



SAN IGNACIO UNIVERSITY CATALOG 2025-2026

This catalog provides a thorough overview of San Ignacio University's policies, rules, regulations, and procedures as of its publication date. The university reserves the right to amend any part of this catalog. Any changes will be communicated through an updated catalog, addendum, supplement, or other written methods. Students will be promptly notified of any modifications to the Institution's Catalog.

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

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San Ignacio University Catalog

Disclosure Statement- This catalog serves as a comprehensive reference to San Ignacio University's policies, rules, and procedures as of its publication. Prospective students are strongly recommended to carefully review this catalog before entering into an enrollment agreement with the institution.

If any questions arise about the catalog's content that remain unanswered by the institution, students are encouraged to direct their inquiries to Florida Department of Education Commission for Independent Education, situated at 325 W. Gaines Street, Suite 1414.

Please be aware that San Ignacio University reserves the right to change or amend any provisions within this catalog at any time, without prior notice. Updates to the catalog may be issued as necessary by the institution. It's important for students to recognize that they will be held accountable to the standards outlined in the catalog effective at the time of their enrollment, unless notified otherwise via email.

MESSAGE FROM THE PRESIDENT

Welcome to San Ignacio University!

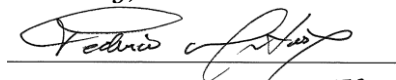
We are thrilled that you've chosen San Ignacio University as your educational destination. By selecting SIU, you're embarking on a journey that promises to expand your horizons, introduce you to innovative ideas and cultures, foster lasting connections, and provide invaluable learning experiences. We firmly believe that obtaining the right education is essential for realizing your career aspirations, and we're confident that SIU will pave the way to your success.

At San Ignacio University, our dedication is to cultivate a supportive learning environment where every student can reach their full potential. With a global outlook and a deep appreciation for multiculturalism, we're committed to equipping our students with the skills and knowledge necessary to thrive in today's diverse and dynamic workforce.

As you explore this catalog, you'll uncover the many benefits that SIU offers, including a diverse array of programs, courses, and support services tailored to your individual needs. What truly distinguishes San Ignacio University is the personalized attention and assistance you'll receive from our devoted faculty and staff. Prepare to be challenged, to unleash your creativity, to nurture your entrepreneurial mindset, and to refine your leadership skills as you pursue your chosen profession.

I'm eagerly looking forward to joining you on this journey toward achieving your career aspirations. Together, let's embark on this thrilling adventure and map out a path to a future brimming with success and fulfillment.

Sincerely,



Federico Martinez, M.D.
President

MISSION STATEMENT, OBJECTIVES, AND PURPOSE

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

Our supportive objectives for each program are:

- 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 various 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 students' success and completion.

HISTORY OF THE UNIVERSITY

San Ignacio University, located in Miami and registered in the State of Florida, is the brainchild of Mr. Raul Diez-Canseco, a visionary entrepreneur from Peru. His fervent dedication to education and commitment to nurturing opportunities for student entrepreneurs have been the driving force behind the establishment of educational institutions across several countries. Under his leadership, the San Ignacio de Loyola Organization was established in Lima, Peru, in 1968, marking the beginning of his extraordinary journey in the education sector.

Mr. Diez-Canseco's notable contributions include:

- Founding the preparatory academy "San Ignacio de Loyola" in 1968, assuming the role of Executive Director in 1970.
- Co-founding "Universidad San Ignacio de Loyola" in 1995, followed by his appointment as Chairperson of the Board of the holding organization "Organización San Ignacio de Loyola."
- Co-founding the "Instituto Superior Tecnológico" in 1983 and setting up the "San Ignacio de Recalde" school in 1990, offering elementary, middle, and high school education.
- Expanding the organization's international presence, leading to the establishment of "San Ignacio de Loyola School" in Asuncion, Paraguay, in 1993.
- Playing a key role in bringing the "Junior Achievement" organization to Peru in 1996, where he presently serves as a shareholder and sits on its Board of Directors.

In 2007, Mr. Diez-Canseco ventured into the United States' educational landscape, co-founding San Ignacio University in Miami alongside Luciana De La Fuente, who became the institution's first president. Later growth led to the inauguration of a new campus building in 2014, further enriching the university's offerings in business and educational programs. Additionally, the Culinary Arts School at San Ignacio de Loyola University in Lima, Peru, boasts partnerships with internationally renowned culinary institutions such as the "Paul Bocuse Lyon Culinary Arts Institute," "Ecole Le Notre" of France, and the "Hofmann School of Hotel Management" of Barcelona, Spain. These collaborations provide students with culturally diverse experiences and exposure to the competitive global business landscape.

