A student may repeat a course to improve the overall cumulative grade point average. Credits attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt. Though



both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

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

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

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

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

Reinstated students will be placed on a status of Probation for one term after reestablishing satisfactory progress. At the discretion of the Dean of Academic Affairs, with a recommendation, that a student who successfully appeals an academic decision but who has exceeded the one and one-half the maximum time frame for completion, either as a regular student or an extended enrollment status, may receive the original academic credential for which he or she enrolled, provided the student has no additional financial obligations towards the University and has otherwise successfully completed the requirements of his or her educational program.

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

**Treatment of Repeat Courses:** Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each course attempt counts in the computation of successful completion percentages and MTF, but only the highest grade earned will be included in the computation of the GPA and CGPA.

### TUITION, FEES, AND OTHER EXPENSES

All tuition and fees are mandatory and are subject to change. In the event of a change in tuition or fees, students will be given notification of the changes prior to the changes taking effect at the university.

#### Program Tuition and Fees

Degree Programs	Total Credit hours	Unit credit cost	Application Fee	Graduation Fee	Technology Fee	Total Program cost
All Associate Degree Program.	60	\$340	\$85	\$120	N/A	\$20,605
All Bachelor's degree	120	\$340	\$85	\$120	N/A	\$41,005
MBA	42	\$510	\$85	\$120	N/A	\$21,625
Master in Education	36	\$510	\$85	\$120	N/A	\$18,565
Master of art in Hospitality Management	36	\$510	\$85	\$120	N/A	\$18,565

Non-Degree Program	Clock Hours	Book Fee	Application Fee	Graduation Fee	Technology Fee	Total Program Cost
English as a Second Language	900	\$210	\$85	\$120	N/A	\$10,585

### General Fees

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

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

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

### Cost of Attendance

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

The following estimates may be helpful for planning purposes. These figures correspond to those used to determine eligibility for federal and state financial aid for a full-time student for one academic year (3 terms) in the 2022–2023 year.

	With Parents	Without Parents
Transportation	\$2,208	\$2,208
Book/Supplies	\$1,200	\$1,200
Other Living expenses	\$2,096	\$3,075

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

### STUDENT'S RIGHT TO CANCEL

Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the seventh calendar day after enrollment. After the end of the cancellation period, students also have the right to stop school at any time; and have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period.

For the purpose of determining the amount of a refund, the student notification of cancellation may be conveyed to the institution in any manner, such as email, phone call, fax or written notice. Cancellation is effective on the date the notice of cancellation is provided to the institution. If the notice is sent in writing it may be submitted to 3905 NW 107<sup>th</sup> Ave Suite 301. Doral, FL 33178 by mail or by hand delivery. If notice of cancellation is sent by mail, it is effective when deposited in the mail properly addressed with proper postage. Written notice of cancellation may also be sent to the University via email:

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

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

## WITHDRAWAL AND REFUND POLICY

A student may withdraw from San Ignacio University for any reason. The student is responsible for completing the University's formal withdrawal procedures as outlined in the Withdrawal Policy of the Catalog. A withdrawal is considered to have occurred on the date the student officially submits the withdrawal form or otherwise notifies the University of his or her desire to withdraw or on the date the University determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of determination (DOD) used to compute the refund according to institutional policy.

Withdrawals from the University or any course may occur for the following reasons:

- Voluntary withdrawal requested by the student for any reason.
- Administrative withdrawal due to violation of Satisfactory Academic Progress Policy
- Administrative withdrawal due to violation of the Code of Conduct policy

Should a student consider withdrawing from the University or any course, it is important to note:

- All voluntary and administrative withdrawals are subject to the Institutional Refund Policy.
- A student who voluntarily withdraws from courses or the University in the first week of the term will be considered a cancellation and will receive a full refund.
- A student may voluntarily withdraw from an individual course(s) beginning Week 2 through the last day of Week 5 and receive a final grade of "W" for the course(s). Any refund to the student is subject to the terms of the Institutional Refund Policy.
- A student may not withdraw from a course after an (I) incomplete has been granted. If a university withdrawal is requested while a course is in (I) incomplete status, the I grade will convert to an F.

### Institutional Refund Policy

*(This policy is separate and distinct from any federal policy.)*

Students who withdraw from the university will receive a prorated assessment of tuition and fees minus application fees according to the following schedule:

Withdrawal date (Term week)	Refund %
The first week of classes (Students will not be held responsible for payment of fees; all payments received are eligible for a refund).	100%
During the second week of classes	80%
During the third week of classes	60%
During the fourth week of classes	40%
During the fifth week of class	20%
During the sixth week of class	0%
During the seventh week of class	0%
During the eighth week of class	0%

### Sample Refund Calculation

A bachelor's degree student paid \$1360 for her first month tuition and fee. He/she was scheduled for four courses. In the third week, she formally withdrew from two of the four courses. Her application fee of \$85 was not

refundable. She was refunded \$1275 divided by 4 (# of courses scheduled in the term) x 2 (courses withdrawing) x 60% (percentage for that week of withdrawal). The student received a tuition refund of \$382.5.

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

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

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

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

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

### Institutional Refund Procedure

**Cancellation Policy:** Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the seventh calendar day after enrollment. After the end of the cancellation period, students also have the right to stop school at any time; and have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period.

**University Withdrawals:** When a student is withdrawn from the University for any reason, a refund calculation will be performed, and any monies due back to a third party or the student will be refunded within 30 days of the date of determination (DOD). Any unpaid balance of tuition and fees the University is eligible to retain after the calculation is performed must be paid by the student to the institution.

**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.

### RETURN OF TITLE IV FUNDS (R2T4) POLICY

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

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

requirements for Title IV program funds when a student withdraws are separate from the University's refund policy.

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

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

#### **Changes made during the Add/Drop Period**

If students change their enrollment during the add/drop period, then aid will be reevaluated based on the new enrollment status, cost of attendance, and award/disbursement procedures for each award type. For example, the Pell funding will be repackaged for a student if the enrollment status of the student changes before the Federal Pell recalculation date (end of add/drop period), even if the funding has already been disbursed. However, for Direct Stafford loan funding, if the student was at least half time at the point of disbursement, the loan funding will not be adjusted if the enrollment status changed during the add/drop period, and the student is still eligible for the amount disbursed based on the revised cost of attendance. If a student dropped all their courses during the add/drop period and did not attend any classes, all aid will be returned. If a student attended classes and the last date of attendance is recorded, then that date is utilized to decide for the R2T4 calculation. After the add/drop period ends, the reported last date of attendance will be used to determine the amount of earned aid by the Return of Title IV Aid (R2T4) calculation. The R2T4 process is completed independent of any change in charges per the institutional refund policy. If there is a change in the last date of attendance made by the Registrar's office, a revised calculation and adjustment will be made to the Title IV aid regardless of what changes are made to the institutional charges. Therefore, even if charges are forgiven by the institution after the processing of a withdrawal, the initial charges will still be used within the calculation.

**Return of Title IV Funds:** When a student who has been awarded Federal Student Aid (Title IV) funds withdraws from all classes or stops attending all classes, federal regulations require that a Return of Title IV (R2T4) Funds calculation be performed to determine how much financial aid the student earned and if funds must be returned to the Federal government. Software provided by the US Department of Education is used to complete the R2T4 calculation.

The order in which Title IV program funds must be returned.

1. Unsubsidized Direct Loans (other than Direct PLUS Loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of Title IV funds is required
5. FSEOG for which a return of Title IV funds is required
6. Teacher Education Assistance for College and Higher Education (TEACH) Grants for which a return of Title IV funds is required
7. Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required.

Return of Title IV Funds is calculated using the federally defined payment period. For standard credit hour programs, the payment period is the academic term (term). For non-standard term or clock hour programs, the payment period is defined as clock or credit hours and weeks of instructional time. This applies to all students, including:

- Transfer students
- Re-entry students
- Other students in the program.

If a student begins attendance and withdraws before any charges are assessed, an R2T4 calculation is still calculated. If a student withdraws from classes, then rescinds the withdrawal, and subsequently withdraws again, the original withdrawal date is used unless there is a later, documented the last date of attendance. When an R2T4 calculation is applicable, it is completed even if Title IV aid has not yet been disbursed. Any outstanding disbursements of Title IV aid are suspended until the R2T4 calculation is completed. Once the calculation is completed, the student will be reviewed for a post-withdrawal disbursement for any earned amount of Title IV aid.

If an R2T4 calculation result in the student owing \$50 or less, the student is treated as not owing to a grant overpayment; therefore, no further adjustments would be necessary, and any remaining balance would be collected by the business's office. If SIU is informed that a student has died, a withdrawal date is determined for the student. Out of respect for a deceased student's family, their involvement in financial aid matters is minimized as much as possible. Families will be given contact information to use if they have questions or concerns regarding financial aid. Family members of deceased students who borrowed student loans will be provided information and assistance on notifying lenders to include required documentation such as a death certificate to discharge the remaining portion of the federal student loan debt.

If it is determined that a deceased student did not begin the withdrawal process or otherwise provide official notification of their intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the withdrawal date is the date that the institution determines is related to that circumstance. The withdrawal date can be no later than the date of the student's death. If the return of Title IV funds calculation indicates the amount of Title IV funds the student received while enrolled during the payment period was greater than the amount earned, only the funds for which SIU is responsible are returned. The student's estate is not required to return any Title IV funds.

If the student has questions about the student's Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FED AID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid programs. Regulations require schools to perform calculations within 30 days from the date the school determines a student's complete withdrawal. The school must return the funds within 45 days of the calculation. A student has "earned" all their aid if they complete 60% or more of the term. When the calculation is completed, San Ignacio University will return the unearned portion of Title IV Funds that are requested from the school. If there is a portion of unearned aid that the student is responsible for returning (via the R2T4 calculation), it is the student's responsibility to make payment arrangements within 45 days of notification. Failure to return funds as required can result in the loss of eligibility for future federal financial aid. A copy of the R2T4 calculation worksheet can be requested from the Financial Aid Office in accordance with federal regulations.

**Official Withdrawal Procedures and Title IV Refunds:** For an official withdrawal, the withdrawal date is the reported last date of academic activity recorded as part of the term withdrawal review or the date the student notifies the school they intend to withdraw if the student does not attend any classes.

**Roles and Responsibilities of Staff responsible for R2T4**

- Runs a request each week to identify students who officially withdrew during the preceding week.
- Completes Return of Title IV Funds worksheets for each student as required using the Common Origination and Disbursement (COD) system (meaning for those who did attend at least one day of the term and received Title IV aid).
- If a student has aid that is not Title IV funding, the FA who manages the aid program is notified to conduct a separate review.

**Aid That Could Have Been Disbursed:** In addition to Aid disbursed, Aid That Could Have Been Disbursed is also used in the calculation. For purposes of determining earned Title IV aid, generally, so long as the conditions for late disbursements in 34 CFR 668.164(j)(2) were met prior to the date the student became ineligible, any undistributed Title IV aid for the period for which the R2T4 calculation is performed is counted as aid that could have been disbursed.

**Title IV Credit Balance:** For an affected person, SIU has met the 14-day requirement if, within that timeframe, the institution attempts to contact the student (or parent) to suggest that SIU be authorized to return the credit balance to the loan program(s). In addition, if SIU chooses to attempt to contact the student (or parent) for authorization to apply the credit balance to reduce the student's title IV loan debt, it must allow the student (or parent) 45 days to respond. If there is no response within 45 days, SIU must promptly pay the credit. We do not hold credit balances for any period, so if a student qualifies for a refund after an R2T4 is

#### **Temporary R2T4 Policy in response to COVID-19:**

**Spring 2020:** In response to a disruption in the middle of the payment period, including a shift in modality to remote coursework and a reduction in the number of weeks of instruction, R2T4 relief was granted to all students who term withdrew during the spring term. The only exception was students who previously enrolled in all online courses or programs. Those students would have had to provide an attestation that their withdrawal was due to a COVID-related incident.

**Summer 2020, Fall 2020, Spring 2021, and Summer 2021** Since the university announced prior to the start of each of the payment periods that students would be moving to remote coursework, written attestation is required for any student who is looking for an R2T4 waiver. This was collected either via the term withdraw form as "COVID" was presented as a withdraw reason or through a separate emailed communication. Otherwise, if the term withdraws was for an unrelated cause, then standard operating procedures for an official withdrawal review were implemented. To accurately identify students' causes for withdrawing, language will be updated on the term withdraw form to include approved covid-19 related reasons. These reasons include:

- Illness
- Loss of childcare
- Economic hardship due to employment changes

Students who qualify for an R2T4 waiver will be updated within the COD system and provided a separate communication to explain the amount of aid that would have been returned and the exception that is being made under the CARES Act. Students will also be notified that they can use any credit balance generated to make payments on prior federal loans.

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

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

**VA REFUND POLICY:** Up to the 60% point in each period of enrollment, a pro-rata schedule is used to determine the number of funds the student has earned at the time of withdrawal. San Ignacio University refunds the actual percentage of unearned aid up to the date of withdrawal. After the 60% point in the period of enrollment, a student has earned 100% of the aid funds awarded for that period, and all aid funds will remain on the student's account. In instances when a Service Member stop attending due to a military service obligation,

SIU will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

## FINANCIAL AID

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

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

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

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

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

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

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

**GRANTS:** Grants are supplied by the federal government, state government, or the institution, to meet the cost of the student's education. Grants are generally based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). There is no repayment obligation tied to grants.

Grant Award	2022- 2023 Academic Year	Application Process and Criteria
Federal Pell Grant	Maximum Pell is \$6,895.00	Need-based, complete the FAFSA. Students must be enrolled full-time to receive the maximum amount of Pell Grant. Awards are prorated and adjusted according to enrollment and attendance.
Jose Marti Scholarship Challenge Grant (State of Florida)	\$2,000	The student is a Florida resident of Hispanic origin minimum unweighted high school GPA of 3.0; Priority is for need-based; complete the FAFSA and Initial Student Florida Financial Aid Application. Graduates may apply. Must complete the Florida Residency Affidavit.
The Florida Postsecondary Student Assistance Grant (State of Florida)	Minimum award of \$200, maximum award of \$2,413 per year, determined by the University	Need-based, complete the FAFSA renewable for up to 9 terms based on satisfactory academic progress and continued need. Must complete the Florida Residency Affidavit.
Iraq and Afghanistan Service Grant	Up to \$6,895.00 (the amount equal to the Pell Grant)	The student is not eligible for Pell Grant but whose parent or guardian was a member of the U.S. Armed Forces and died because of service performed in Iraq or Afghanistan after



		September 11, 2001. Must be 24 years of age or under or enrolled in college at the time of the parent or guardian's death
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**STATE SCHOLARSHIPS:** State scholarships are generally merit-based or awarded according to a specific set of qualifying criteria. There is no repayment obligation tied to scholarships.

Scholarship Award	2022-2023	Application Process Criteria
Jose Marti Scholarship Challenge Fund		<ul style="list-style-type: none"> <li>● Be a Florida resident</li> <li>● US citizen or eligible noncitizen.</li> <li>● Be of Hispanic culture (born in or having a natural parent who was born in either Mexico or a Hispanic country of the Caribbean, Central or South America, regardless of race).</li> <li>● GPA requirements: ◦ Undergraduate scholarships: Have earned a 3.0 minimum unweighted cumulative GPA by the fall term of senior year in high school. ◦ Graduate-level scholarship: 3.0 institutional cumulative GPA for undergraduate college work.</li> <li>● Enroll as a degree-seeking; ◦ Undergraduate: for a minimum of 12 credit hours of study each term. ◦ Graduate: for a minimum of 9 credit hours of study each term.</li> <li>● Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.</li> </ul>
Florida Bright Futures Scholarship Florida Academic Scholar Florida Medallion Scholar Florida Gold Seal Vocational Scholar	\$76 or \$101 per credit hour	Academic Merit awards - Complete the Initial Student Florida Financial Aid Application (FFAA) during his/her last year in high school prior to graduation – can be completed online. Must meet academic requirements set by the Florida Legislature, which may change annually. Must complete the Florida Residency Affidavit
Florida Scholarship for Children/Spouses of Deceased or Disabled Veterans	\$4,272 (\$2,136 per term for 12+ credits) \$3,204 (\$1,602 per term for 9-11 credits) \$2,136 (\$1,068 per term for 6-8 credits)	Dependent children or un-remarried spouses of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty OR who have been certified by the Florida Department of Veterans Affairs as having service-connected 100% permanent and total disabilities; Complete the Initial Student Florida Financial Aid Application by April 1 and ensure that the Florida Department of Veterans Affairs certifies the applicant's eligibility by April 1. Must complete the Florida Residency Affidavit.
Vocational Rehabilitation School to Work Program	Varies per Applicant	All Students with disabilities should be encouraged to apply for VR services. Students who have an Individual Educational Plan (IEP) Students who have a 504 Plan

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

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

Year 2022-2023	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
Graduate or Professional Students' Annual Loan Limit	Not Applicable (all graduate and professional students are considered independent)	\$20,500 (unsubsidized only)
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$138,500 for graduate or professional students, no more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

Temporary 0% Interest Extended Through Dec. 31, 2022

On April 6, 2022, the U.S. Department of Education (ED) extended COVID-19 emergency relief for student loans through Aug. 31, 2022. The emergency relief includes the following measures for eligible loans:

- a suspension of loan payments
- a 0% interest rate
- stopped collections on defaulted loans

Have questions? Find out what loans qualify and get additional information about the [COVID-19 emergency relief for student loans](#).

The chart below shows the current interest rates for Federal Direct Loans. Interest Rates for Direct Loans First Disbursed on or after July 1, 2021

Loan Type	Borrower Type	Loans first disbursed on or after 7/1/21 and before 7/1/22
Direct Subsidized and Unsubsidized Loans	Undergraduate	3.73%
Direct PLUS Loans	Parents and Graduates or Professional Students	6.28%

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

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

Loan Type	First Disbursement Date	Loan Fee
Direct Subsidized Loans and Unsubsidized Direct Loans	On or after October 1, 2021, and before October 1, 2022	1.057%
Direct PLUS Loans	On or after 10/1/18 and before 10/1/19	4.248%
	On or after 10/1/19 and before 10/1/20	4.236%

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

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

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

- Undergraduate – less than half time: 5 or fewer credit hours attempted.
- Undergraduate – halftime: 6-8 credit hours attempted.
- Undergraduate –  $\frac{3}{4}$  time: 9-11 credit hours attempted.
- Undergraduate – full time: 12 or more credit hours attempted.

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

## VERIFICATION PROCESS

The verification process is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires

universities to verify or confirm the data reported by students and their parent(s) on the FAFSA. The verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial aid to which they are not entitled.

### **Selection for Verification Process**

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

### **Why are students selected for verification?**

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

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

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

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

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

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

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

Students who submit documents to our office must allow two to three business days for the status to be updated. Multiple copies of documents are not needed if sufficient processing time was allowed. Once receipt of all required documents, the verification process begins. This can take anywhere between six to eight weeks

during the months of May through August. After the verification process is complete, the student will receive an email informing them of the revised award package. This will only occur if the office of Financial Aid makes a change to the student financial aid package (based on the additional documents requested).