Beyond his educational pursuits, Mr. Diez-Canseco has been a pioneer in Peru's culinary and entertainment sector, introducing world-renowned restaurants and entertainment franchises over the past three decades. His innovative initiatives, including spearheading the concept of "home-delivery" in Peru, have significantly influenced the country's culinary scene. In addition to his entrepreneurial ventures, Mr. Diez-Canseco has been actively engaged in politics, serving as a political advisor and later being elected Vice-President of the Republic of Peru in 2001.

He continues to contribute to political dialogue through his writings for major Peruvian newspapers, emphasizing the pivotal role of education and entrepreneurship in driving global economic and cultural advancement. Ultimately, Raul Diez-Canseco's steadfast commitment to education and entrepreneurship underscores his belief in their transformative potential to elevate individuals and societies, as shown by the many success stories of students who have thrived under his guidance.

Governance

San Ignacio University functions as a for-profit corporation incorporated in the State of Florida. Consequently, our Board of Directors serves as the legal entity empowered to act on behalf of the university. The Board holds a pivotal role in steering the strategic direction and decision-making processes of San Ignacio University. Comprised of individuals with diverse backgrounds and expertise, the Board ensures that the university remains steadfastly aligned with its mission, vision, and values, while also fulfilling its legal and fiduciary obligations.

Under the guidance of the Board of Directors, San Ignacio University is committed to upholding the highest standards of integrity, professionalism, and ethical conduct. We are dedicated to maintaining these principles as we diligently pursue our mission of delivering quality education and nurturing the success of our students.

Board of Directors

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

What is the San Ignacio University Experience?

The San Ignacio University Experience: At San Ignacio University (SIU), our commitment is to provide students with a top-tier education and a transformative learning journey. We uphold excellence in every aspect of the SIU experience, from our dedicated faculty to our cutting-edge facilities and innovative teaching methods.

Quality Education: Central to SIU experience is our steadfast dedication to delivering a high-quality education that prepares students for success in their chosen fields. Our seasoned faculty members are devoted to nurturing academic excellence and guiding students toward their career aspirations. We believe that the combination of students' determined pursuit of their goals and the expertise and support of our faculty and staff forms the bedrock of a successful educational voyage.

Quality Experience: In addition to offering a superior education, we are deeply committed to providing outstanding customer service experience for our students. We try to cultivate a supportive and inclusive learning environment where students feel valued, engaged, and empowered to unleash their full potential. From personalized academic guidance to comprehensive student support services, we are dedicated to ensuring that every student receives the help and resources they need to thrive at SIU and beyond.

Instructional Delivery Model: At SIU, we offer a fully integrated virtual learning environment tailored to both distance education and hybrid students. Our hybrid classes offer synchronous learning opportunities, enabling students to interact with instructors and peers in real-time through computer webcams. For online courses, instruction is delivered asynchronously via the Canvas Learning Management System, providing students with the flexibility to manage their coursework independently while receiving valuable feedback from instructors.

Online Platform: Our online courses are facilitated through Canvas, an intuitive Learning Management System that enables seamless communication and collaboration between instructors and students. Canvas offers a range of features for organizing course materials, assignments, assessments, and communication, ensuring a streamlined and interactive learning experience for all students.

Facility Location and Hours of Operation: Situated in the vibrant city of Doral within Miami-Dade County, our campus boasts modern facilities equipped with advanced educational technology and amenities, including digital classrooms, a library, offices, and a welcoming reception area. With a total square footage of 13,816, our campus provides ample space for learning, collaboration, and growth. Our flexible operating hours accommodate students' needs, with the school open Monday to Friday from 8:00 AM to 10:00 PM, office hours from 8:00 AM to 8:00 PM, and library hours from 8:00 AM to 8:00 PM.

LICENSURE AND APPROVALS

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

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

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

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

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

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

**Florida State Authorization Reciprocity Agreement
Commission for Independent Education**

**325 W. Gaines St., Suite 1414
Tallahassee, Florida 32399-0400
Phone: 850-245-3200
Fax: 850-245-3238**

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

MAIN AREAS AND FUNCTION

Administration: The President of San Ignacio University oversees the institution's overall operations, ensuring effective execution of activities outlined in the Institutional Effective Plan (IEP) and the university's strategic plan. Responsible for managing daily operations, the President works to help students, faculty, staff, and the community.