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

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

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

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

- In accordance with financial aid regulations, a leave of absence cannot exceed 180 days. If the leave of absence exceeds 180 days, the grace period for student loans will expire, and the student's loan(s) will go into repayment status.
- Students on authorized leave of absence will be required to complete exit counseling if they have federal student loans.
- While on an authorized leave of absence, students are not eligible to receive further disbursements.
- Students will not be charged additional costs on their student accounts.
- Upon return to school, each student is responsible for notifying the Office of Financial Aid Office so that their lender, guaranty agency, and National Student Loan Data System (NSLDS) can be notified of their current enrollment status.
- Students that fail to return on the scheduled date from the leave of absence will be treated as a withdrawal and will be billed for any amount due to the University because of Title IV funds that were returned on their behalf, as per the regulations concerning the return of unearned funds. For more information regarding this, please refer to the Financial Aid section of this catalog.
- Some leave of absences (extended for more than 180 days) authorized by the institution may not meet the conditions to be an approved leave of absence for Title IV purposes. In these cases, the Office of Financial Aid will treat the student as a withdrawal for Title IV purposes.

### **VETERANS BENEFITS**

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

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

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

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

- Application of Benefits (VA form 22-1990)
- DD214
- Certificate of Eligibility (VA Form 1993a)

- Change of Program or Place of Training (VA Form 22-1995) (if necessary)
- Submit Transcripts (High School, College, and Military).

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

## VETERANS BENEFIT PROGRAMS

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

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

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

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

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

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

Submit the following documents to the Financial Aid Office:

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

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

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

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

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

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

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

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

### VA Pending Payment Compliance

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

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

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

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

## SCHOLARSHIP POLICY

### Institutional Scholarships for Domestic and International students

San Ignacio University Scholarship is open to all applicants who are interested in pursuing a degree. A scholarship is awarded prior to the student's first term and carried throughout the student's academic career (pending maintaining satisfactory academic progress and complying with the general terms for the scholarships).

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

Failure to meet all rules and regulations will automatically result in forfeiture and cancellation of the scholarship.

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

#### General Guidelines:

- This scholarship may be used in conjunction with other aid. To avoid an over-award of a student's tuition, eligible fees, a student's financial aid (if applicable), institutional scholarship, or state grants cannot exceed the full cost of the tuition and eligible fees.

- Student scholarship is available until graduation, provided the student meets the retention guidelines each term.
- The intent of the scholarship is to assist the student with tuition.

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

## SCHOLARSHIP REQUIREMENTS

- Accepted and enrolled in a program
- Transcripts from the previous educational institution (if applicable)
- Three references letters
- 1 Essay with personal statements

The scholarship policy is a written contract set by the Office of Admission, which serves as a guide to understanding how the student scholarship works. Students should receive and review a copy of the policy when the scholarship is awarded.

All SIU Scholarships are final and must not be changed based on any circumstances. A student who completed a program and wishes to continue with SIU may, however, re-apply for another scholarship. Keep in mind that the percentage of scholarships awarded will differ based on the scholarship a student qualifies for. Please read the policy thoroughly to understand how the student may be affected by the terms of the student scholarship.

### 1. Students must maintain their SIU Academic Standing

The university expects students to maintain a high level of academic success during their university career. If the student is academically disqualified by the SIU Academics Department and Registrar, the student will automatically lose their scholarship. Readmission to SIU will not automatically restore their eligibility for scholarship.

### 2. Students with scholarships must make satisfactory academic progress toward their undergraduate degree during the academic year.

If progress is not made, the student will be placed on scholarship probation for a maximum of two terms, during which they must complete a certain number of credits per term, or the scholarship may be revoked. Students are allowed only one probationary period. If the students have received other need-based financial aid, they will need to maintain satisfactory academic progress (SAP) to continue to receive those awards.

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

### 3. Students must uphold SIU's conduct and academic integrity standards

If the Academics Department finds the student to be responsible for a serious academic or non-academic conduct violation, resulting in the student's suspension or expulsion from the University, the scholarship award will be revoked.

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

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

**CHANGE OF PROGRAM OR MAJOR:** New scholarships will not be awarded to students who change their program of study. The scholarship award may change if the student graduates from one program and decides to enroll in another. The student may apply for a scholarship for that new program of study.

A change of Major and/or program or Changes to an international student's status does not equate to a change in scholarship award.

**San Ignacio University offers students the following scholarships.**

Scholarship Name	Criteria	Percentage	The Basis for Selection and Deadlines
THE ACADEMIC SCHOLARSHIP	<p>This scholarship is granted to freshmen, transfers, and all continuing students (Domestic and International) according to their GPA. The required entry GPA is 3.0 or higher.</p> <p><b>Five are available each term</b></p>	50%	<p>Recipients of this scholarship must maintain a minimum GPA of 2.0 for undergraduate and 3.0 for graduate students every term to continue to be eligible for the Academic Scholarship.</p> <p>Students awarded this scholarship will be required to perform 75 – 150 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an SIU scholarship.</p> <p>This scholarship is awarded at the time of enrollment and renewed automatically.</p> <p><b>Deadline: Before the start of the term.</b></p>
The Referral Scholarship	<p>The Referral Scholarship is established to offer alumni and current students the opportunity to help a deserving student achieve their higher education goals.</p> <p><b>Five are available each term</b></p>	50%	<p>Recipients of this scholarship must maintain a minimum GPA of 2.0 for undergraduate and 3.0 for graduate students every term to continue to be eligible for the Academic Scholarship.</p> <p>Students awarded this scholarship will be required to perform 75 – 150 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an SIU scholarship.</p> <p>This scholarship is awarded at the time of enrollment and renewed automatically.</p> <p><b>Deadline: Before the start of the term.</b></p>
RAUL DIEZ-CANSECO SCHOLARSHIP	<p>This scholarship is in honor of the Founder of the institution. The scholarship is to be awarded every year and is open to all Domestic and International candidates. The purpose of the scholarship is to help prospective students in their journey of academic fulfillment.</p> <p><b>Five are available each term</b></p>	70%	<p>Recipients of this scholarship must maintain a minimum GPA of 2.0 for undergraduate and 3.0 for graduate students every term to continue to be eligible for the Scholarship.</p> <p>Students awarded this scholarship will be required to perform 75 – 150 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an SIU scholarship.</p> <p>This scholarship is awarded at the time of enrollment and renewed automatically.</p> <p><b>Deadline: Before the start of the term.</b></p>
SIU ALUMNI SCHOLARSHIP	<p>This scholarship is to be awarded to any graduate from one of SIU's programs who enroll in another program. The purpose of the scholarship is to help the graduates of SIU continue in their journey of academic fulfillment.</p> <p><b>Seven are available each term</b></p>	60%	<p>Students must be a graduate of one of SIU's programs.</p> <p>Recipients of this scholarship must maintain a minimum GPA of 2.0 for undergraduate and 3.0 for graduate students every term to continue to be eligible for the Scholarship.</p> <p>Students awarded this scholarship will be required to perform 60 – 100 community/university service hours (hours</p>



			<p>are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an SIU scholarship.</p> <p>This scholarship is awarded at the time of enrollment and renewed automatically.</p> <p><b>Deadlines: Before the start of the term.</b></p>
SIU FRESHMAN SCHOLARSHIP	<p>Awarded to incoming freshman that has graduated from an approved high school the prior year with a graduating GPA of 2.0 and will be pursuing an Academic Associate and or a Bachelor's (AA/BA) Degree at SIU.</p> <p>Specific programs are not eligible for the scholarship. These programs are MBA, ME, and master's in hospitality management.</p> <p><b>Five are available each term</b></p>	45%	<p>Meet academic standards and show proof of High School Diploma from the previous year to study at SIU.</p> <p>Students awarded this scholarship are required to perform 150 community/university service hours. These hours are a mandatory component as a recipient of an SIU scholarship.</p> <p>Recipients of this scholarship must maintain a minimum GPA of 2.0 for undergraduate and 3.0 for graduate students every term to continue to be eligible for the Scholarship.</p> <p>This scholarship is awarded at the time of enrollment and renewed automatically.</p> <p><b>Deadline: Before the start of the term.</b></p>
ENGLISH AS A SECOND LANGUAGE SCHOLARSHIP <b>For Resident Students</b>	This Scholarship is to be awarded to any resident student pursuing the ESL program.	75%	<p>Students awarded this scholarship are required to perform 150 community/university service hours. These hours are a mandatory component as a recipient of an SIU scholarship.</p> <p>This scholarship is awarded at the time of enrollment and renewed automatically.</p> <p><b>Deadline: Before the start of the term.</b></p>
ENGLISH AS A SECOND LANGUAGE SCHOLARSHIP <b>For International Students</b>	This Scholarship is to be awarded to international students pursuing the ESL Program.	30%	
ENGLISH AS A SECOND LANGUAGE SCHOLARSHIP <b>For International Students with hardship</b>	<p>This Scholarship is to be awarded to international students experiencing hardship pursuing the ESL Program.</p> <p><b>Eight are available each term.</b></p>	50%	
SIU ALUMNI FAMILY SCHOLARSHIP	<p>This scholarship is to be awarded to any immediate family member (spouse or children) of an SIU graduate. The purpose of the scholarship is to help the graduate's family member continue his/her journey of academic achievement.</p> <p><b>Three are available each Term</b></p>	40%	<p>Students must be immediate family members (spouse or children) of an SIU graduate.</p> <p>Recipients of this scholarship must maintain a minimum GPA of 2.0 for undergraduate and 3.0 for graduate students every term to continue to be eligible for the Scholarship.</p> <p>Students awarded this scholarship will be required to perform 60 – 100 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an SIU scholarship.</p> <p>This scholarship is awarded at the time of enrollment and renewed automatically.</p> <p><b>Deadlines: Before the start of the term.</b></p>

Luciana De La Fuente SCHOLARSHIP	<p>This scholarship is offered to international students. The purpose of the scholarship is to help make their dream of studying in the U.S. an affordable reality.</p> <p>Ten are available each term</p>	30%	<p>Students must be international students.</p> <p>Recipients of this scholarship must maintain a minimum GPA of 2.0 for undergraduate and 3.0 for graduate students every term to continue to be eligible for the Scholarship.</p> <p>Students awarded this scholarship will be required to perform 60 – 100 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an SIU scholarship.</p> <p>This scholarship is awarded at the time of enrollment and renewed automatically.</p> <p><b>Deadlines: Before the start of the term.</b></p>
San Ignacio University Employee, Family, and friends Scholarship	<p>San Ignacio university provides a scholarship valued at 80% of tuition for all its employees, its employee's family, and friends. The scholarship is available for degree-seeking students and can be used for undergraduate and graduate programs.</p> <p>The purpose of this scholarship is to help faculty and staff, their family and friends who choose to pursue or continue their education.</p> <p>Five are available each term</p>	80%	<p>Must be Full-time employees who wish to continue their education at SIU.</p> <p>Recipients of this scholarship must maintain a minimum GPA of 2.0 for undergraduate and 3.0 for graduate students every term to continue to be eligible for the Scholarship.</p> <p>Students awarded this scholarship will be required to perform 60 – 100 community/university service hours (hours are dependent on the program enrolled in). These hours are a mandatory component as a recipient of an SIU scholarship.</p> <p>This scholarship is awarded at the time of enrollment and renewed automatically.</p> <p><b>Deadlines: Before the start of the term.</b></p>

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

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

## STUDENT SERVICES

**Student Rights and Responsibilities:** There are certain rights that each University student body member may expect to enjoy as well as obligations that each student accepts by his or her enrollment. The *Student Handbook*, as well as the *Catalog*, contains a statement on student rights and responsibilities and the University's policies on academic dishonesty, illegal substances, and student conduct and discipline.

San Ignacio University has policies that ensure that students have access to records as provided under federal and state laws. San Ignacio University is following the Student Right to Know Act (PL 101-542). The following policies describe student rights in this regard. Please contact the Registration Department for further questions regarding a student's rights to access his/her records.

**Student Records:** San Ignacio University maintains two (2) sets of student files, academic and financial. Academic files are maintained in a locked, fire-resistant file cabinet on site in the file room, with the keys held by the Registrar. The student financial files are maintained in a locked file cabinet also on site at the financial aid office.

All faculty files are maintained in a locked cabinet in the office of the Human Resource. SIU destroys those files that have aged beyond the retention requirements of the State of Florida.

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

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

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

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

**Amendment of Records:** A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student may request that San Ignacio University officials who maintain the records amend them. San Ignacio University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of San Ignacio University for further determination or confirmation. If the University decides to refuse to amend the education records of the student in accordance with the request, it will inform the student of the refusal and advise the student of the right to a hearing.

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

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

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

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

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

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

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

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

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

The University recognizes alcoholism and drug abuse as an illness or treatable disorders, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek assistance. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and Federal laws.

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

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

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

established legal principles that have developed under Title IX, as well as under the related anti-discrimination provisions of Title VI and Title VII of the Civil Rights Act of 1964.

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

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

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

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

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

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

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

**Ways to opt-out of Photos Being Published, Directory Listings:** Faculty and staff may choose not to publish their photos (or personal information) by making their preference known in writing to the staff of the

Department of Marketing Communications at San Ignacio University. Make sure to update the student's personal information for use in San Ignacio University's directories.

## STUDENT RESPONSIBILITIES AND EXPECTATIONS FOR DISTANCE EDUCATION

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

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

**Attendance/Participation:** The academic week begins on Monday at 12:00 a.m. Eastern Standard Time (EST) and ends on Sunday at 11:59 p.m. (EST). Students must complete an academic learning activity (uploading an assignment, posting to a discussion forum, and taking an exam) to be considered present for the week of class. **Simply logging into an online class does not count toward attendance.**

Examples of acceptable evidence of academic attendance and attendance at an academically related activity in a distance education program include:

- Student submission of an academic assignment or exam
- Documented student participation in an interactive tutorial or computer-assisted instruction.
- Posting by the student in a discussion forum showing the student's participation in an online discussion
- Online students are required to meet the first week's attendance to be confirmed as active students.
- Students not fully active by the end of the second week will be dropped with a withdrawn/failure grade.

### Regular and Substantive Interaction in Distance Learning Classes

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

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

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

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

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

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

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

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

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

#### Examples of Regular Interaction

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

#### Examples of Substantive Interaction

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

### Student Policies

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

**Integrity:** Academic Integrity means that each student acknowledges that the work represented in all assignments and all examinations is his, her, or their own or is properly cited and that he, she, or they have

neither given nor received unauthorized information. Furthermore, each student agrees not to divulge the contents of any assignment or examination to another student in any term or to alter or impede the work or progress of another student.

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

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

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

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

This may include, but is not limited to:

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

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

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

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

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

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



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

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

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

## ACADEMIC INTEGRITY PROCEDURES

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

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

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

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

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

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

## ACADEMIC INTEGRITY APPEALS

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

Request for Appeals should include:

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

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

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

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

## STUDENT CONDUCT & REGULATION

All regulations and policies regarding student conduct can be found in the Student Handbook.

The following list is a summary of the prohibited conduct at San Ignacio University:

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

- Receiving visitors on premises without prior written approval by the President of the Dean of Academic Affairs.
- Performing or allowing, by action or omission, any kind of activity that may cause damage to the institution, its assets, staff, students, or visitors.
- Committing any other act of an illegal, dishonest, or unethical nature that may not be on this list.

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

- Reprimands
- Suspensions, and
- Expulsion depends on the severity of the grievance.

The process of expulsion can only be sanctioned by the Academics Department.

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

Expulsion is the permanent removal of the student from the institution, handed down by the Academics Department, given for a serious fault, or after the student has received a series of reprimands and or suspensions. Expulsion from the University will only occur after a full review has been done by the Academics Department, and the student has been allowed to present his/her case in his/her own defense.

Students who are found guilty of any violation are liable for any damages to people and or property he/she may have caused, including but not limited to lawsuits and fines.

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

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

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

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

## STUDENT GRIEVANCE POLICY

**Purpose of the Student Grievance Policy:** The purpose of the student grievance policy is to provide due process for resolving student complaints against faculty, staff, or other University employees. SIU has established three grievance procedures depending on the nature of the grievance. The procedures follow:

- **Standard Grievance** – discrimination based on age, sex, race, ethnicity, religion, national origin, disability, or other conditions or preferences; unfair treatment that is in violation of students' basic rights, as set forth in the University Catalog.
- **Academic Grievance** – academic matters where students have a grievance. Areas for appeal include but are not limited to classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, absence and tardiness practices, and course requirements that differ substantially from those set forth in the syllabus.

- **Harassment Grievance (Title IX)** – harassment and intimidation, whether in the form of words, actions, or both, that may be inherently personal such as gender, sex, race, ethnicity, sexual orientation, etc. Sexual harassment may be Quid Pro Quo (e.g., benefits promised in exchange for sexual activity) or hostile environment (e.g., unwanted comments/touches, unreasonable expectations, stalking, dating violence, etc.).

**Note:** If any of the above is committed against a student by another student instead of a university employee, the offended student should report the matter immediately to a university official, who will report it to the student services or the Dean of Academic Affairs. The incident will be investigated, and action will be taken if a violation of the Student Code of Conduct occurs. Under no circumstances will retaliation be tolerated. Students requesting due process will not be harassed, intimidated, discouraged, or denied access to the Grievance Procedures (Due Process). When the situation warrants it, the president or the vice president may make an interim decision concerning the student's status during the appeal process by determining the feasibility of allowing the student to continue to attend class or removing the student from class/campus until the due process is completed.

**Standard Grievance Procedure:** The following procedure is to be used to resolve a grievance. Once this procedure of due process has begun, students who want to continue to pursue due process must follow the procedure and may not avoid any steps in the procedure and go prematurely to a higher authority.

- The Offending Person — the student must first contact the offending person to resolve their differences within five academic days. The exception to this requirement is harassment complaints, which may be taken directly to the Title IX Coordinator or the Student Services Coordinator, as described below.
- The Title IX coordinator: If the complaint is not resolved in the informal conference with the offending person, the student may then appeal in writing to the vice president, who will schedule a conference with the student and the other involved parties. If the grievance is academic in nature, the student will be directed to follow the Procedure for Resolving an Academic Grievance as listed below.
- The Appeals: If the grievance is not resolved by the appropriate vice president, the student may request a hearing in writing before the Vice president, Dean of Academic Affairs, and Title IX coordinator.
  - The student must present his/her case in writing.
  - After receiving the student's letter of grievance, they must grant a hearing at the earliest convenient opportunity, but no later than five academic days after receiving the request.
  - They will send the student an outline of the procedures to be followed in the hearing. These may include but are not limited to, who may attend the hearing, who may speak before them, and any documentation that is requested.
  - They must render a decision and respond to the student in writing within five academic days following the hearing.
- The President: If the grievance is not resolved to the student's satisfaction by the Appeals Committee, the student may request a hearing in writing before the president of the University. The student must present his/her grievance in a signed and dated document to the office of the president within five academic days of receiving the decision of the Appeals Committee. The president will outline for the student any guidelines to be followed in the hearing and will then grant a hearing at the earliest convenient time, but no later than five academic days after receiving the request. The president's decision is final.

**Academic Grievance Procedure:** An Academic Grievance must be initiated no later than five academic days into the following term. If the grievance is regarding an academic matter, the following steps must be followed:

- The instructor: The student must go first to the instructor with whom he/she has the grievance. A conference with the instructor will be held to resolve the grievance informally.
- Dean of Academic Affairs: If the informal conference with the instructor does not resolve the grievance, the student may appeal through the Dean of Academic Affairs. Each appeal must be in writing within five academic days from the date the student is notified of the decision.