Student Services: At San Ignacio University, prioritizing student well-being and success is paramount. Our Student Services Officer provides guidance and support inside and outside the classroom. Through this office, students have access to personal counseling, fostering a safe and productive environment.

Our range of student services aims to enhance engagement and professional development, providing quality education and support throughout the academic journey. We closely monitor academic progress, helping students who may require added support to meet Student Academic Progress (SAP) requirements.

Career Placement: The Student Services office is dedicated to helping students secure rewarding employment post-graduation. Offering support in resume writing, job search strategies, and interview preparation, we aim to bolster students' prospects in the job market. **While employment placement isn't guaranteed**, we maintain continuous follow-up with graduates, conduct employer satisfaction surveys, and monitor alumni success to enhance our career placement services continually.

San Ignacio University Library: The San Ignacio University Library is a dynamic space integrating physical and digital resources to support learning, research, and knowledge. Aligned with the university's curricula, the library's general collection evolves to stay current with educational processes.

Accessible via the institutional website or a provided link, the library's online catalog (OPALS) offers over 900 holdings and access to 57+ databases with full-text journals, available to faculty, staff, and students. Included are resources like Gale/Gale eBooks, Open Access Resources, ProQuest, and eBooks Central (Academic Complete), providing access to over 202,000 eBooks.

The library homepage features a direct link to contact the librarian for assistance and provides access to additional resources such as APA Style Guidelines, OWL Perdue University Guide to APA Citations, Miami Dade Public Library System, and the Florida Electronic Library.

Academics Department: Led by the Dean of Academic Affairs and Associate Deans, the Academics Department is committed to upholding the quality of education at San Ignacio University. Working closely with faculty, Associate Deans enrich course content and teaching methods, aligning them with industry trends. Department coordinators

actively maintain program relevance and rigor. The Dean of Academic Affairs oversees program reviews and monitors student performance to ensure compliance with Student Academic Progress (SAP) standards.

Faculty: San Ignacio University is proud to have a diverse and accomplished faculty comprising experienced professionals from various fields. Our faculty members are granted academic freedom to customize instructional methods and recommend learning materials, enhancing the quality of our courses.

Standard Course Load and Program Length: Undergraduates typically carry a minimum full-time load of 12 credit hours, with the option to enroll in up to 18 per term. Similarly, full-time master's programs consist of nine credit hours per term.

Outside of Class Work: To ensure academic success, students are expected to dedicate approximately two hours of out-of-class work for every hour of lecture, promoting thorough understanding and mastery of course material.

Registrar: The Registrar oversees student records, admissions verification, registration, graduation audits, and transcript management, ensuring record integrity and managing course schedules via Campus Cafe. The Student Academic Records Manager handles processes related to F1 Visas for international students.

Drop/Add Period: Students can make schedule changes during the drop/add period, typically ending within the first seven (7) days of enrollment, whichever is later, facilitated by the Registrar Department.

Accounting/Bursar: This department manages student financial accounts, coordinates tuition payments, issues invoices and account statements, and ensures compliance with financial standards and regulations.

Financial Aid: Assisting students in accessing federal, state, and institutional aid, Financial Aid provides counseling on application procedures and eligibility criteria, along with support for VA Benefits.

Admissions: Guiding prospective students through the admissions process, the Admissions department ensures all documentation is complete and accurate, offering information on programs, benefits, tuition, fees, and assistance with admissions and visa processes.

Human Resources: Managing personnel files, professional development, performance evaluations, and payroll, HR coordinates with the Academics Department for faculty and staff professional development and recruitment.

Compliance: Ensuring compliance with state and accrediting body requirements, the Compliance department upholds university standards.

Services for Students with Disabilities: San Ignacio University offers support services and accommodations, including accessible facilities, mentors, and tutors, to students with disabilities.

Distribution of Information: For financial assistance, graduation rates, placement rates, and security policies, students can contact the Compliance office.

Legal Control: Operating under Florida State laws, San Ignacio University prioritizes campus safety and security, adhering to health and safety policies and emergency management plans.