**Standard Grievance Procedure:** If the grievance is not resolved by the Dean of Academic Affairs, then the student has access to the standard grievance procedure beginning with the Appeals Committee, which must be initiated within five academics.

**Harassment (Title IX) Grievance Procedure:** The following procedure is used to investigate allegations of harassment (Title IX).

- **Title IX Coordinator** – If the student’s grievance pertains to an allegation of harassment by either another student or an employee, the student may go directly to the Student, the Title IX coordinator, rather than to the offending person. Any person who receives knowledge of a student allegedly being harassed must report it to the Title IX coordinator, who will investigate. The Title IX coordinator may be able to remedy the situation and implement programming to prevent its recurrence. Both the accused and the accuser will be informed in writing of the investigation’s results. Students may choose to or decline to report allegations to law enforcement.
- **Note:** The Title IX Coordinator will inform the vice president of the investigations, who may make recommendations for both remedies to the situation and program/policy changes that are beyond the scope of the Title IX coordinator’s responsibilities.
- **Standard Grievance Procedure** – If the grievance is not resolved by the Title IX coordinator, then either the accused or the accuser has access to the standard grievance procedure, beginning with the Appeals Committee.

### Student Complaint Information

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

Florida Commission for Independent Education  
325 W. Gaines Street Suite 1414  
Tallahassee, FL 32399-0400  
Ph.: (850)-245-3200 or (888) 224-6684

Accrediting Council for Independent Colleges and Schools  
1350 Eye Street, NW | Suite 560 | Washington, DC 20005  
www.acics.org | 202.336.6780 – p  
Fax: 202.842.2593

Complaint process for **out-of-state distance education** students participating under SARA Distance Education students, who have completed the **internal institutional grievance process, and the applicable state grievance process**, may appeal non-instructional complaints to the FL SARA PRDEC Council at [FLSARAINfo@fldoe.org](mailto:FLSARAINfo@fldoe.org). For additional information on the complaint process, please visit the FL [SARA Complaint Process page](#).

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

### PROCEDURE FOR GRADE APPEALS

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

Grades are subject to change under the following conditions:

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

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

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

- A request for a change of grade is appropriate only when an error has been made by the professor in calculating or recording a student's grade or when an "Incomplete" has turned into an "F," and the student has met all requirements for the course.
- In cases of a need to change a final grade assigned for a course, the time limit for confirmed contact with the professor who awarded the grade is no later than ten (10) academic days into the term following the one in which the grade was recorded.
- If the professor is unavailable or fails to respond by the deadline, students have an additional ten (10) academic days to contact the Dean of Academic Affairs/Associate Dean.
- Students should retain evidence of their attempts to reach either party in extraordinary, rare, and compelling circumstances beyond the control of the student, these limits may be extended, and changes may be made only with the written approval of the course instructor and if needed, by the Dean of Academic Affairs.

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

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

### Formal Grade Appeal

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

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

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

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

Florida Commission for Independent Education  
325 W. Gaines Street Suite 1414  
Tallahassee, FL 32399-0400 Ph.: (850)-245-3200 or (888) 224-6684

Accrediting Council for Independent Colleges and Schools  
1350 Eye Street, NW | Suite 560 | Washington, DC 20005  
www.acics.org | Ph. 202.336.6780  
Fax: 202.842.2593

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

Please refer to the table below to determine grade level.

Credits Completed (Undergraduate)	Grade Level	Credit completed (Graduate)
1-30 Credits	First Year	1-18 credits
31-60 Credits	Second Year	19-36 credits
61 or more Credits	Third Year and Beyond	37 or more credits

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

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

#### Re-admission to the University Policy

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

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

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

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

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

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

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

## ACADEMIC REGULATIONS AND PROCEDURES UNITS OF CREDIT

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

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

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

The general rule provided by the U.S. Department of Education and regional accreditors is that one academic credit hour is composed of 15 hours of direct instruction (50–60-minute hours) and 30 hours of out-of-class student work (60-minute hours). This means that a student spends 45 total hours of time on 1 credit, and 135 total hours (45 hours of direct instruction and 90 hours of out-of-class student work) over the course of a semester in a typical 3 credit class. Time per week calculations for various course lengths can be found further down the page.

Direct instruction” includes:

### Instructor’s narrative

- In-class lecture (for hybrid courses)
- Text in a learning module
- Podcast
- Video (instructor or departmentally created)  
Video from other sources (equivalent to a guest speaker or a movie watched during class time)
- Multimedia interaction (learning objects)
- Discussions, blogs, wikis
- Exams and quizzes
- Any instructor-guided activity including small group activities
- Any assignment or activity you would traditionally do “in-class”

“Out-of-class student work” includes:

Readings

Other media consumption

- Videos or podcasts created by authors other than the instructor intended to replace readings
- Assignments
- Papers
- Projects
- Prep of presentations
- Research

Group work that traditionally would be done “outside of class”

In accordance with federal regulations, online distance education courses are required to have regular and substantive instructor-initiated interactions, which will include both direct instruction and student work. All



students in a course should have similar opportunities for instructor interaction, which is particularly important for courses with a mix of on-site and distance students.

Incorporating active learning in online and hybrid courses may make it more difficult to map “in-class” time to traditional categories of “direct instruction.” However, instructor-led activity, or group work centered around instructional activities (active learning), would also be appropriate to count as class time, in contrast to student work outside of class, and in many cases could also fulfill the regular and substantive instructor-initiated interaction requirements.

**Time per week over 15 weeks:** 3 Credit Course: 3 hrs. direct instruction, 6 hrs. student work Hours of Instructional Activity Equivalents (HIA) for Undergraduate/graduate Courses online and hybrid courses all have the same credit hour requirements for students. The information is used to make general estimates of student learning time in online and blended courses.

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

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

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

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

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

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

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

- I. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different period, or
- II. At least an equivalent amount of work as required in (i) of this definition for other academic activities as established by the institution, including but not limited to laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and permits an institution, in

determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

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

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

**Hybrid Course :** Hybrid Class will meet in person and online. 75% or more of the class will be taught online synchronously or asynchronously.

#### Credit Requirements by Type of Instruction

1. For the typical student, a minimum of forty-five (45) hours of work planned and arranged by the University faculty is required to gain 1 credit. 3 credits require 135 hours of instructional activity (HIA).
2. The typical distribution of student learning time is approximately one-third instruction and two-thirds outside preparation.
  - a. One (1) credit = 45 Hours of Instructional Activity (15 hours EIA + 30 hours ELA)
  - b. Two (2) credits = 90 Hours of Instructional Activity (30 hours EIA + 60 hours ELA)
  - c. Three (3) 3 credits = 135 Hours of Instructional Activity (45 hours EIA + 90 hours ELA)

# Credits	Total Instruction Time (in hours)	Total Outside Preparation (in hours)	Weekly Instruction Time (in hours)	Weekly Outside Preparation (in hours)
3	45	90	3	6

**Time Equivalencies for Instructional Activities:** The term “equivalent instructional activity” (EIA) is synonymous with “in-class” and “direct faculty instruction” particularly in a residential or blended course. One important point is that the EIA is not the amount of time that faculty spend teaching the course but rather the amount of time a student would be engaged in this faculty-directed activity. Methods such as discussion boards, exams, and chats can serve as instructional time. However, logging on constitutes neither active faculty teaching nor active student learning.

**The term “equivalent learning activity” (ELA)** is synonymous with “student work” and includes all assignments or other academic activities required to be completed outside of instructional time. Student work may include reading, studying, writing, completing worksheets, research, etc.

*Credit Requirements by Type of Instruction*

Instruction time (1/3 of total time)	Outside preparation time (2/3 of total time)
Activities that are typically instructor led, guided, or facilitated such as group discussions, field trips, and lectures.	Activities that students actively participate in such as reading, writing, and analyzing.

<p>Also referred to as:</p> <ul style="list-style-type: none"> <li>• Instructor-led activity</li> <li>• Direct instruction</li> <li>• Class or seat time for blended courses</li> <li>• Equivalent Instructional Activities (EIA)</li> </ul>	<p>Also referred to as:</p> <ul style="list-style-type: none"> <li>• Student-led activity</li> <li>• Out-of-class work</li> <li>• Work done without instructor oversight</li> <li>• Equivalent Learning Activities (ELA)</li> </ul>
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# Undergraduate Programs

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

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

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

### Program objective:

ESL students at San Ignacio University are engaged during study that provides them with the guidance and resources necessary to help them attain the highest level of English proficiency. Students' ability to speak English proficiently will impact their lives in multiple ways, including academically, socially, professionally, and personally. The ESL program comprises six intensive levels. Student progress is consistently and accurately assessed through testing at the appropriate level of proficiency.

The ESL course offerings feature curricula created specifically to meet the academic needs of SIU's diverse student body. These courses particularly focus on articulation and literacy.

### Placement Exam

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

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

### Program Outcomes

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

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

PROGRAM BREAKDOWN BY TERM ENGLISH AS A SECOND LANGUAGE DIPLOMA		
COURSE NUMBER	COURSE TITLE	Clock Hours
Basic		150 hrs.
ESL000	Basic Grammar	30
ESL001	Basic Reading	30
ESL002	Basic Conversation and Listening	30
ESL003	Basic Writing	30
ESL004	Basic Lab	30
Level 1		150 hrs.
ESL100	Beginner Grammar	30
ESL101	Beginner Reading	30
ESL102	Beginner Oral Communication and Listening	30
ESL103	Beginner Writing	30
ESL104	Beginner Lab & Academic vocabulary	30
Level 2		150 hrs.
ESL200	Intermediate Grammar	30
ESL201	Intermediate Reading	30
ESL202	Integrated Language Application Skills I	30
ESL203	Intermediate Writing	30
ESL204	Intermediate Lab & Academic vocabulary	30
Level 3		150 hrs.
ESL300	High-Intermediate to Advanced Grammar	30
ESL301	High-Intermediate to Advanced Reading	30
ESL302	Academic Listening and Speaking	30
ESL303	High-Intermediate to Advanced Writing	30
ESL304	High-Intermediate to Advance Lab & Academic vocabulary	30
Level 4		150 hrs.
ESL400	Advanced Grammar	30
ESL401	Advanced Reading	30
ESL402	Integrated Language Application Skills II	30
ESL403	Academic Writing	30
ESL404	Advanced Lab & Academic vocabulary	30
Level 5 (Transition)		150 hrs.
ESL500	Advanced Grammar	30
ESL501	Advanced Reading	30
ESL502	English for Academic Purposes	30
ESL503	Advanced Writing Workshop	30
ESL504	Advanced Lab & Academic vocabulary	30
	<b>Total Clock Hours</b>	<b>900</b>

## ASSOCIATE OF ARTS IN BUSINESS

### Program Outline

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

#### Program Description

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

#### Program Objective

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

#### Program Outcomes:

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

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

PROGRAM BREAKDOWN BY TERM ASSOCIATE OF ART DEGREE IN BUSINESS**		
Course Number	Course Title	Credit Hours
Term 1		
ENCI101	English Composition I*	3
SPCI600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENCI102	English Composition II*	3
EUHI001	Western Civilization I*	3
BSCI005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEBI011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MARI011	Principles of Marketing	3
Term 4		
ECO2023	Principles of Microeconomics*	3
ACG2071	Managerial Accounting	3
ACG2011	Principles of Accounting II	3
FIN2220	Finance	3
BUL2241	Business Law I	3
	TOTAL CREDITS:	60

\*General Education Classes. \*\*Subject to Change

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



## ASSOCIATE OF ARTS IN INTERNATIONAL BUSINESS

### Program Outline

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

#### Program Description:

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

#### Program Objective:

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

#### Program Outcomes:

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

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

PROGRAM BREAKDOWN BY TERM ASSOCIATE OF ART DEGREE IN INTERNATIONAL BUSINESS **		
Course Number	Course Title	Credit Hours
Term 1		
ENCI101	English Composition I*	3
SPCI600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENCI102	English Composition II*	3
EUHI001	Western Civilization I*	3
BSCI005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MAN2604	International Business	3
Term 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MAN2614	International Trade	3
FIN2220	Finance	3
GEB2955	International Current Business Practices	3
	TOTAL CREDITS:	60

**\*General Education Classes.**

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

## ASSOCIATE OF ARTS IN MARKETING

### Program Outline

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

#### Program Description

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

#### Program Objectives

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

#### Program Outcomes:

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

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

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

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

## ASSOCIATE OF ARTS IN HOSPITALITY MANAGEMENT

### Program Outline

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

#### Program Description:

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

#### Program Objective:

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

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

#### Program Outcomes:

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

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

PROGRAM BREAKDOWN BY TERM**		
Course Number	Course Title	Credit Hours
Term 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
HFT1101	Introduction to Hospitality Industry	3
Term 4		
ECO2023	Principles of Microeconomics*	3
FSS2251	Food and Beverage Management	3
FS30310	Food Sanitation Management	3
CAO1T1	Introduction to Gastronomy	3
MNA1161	Introduction to Customer Service	3
	TOTAL CREDITS:	60

**\*General Education Classes.**

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

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

Program Description:

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

Program Objective:

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

Program Outcomes:

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

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

BACHELOR OF ARTS IN BUSINESS PROGRAM BREAKDOWN BY TERM**		
Term 1		Credits
ENCI101	English Composition I*	3
SPCI600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENCI102	English Composition II*	3
EUHI001	Western Civilization I*	3
ACG2001	Principles of Accounting I	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
BSC1005	General Biology*	3
ACG2011	Principles of Accounting II	3
Term 4		
ECO2023	Principles of Microeconomics*	3
ACG2071	Managerial Accounting	3
MAR1011	Principles of Marketing	3
FIN2220	Finance	3
BUL2241	Business Law I	3
Term 5		
MA20210	College Algebra II*	3
PS20120	General Psychology*	3
WH20400	World History*	3
FRI1210	French I	3
MA30720	Strategic Management	3
Term 6		
MA30220	Human Resource Management	3
IN40320	Global Business Strategy	3
BU30220	Business Law II	3
FI30220	Financial Management	3
MA30410	Entrepreneurship	3
Term 7		
MA30310	Operations and Supply Chain Management	3
MA30510	Organizational Behavior	3
MA30610	Leadership and Communication	3
MA30810	Marketing Research	3
IN30220	Negotiation	3
Term 8		
MA30320	E-Marketing	3
MA30120	Business Management	3
ST30210	Statistics II	3
MKA2932	Marketing Management	3
CA40050	Business Capstone	3
	TOTAL CREDITS:	120

**\*General Education Classes.**

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



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

Program Description:

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

Program Objective:

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

Program Outcomes:

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

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

BACHELOR OF ARTS IN HOSPITALITY MANAGEMENT PROGRAM BREAKDOWN		
Course Number	Course Title	Credit Hours
Term 1		
ENCI101	English Composition I*	3
SPCI600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENCI102	English Composition II*	3
EUHI001	Western Civilization I*	3
BSCI005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
HFT1101	Introduction to Hospitality Industry	3
Term 4		
ECO2023	Principles of Microeconomics*	3
FSS2251	Food and Beverage Management	3
FS30310	Food Sanitation Management	
CA01T1	Introduction to Gastronomy	3
MNA1161	Introduction to Customer Service	3
Term 5		
FSS2252	Food and Beverage Management II	3
PS20120	General Psychology*	3
WH20400	World History*	3
FR11210	French I	3
HF30721	Wine & Beverage Services Management	3
Term 6		
MA30220	Human Resource Management	3
FS30210	Food and Beverage Cost Control	3
HFT2500	Hospitality Marketing	3
HF30720	Hotel Operations	3
HF30620	Hotel Sales Management	3
Term 7		
FS40410	Restaurant Management	3
HF30520	Hospitality Managerial Accounting	3
MA30610	Leadership and Communication	3
HFT2600	Lodging Management	3
IN30220	Negotiation	3
Term 8		
MA30120	Business Management	3
HF30410	Systems of Accounts in the Hospitality Industry	3
HF30810	Hospitality Law	3
HF40920	Strategic Hospitality Management	3
CA40030	Hospitality Management Capstone	3
	TOTAL CREDITS:	120

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

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

Program Description:

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

Program Objective:

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

Program Outcomes:

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

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

BACHELOR OF ARTS IN INTERNATIONAL BUSINESS PROGRAM		
Course Number	Course Title	Credit Hours
Term 1		
ENCI101	English Composition I*	3
SPCI600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Term 2		
ENCI102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSCI005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Term 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MAN2604	International Business	3
Term 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MAN2614	International Trade	3
FIN2220	Finance	3
GEB2955	International Current Business Practices	3
Term 5		
ACG2011	Principles of Accounting II	3
PS20120	General Psychology*	3
WH20400	World History*	3
FRI1210	French I	3
MA30720	Strategic Management	3
Term 6		
MA30220	Human Resource Management	3
IN40320	Global Business Strategy	3
BUL 2241	Business Law I	3
FI30220	Financial Management	3
MA30410	Entrepreneurship	3
Term 7		
MA30310	Operations and Supply Chain Management	3
MA30510	Organizational Behavior	3
MA30610	Leadership and Communication	3
MA30810	Marketing Research	3
IN30220	Negotiation	3
Term 8		
MA30320	E-Marketing	3
MA30120	Business Management	3
IN30120	International Freight and Insurance	3
ACG2071	Managerial Accounting	3
CA40040	International Business Capstone	3
	TOTAL CREDITS:	120

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

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

Program Description:

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

Program Objective:

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

Program Outcomes:

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

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

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

\*General Education Classes.

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

\*\* Subject to Change

**BACHELOR OF SCIENCE IN SPORT AND FITNESS MANAGEMENT**  
**Program Outline**  
**120 Credits, 120 Weeks or 8 Terms (15 weeks in length each)**

**Program Description:** The Bachelor of Business of Science in Sport and Fitness Management is designed to prepare students for professional managerial positions in the sports and recreation industry. The student will be able to manage and supervise facilities and staff, as well as supervise sports programs and coordinate special events. Graduates from the program will gain knowledge and skills that are important for any career in sport and fitness management.

**Program Objective:** Students majoring in Sport and Fitness Management learn to identify, monitor, manage, and manipulate the business dynamics that drive sports and recreational organizations, prepared to meet various challenges in the areas of sports finance, management, and marketing.

**Program Outcomes:** Upon completion of the Sport and Fitness Management program, students will:

- Effectively analyze issues and challenges in sport management using critical thinking and decision-making techniques.
- Communicate effectively in written form within the conventions of the sport management discipline.
- Demonstrate an awareness of the standards of ethical behavior as related to the sport management profession.
- Demonstrate the critical inquiry and analysis skills needed to engage constructively in intellectual discourse within the discipline of sport management.

BACHELOR OF SCIENCE IN SPORT AND FITNESS MANAGEMENT PROGRAM BREAKDOWN		
Course Number	Course Title	Credit Hours
Term 1		
ENC 1101	English Composition I*	3
SPC 1600	Introduction to Public Speaking*	3
EVR 1009	Environmental Science*	3
MAC 1105	College Algebra*	3
PHI 2600	Introduction to Ethics*	3
Term 2		
ENC 1102	English Composition II*	3
EUH 1001	Western Civilization I*	3
BSC 1005	General Biology*	3
HLP1081	Total Wellness*	3
STA 2023	Statistics*	3
Term 3		
AML 2020	American Literature*	3
ECO 2013	Principles of Macroeconomics	3
GEB 1011	Introduction to Business	3
ACG 2001	Principles of Accounting I	3
MAN 2604	International Business	3
Term 4		
ECO 2023	Principles of Microeconomics	3
MAR 2141	International Marketing	3
MAN 2614	International Trade	3
FIN 2220	Finance	3
GEB 2955	International Current Business Practices	3
Term 5		
CSI 1010	Introduction to Computer Literacy*	3
IPM 2010	Intro to Sports & Fitness Management	3
RLS 2020	Recreation Leadership & Supervision	3
SPG 2040	Global Sport Business	3
SMK 2050	Sport Marketing	3
Term 6		
SPL 2070	Legal Aspects of Sport Management	3
SPA 3000	Functional Movement Anatomy	3
SPF 3030	Sports & Fitness Facility Management	3
SPP 3040	Program Planning in Sports & Fitness	3
SPD 3050	Digital Technologies in Sport & Fitness	3
Term 7		
SPB 3060	Behavioral Aspects of Sport	3
SPE 3070	The Economics of Sport & Fitness	3
SPM 3080	Managerial Aspect of Sport Management	3
SPH 3090	Public Health Nutrition and Physical Activity	3
SET 4000	Ethical Considerations in Sport and Fitness	3
Term 8		
SAL4020	Sport Analytics	3
SPC 4030	Care and Prevention of Athletics Injuries	3
SFM 4060	Sports & Fit Mgmt. Practicum	3
SFMI 4700	Sports & Fit Mgmt. Practicum II	3
SEM 4900	Seminar in Sport and Fitness Management (Capstone)	3
TOTAL:		120

General education classes are composed of 36 credits and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective. **\*\*Subject to Change**



The logo for San Ignacio University features the letters 'SIU' in a large, stylized font. The 'S' is dark blue, the 'I' is teal, and the 'U' is yellow. To the right of the letters, the text 'SAN IGNACIO UNIVERSITY' is written in a dark blue, serif font, with 'MIAMI, FL' in a smaller font size below it.

SAN IGNACIO  
UNIVERSITY  
MIAMI, FL

# Graduate Programs

## GRADUATE ADMISSION PROCEDURES

**Admissions Process:** To apply for one of the degree programs at San Ignacio university, prospective students contact the university to reserve an appointment with an admissions representative to discuss his/her program of choice. The University Recruitment Director is responsible for determining if an applicant has met all admission requirements. Once all the required documents have been received and the admissions criteria met, the enrollment agreement is signed by the Recruitment Director a copy of the signed enrollment agreement is sent to the student along with their acceptance letter. In the event the prospective student does not meet the admissions criteria, the student will be notified in writing.

**Admissions Criteria:** Prospective students must have evidence of a four-year baccalaureate degree (or equivalent) from an accredited institution. **Students are not required to submit Graduate Management Admissions Test (GMAT), Graduate Records Examination (GRE), or Miller Analogy Test (MAT) scores to support their application.** Non-U.S. issued documents will be evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES) into English (if applicable) at an additional cost to the prospective student.

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

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

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

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

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

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

\*Canvas is optimized for desktop displays.

### Technology: Plugins & Software

#### Plugins

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

#### Connectivity

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

#### Software

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

#### Screen Readers:

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

#### Internet connection:

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

**Proctorio:** SIU uses Proctorio to confirm student identity during proctored exams. Proctorio's automated and secure proctoring programs integrate seamlessly with SIU's Learning Management System: Canvas. The software provides identification verification, automated exam proctoring, lock down functionality, plagiarism detection tool, and single sign-on capability. The program also ensures content protection against unauthorized access, disclosure, and use. Students, faculty, and staff receive 24/7/365 support. At the start of each exam, students need to hold up their photo identification, such as driver's license or passport, to the camera to prove their identity. After this, students must remain visible during their entire exam. Only approved SIU staff will review the student's screen, video, and audio recordings while assuring student privacy.

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

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

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

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

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

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

Confirm tests w/ Admissions

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

### Spanish Language Proficiency

**Exemption based on prior study:** Students should present to the Admissions Office transcripts, diplomas, exam scores, and/or other evidence that they have done one of the following:

- Graduated from a high school outside the United States in which the language of instruction was in Spanish, or
- Completed one or more semesters of full-time study at a college or university outside of the United States in which the language of instruction was in Spanish, including a study-abroad program.

**Spanish Language Proficiency Exam:** A foreign language is understood to mean a natural language other than English. A foreign language is understood to mean a natural language other than English. Students taking courses in Spanish are exempt from the English proficiency exams, if they have completed their high school or post-secondary schooling in their home country, therefore they are not required to demonstrate a command of the Spanish language. However, if Spanish is not the student's natural language, the student is required to complete a foreign language exam: A score of "intermediate" or higher on the [ACTFL standardized test](#) (both OPI and WPT) for the Spanish language.

Please note that SIU does not administer the ACTFL test. It is the responsibility of the interested student to follow the link above, consult the ACTFL website, and assume the cost of the test(s).

### When must the SEVIS fee be paid?

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

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

### How will the payment be verified?

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

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

**Please note:** All courses at San Ignacio University are taught in English and Spanish. The university offers Spanish courses to Spanish-native students therefore they are not required to demonstrate a command of the Spanish language. Students taking courses in Spanish are exempt from the English proficiency exams

(\*) Students have the right to cancel their enrollment at any time up to the end of the first week after the term start date. If they 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.

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

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

### Academic Information

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

Upon enrollment, new students will be asked to provide both a primary and secondary preferred class time. Students may later change their preferred class time by notifying the Registrar department via email ([registrar@sanignaciouniversity.edu](mailto:registrar@sanignaciouniversity.edu)). Every effort will be made to schedule students into their preferred class times. However, San Ignacio University does not guarantee the availability of courses at specific class times.

All Associate Degree programs at the university run 1.5 to (2) years, all bachelor's degree programs run 3.5 to 4 years, and all masters run 1.5 to 2 years. To complete the programs in the given time frame students may need to attend consecutive terms throughout their program. Students have the option to take more than one class during certain terms to complete their degree program in less than the stated time frame.

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

Students experience interactive teleconference classrooms as part of the instructional process in their program at San Ignacio University. All programs offered at San Ignacio University are offered at the site for student convenience.

**Prerequisite Requirements and Course Numbering:** Some courses in the programs at SIU have a prerequisite requirement. Students are required to complete all prerequisite requirements listed on the course syllabus and in the course, descriptions listed in this catalog before enrolling in each course. Courses at SIU are numbered based on difficulty of the course and advancement in the program. Currently, each course at SIU contains a course number between 100 and 499. Courses numbering 100-299 represent lower-level courses in the student's program, and courses numbering 300-499 represent higher level courses, and courses numbering 500-699 represent master level courses. SIU is a participant of the Florida SCNS statewide course numbering system.

# GRADUATE ACADEMIC PROGRAMS

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SAN IGNACIO UNIVERSITY OFFERS THE FOLLOWING GRADUATE PROGRAMS:

1. **Master of Business Administration**  
Specialization in:
  1. Marketing Management
  2. International Business
  3. Human Resources Management
2. **Master of Arts in Hospitality Management**  
Specialization in:
  1. Tourism Management
  2. Human Gastronomy and Restaurant Management
3. **Master of Education**  
Specialization in:
  1. Early Childhood Education
  2. Education Leadership
  3. Special Education
4. **Master of Science in Sport and Fitness Management**

The Academic Year is the period generally divided into three terms in which a full-time student is expected to complete the coursework equivalent to at least three terms. At San Ignacio University, a full-time student could complete at least 45 term credit hours in 32 weeks.

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

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

Program Description:

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

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

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

Program Outcomes:

Upon completion of the Master of Business Administration and selection of one specialization in Marketing Management, International Business, or Human Resource Management, students will have the capacity to:

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

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

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

- Analyze, coordinate, and promote initiatives and programs for recruiting, hiring, onboarding, orientation, and retention.



- Develop and recommend strategies to address appropriate performance expectations and behavior from employees.
- Identify and develop professional development opportunities that enhance employee skills and organizational aptitude.
- Describe and recommend compensation systems, such as benefits, incentive pay, and retirement, which support recruitment and retention efforts.
- Evaluate and review workplace policies related to employee relations, workforce management, diversity and inclusion, employment law and regulations, technology, data management, risk management, and social responsibility.
- Apply organizational mission and vision in developing an HR plan that addresses the needs of stakeholders, considers decision-making strategies, and enhances organizational effectiveness.

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

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

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

\* Subject To Change

MASTER OF BUSINESS ADMINISTRATION SPECIALIZATION IN HUMAN RESOURCES MANAGEMENT PROGRAM BREAKDOWN BY TERM*		
Course Number	Course Title	Credit Hours
<b>Term 1</b>		
MA50000	Business Organization and Management	3
MA50100	Strategic Management and Technology	3
MA50200	Business Operations Management	3
<b>Term 2</b>		
MA50300	Effective Communications Management	3
MA50400	Business Project Risk Management	3
FI50500	International Economics	3
<b>Term 3</b>		
FI50800	Financial Accounting Management	3
MA50700	Global Business Strategic Management	3
MA50600	Corporate Business Finance Management	3
<b>Term 4</b>		
MA60600	Recruitment and Human Resources Information Systems	3
MA60700	Human Resources Management and Compensation Issues	3
LB60800	Labor Law Relations	3
<b>Term 5</b>		
MA60900	Legal Issues in Human Resources Management	3
MA61000	Human Resources Policy Management	3
<b>TOTAL CREDITS:</b>		<b>42</b>

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

\* Subject to Change

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

Program Description

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

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

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

Program Objective:

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

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

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

MASTER OF ARTS IN HOSPITALITY MANAGEMENT SPECIALIZATION IN TOURISM MANAGEMENT PROGRAM BREAKDOWN BY TERM*		
Course Number	Course Title	Credit Hours
<b>Term 1</b>		
HF50000	Hospitality Business Management	3
HF50100	Hospitality Legal Issues and Ethics	3
HF50200	Hospitality Marketing Management	3
<b>Term 2</b>		
HF50300	Guest Service and Consumer Management	3
HF50400	Hospitality Finance Revenue Management	3
HF50500	Financial Investment Management	3
<b>Term 3</b>		
HF50600	Operations Management	3
HF60000	Tourism Marketing Concepts and Applications	3
HF60100	Global Tourism Policy	3
<b>Term 4</b>		
HF60200	Strategic Management for Travel and Tourism	3
HF60300	Tourism Industry Concepts and Practices	3
HF60400	Communication/ Conflict Management in Tourism	3
TOTAL CREDITS:		36

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

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

Program Description

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

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

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

Program Objective

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

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

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

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

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

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

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

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

<b>MASTER OF EDUCATION SPECIALIZATION IN EARLY CHILDHOOD EDUCATION PROGRAM BREAKDOWN BY TERM**</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
ED50000	History and Philosophy of Education	3
ED50100	Assessment of Individual Differences in General Education and Special Education	3
ED50200	Educational Technology in General Education and Special Education	3
<b>Term 2</b>		
ED50300	Child Development and Learning in Cultural Context	3
ED50400	Curriculum Development and Implementation	3
ED50500	Education Law and Ethics	3
<b>Term 3</b>		
ED50600	Basic Reading and Writing Instruction	3
EE60000	Education of Young Children: Principles and Methodology	3
EE60100	Early Literacy Instruction Birth – Grade 3	3
<b>Term 4</b>		
EE60200	The Study of Disabilities in Infancy and Early Childhood	3
EE60300	Patterns of Parenting and Child Care in Relation to Early Education and Intervention	3
EE60400	Early Childhood Education Capstone Project	3
<b>TOTAL CREDITS:</b>		<b>36</b>

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

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



TOTAL CREDITS:	36
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Non-Credit Required Seminars		
ED50700	Substance Abuse	N/C
ED50800	Child Abuse	N/C
ED50900	School Violence Prevention and Bullying Intervention	N/C
ED51000	Child Safety, Abduction, Prevention, and Intervention	N/C

MASTER OF EDUCATION PROGRAM SPECIALIZATION IN SPECIAL EDUCATION BREAKDOWN BY TERM		
Course Number	Course Title	Credit Hours
<b>Term 1</b>		
ED50000	History and Philosophy of Education	3
ED50100	Assessment of Individual Differences in General Education and Special Education	3
ED50200	Educational Technology in General Education and Special Education	3
<b>Term 2</b>		
EB50300	Child Development and Learning in Cultural Context	3
ED50400	Curriculum Development and Implementation	3
ED50500	Education Law and Ethics	3
<b>Term 3</b>		
ED50600	Basic Reading and Writing Instruction	3
EB61000	History and Philosophy of Special Education	3
EB61100	Introduction to Special Education	3
<b>Term 4</b>		
EB61200	Teaching Mathematics, Science, and Technology in General and Special Education	3
EB61300	Curriculum Development and Classroom Management for Students with Disabilities	3
EB61400	Special Education Capstone Project	3
TOTAL CREDITS:		36

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

**Master of Science in Sport and Fitness Management Program**  
**36 credits, 60 Weeks or 4 Terms (15 weeks in length each).**

**Program Description:** Students seeking a Master of Science degree in Sports and Fitness will learn the leading principles in exercise physiology, sports nutrition, strength and conditioning, exercise testing, and prescription. There will also be a strong emphasis on leadership throughout the program. This Master's program provides graduate students with skills to effectively manage and lead a wide range of activities in the sports industry, including marketing, fitness leadership, and prevention of athletics injury management.

**Program Objective:** The program aims to arm students with the knowledge, skills, and abilities needed to be successful in the sports fitness career. With a master's in sports management, students will gain an understanding of the industry structure and culture and strong business skills.

Through this master's program, Students will:

- Gain the ability to communicate effectively and persuasively (verbally and in writing).
- Learn to work with diverse groups and organizations.
- Learn to successfully engage as a professional in the sports industry.

**Program Outcomes:** Upon completion of the sport management program, students will:

- Effectively analyze issues and challenges in sport management using critical thinking and decision-making techniques.
- Communicate effectively in written form within the conventions of the sport management discipline.
- Demonstrate an awareness of the standards of ethical behavior as related to the sport management profession.
- Demonstrate the critical inquiry and analysis skills needed to engage constructively in intellectual discourse within the discipline of sport management

Master of Science in Sport and Fitness Management Program PROGRAM BREAKDOWN BY COURSE		
Course Number	Course Title	Credit Hours
Term 1		
MSP400	Introduction to the sport and fitness leadership program	3
MSP410	Organizational Leadership and Management in Sport and Fitness	3
MSP420	Facility and Risk Management in sport and fitness	3
Term 2		
MSP440	Strategic communication and marketing in sports and fitness	3
MSP450	Psychology of Sport Behavior and athletic performance	3
MSP460	Public Health Nutrition and Physical Activity Management	3
Term 3		
MSP480	Facility Operations and System Management	3
MSP500	Care and Prevention of Athletics Injuries Management	3
Term 4		
MSP510	Sports Law and Risk management	3
MSP520	Sports Marketing and Public Relations	3
MSP570	Fitness Assessment and Exercise Prescription	3
MSP590	Capstone Project	3
TOTAL:		36

## COURSE DESCRIPTIONS

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

CA40060	<b>Marketing Capstone</b> Prerequisites: Last term of study before graduation This course provides students with the opportunity to develop and practice skills learned previously and currently while their progress is evaluated. Students are expected to show their professionalism and creativity by developing their leadership skills and integrating marketing strategies into their work.	3
CSI 1010	<b>Introduction to Computer Literacy*</b> This course uses the Microsoft Office suite to teach students computer basics, including Windows, word processing, spreadsheets, data processing, graphics, Internet, and e-mail. Students learn how to use all the applications in the MS Office suite and how to transfer data from one application to another. After course completion, students will be able to use these programs for business and personal use.	3
EB50300	<b>Child Development and Learning in Cultural Context</b> The purpose of this course is to help students understand the significance of the way in which culture impacts development. Students will benefit from the ability to think globally about human development in our culturally diverse world. Among the topics covered are personalized learning, understanding, and engaging cultural diversity, and improved critical thinking and research.	3
EB61000	<b>History and Philosophy of Special Education</b> The purpose of this course is to offer students insight into teaching and learning history in the elementary and middle grades. Students will examine the socio-cultural context for studying history. The course will also survey connections and controversies in world history.	3
EB61100	<b>Introduction to Special Education</b> This course will focus on the methods that research has proven most effective in the challenging field of special education. Students will inspect contemporary professional practices, trends, and research in this field.	3
EB61200	<b>Teaching Mathematics, Science, And Technology in General and Special Education</b> This course will study effective methods of teaching across the disciplines of math, science, and technology. Among the topics to be covered is the reasoning behind standards-based instructions, the interdisciplinary approach, and the applications of STEM education in elementary grades.	3
EB61300	<b>Curriculum Development and Classroom Management for Students with Disabilities</b> The purpose of this course is to analyze strategies for the education of students with mid to high-incidence disabilities. Students will be exposed to such topics as elementary and secondary teaching strategies, curriculum development for teaching in specific content areas, culturally responsive practices, and technology-based solutions.	3
EB61400	<b>Special Education Capstone Project</b> Prerequisites: Last term of study before graduation This course will examine the factors involved in developing effective policies and resolving problems as education leaders. Among the topics to be covered are legal, practical, and logistical considerations and issues relating to sensitivity, fairness, empathy, and parental perceptions.	3
EC32000	<b>Early Childhood Education Practicum I</b> Prerequisites: Last term of study before graduation This course provides the students with a Practicum in the field of Early Childhood Education as well as contact hours in the classroom where early childhood intervention theories will be reviewed. Students are expected to utilize the knowledge obtained from previous classes and the new guidelines and theories that go with this course. Among the topics studied during the classroom contact hours, we have: Developing experiences, Advance practicum competencies, authentic practicum placements, Dynamic development, and integrating topic modules.	3
ECO2013	<b>Principles of Macroeconomics*</b> The purpose of this course is to study production, employment, prices, aggregate expenditures, and the aggregate levels of economic activity. Students are expected to analyze monetary and fiscal policies with respect to unemployment and inflation	3
ECO2023	<b>Principles of Microeconomics</b> The purpose of this course is to study the different economic models and the relationship between consumers, firms, and markets. In addition, the students will understand how the government regulates the economy and how it intervenes in the market.	3
ED50000	<b>History and Philosophy of Education</b> This course will provide an examination of philosophies and major figures in education through major movements in world history. Students will discuss the lives of prominent educators and the ideologies that resulted from their work. The study of these primary topics and figures is aimed toward a better understanding of the social and historical conditions that inform the contemporary field of education.	3