CAMPUS SAFETY AND SECURITY: San Ignacio University prioritizes the safety and security of all individuals on campus, including students, faculty, staff, and visitors. Our campus is equipped with a comprehensive fire alarm and security system to ensure the well-being of everyone within our facilities. Additionally, we have implemented policies to discourage discrimination, alcohol and drug abuse, hazing, and sexual harassment, while promoting academic freedom, honesty, and integrity.

While San Ignacio University does not have a health center, our selected staff members are trained in basic first aid and CPR. First aid kits are readily available in various locations across campus, including secretarial stations, classrooms, and labs, to address minor injuries promptly. In the event of a serious injury or illness, students will be directed to their physician or assisted at the nearest medical emergency center by our staff.

We encourage all students, employees, and visitors to promptly report any crimes in progress, accidents, or emergencies to local law enforcement authorities or similar agencies. Dialing 911 is the preferred method of reporting emergencies. Additionally, we have developed a formal Emergency Management Plan, in compliance with the National Incident Management System (NIMS), to ensure the safety and well-being of our campus community during emergencies. A copy of this report is available on our university website. For further inquiries or assistance regarding campus safety and security, please contact Ivette Bajandas, Administrative Coordinator, at ibajandas@sanignaciouniversity.edu or by phone at 305-629-2929 ext. 4025.

ADMISSION PROCEDURES

Admissions Process - The admissions process is designed to identify and admit qualified candidates who demonstrate the potential to succeed academically, contribute positively to the university community, and achieve their educational and career goals through graduate study. Prospective students are required to apply and submit their application fee. The admissions evaluate applicants' academic transcripts to assess their performance, and overall academic achievement to ensure students are qualified to the program in which they are applying. Admitted students are required to complete their enrollment forms by the specified deadline. Upon confirmation, students are officially admitted to the university and provided with access to university resources, orientation materials, and academic advising services.

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

Requirements - 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 SEVIS. To allow adequate processing time, the fee must be paid:

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

How will the payment be verified?

- The payment will be recorded with the SEVIS system. However, it is recommended that the paper I-797 or the Internet-generated receipt be brought to the visa interview.
- DHS will issue an official paper receipt (I-797) for every payment received.
- Individuals who file electronically will be able to print an electronic receipt immediately at the time of payment.

For any academic credit earned at an international institution that a student wishes to have considered for transfer credit, the following steps need to be taken:

- **Obtain Official Transcripts:** Request official transcripts from the international institution where the credits were earned.
- **Translation into English:** Have the official transcripts fully translated into English equivalent. The translation should be accurate and complete, ensuring that all information on the original transcripts is accurately conveyed in English.
- **Use an Approved Translation Company:** The translation of transcripts must be completed through a company approved by San Ignacio University. These approved translation companies are not affiliated with the university but are recognized for their expertise in translating academic documents accurately.
- **Send Translated Transcripts to the School:** Once the translation is complete, the translated transcripts should be sent directly to San Ignacio University for evaluation. It's essential to follow the university's guidelines for submitting transcripts, including any specific instructions for international transcripts.
- **Evaluation of Transfer Credits:** San Ignacio University will evaluate the translated transcripts to determine the transferability of credits earned at the international institution. This evaluation will consider factors such as the content, level, and comparability of the courses completed abroad to the university's curriculum and degree requirements.

Technology Requirements and Security and Verification of Student Identity

Prospective students aiming to enroll in online programs at San Ignacio University must fulfill specific criteria to guarantee their success in an online learning environment. Candidates should exhibit traits conducive to thriving in such an environment, such as self-discipline, strong time management skills, motivation, and the capability to work independently.

For effective participation in distance education courses, students must ensure that their devices meet the following minimum requirements:

Desktop or Laptop CPU:

- Minimum: 1GHz CPU
- Recommended: 2.5 GHz or higher
- Pentium D or higher

Memory (RAM):

- Minimum: 1 GB
- Higher RAM is recommended for smoother performance.

Video Resolution:

- Minimum: 1024x728

Internet Connection:

- Minimum: 1 Mbps (fixed or wireless)
- Recommended: A minimum of 3 Mbps for optimal performance.

Audio Equipment:

- Microphones and audio headphones are required for participation in online discussions and activities that involve audio communication.

Web Browser:

- Mozilla Firefox version 22 or Chrome are recommended. Other browsers may also be compatible, but these are preferred for best performance.

Operating System:

- Windows XP or newer versions are supported.

Additional Software:

- Acrobat Reader: Required for viewing PDF documents.
- Macromedia Flash Player: Some features may require Flash.
- Microsoft Office or Open Office: Required for creating and editing documents, spreadsheets, presentations, etc.