ED50100	<b>Assessment of Individual Differences in General Education and Special Education</b> The purpose of this course is to provide a variety of assessment procedures for special and general education. Students will learn the latest curriculum and performance-based assessment measures with connections to practical instruction. Topics will include how to construct, administer, and score assessments and results for diverse subject comprehension and screening objectives.	3
ED50200	<b>Educational Technology in General Education and Special Education</b> This course will introduce students to approaches, methods, and procedures for the integration of new media and technology into the curriculum. Students discuss how to continuously facilitate technology and media-supported learning experiences. The appropriate assimilation of course topics is designed to lead to knowledge-based lesson planning that will broaden the classroom experience.	3
ED50300	<b>Child Development and Learning in Cultural Context</b> <b>Prerequisite None</b> The purpose of this course is to help students understand the significance of the way in which culture impacts development. Students will benefit from the ability to think globally about human development in our culturally diverse world. Among the topics covered are Personalized learning, understanding, and engaging cultural diversity, and improved critical thinking and research.	
ED50400	<b>Curriculum Development and Implementation</b> This course will examine the latest in creative strategies and curriculum ideas. Students will be exposed to accounts of innovative learning experiences and new approaches in the practice of effective curriculum development. Among the topics covered by the course are the nature and politics of curriculum, processes, management, and trends.	3
ED50500	<b>Education Law and Ethics</b> This course will prepare students with an awareness of legalities, ethical considerations, and other necessary leadership skills in education. The topics discussed will demonstrate how changes in law and society factor into decision-making and how to place situations into ethical frameworks for facilitating the best possible outcome.	3
ED50600	<b>Basic Reading and Writing Instruction</b> The purpose of this course is to learn to detect, assess, and address the needs of students developing reading and writing skills in primary classrooms. Students will be equipped with the knowledge of research, classroom-proven strategies, and samples from the classroom. Among the topics covered are meeting the needs of struggling readers and English language learners and ideas for adaptation within lesson plans.	3
ED50700	<b>Substance Abuse</b> This course surveys the field of substance abuse through key concepts and applied case examples. Students will learn about the neurobiology of addiction and programs and practices in place for treatment and prevention	N/C
ED50800	<b>Child Abuse</b> The purpose of this course is to provide an understanding of the abuse and neglect of children. Students will discuss recognizing and reporting maltreatment, the perpetrators of abuse, the psychological and physical impact, and methods of prevention and intervention.	N/C
ED50900	<b>School Violence Prevention and Bullying Intervention</b> This course will survey research on school bullying behaviors and suggestions for intervention and prevention. Students will examine the environmental context, individual characteristics, family influence, and classroom dynamics that affect or are affected by bullying.	N/C
ED51000	<b>Child Safety, Abduction Prevention, and Intervention</b> The purpose of this course is to comprehend the basics of knowledge-based prevention and identification methods in child safety. Among the topics covered are preventing sexual abuse and child abduction, responsible childcare, dealing with bullies, and Internet safety.	N/C
ED60500	<b>Analysis of Student and School Performance Achievement Data for Instructional Improvement</b> This course will investigate the techniques and importance of effective data management in schools. Discussions will range from Key concepts to the use of data resources. Among the topics covered are Targets, surveys, key performance indicators, and the assessment of learning and student achievement.	3
ED60600	<b>Leadership for the Twenty-First Century School Leader: Theory and Practice</b> This course will offer a comprehensive guide for thinking, acting, planning, prioritizing, and generally managing leadership obligations and decisions in schools. Students will learn effective school management through practical examples and structural strategies.	3
ED60700	<b>Personnel Functions and Supervision of a School Leader</b> This course will examine the major challenges influencing public education and human resources in the United States. Students will focus on the value of personnel in the achievement of educational goals and objectives. Topics to be covered will be grounded on the most current concerns in the field.	3

ED60800	<b>Managerial and Financial Functions of a School Leader</b> The purpose of this course is to introduce students to the considerations involved in the management of human and financial capital in education. Students will examine the societal implications of educational needs, legal and social frameworks, the rising cost of education, patterns for school financing, and sources of revenue.	3
ED60900	<b>School Administration and Supervision Capstone Project</b> Prerequisites: Last term of study before graduation This course will investigate the methodology behind the effective administration of schools in a rapidly evolving environment. Students will discuss educational standards, common practices, and assessment of leadership style.	3
EE60000	<b>Education of Young Children: Principles and Methodology</b> This course will prepare students with a broad, fundamental understanding of issues influencing contemporary early childhood education. Students will discuss real-world examples, with an emphasis on diversity, families, and children with special needs. Among the topics to be covered are History, Theories, Diverse Programs, Technology, and Professionalism	3
EE60100	<b>Early Literacy Instruction Birth-Grade 3</b> The purpose of this course is to teach students how to facilitate the early exploration and exchanging literature and language experiences for children. Students will discover the effects and mechanics of engaging and developmentally appropriate activities. Topics to be covered will be based on language arts theories and practices for acquisition, visual literacy, listening, speaking, reading, and writing.	3
EE60200	<b>The Study of Disabilities in Infancy and Early Childhood</b> This course will present students with neuroscience and development-based, theoretical information underlying disabilities. Students will also learn the behavioral characteristics of these disabilities and guidelines to address sensory processing deficiencies manifested in regulatory disorders.	3
EE60300	<b>Patterns of Parenting and Child Care in Relation to Early Education and Intervention</b> This course presents models for routine-based, professional, family-centered intervention. The methods discussed will provide a fuller understanding of family environments and implementations of services to empower and support children and their family ecology.	3
EE60400	<b>Early Childhood Education Capstone Project</b> Prerequisites: Last term of study before graduation Students will take a practical view of the issues they will confront in the classroom and acquire the skills they need to foster developmentally and culturally appropriate practices. Among the topics to be covered are collaborative teaching, observation and assessment, diversity, and professionalism.	3
ENC1101	<b>English Composition I*</b> In this course, students will learn how to write clearly, correctly, and effectively. The purpose of this course is to teach students the use of grammar and organizational skills to write an effective essay. The students will learn a general introduction to the principles of writing with an emphasis on the writing process, thesis, context, purpose, and audience.	3
ENC1102	<b>English Composition II*</b> Prerequisite: English Composition I (ENC1101) This course aims to explore the value of studying literature and language. Through the reading of short fiction and poetry, there will be a concentration on the various ways that literature has articulated meaning for its readers. This course will help explore the different characteristics that give rise to our engagement with literature, whether it is for self-recognition, knowledge, or enchantment. We will examine a variety of standard approaches to literary interpretation, including ways of looking at form, culture and history, and ideology. The exploration of these areas will facilitate students to articulate their own comprehension and interpretations of texts.	3
ESL 000	<b>Basic Grammar</b> Designed to provide the beginner with the foundation of English grammar and enable the student to function at least minimally (both orally and in writing) in the common English language.	30 Hours
ESL 001	<b>Basic Reading</b> Designed to provide the beginner with the foundation of English reading and enable the student to function at least minimally in common English reading situations.	30 Hours
ESL 002	<b>Basic Conversation and Listening</b> Designed to acquaint the beginning-level student with the basics of oral skills and listening comprehension to enable the student to function at least minimally in common English-speaking situations.	30 Hours
ESL 003	<b>Basic Writing</b> Designed to provide the beginner with the foundation of English writing and enable the student to function at least minimally in common English writing situations.	30 Hours
ESL 004	<b>Basic Lab</b>	30 Hours

	This course reinforces English language skills through contact with the teacher and other students and includes practical applications of the material taught in ESL classes	
ESL 100	<b>Beginner Grammar</b> This course reinforces English language skills through contact with the teacher and other students and includes practical applications of the material taught in ESL classes.	30 Hours
ESL 101	<b>Beginner Reading</b> Designed to provide the intermediate-level student with a foundation in phonetic word attack skills, vocabulary development, comprehension skills, and basic study skills.	30 Hours
ESL 102	<b>Beginner Oral Communication and listening</b> Designed to provide the intermediate-level student with the foundation of English writing and enable the student to function at the intermediate level in common English writing situations	30 Hours
ESL 103	<b>Beginner Writing</b> Designed to provide advanced beginning to early Intermediate-level verbal and listening skills	30 Hours
ESL 104	<b>Beginner Lab &amp; Academic Vocabulary*</b> This course reinforces English language skills through contact with the teacher and other students and includes practical applications of the material taught in ESL classes.	30 Hours
ESL 200	<b>Intermediate Grammar</b> Prerequisites: ESL 100 Provides the intermediate-level student with grammatical structures presented in a context. Emphasis is on self-expression and the conveyance of meaning.	30 Hours
ESL 201	<b>Intermediate Reading</b> Prerequisites: ESL 101 Designed to provide the intermediate-level student with further study in vocabulary development and to increase reading comprehension through the development of specific reading skills.	30 Hours
ESL 202	<b>Integrated Language Application Skills</b> Prerequisites: ESL 102 Provides the student with Intermediate ESL verbal and listening skills, as well as skills development in individual speech delivery and criticism.	30 Hours
ESL 203	<b>Intermediate Writing</b> Prerequisites: ESL 103 Designed to teach the student how to write paragraphs using the various rhetorical modes.	30 Hours
ESL 204	<b>Intermediate Lab &amp; Academic Vocabulary</b> Prerequisites: ESL 104 This course is designed to enhance the preparation of advanced non-native speakers of English for successful communication as required in college-level courses. Emphasis is placed on the writing and editing of compositions for grammatical accuracy and clarity using supplementary learning media and materials. Upon completion, students should be able to converse and write in various organizational formats.	30 Hours
ESL 300	<b>high-intermediate to Advanced Grammar</b> Prerequisites: ESL 200 high-intermediate to Advanced Grammar is designed to teach sentence-level vocabulary and grammar, as well as a review of the tense system and parts of speech.	30 Hours
ESL 301	<b>Academic Reading and Writing I</b> Prerequisites: ESL 201 This combined Reading and Writing course aims at providing international students with the writing and reading skills essential to their successful undertaking of academic work at a university in the United States. Strategies will be learned to improve reading and writing skills, and a variety of activities will be completed to improve performance (extensive and intensive reading, journal writing, compositions in a variety of rhetorical styles, etc.).	30 Hours
ESL 302	<b>Academic Listening and Speaking</b> Prerequisites: ESL 202 In this course, students develop academic listening skills and participate in small group and whole-class discussions based on articles, lectures, and multimedia sources. Students will learn grammar and vocabulary in the context of the materials used for listening, speaking, reading, and writing activities.	30 Hours
ESL 303	<b>high-intermediate to Advanced Writing</b> Prerequisites: ESL 203 In this course, students will practice writing while considering elements of American culture. Writing will focus on everyday topics, as represented in newspapers, magazines, books, blogs, and other media. Students will enhance and refine their writing and grammar skills and build higher-level vocabulary and expressions. The cultural and strategic aspects of oral communication will also be explored.	30 Hours
ESL 304	<b>High-Intermediate to Advance Lab &amp; Academic Vocabulary</b> Prerequisites: ESL 204	30 Hours



	This course is designed to enhance reading and comprehension skills for advanced non-native speakers of English. Emphasis is placed on understanding academic texts and developing effective note-taking skills using supplementary learning media and materials	
ESL 400	<b>Advanced Grammar</b> Prerequisites: ESL 300 This course is designed to help the student to improve their academic language skills with intensive grammar practice.	30 Hours
ESL 401	<b>Advanced Reading</b> Prerequisites: ESL 301 This is a continuation of academic reading and writing course aimed at providing international students with the writing and reading skills essential to their successful undertaking of academic work at a university in the United States. Strategies will be learned to improve reading and writing skills, and a variety of activities will be completed to improve performance (extensive and intensive reading, journal writing, compositions in a variety of rhetorical styles, etc.).	30 Hours
ESL 402	<b>Integrated Language Application Skills II</b> Prerequisites: ESL 302 Listening Purposes - To demonstrate basic comprehensions, such as understanding the main idea, key points, structure, purpose, conclusion, important facts, and relevant details. To learn from listening, such as understanding various relationships between ideas and tracing the development of ideas or events throughout the recordings. To make inferences about an author's opinion and what is implied in a recording. Speaking Purposes - Information Processing - The ability to synthesize and summarize what the student have read in the student textbooks and heard in and outside of the class. Viewpoint Formation. In some of the speaking tasks, students need to form their own opinion in response to the information the student have processed. Delivery - Speech should be clear and have a well-paced flow with only minor lapses in pronunciation or intonation patterns. Language use responses should demonstrate effective use of grammar and vocabulary. Topic Development responses should be sustained and sufficient for the task. They should be coherent and well developed with details and examples. This course is to improve academic skills in writing. The topics that will be addressed include register, structure, clarity, coherence and cohesion, and the use of MLA and APA style and referencing.	30 Hours
ESL 403	<b>Academic Writing</b> Prerequisites: ESL 303 This course helps improve academic skills in writing. The topics that will be addressed include register, structure, clarity, coherence and cohesion, and the use of MLA and APA style and referencing.	30 Hours
ESL 404	<b>Advanced Lab &amp; Academic Vocabulary</b> Prerequisites: ESL 304 This course is designed to continue to enhance Vocabulary, reading, and comprehension skills for advanced non-native speakers of English. Emphasis is placed on understanding academic texts and developing effective note-taking skills.	30 Hours
ESL500	<b>Advanced Grammar</b> Prerequisites: ESL 400,401,402,403,404 This is an advanced grammar course. The course focuses on English verb tenses (Students will apply their grammar knowledge to writing assignments and edit them to create near error-free sentences. In addition, students will learn how to use quotes in their writing.	30 Hours
ESL501	<b>Advanced Reading</b> Prerequisites: ESL 400,401,402,403,404 It is designed to improve students' critical reading and thinking skills, increase analytical, inferential, and evaluative comprehension, expand vocabulary skills, and employ effective study strategies for use across academic disciplines.	30 Hours
ESL502	<b>English For academic Purposes</b> Prerequisites: ESL 400,401,402,403,404 Provide language instruction for academic study in American universities. Language skills addressed include listening comprehension, fluency development, oral intelligibility, reading, grammar, writing, and vocabulary development.	30 Hours
ESL503	<b>Advanced Writing Workshop</b> Prerequisites: ESL 400,401,402,403,404 Students will study and practice reading comprehension, the writing process, and critical thinking through the development of clear and correct sentences. Students will also develop the skills necessary to write a variety of focused, developed, organized paragraphs and essays. Students will be responsible for writing at least six full-process essays.	30 Hours
ESL504	<b>Advanced Lab and Academic Vocabulary</b>	30 Hours

	<p>Prerequisites: ESL 500,501,502,503,504</p> <p>This course helps ESL students develop academic vocabulary and college-level analysis and evaluation of reading and writing capabilities. Students work with multi-page and book-length nonfiction and fiction texts on contemporary topics and issues from a range of disciplines. Students continue to learn, evaluate, and hone the use of 1) contextual and structural information to infer the meaning of words and idiomatic language to enlarge their vocabulary base and improve fluency and 2) pre-, during-, and post-reading strategies to enhance comprehension and to analyze, evaluate, and interpret information and ideas. Students persist in developing and refining the academic ability to discuss – orally and in writing – their opinion/reaction to readings while developing critical and dispositional thinking and academic language skills. Students advance their understanding of specific U.S. academic writing standards at the sentence, paragraph, and essay level, including summarizing, paraphrasing, and quoting authors' ideas using APA in-text citations.</p>	
EUHI001	<p><b>Western Civilization I*</b></p> <p>The purpose of this course is to analyze the main events in human civilization from ancient times to modern times. Students will be able to understand the relationship between the past and the present. Students are expected to analyze the way Western society has changed over time and how major events and ideas shaped our society. Geography, religions, customs, wars, and ideologies are examined to understand Western Civilization.</p>	3
EVR1009	<p><b>Environmental Science*</b></p> <p>The purpose of this course is to provide students with the scientific principles, concepts, and methodologies to understand the interrelationships of the natural world, to identify and analyze environmental problems, both natural and human-made, and evaluate the risks associated with these problems and examine alternative solutions for resolving and/or preventing them.</p>	3
FI30220	<p><b>Financial Management</b></p> <p>Pre-Requisite: Principles of Accounting II (ACG201I)</p> <p>This course will provide the students with the tools to take the necessary actions that, as a manager, they should take to increase the value of the firm. Among the topics studied, we have: Concepts of corporate finance, Fixed income securities, Stocks, Projects and their value, Cash distribution, capital Structure, Managing global operations, and financial decisions.</p>	3
FI50500	<p><b>International Economics</b></p> <p>The purpose of this class is to provide the students with the concepts that are essential for understanding international economics and its challenges. Among the topics studied, we have: International trade theory, international trade policy, international resource movement, multinational corporations, exchange rate determination, the international monetary system, the income adjustment mechanism, and open economy macroeconomics.</p>	3
FI50800	<p><b>Financial Accounting Management</b></p> <p>This course will teach students how accounting affects businesses to prepare them to be good decision-makers as financial accounting managers. Among the topics studied, we have accounting as a form of communication, financial statements, income measurement, cost of goods sold, long-term liabilities, stockholders' equity, and internal control.</p>	3
FIN2220	<p><b>Finance</b></p> <p>The purpose of this course is to introduce students to the finance discipline by providing the knowledge of different financial parts: institutions, corporations, tools, investments, and derivatives.</p>	3
FR11210	<p><b>French I</b></p> <p>The purpose of this course is to introduce the students to basic vocabulary and fundamental sentence structures in the present and past. Pronunciation, grammar, and everyday vocabulary are stressed as indispensable tools for comprehension and expression. French customs, culture, and everyday life are also highlighted. Students are expected to participate in open discussions and debates.</p>	3
FS22510	<p><b>Food and Beverage Management I</b></p> <p>The purpose of this course is to provide students with knowledge about hospitality and fine foodservice operations in a restaurant setting to the public. Students study the fundamentals of reservation and point-of-sale systems, controlling inventory, merchandising products, and services, managing costs, assuring high-quality service to all customers, and management service. Provide the necessary knowledge for considering the important aspects of event management, such as dealing with customers, selecting, and dealing with suppliers, scheduling activities, hiring personnel, supervising the event, and evaluating the results.</p>	3
FS22520	<p><b>Food and Beverage Management II</b></p> <p>Prerequisite: Food and Beverage Management I</p> <p>The purpose of this course is to provide students with knowledge about foodservice operations and the tools needed to manage those operations. Among the topics studied, we have food safety, production, service, facilities, human resource, and performance improvement.</p>	

FS30210	<b>Food and Beverage Cost Control</b> The purpose of this course is to provide students with the necessary knowledge to control food and beverage costs effectively with a modern and focused treatment. The students will be expected to combine the concepts learned in the class about service methods, sanitation, principles of accounting, marketing principles, and technology applied globally.	3
FS30310	<b>Food Sanitation Management</b> This course seeks to provide the students with the knowledge and understanding of the food sanitation management system. Students will learn how these systems are integrated by different factors and procedures to ensure food will not endanger human health. The students will be familiarized with the requirements, guidelines, and standards established to successfully pass the health inspections.	3
FS40410	<b>Restaurant Management</b> Prerequisite: Food and Beverage Management (FS22510) The purpose of this class is to prepare students by giving them the right tools to be effective managers who can meet financial goals and keep up with the quality standards. The students will be expected to make and implement professional development plans to apply to different case studies presented in class.	3
GEB1011	<b>Introduction to Business</b> The purpose of this course is to provide students with the introductory knowledge of Business and the role it plays in today's economy. Among the topics studied are finance, personnel, management, and marketing. Students are expected to keep themselves informed and up today with local and global economic news.	3
GEB2955	<b>International Current Business Practices</b> Prerequisite: Introduction to Business (GEB1011) The purpose of this course is to provide students with current business practices with a focus on the international market. Students are expected to stay informed and ready for open discussions in class. Among the topics studied we have: International organization design and control, international strategic alliances, new strategies for entering foreign markets, international business operations, and global marketplaces.	3
HF30410	<b>Systems of Accounts in the Hospitality Industry</b> The purpose of this course is to help students to advance as professionals in the hospitality industry by giving them the necessary tools to understand the system of accounts. This course also serves as a foundation for other courses because it provides the latest trends and case studies. The students are expected to use critical thinking throughout the identification and analysis of the system of accounts.	3
HF30520	<b>Hospitality Managerial Accounting</b> Pre-Requisite: Principles of Accounting I (ACG2001) The purpose of this course is to provide students with knowledge of managerial accounting techniques in the hospitality industry. The students will be applying the new information in familiar settings to help them develop the skills needed to succeed as professionals in hospitality managerial accounting. Among the topics studied, we have accounting fundamentals, financial statements, management of revenue and expense, and accounting information for planning.	3
HF30620	<b>Hotel Sales Management</b> Pre-Requisite: Hospitality Marketing (HFT2500) This course will provide the students with the necessary tools to close sales, generate revenue, attract customers, develop plans, sell promotions, the use public relations and marketing. The students will be expected to create a sales plan that integrates all the aspects that a hotel can offer with creative and innovation	3
HF30720	<b>Hotel Operations</b> Prerequisite: Introduction to Hospitality Industry (HFT1101) This course provides the student with an overview of all hotel departments and their specific functions. The student will be able to analyze a variety of viewpoints on the duties, responsibilities, problems, and opportunities encountered there. The course links theory with real-world problems and solutions. Students will be challenged to identify the main issues of hotel management, understand the structure of department resources, and harness those resources to solve problems in the workplace.	3
HF30721	<b>Wine &amp; beverage Service Management</b> Prerequisite: Food and Beverage Management This course provides the student with the foundations necessary to understand and appreciate bottled waters, coffee, tea, wines, beers, and spirits, especially as they relate to the menu. A major profit center for the industry, these items should be considered a vital part of hospitality knowledge. Focuses include wine, coffees, and teas and how, from a cost basis, they can ameliorate a restaurant's food cost percentage; specialty beverages and how a beverage type can identify an establishment. Students are instructed in the art of wine evaluation, food pairing, and the basic understanding of the geography	3

	and history of wine. Other key components of the course include discussions on the processes involved in brewing, winemaking and aging, and spirit distillation. The history of each of these types of beverages is covered as well as food and menu cost issues. The course shows the importance of responsible alcohol service and the management of the responsibility that stems from operating a food service establishment that operates with a liquor license.	
HF30810	<b>Hospitality Law</b> The purpose of this course is to provide students with the necessary tools to manage a facility legally, safely, and securely. In the day-to-day operation of a hospitality facility, it is the manager, not the company attorney, who will most influence the legal position of the operation. Rarely will the students find a hospitality manager who is also a licensed attorney. However, professional hospitality managers make decisions every day based on their own interpretation of the law. The quality of these decisions will ultimately determine whether lawyers and the expense of fees, trial, and potential judgments may become necessary. This class will prepare a student in today's litigious society with sensible decision-making by being well informed of the law.	3
HF40920	<b>Strategic Hospitality Management</b> This course will provide the students with relevant theories and models in the approach to strategic hospitality management. This course seeks to link useful strategies to up-to-date case studies. Among the topics studied, are the following: Strategic management, the environment, external stakeholders, organizational resources, Strategies for entrepreneurship, knowledge-based resources, strategic direction, corporate-level strategy, Strategy implementation through management of functional resources, Strategy implementation through organizational design, and control, and Global strategic management.	3
HF50000	<b>Hospitality Business Management</b> This course will prepare the students with the most up-to-date development in hospitality business management and with the necessary knowledge to understand the great demand for competent managers that are capable of overseeing operations in the hospitality industry. Among the topics studied are the following: Hospitality Industry as a business, cultural environment, political system, economic system, hospitality management functions, human resource management, and future development opportunities.	3
HF50100	<b>Hospitality Legal Issues and Ethics</b> The purpose of this course is to provide the students with an overview of the legal and ethical aspects of the hospitality industry. The students are expected to relate topics discussed during class to legal case studies and legal decision-making scenarios. Among the topics studied, we have Prevention philosophy, legal management, ethics, and the law, government agencies that impact the hospitality industry, preventive legal management and contracts, contracts basics, and legal responsibilities in travel and tourism.	3
HF50200	<b>Hospitality Marketing Management</b> This course prepares the student to make marketing decisions that hospitality marketing managers face by relating cases to theory. Understanding the hospitality marketing process opportunities and strategies will give the students the tools to succeed in the hospitality industry. Among the topics studied, we have: The marketing environment, the role of marketing in strategic planning, marketing information systems, and marketing research.	3
HF50300	<b>Guest Service and Consumer Management</b> This course provides the students with a deep understanding of guest service and consumer management to manage quality service. The students are expected to create an elaborate plan to meet guest expectations at a given hospitality destination. Among the topics, we have: Developing the hospitality culture, motivating exceptional service, fixing service problems, and service excellence.	3
HF50400	<b>Hospitality Finance Revenue Management</b> This course offers a practical understanding of the best practices for hospitality finance revenue management. The student will learn how to assign the right price, offer it to the right customer, using the right channel at the right time. Among the topics studied, we have Strategic pricing, Differential pricing, Distribution channel management, Inventory, and price management.	3
HF50500	<b>Financial Investment Management</b> This course provides the students with the foundations of financial investment management. Among the topics studied, we have: The financial environment, savings and investment process, time value of money basics, securities markets, investments implications, financial data, financial analysis, evaluating business investments, and international finance.	3
HF50600	<b>Operations Management</b> This course provides the students with knowledge of operation management and the ability to balance quantitative and qualitative concepts. Operations strategy, developing a business strategy, developing	3

	an operations strategy, productivity, supply chain management, quality standards, quality control, and work system design are among the topics studied during this course.	
HF60000	<b>Tourism Marketing Concepts and Applications</b> This course will give students the tools to understand tourism marketing concepts and applications. The students are expected to apply the concepts learned in class to real-life case scenarios. Challenges of tourism management, tourism marketing environment, marketing management information system, technology in tourism marketing, and competitive tourism marketing strategies are among the topics studied during this course.	3
HF60100	<b>Global Tourism Policy</b> Among the topics studied, we have sustainable tourism standards in the global economy, tourism and sustainable development, competition and collaboration in the global tourism industry, tourist destinations, growth management, and the impacts of global tourism.	3
HF60200	<b>Strategic Management for Travel and Tourism</b> During this course, students will acquire the principles of managing travel and tourism and an overview of the evolution and future development of tourism, and the challenges facing tourism managers in today's economy. Among the topics studied, we have: Managing the visitor and their impacts, Operating and retailing, the public sector and tourism, managing the visitor and their impacts, and visitor attractions.	3
HF60300	<b>Tourism Industry Concepts and Practices</b> This course will give the student an overview of the tourism industry, its politics, and its responsibilities. The consumers of tourism, destination communities, environmental performance, hospitality enterprise, responsible tourism in practice, cultural heritage, and the central tenets of tourism are among the topics studied during this class.	3
HF60400	<b>Communication/ Conflict Management in Tourism</b> The purpose of conflict management in tourism course is to prepare the student to assist in supporting the goals to better society by developing a global partnership and social awareness. Corporate social responsibility, the global sustainable tourism council, connecting communities to the tourism supply chain, the role of sustainable tourism in mitigating major diseases, and environmental sustainability are among the topics studied during this class	3
HF60500	<b>Understanding Food: History and Study of Cuisines</b> This course makes connections between historical events and culinary traditions of different societies. The ancient agricultural revolution, from raw food to cooked food, the ancient Mediterranean, Christendom and Islam in the Middle Ages, new world food, the Columbian exchange, The United States and Europe, Africa, and Asia, native vs. colonial cuisine, and agribusiness v. organic, are among the topics studied during this course.	3
HF60600	<b>Restaurant Management and Development</b> This course is created to teach the students the core competencies of restaurant management by uniting concepts from the restaurant, hospitality, and foodservice industry. Among the topics studied, we have dynamics of leadership, the planning process, effective communication, employee performance, daily operations, and compensation programs.	3
HF60700	<b>Food Nutrition and Diet</b> This course provides the students with an overview of the nutritional sciences that support a unique and balanced lifestyle. Among the topics studied: the science of nutrition, Guidelines for dietary planning, nutritional chemistry, food safety, life cycle nutrition, nutrition matters, and body weight regulation.	3
HF60800	<b>Sustainable Purchasing and Controlling Costs</b> This course provides the necessary knowledge to run a safe and profitable business in the foodservice industry. Among the topics studied: the importance of cost control in restaurants, restaurant forecasting, and budgeting, calculating food costs, projecting restaurant revenue, determining menu prices, and controlling food costs.	3
HF60900	<b>Event Management</b> This course provides the principles and practices of planning, managing, and staging events. Among the topics studied, we have perspectives on events, event legacies, and impacts, event tourism planning, strategic planning function, conceptualizing the event, project management for events, financial management and events, and marketing planning for events.	3
HFT1101	<b>Introduction to Hospitality Industry</b> The purpose of this course is to introduce students to the hospitality industry and to provide knowledge about its operations. Among the topics studied, we have managed services, attractions, events, entertainment, and restaurant operations.	3
HFT2500	<b>Hospitality Marketing</b> The purpose of this class is to provide students with the tools needed to create successful campaigns for a hospitality business. Among the topics studied, we have factors that influence customer behavior,	3

	customer satisfaction, market segmentation and positioning, distribution strategies, marketing channels, and electronic marketing.	
HFT2600	<b>Lodging Management</b> This course will provide a theoretical perspective on service management and how service management concepts can be employed in the hospitality business. Students will gain an understanding of revenue management's key concepts and applicability of revenue maximization strategies and their operational aspects. The latest industry issues and trends affecting the aspects of the lodging industry will be discussed and analyzed.	3
HLP1081	<b>Total Wellness*</b> The purpose of this class is to provide students with the knowledge and awareness to live a balanced life. Wellness is analyzed from different points of view, including physical, emotional, mental, and environmental. The students will be expected to think critically and analytically, providing feedback on the issues presented in class. In addition, students will analyze their lifestyles, families, and environment to create a plan to live a total-wellness lifestyle.	3
IMP2010	<b>Intro to Sports &amp; Fitness Management</b> This introductory course emphasizes basic management principles as they relate to sports-related and fitness enterprises. A variety of marketing techniques and approaches are analyzed to broaden students' backgrounds in this area and to better allow them to develop effective and comprehensive sports and fitness marketing plans.	
IN30120	<b>International Freight and Insurance</b> Prerequisite: International Trade (MAN2614) This course will provide the students with the necessary knowledge to understand how nations regulate and secure international economies and financial transactions. The students will analyze different international freight insurance cases from the real international business world.	3
IN30220	<b>Negotiation</b> Prerequisite: Introduction to Business (GEB1011) This course provides the students with the tools to become effective negotiators by formulating goals, gathering information, understanding the role of perception, cognition, and emotion, as well as acquiring the persuasion skills to convince the other party to accept an offer. Students will be expected to participate in mockups throughout the duration of the class to practice their negotiation skills.	3
IN40320	<b>Global Business Strategy</b> Prerequisite: Principles of Macroeconomics (ECO2013) This course will provide students with an engaging and up-to-date knowledge of Global business strategy to understand what determines the success and failure of firms around the globe. Among the topics studied, we have: Globalizing business, Dealing with Foreign Exchange, strategizing around the Globe, Financing, and Governing the Corporation Globally.	3
LB60800	<b>Labor Law Relations</b> This course introduces students to employment and labor relations law. Students will explore how labor-related disputes arise and get resolved in the courts. Among the topics to be discussed are ethics, labor legislation, and contemporary policies and procedures.	3
MA20210	<b>College Algebra II*</b> Pre- Requisite: College Algebra (MAC1105) The purpose of this course is to help the student to understand complex algebra. Students are expected to know the basics of college algebra I and give practical solutions to the problems presented in class, just like it is done at the workplace. Topics include Exponential and Logarithmic Functions, Quadratic systems, Polynomial functions, and Linear Functions.	3
MA30110	<b>Distribution Channels</b> Prerequisite: Principles of Marketing (MAR1011) This course will let students identify and develop an understanding of the channels of distribution in the industry, analyze the interactions between each step and the whole process of distribution and initiate the student to the influence of international commercial policies on the distribution of goods and services. Among the topics studied, we have: Marketing channel systems, developing the marketing channel, Managing the marketing channel, and additional perspectives on marketing channels.	3
MA30120	<b>Business Management</b> This course provides the students a better understanding of the small business operation, financing, the feasibility study, marketing, and management of business phases, all from an entrepreneurial perspective. Topics that will be covered in this course are the environment of business management, Business organization and management, financial management, Production and marketing management, and Human resources management.	3
MA30220	<b>Human Resource Management</b> Prerequisite: Introduction to Business (GEB1011)	3

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

	<p>Prerequisite: Principles of Marketing (MAR101I) or Hospitality Marketing (HFT2500) or International Marketing (MAR214I)</p> <p>The purpose of this course is to help students to understand existing customers, potential customers, and the marketplace by developing their research skills and their application in real-world cases. Students are expected to use data provided in class to exercise their decision-making skills and to analyze the effectiveness of their feedback process.</p>	
MA40920	<p><b>Promotion Management &amp; Integrated Marketing Communications</b></p> <p>Prerequisite: Advertising (MKA151I)</p> <p>This course offers knowledge in the coordination and integration of all marketing communication and promotion management. The students will learn to communicate effectively with customers and potential customers by using advertising, promotions, and marketing communications. Among the topics studied, we have: Integrated Marketing Communications, Advertising Management, Media tools, Sales promotions, and evaluation of an Integrated Marketing Program.</p>	3
MA50000	<p><b>Business Organization and Management</b></p> <p>This course will help the students to understand the process involved in decision making, an important aspect of business management organization. Among the topics studied, we have: Deciding what is right, the organizational culture, managing ethical and legal compliance, corporate responsibility, and ethical problems of managers.</p>	3
MA50100	<p><b>Strategic Management and Technology</b></p> <p>This course provides students with the knowledge needed in the technology and innovation management field. Among the topics studied, we have sources of innovation, formulating technological innovation strategy, defining the organization's strategic direction, choosing innovation projects, implementing technological innovation strategy, managing new product development, and protecting innovation.</p>	3
MA50200	<p><b>Business Operations Management</b></p> <p>This course will give the students the tools needed to understand business operations to manage and control business processes to increase profitability and lower costs. Process management and strategy, process flow measurement, inventory analysis, process flow variability, process integration, process synchronization, and capability are among the topics studied during this course.</p>	3
MA50300	<p><b>Effective Communications Management</b></p> <p>This course is designed to prepare students to be effective communicators in the workplace. Among the topics studied, we have basic principles of communication, evaluating and improving relationships in the workplace, conflict management, other forms of communication, communicating in public, employment interviews, communicating professionally, and intercultural communication.</p>	3
MA50400	<p><b>Business Project Risk Management</b></p> <p>The purpose of this class is to prepare the student to manage business project risks appropriately. Among the topics studied, we have created materials to promote the company, managing budgets, managing guides, and their certifications, managing equipment, managing information requests, managing payroll records, determining costs for events, and performing statistical analyses.</p>	3
MA50600	<p><b>Corporate Business Finance Management</b></p> <p>This course is designed to prepare students for decision-making for a business from a corporate finance point of view. Financial management, financial statements analysis, the time value of money, debt valuation, interest rates, capital market theory, asset pricing, long-term financing, working capital management, and financial policies are among the topics studied during this class.</p>	3
MA50700	<p><b>Global Business Strategic Management</b></p> <p>PreRequisite: Business Organization and Management (MA5000)</p> <p>The purpose of this course is to prepare the students to understand what determines the success and failure of firms around the globe. Globalizing business, understanding formal institutions, trading internationally, investing abroad, capitalizing on global integration, internationalizing the entrepreneurial firm, managing global competitive dynamics, and financing the corporation, are among the topics studied during this class</p>	3
MAN6000	<p><b>Quantitative Research for International Business</b></p> <p>The objective of this course is to develop critical thinking abilities in the process of quantitative analyses to resolve business problems through the development and application of statistical techniques. The course provides the participants with the necessary tools to analyze, transform, and present quantitative data for effective and efficient business decisions. It includes research analyses and the analysis of applied methodologies in real-world business scenarios. The topics of the course, among many others, include sample analyses, hypothetical testing, regression analysis, and statistical projections.</p>	3
MAN60200	<p><b>Strategic Global Marketing Management</b></p> <p>Prerequisite: International Economics (FI50500)</p>	3



	This course provides an overview of the unique aspects of global marketing in the international business environment and provides the structure upon which multinational marketing management develops. The course analyzes a variety of value levels to achieve success. Emphasis is placed on the role of the international marketing executive in the expansion of global marketing strategies in a variety of markets with diverse cultural, political, and economic situations. The course focuses on the decision-making process in the areas of foreign market analysis, target identification, product planning, promotion, and channels of distribution to achieve corporate objectives.	
MAN60300	<b>Ethics, Social Responsibility, and Sustainability in a Global Market</b> This course focuses on different approaches to achieving social responsibility worldwide, and the participants analyze the ethical criteria interacting in the world of business. The purpose of the course is to identify the challenges that global businesses face in relation to diversity and cultural values. The course emphasizes theoretical and practical approaches to understanding different national and international scenarios.	3
MAN60400	<b>Entrepreneurship and Innovation for Global Management</b> Due to the exponential growth of international innovation and competitiveness, organizations are now concentrating on new businesses at the global level. This course provides the students with an understanding of entrepreneurship and the role it plays at the global level. The course focuses on the use of different techniques and approaches to develop innovative business plans and concepts. It also combines concepts and cases to present the latest theory about entrepreneurship and its relation to actual experiences. As a result, students are expected to understand and be able to relate the theory of entrepreneurship to actual experiences and to also identify and evaluate opportunities to build a workable business model with financial projections, strategies, and marketing integration.	3
MA60500	<b>Strategic International Marketing Assessment</b> This course will investigate significant events and innovations that are impacting the marketing industry and global business. Students will analyze the effects of technology, history, geography, language, religion, and economics on the dynamic and ever-changing global market.	3
MA60600	<b>Recruitment and Human Resources Information Systems</b> This course will prepare students to confront the developing challenges in the field of human resource management. Among the topics to be discussed are database concepts and systems considerations, structural planning, needs analysis, change management, training and performance analysis, and special topics in resource management.	3
MA60700	<b>Human Resources Management and Compensation Issues</b> This course will introduce strategic and tactical decision-making models regarding compensation. Students will examine contextual influences on compensation practices by examining real-world scenarios and contemporary issues in the field.	3
MA60900	<b>Legal Issues in Human Resources Management</b> The purpose of this course is to demonstrate the connections between law and human relations management. Students will discover the legal concerns involved in employer-employee relationships, permissible activities in handling personnel issues, and methods of preventing escalating legal problems.	3
MA61000	<b>Human Resources Policy Management</b> This course will provide students with the effective human resource management skills needed to gain a marketplace advantage. Among the topics to be discussed are: Internal and external environment management, sustainability, technology, and globalization	3
MA61100	<b>Service Marketing Management</b> The purpose of this course is to assess the components and considerations of effective marketing management. Students will gain an understanding of service products, consumers, and markets. Among the topics to be covered are Developing Customer Relationships, Service Excellence, and Fundamental Elements of Competitive Marketing.	3
MA61200	<b>Marketing Organizational Management</b> This course will provide strategic decision-making tools for marketing management. Students will learn to assess marketing as a value-building process, analyze trends, create plans, and anticipate ethical and legal issues.	3
MA61300	<b>Customer Relations Management</b> This course will demonstrate the aspects of service and career achievement needed for successful customer relations management. Students will explore such topics as internal customers, emerging technologies, and stress-reducing techniques.	3
MA61400	<b>Product and Brand Management</b> This course will take a broad managerial perspective on effective and damaging practices in product and brand development. Students will assess the considerations involved in responsible and effective planning, decision-making, and implementation.	3
MA61500	<b>Marketing Business Project Management</b>	3

	The purpose of this course is to study the theories and practices of marketing and project management. Students will analyze the essential characteristics of Organizational Behavior, Business Relationships, and Marketing Management Systems	
MAC1105	<b>College Algebra*</b> The purpose of this course is to provide students with critical thinking skills and the ability to solve mathematical functions. Topics will include Polynomial functions, Rational functions, Exponential functions, Logarithmic functions, and linear systems. Students are expected to engage in an active discovery of mathematical concepts.	3
MAN2604	<b>International Business</b> The purpose of this course is to provide students with knowledge about international business, as well as economic theories, business strategies, and alliances. Among the topics studied, we have globalization, country differences, foreign exchange market, exporting, importing, and countertrade.	3
MAN2614	<b>International Trade</b> The purpose of this course is to provide students with knowledge about trade in the global economy and the movement of capital between countries. Among the topics studied, we have trade resources, trade technology, international agreements, and trade labor and trade environment.	3
MAR1011	<b>Principles of Marketing</b> In this course, we will study marketing concepts and principles and their practical application. Students will examine the risks and challenges marketers encounter in the process of establishing their competitive edge. Subject matter includes economics, and marketing foundations that place emphasis on selling, promotion, product and service management, pricing, and distribution.	3
MAR2141	<b>International Marketing</b> This course will provide an overview of the unique aspects of marketing in the international business environment and provide the structure upon which the multinational marketing management can be based. Emphasis will be placed on the role of the international marketing manager in the expansion of marketing strategies for a variety of markets in diverse cultural, political, and economic situations. Areas of focus will include the decision-making process in the areas of foreign market analysis, target identification, product planning, promotion, and channels of distribution.	3
MAR801	<b>Marketing in Diverse Markets</b> During this course, students will acknowledge the marketing and advertising alternatives to communicating to diverse groups. This knowledge will be used to develop various communication methods and research to reach a diverse public.	4
MAR802	<b>Project Management</b> This course takes an advanced look at leadership and management guidelines for the project manager in various organizational environments. Students will review the principles of effective planning, communication, and motivation in a clear and practical manner, enhancing their skills as current or future management personnel.	4
MK30220	<b>Services Marketing</b> Prerequisite: Principles of Marketing (MAR1011) The purpose of this course is to provide information about specific strategies for marketing services in a variety of industries, including entertainment, tourism, hospitality, health care, and financial services. The students are expected to develop customer satisfaction and recovery skills for growing and maintaining customers. Among the topics studied, we have an overview of services marketing, tactical services marketing mix, and assessment of successful service strategies.	3
MK30610	<b>Business to Business Marketing</b> Prerequisite: Principles of Marketing (MAR1011) The purpose of this course is to provide the student with understanding and knowledge to learn the similarities between consumer goods and business-to-business marketing. Students will be able to present a managerial rather than a descriptive treatment of business marketing.	3
MKA1021	<b>Business Management &amp; Consumer Sales Management</b> Prerequisite: Principles of Marketing (MAR1011) This course will prepare students to apply economic theory techniques in the real world, as well as become effective consumer sales managers. Among the topics studied, we have achieved sustainability, decision making, demand analysis, production and cost, business risk assessment, and monopolistic competition.	3
MKA1511	<b>Advertising</b> Prerequisite: Principles of Marketing (MAR1011) The purpose of this course is to provide students with knowledge of advertisement and its key components. Students will be able to describe the roles, functions, and types of advertising, as well as the planning and strategy behind it. Among the topics studied, we have strategic research in	3

	advertising, advertising strategy, public relations, and regulations of advertising and advertising's role in marketing	
MKA2932	<b>Marketing Management</b> Prerequisite: Principles of Marketing (MAR1011) This course will prepare students to become effective marketing managers, think analytically, and be able to make better decisions. Among the topics studied, we have: Economics and management, efficiency, organization of the firm, seeking and sustaining competitive advantage, and demand and revenue management.	3
MNA1161	<b>Introduction to Customer Service</b> Prerequisite: Principles of Marketing (MAR1011) The purpose of this course is to provide students with the basic knowledge and customer service techniques to exceed guests' expectations. Among the topics studied, we have communication skills, building and maintaining relationships, customer service via technology, and encouraging customer loyalty.	3
MSP400	<b>Introduction to the sport and fitness leadership program</b> This course will provide an overall introduction to the Sport and Fitness Leadership. Coursework, pillars of knowledge, expectations, potential employment, and management concepts in sport, fitness, and recreation will be covered.	3
MSP410	<b>Organizational Leadership and Management in Sport and Fitness:</b> This course will examine concepts in administration and communication specific to supervisory relationships. Students will understand the function and application of administrative theory within the fields of sport and fitness.	3
MSP420	<b>Facility and Risk Management in sport and fitness</b> Students will be introduced to the planning, designing, and management of sports and fitness facilities. Students will identify the strengths and weaknesses of major facilities and will design their own facilities upon completion of this course.	3
MSP440	<b>Strategic communication and marketing in sports and fitness</b> Students will examine communications tools such as advertising, sales, publicity, social media, media relations, and public relations to examine how they are vital to an organization's marketing plan. Students will create a marketing plan specific to a chosen area of study. This course also will focus on leadership and communication skills vital in building professional relationships. Relationships between sports and fitness organizations and consumers will be examined.	3
MSP450	<b>Psychology of sports behavior and athletic performance</b> A study of the philosophical and psychological concepts pertaining to sports, in general, and competitive athletic programs specifically. Students will analyze the various coaching and administrative techniques in sports programs. Emphasis will be given to intercollegiate sports. Elementary, secondary, and professional sports programs will be examined and discussed. Motivation to exercise socially, recreationally, and in sports will be examined.	3
MSP460	<b>Public Health Nutrition and Physical Activity Management</b> Public health nutrition and physical activity management class focus on the benefits of physical activity across the human lifespan with emphasis on primary and secondary prevention of chronic diseases and conditions; the course examines historical insights into physical activity and health. Public health philosophy and approaches to understanding health concerns. Application of public health strategies to increase physical activity in youth, adults, and older adults. Known and effective policy and environmental approaches applied to various settings, including schools, worksites, and the community. The role of physical activity on growth and development and in relation to obesity. Methods for measuring physical fitness and applying U.S. Physical Activity Guidelines for exercise prescriptions.	3
MSP480	<b>Facility Operations and System management</b> This sports management course examines facility and event management within interscholastic and intercollegiate athletics. The course also examines the process of planning or renovating a new facility through a feasibility study. Management systems covered include capacity management, booking and scheduling, bidding on events, maintenance and security, and ADA compliance. Issues of volunteer recruitment and management, event evaluation, and sustainability are also addressed.	3
MSP500	<b>Care and Prevention of Athletic Injuries Management</b> The purpose of this course is to prepare students to manage the well-being and health of athletes. Students will learn to recognize the signs and symptoms of common severe athletic injuries and differentiate them from less severe athletic injuries. Students will also learn the most up-to-date prevention methods and techniques.	3
MSP510	<b>Sports Law and Risk management</b>	3

	Examines the legal implications of tort, liability law, and risk management in sports-related fields. Provides specific law terminology, issues, cases, and decisions that have been addressed by the American legal system. Presents an overview of the legal system, an introduction to conducting legal research, an explanation of the role of arbitration as an alternative to litigation, and an examination of the role of practical risk management programs in sports fields	
MSP520	<b>Sports Marketing Management</b> This course is meant to cover three basic components of sports marketing: (1) the use of sports as a marketing tool for other products; (2) the marketing of sports products; and (3) the emerging considerations relevant for both marketing through and the marketing of sports. Component one addresses the various domains of the sports marketing environment and traditional sponsorship. Component two includes readings on the three special forms of sponsorship (endorsement, licensing, and venue naming rights), the marketing of professional and amateur sports (NHL, NASCAR, Olympics, and NCAA), the marketing of participation-oriented sports, and the marketing of a broad array of sports-related products such as sporting goods and apparel. Component three addresses the emerging issues of relationship marketing, technology, and controversial issues within the sports marketing industry.	3
MSP570	<b>Fitness Assessment and Exercise Prescription</b> This course is structured around five physical fitness components: cardiorespiratory endurance, muscular fitness (strength, endurance, and power), body composition, flexibility, and balance. It begins with an overview of physical activity, health, and chronic disease, including a discussion of preliminary health screening and risk classification. It then leads into field and laboratory assessment and testing protocols, followed by prescription guidelines for designing exercise programs to improve each fitness component.	3
MSP590	<b>Capstone Project</b> Students may complete an applied project reflecting the application and integration of their knowledge and skills. Students will collaborate with an individual within an interscholastic or intercollegiate sports organization who is directly involved or in charge of the area related to the project. Students will investigate a problem, issue, or challenge or create a plan where the organization possibly has a void or is looking to expand. Students will develop a summary of the project, outlining goals for the idea in a proposal to the faculty advisor. Once approved by the faculty advisor, students will provide a detailed overview of what the project will entail and expected deliverables, an annotated bibliography, evidence of all work completed on the project, as well as a reflection in which students will summarize how their work on the project satisfies the program learning outcomes for the MS in Sport and Fitness Management.	3
PHI2600	<b>Introduction to Ethics*</b> The purpose of this course is to provide students with a clear definition of ethics and the nature of morality. Ethics will be analyzed from different points of view, including cultural, socio-economic, and religious influences. The students will investigate how Ethics influences one's ability to judge and make decisions.	3
PS20120	<b>General Psychology *</b> The purpose of this course is to provide the students with an engaging and hands-on experience. The students are expected to find new ways to apply the knowledge presented in class from research. Among the topics studied are Beginning Psychology, Social Psychology, Health Psychology, Developmental Psychology, Cognitive psychology, and Psychological Disorders.	3
RLS 2020	<b>Recreation Leadership &amp; Supervision</b> This course will show the methods and techniques of group and individual leadership skills at three levels: direct face-to-face leadership, supervision, and management. An overview of conceptual and theoretical components of the leadership process; practical application of various leadership methods and procedures in a cross-section of leisure service settings. Lectures, discussion, and experiential learning.	3
SAL4020	<b>Sport Analytics</b> Data analytics can be applied to every functional area of sports business, from marketing to event management to player performance. Using research spanning the sports industry, students will develop a working knowledge of data analysis as it applies to business decisions across the sports industry.	3
SEM 4900	<b>Seminar in Sport and Fitness Management (Capstone)</b> Integration of knowledge, theory, and methods from coursework and experience; development and presentation of comprehensive operational and management problems and plans. Designed to encourage students to function as professionals and to related areas of specialty to broader the sport and fitness management profession.	3
SET 4000	<b>Ethical Considerations in Sport and Fitness</b>	3

	This course provides the morality and ethical issues pertaining to sport and fitness. During this course, there will be involved discussions on sportsmanship, fan behavior, performance-enhancing drugs, gender equity in sports, deviant behavior in athletics, and issues related to the youth sports participation. It will examine current rules, morals, and philosophies to career aspirations and reflect on them in an ethical as well as situational manner.	
SFM 4060	<b>Sports &amp; Fit Mgmt. Practicum</b> Overview of research and evaluation methods as applied to fitness and sport management services. Topics will include needs assessment and program and service evaluation.	3
SFMI 4700	<b>Sports &amp; Fit Mgmt. Practicum II</b> An intensive field or laboratory experience in athletic training, exercise physiology, exercise leadership, sport management, biomechanics, or sport and exercise psychology. Emphasis will be on independent work and research experience, and assignments may include collecting pilot study data for the seminar.	3
SMK 2050	<b>Sport Marketing</b> This course is designed to study marketing principles and concepts in the sports and fitness industry. Instructional areas will include: an orientation to the sports and entertainment industry, economics, event execution, career opportunities, decision making, sports and fitness marketing, advertising and promotion, and legal aspects/contracts.	3
SPA 3000	<b>Functional Movement Anatomy</b> The course explains and correlates the relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement. Provides the student with a working knowledge of the human musculoskeletal and neuromuscular systems and an understanding of how these systems interact to produce efficient human movement.	3
SPB 3060	<b>Behavioral Aspects of Sport</b> A study of the sociological and psychological impact of physical activity on humans. The psychological factors of self-perception, motivation, cooperation, and competition will be examined and used as descriptors to illustrate the idea of sport as an institution of society.	3
SPC 4030	<b>Care and Prevention of Athletic Injuries</b> The study of the treatment and prevention of specific sports injuries resulting from activities in the home, recreational, intramural, and extramural settings. Identification of injuries, proper treatment after they occur, and preventative measures. Students learn how to create a safe environment for athletes. Cramer and American Red Cross techniques will be covered.	3
SPC600	<b>Introduction to Public Speaking*</b> The students will learn effective ways to communicate their ideas in different types of public settings. Students are expected to participate in debates, group presentations, and persuasive speeches. This class will provide the knowledge for effective communication and effective ways to organize a message.	3
SPD 3050	<b>Digital Technologies in Sport &amp; Fitness</b> Provides an overview of digital technology used for conducting business in sports and fitness environments. Students will learn the application of business activities using various digital platforms.	3
SPE 3070	<b>The Economics of Sport &amp; Fitness</b> This applied economics course explores various aspects of the economics of sports and sports leagues, with a major focus on empirical analysis. The course is data-driven and built around a series of empirical exercises. Those exercises address a wide variety of sport-related topics, perhaps including: <ul style="list-style-type: none"> <li>• the business and economics of professional team sports,</li> <li>• the importance of population in driving competitive imbalance,</li> <li>• the efficacy of leagues' competitive balance initiatives,</li> <li>• the relationship between performance and player compensation,</li> <li>• the drivers of home-field advantage in sports,</li> <li>• measuring parity in sports leagues,</li> <li>• assessing the NCAA's RPI (Ratings Percentage Index),</li> <li>• forecasting team performance,</li> <li>• understanding the drivers of ticket prices,</li> <li>• the efficiency of wagering markets,</li> <li>• peer effects on team performance</li> </ul>	3
SPF 3030	<b>Sports &amp; Fitness Facility Management</b> This course exposes students to the many elements and dynamics associated with managing a sports or fitness facility. Students will visit a variety of structures, arenas, and facilities and will gain an understanding of what is required to develop and successfully administer and market such facilities.	3
SPG 2040	<b>Global Sport Business</b> This course provides a critical context from which to proceed in learning and to apply sports models, techniques, and concepts in a variety of sports business practice areas. The nature of leisure behavior;	3

	historical, ethical, social, and economic aspects of the sports industry; the terminology of sports; and the forces that have affected the growth of sports as a business.	
SPH 3090	<b>Public Health Nutrition and Physical Activity</b> This course emphasizes the distinction between population-based and individual-based approaches to prevention and alleviation of diet-related conditions, the barriers to improving the nutrition status and health of diverse population groups, and the importance of the use of physical activities. The course will discuss the social, behavioral, and food- and nutrition-related factors that affect health both nationally and globally.	3
SPL 2070	<b>Legal Aspects of Sport Management</b> This course will focus on the three major areas of the law that have a direct impact on the management of sport: tort liability and risk management, contract law, and constitutional law. Legal issues represent a significant concern for sports managers at all levels of the industry.	3
SPM 3080	<b>Managerial Aspect of Sport Management</b> Development of a conceptual understanding of sports management, career opportunities in sports management, and the necessary competencies for the different career fields.	3
SPP 3040	<b>Program Planning in Sports &amp; Fitness</b> Exploration and examination of theoretical foundations and basic sport and fitness programming skills, methods, and techniques necessary to deliver sport and fitness activities within a variety of settings, agencies, and/or organizations. This course provides practical knowledge and experiences in the essential elements and design concepts of program planning. Emphasis is placed on student involvement in planning and directing programs for diverse populations in a variety of settings.	
ST30210	<b>Statistics II</b> Pre-Requisite: Statistics I (STA2023) The purpose of this course is to give students a wide understanding of statistics and its many applications. Applications of concepts learned in class are to be expected in each session. Topics include Descriptive statistics, Probability distributions, Means, Variances, Linear regression, and statistical methods for quality control.	3
STA2023	<b>Statistics*</b> The purpose of this course is to provide the students with the knowledge to make intelligent judgments and informed decisions by interpreting statistics and analyzing data. Among the topics studied are collecting data, descriptive methods, probability material, and inferential techniques.	3
WH20400	<b>World History*</b> The purpose of this course is to help students to understand an overview of world history in a chronological way. Among the topics studied, we have: The first civilizations, Patterns of civilization, the new world, Industrialization, Nationalism, World wars, and Global Civilization.	3



## ACADEMIC CALENDAR SPRING 2023

January 6, 2023	New Students Orientation
January 9, 2023	Classes Begin
January 13, 2023	Last day to register, add or change sections of a course without the signature of the instructor.
January 16, 2023	Holiday: Martin Luther King Jr.
January 19, 2023	Graduation Day**
January 20, 2023	Last day to withdraw with 80% refund.
January 27, 2023	Last day to withdraw with 60% refund.
February	Faculty Observations Begin
February 3, 2023	Last day to withdraw with 40% refund.
February 10, 2023	Last day to withdraw with 20% refund.
February 20, 2023	Holiday: President's Day
February 24, 2023	Last day to withdraw partially or totally from one or more courses with a W grade. Can repeat with no additional fees.
February 27 - March 3, 2023	Midterm Exams
February 27 - March 3, 2023	Student Surveys-Student to Institution/J1 Entrance Survey**
March 6-10, 2023	Student Surveys-Graduates**
March 10, 2023	Last day to withdraw with a WF. No refunds and repeat class with an extra fee.
March 27, 2023	Summer 2023 Term Registration Begin
April 2-7, 2023	Spring Break
April 6, 2023	Holiday: Holy Thursday
April 7, 2023	Holiday: Good Friday
April 2-9, 2023	Student Surveys-Student to Faculty**
April 17, 2023	Summer 2023 Late Registrations Begin
April 17-21, 2023	Student Surveys-Student satisfaction/J1 Exit survey**
April 17-21, 2023	Final Exams
April 30, 2023	Classes End
April 30, 2023	Deadline to apply for next graduation
May 3, 2023	Last day for instructors to post grades on Canvas.
May 5, 2023	Last day to appeal grades for the current semester

(\*) All Business/Hospitality/Marketing/Int. Business classes are 15 weeks. Review dates on your schedule to see Last day of class. Week 16th will consist of make-up exams, grade appeals and revisions if necessary.

\*\*Pending to confirm

Summer Term starts on May 8, 2023



## ACADEMIC CALENDAR SUMMER 2023

May 4, 2023	New Students Orientation
May 8, 2023	Classes Begin
May 12, 2023	Last day to register, add or change sections of a course without the signature of the instructor.
May 19, 2023	Last day to withdraw with 80% refund.
May 26, 2023	Last day to withdraw with 60% refund.
May 29, 2023	Holiday: Memorial Day
June	Faculty Observations begin
June 2, 2023	Last day to withdraw with 40% refund.
June 9, 2023	Last day to withdraw with 20% refund.
June 19, 2023	Holiday: Juneteenth (observed)
June 23, 2023	Last day to withdraw partially or totally from one or more courses with a W grade. Can repeat with no additional fees.
June 26-July 2, 2023	Midterm Exams
June 26-July 2, 2023	Student Surveys-Student to Institution/J1 Entrance Survey**
July 4, 2023	Holiday: Independence Day
July 3-9, 2023	Summer Break
July 10-16, 2023	Student Surveys-Graduates**
July 10, 2023	Last day to withdraw with a WF. No refunds and repeat class with an extra fee.
August 1, 2023	Fall 2023 Term Registration Begin
August 7-13, 2023	Student Surveys-Student to Faculty**
August 14-20, 2023	Student Surveys-Student satisfaction/J1 Exit survey**
August 14, 2023	Fall 2022 Late Registrations Begin
August 14-20, 2023	Final Exams
August 27, 2023	Classes End
August 27, 2023	Deadline to apply for next graduation
August 30, 2023	Last day for instructors to post grades on Virtual Campus.
September 5, 2023	Last day to appeal grades for the current semester





## ESL Calendar 2023

January 13, 2023	New students orientation
January 17, 2023	Classes Begin
February 20, 2023	Holiday: President's Day
February 21-24, 2023	Registration process for next period
March 27, 2023	Classes End*
April 7, 2023	New students orientation
April 10, 2023	Classes Begin
May 15-19, 2023	Registration process for next period
May 29, 2023	Holiday: Memorial Day
June 19, 2023	Classes End
July 7, 2023	New students orientation
July 10, 2023	Classes Begin
August 14-18, 2023	Registration process for next period
September 4, 2023	Holiday: Labor Day
September 18, 2023	Classes End
September 29, 2023	New students orientation
October 2, 2023	Classes Begin
October 9, 2023	Holiday: Columbus Day
November 5-10, 2023	Registration process for next period
November 23 -24, 2023	Holiday: Thanksgiving
December 13, 2023	Classes End
December 14, 2023 – January 16, 2024	Winter Break

## Faculty Listing

Acosta, Elio	DBA – San Ignacio University Graduate School – Marketing – In Progress MBA - Nova Southeastern University BS - Florida International University- Industrial Technology
Albarran, Marco	MBA – Lynn University - Business Administration/Hospitality Administration, BS – Lynn University – Hospitality Administration
Alvarez – Pousa, Omar A.	DBA – Catholic University of La Plata
Capriles, Gonzalo	MBA - Nova Southeastern University - International Business MS -University of California Los Angeles - Engineering Systems Science BS - Universidad Catolica Andres Bello- Industrial Engineering
Carioni, Angeles	PhD – Barry University – Leadership and Education with Human Resource Development Specialization, MS – Barry University – Technology and TESOL, BA – Barry University – Communication Studies – Minor: Journalism
Chelala, Maria	Ed.D. – Nova Southeastern University – Educational Leadership Ed Nova Southeastern University – Leadership Modified Specialist Program
Christiansen, Manuel	DBA – Walden University – Business Administration – In Progress MBA, IESA BS – Simon Bolivar
Davila, Maria- Renee	MBA – American InterContinental University – Marketing
Dobeck Mark	PhD In Economics: Public Policy – The University of Texas at Dallas- Richardson, TX Master of Science in Electrical Engineering – Southern Methodist university, Dallas, TX BA in Sociology – Capital University- Columbus, OH
Echeverria, Ralph	MBA – San Ignacio University – International Business Bachelor – University of Zulia
Engle, Collen	MS – University of Bridgeport – Human Nutrition MBA – Boston University – Finance BS – University of New Hampshire – Recreation Administration AS – Sullivan University – Culinary Arts
Ford, Nicholas	Juris Doctor – Case Western Reserve University – Law, Master of Business Administration- Finance- Nova Southeastern University Master of Laws – Villanova University School of Law – Taxation MS – American University – Accounting, BA – Michigan State University – Economics
FuenMayor, Jesus Alberto	Ph.D. In management in Sciences -Dr. Rafael Belloso Chacin University, Maracaibo, Venezuela Master In Communication Science – Dr. Rafael Belloso Chacin University. Maracaibo, Venezuela BA. In Social Communication, Specialization in community development – Catholica University Cecilio Acosta. Maracaibo, Venezuela
Gill, Monica	MA – Universidad Autonoma del Caribe – Management BS – Johnson & Wales University – Culinary Arts, AS – Johnson & Wales University – Culinary Arts, AS – Miami Dade College -Hospitality & Tourism
Gomez, Louisiana	MS – University of Nebraska – Biological Sciences BS – Florida International University – Biological Sciences AS – Miami Dade College
Guigou, Ulises	MS – BS Odessa National Maritime University – Mechanical Engineering/Seaport Cargo Operations, MBA – Polytechnic University, 18 Credits Hours of Graduate Level Mathematics Converse College Spertamburg
Horn-Muller, Linaeya	MS – University of Florida - Sport Management BS – University of Florida - Sport Management BS – University of Florida – Business Administration -Marketing

Ilcheva, Galina	MS – Florida International University – Hospitality BS – Florida International University – Hospitality
Jardines Del Cueto, Lina	PhD – University of Miami – Literacy, Cultural, and Linguistics Studies, MA – Havana University – History, Mention Afro-Asian Studies, BA – Havana University – History
Lopez Medrano, Ana M.	Master & Bachelor Degree – National University of Distance Education (UNED) – Psychology Master in Neuroscience – European University Miguel Cervantes – Neuroscience
Martin, Luis	DBA – St. Thomas University – Business Administration/Sports Management MBA – Saint Thomas University – Business Administration/International Business BA – Saint Thomas University – Business
Martinez, Broderick F.	DBA – Argosy University – Accounting MBA – Nova Southern University – Finance Master in Accounting – Nova Southern University BBA – Florida International University
Mercader, Jose Luis	DBA – San Ignacio University Graduate School – Finance – In Progress MBA – University of South Florida – Business Administration
Mora, Jose R	Master in Management – University of Barcelona – Sales and Marketing BBA – Central University of Venezuela
Mourino, Edwin	Ph. D. – Barry University – Human Resources Development MA – University of Southern – Adult Education BA – Central State University – Psychology
Myott, Amanda	DBA – California Southern University – In Progress MBA – University of Miami – International Business, BS – Florida Atlantic University – Accounting
Myott, Scott	Master – Florida Atlantic University – Taxation MBA – Wilmington University BS – University of North Carolina – Accounting
Ojeda, Orlando	DBA – Argosy University- International Business MBA – University of Phoenix MBA – Colorado Technical University- Operations Supply Chain Management BS – University of Puerto Rico – Accounting
Olivo, Romero, Victor	PhD – University of Connecticut – Economics, MA – University of Connecticut – Economics, BA – Andres Bello Catholic University – Economics
Perez, Emperador	DBA – Marconi International University Ph.D. – Atlantic International University – Business Economics MBA – Keiser University – Leadership for Managers BBA – Keiser University – Management
Pomerantz, Rina	Doctor of Philosophy – Florida Atlantic University – Educational Leadership, Master of Education – Florida Atlantic University – Educational Leadership Higher Education, BA – Florida Atlantic University – Psychology
Sarmiento, Maria Renee	Ed.D. – Maryville University – Higher Education Leadership MBA – West Virginia University MS – West Virginia University – Industrial Relations BS – Middle Tennessee State University – Recording Industry Management
Snow, Eric	DBA – Saint Leo University – Management MBA – University of Miami – Management BS – University of Phoenix – Business Management
Sweetland, Lascelle	Doctor of Education – Saint Thomas University MB – Texas Southern University – Business, BBA – State University of New York – Business & Management

Torres George, Jaime L.	Doctor of Philosophy - Inter American University of Puerto Rico - Entrepreneurial Management International Business MBA - Inter American University of Puerto Rico - Finance, BA - Inter American University of Puerto Rico - Finance
Tossas, Katherine	EDD - Marconi University - Education and Leadership Master in Education - Touro College - Education and Special Education Master in Marriage and Family Therapy - Carlos Albizu University BA - John Jay College of Criminal Justice - Forensic Psychology - Minor - Addictions
Tracanelli, Silvio	Doctorate in Management Sciences - Universidad Rafael Bellosillo Chacin MBA - Universidad Rafael Urdaneta, BS - Universidad Simón Bolívar- Computer Engineering
Tuñón, Julio	MS - Penn state University - Computer Science BS - University of Puerto Rico
Urdaneta, Ulises	DBA - San Ignacio Graduate School - Finance - In Progress MBA - Universidad Católica Andrés Bello - Finance BS - Metropolitan University
Zych, Stanley	Doctor of Science in Business Administration - Humboldt International University MBA - Humboldt International University BBA - University of Puerto Rico - Economics

### ESL Faculty

Badell, Cristina	BA of Education - University of Zulia - Modern Languages
Brown, Jalen	MS Education - University of Kansas - Teaching in Curriculum with emphasis in TESOL, MS Education - Fort Hays State University - Instructional Technology, BA - University of Illinois - Economics
Castillo, Denise	MA in Education - Nova Southern University - TESOL BA - St Thomas University - Communication
Gel, Jacqueline	Master in Foreign Language - Florida International University - TESOL Master in Education Leadership - Nova Southern University BS - Florida International University - English Education
Martinez, Elizabeth	MA - University of North Carolina Charlotte - Teaching English as a Second Language, BA - The Pennsylvania State University - Global Studies and Spanish
Prado, Luis	MS - Florida International University - Foreign Language Education/ Teaching English to Speakers of Other Language (TESOL), BBA - Universidad Nacional Autonoma De Nicaragua - Business Administration
Rodriguez, Ricardo	MS - St. Thomas University - TESOL
Tacoronte, David	Master in Applied Linguistics - The University of Queensland - TESOL BA - Florida International University - Psychology Minor - Philosophy/Asian Studies

### ADMINISTRATIVE LISTING

Name (Last, First, Middle)	Degree - Institution - Major/Minor	Position Held
Bajandas, Ivette	Master of Business Administration in Human Resources - San Ignacio University, Doral, FL Bachelor of Business Administration in Finance - University of Puerto Rico, Rio Piedras, PR	Human Resources Coordinator

Ballester, Yaima	Master 's degree in Libraries and Digital Information Services - Charles III University of Madrid, Madrid, Spain Bachelor's degree in Library and Information Science - Salamanca University, Salamanca, Spain	Librarian
Bernal, Juan	Bachelor of Arts in Biology - In Progress Florida International University, Miami, FL Associate of Arts in Biology - Broward College, Pembroke Pines, FL	Recruitment Assistant
Castellon, Edgar	MBA Finance UCA- Nicaragua Bachelor's in Finance UCA - Nicaragua	Finance and Accounting Coordinator
Castro, Jose	Bachelor of Science in Systems Engineering - Universidad Incca Bogota, Colombia	IT Specialist Administrator
Comas Dennis	Master in science in Adult Education and Human Resource development - Florida International University	Admission Coordinator
Ellis, Althia	Doctor of Philosophy in Educational Leadership - Florida Atlantic University, Boca Raton, FL Education Specialist in Educational Leadership - Florida Atlantic University, Boca Raton, FL Master of Public Administration in Public Administration - Nova Southeastern University, Davie, FL Bachelor of Arts in Spanish - Western Carolina University, Cullowhee, NC	Dean Of Academic Affairs
Giro, Sasha	Bachelor of Business Administration - In Progress- San Ignacio University	Recruitment Director
Gonzalez, Jennifer	Master of Business Administration in Strategic Management - EDP University, Hato Rey, PR Bachelor of Arts in Business Administration - EDP University, Hato Rey, PR	Student Academics & Record Manager
Gutierrez, Mariam	Master of Education - San Ignacio University, Doral, FL Bachelor's degree in Education - Universidad Catolica Andres Bello, Caracas, Venezuela	Admissions Coordinator
Guzman, Marcela	Doctorate in Education- Argosy University, Sarasota, FL Master of Business administration in International Management - European University, Barcelona, Spain Bachelor's in communications - Universidad Ibero-Americana, Mexico City, Mexico Associate in Culinary Arts - Le Cordon Bleu North America, Miramar, FL	Associate Dean
LaGardere, Fabiola	Master of Business Administration - Phoenix University, Phoenix, Arizona Bachelor of Science in Psychology - Nova Southeastern University, Davie, FL	Financial Aid & Compliance Coordinator
Martinez, Federico	Medical Doctor - Department of Health Division of Medical Quality Assurance	President
Mendez, Maria	Bachelor of Science in Accounting - Universidad Rafael Urdaneta, Maracaibo, Zulia	Accounting Assistant
Mendoza, Nitza	Associate of Arts in Culinary Arts Le Cordon Bleu College of Culinary Arts Miramar, FL	Logistic Coordinator
Obando, Sheyla	Master in Logistics and Supply Chain Management - Florida International University, Miami, FL Bachelor of Science in Industrial Engineering, Bogota, Colombia	Student Services Coordinator

Rubio, Aracelli	Bachelor of Arts in Marketing – In Progress – San Ignacio University, Doral, FL	Academic Assistant
Ruiz Gelkin Pulido	Postgraduate diploma in Project Management and managerial skills, operations management. – Universidad of the Pacific (Lima) Postgraduate diploma in Design and Technology, Technology Education. EPSEVG- UPC- Polytechnic University of Catolica Postgraduate diploma: Publicist, Commercial and advertising art. San Martin University Foundation	Distance Education instructional Designer.
Sanchez, Densy	Bachelor's degree in International Business – University of San Martin de Porres, Lima, Peru	Administrative Assistant
Tamayo Jessica	Master of Science in leadership – NSU, Davie FL BA in School Administration – Ecuador, Guayaquil	Admission Director
Tracanelli, Silvio	Doctorate in Management Sciences – Universidad Rafael Bellosa Chacin, Maracaibo, Venezuela Master of Business Administration – Universidad Rafael Urdaneta, Maracaibo, Venezuela Bachelor of Science – Universidad Simón Bolívar- Computer Engineering, Caracas, Venezuela	Associate Dean
Tossas, Ezer	Master of Science in Education and Special Education – Touro College New York, NY Bachelor in forensic in Psychology, Minor in Criminology – John Jay College of Criminal Justice New York – NY	Vice President of Operations and Corporate Affairs
Tudela, Danaed	Master of Business Administration in Marketing – San Ignacio University, Doral, FL Bachelor of Arts in Marketing – San Ignacio De Loyola University, Lima, Peru	Admissions Coordinator

## PROGRAM ADVISORY COMMITTEE

SIU maintains a Program Advisory Committees (PACs) for its undergraduate and graduate programs. Each Advisory Council is composed of members who are not employed by or contracted at the institution, and include faculty, practitioners, employers, students, and alumni in the various fields. Advisory Committees will carry out the following functions:

- Meet annually.
- Provide advice on the current level of skills, knowledge, and abilities students need for entry into their occupation of choice.
- Provide recommendations on the adequacy of educational program outcomes, curricula, and course materials.

### SIU's Program Advisory Committee Members, 2022 – 2023

Name	Position Held	Degree
Juan Miguel Borrás	Alliance and Partner Sales Manager	Universidad Polytechnic de Catalunya, Spain Associate in Electrics and Electronics Sep 1985 – Jul 1989
Gian Franco Botteri	Managing Director	San Ignacio University (SIU) Miami - USA Bachelor of Arts in International Business Open University of Catalonia (UOC) Catalonia - Spain Specialization, Supply Chain Management, and Logistic Strategy Bachelor, Legal Studies Pontifical Catholic University of Peru (PUCP) Lima - Peru Associate Degree
Maria Gonzalez	Campus Administrator/Professor	2009 University of Phoenix-Phoenix, Arizona Master of Business Administration Concentration in Global Management 2005 Florida Atlantic University-Davie, Florida Business Administration-Management

		<p>Bachelor of Business Administration Management</p> <p>Lima-Perú 1985-1988 Universidad Inca Garcilaso De La Vega Industrial Engineering 180 Credits. 1980-1984 Universidad de Lima Bachelor of Business Administration Concentration: General Management Graduated with Honors.</p> <p>Certificates</p> <ul style="list-style-type: none"> <li>●Accrediting Bureau of Health Education Schools Evaluator</li> <li>●Assessment Technologies Institute (ATI) Proctor</li> <li>●QuickBooks Administrator</li> <li>●TABE Proctor</li> <li>●CASAS Proctor</li> <li>●HESI Proctor</li> </ul>
Carlos Marchena	Director, Millennial Group	
Rona Moulu	Chef/Instructor	<p>New School for Social Research: New York Restaurant School, New York, New York Degree of Completion February 1982</p> <p>The City University of New York, New York, New York Bachelor of Arts 1976</p>
Maria Obediente	Real Estate Agent	Studied MBA at San Ignacio University 2018
Magali Rodriguez	Client Advisor/Program Manager	
Jose Luis Valderrama	President, Hispanic Group	
Tom Valentin	Regional Vice President of Operations	<p>Johnson &amp; Wales University Culinary Arts - Chef Instructor Advanced Garde Manger 1988 - 1989 City College San Francisco Culinary Arts Apprenticeship Culinary Institute of America SMU Southern Methodist University Related Coursework Finance Licenses &amp; Certifications Certified Executive Chef (CEC) American Culinary Federation</p> <p>Professional Food Safety Manager ServSafe, Ltd. TIPS Florida Responsible Vendor Trainer SERVE Program</p>
Marcela Velasquez	Financial Analyst	<ul style="list-style-type: none"> <li>● <b>Master's in Business Administration (MBA)</b> IE Business School / Instituto de Empresa - Madrid, Spain. American MBA Association</li> <li>● <b>Bachelor's in Business Administration (BBA)</b> Universidad Javeriana - Bogota, Colombia</li> <li>● Sales &amp; Marketing Finance Business Partner – Financial Planning FP&amp;A in Multinational Companies</li> <li>● Advanced Microsoft Excel, Financial Modeling, Lookups, Pivot Tables, and PowerPoint.</li> <li>● Experience with ERP, SAP, Oracle, Hyperion HFM, Smart views, TMI, VENA, SAS, Cognos, Deltek, and BI</li> </ul>

Holidays\*

San Ignacio University recognizes the following holidays, during which classes are not held and the University's administrative facility may be closed for business:

Holidays and Observances	
New Year's Day	1-Jan
Martin Luther King Jr. Day	16-Jan
President's Day	20-Feb
Holy Thursday	6-Apr
Good Friday	7-Apr
Memorial Day	29-May
Juneteenth	19-Jun
Independence Day	4-Jul
Labor Day	4-Sep
Columbus Day	9-Oct
Veterans Day	10-Nov
Thanksgiving	23-Nov
Day After Thanksgiving	24-Nov
Christmas Day Eve	24-Dec
Christmas Day	25-Dec
New Year's Eve	31-Dec





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