Webcam:

- Required for activities that involve video feedback from students, video test proctoring, or other third-party tools.

It's important to note that while Canvas is supported on Android and iOS mobile devices, it is optimized for desktop displays. Certain features may not be available on mobile devices due to limitations such as the lack of Flash support. Therefore, it's highly recommended to use a desktop or laptop for assignments, discussion posts, and quizzes to ensure full functionality. [Will Canvas Work on My Mobile Device?](#)

*Canvas is optimized for desktop displays.

For optimal use of the Canvas learning management system and participation in online courses at San Ignacio University, it's important for students to ensure they have the necessary plugins, software, and connectivity requirements. Here's a summary:

Plugins:

- **Flash:** Required for recording audio and video in the Canvas Rich Content Editor. Note that Flash may not be supported by some browsers.
- **Java:** Required for screen sharing in Conferences. Note that some browsers do not support Java.
- **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:** Necessary for reading PDF files downloaded from the student course. Most browsers already have a PDF reader add-on.
- **Text Editor:** Needed for preparing written work. Options include Microsoft Word, Google Docs (from the student Gmail account), Notepad, or other text editors.

Screen Readers:

- **Macintosh:** Use the latest version for Safari.
- **PC:** Use the latest version of Internet Explorer or Firefox.
- Note that there is no screen reader support for Canvas in Chrome.

Internet Connection:

- Ensure a reliable high-speed internet connection for access to the educational platform, digital resources, classes, and video conferences.
- It's recommended to access Canvas with a computer that supports updated browser versions.
- Students and teachers are responsible for their own computers (hardware/software) and internet connection.

TECHNICAL SUPPORT OPTIONS

In case students encounter difficulties completing tasks or accessing the system, they can seek technical support via the following channels:

Technical Support:

- Email: jcastro@sanignaciouniversity.edu
- Phone: 305-629-2929 x4029

Assistance with Canvas:

- Email: helpdesk@sanignaciouniversity.edu (available 24/7, Monday through Sunday)

Academic Support for Students:

- Email: academics@sanignaciouniversity.edu

Library Support:

- Email: library@sanignaciouniversity.edu

Moreover, students can communicate with teachers/tutors through the following means:

- **Internal Classroom Messaging:** For individual queries related to academic performance hindrances (non-academic issues)
- **Inquiry Forums:** Available on all online courses to address topic-related questions submitted by students.

For proctored exams, San Ignacio University utilizes Proctorio to verify student identity. Proctorio integrates seamlessly with the Learning Management System, Canvas, providing various features such as identification verification, automated proctoring, lockdown functionality, plagiarism detection, and single sign-on capability. Access to exam content is safeguarded, and support is available 24/7/365 for students, faculty, and staff. Students must demonstrate their identity at the beginning of each exam by displaying photo identification, such as a driver's license or passport, to the camera. Throughout the exam, students are required to remain visible, with only approved university staff having access to review screen, video, and audio recordings while ensuring student privacy.

San Ignacio University prioritizes the security of classes and student identity verification, employing the following measures:

- All classes are securely accessed through Canvas.
- Students are enrolled in classes based on their assigned schedule and course requirements, accessing classes via password-protected Canvas accounts.
- Access to classes in Canvas is granted only with student login credentials that are provided to each student. Upon accessing the platform, students can view their courses on the dashboard.

International students seeking admission to San Ignacio University must demonstrate proficiency in English through recognized tests such as TOEFL, IELTS, Pearson Test of English Academic, Duolingo English Test, Michigan English Test, or the College Board Accuplacer ESL Exam Series. Alternatively, they can provide evidence of completing high school or a minimum number of credit hours in an English-instructed institution.

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.

Please note: All courses at San Ignacio University are conducted in both English and Spanish.

For programs offered in Spanish: For applicants, whose first language is not Spanish, San Ignacio University requires evidence of Spanish language proficiency. The university accepts official tests that align with the Common European Framework of Reference for Languages (CEFR), such as the DELE or SIELE exams, which certify a B2 proficiency level or higher. Additionally, proficiency exams that certify levels equivalent to a CEFR level of B2 may also be considered.

Right to Cancel: A student has the right to cancel their agreement for a program of instruction at San Ignacio University without penalty or obligations. This can be done through attendance at the first-class session or within the first seven (7) days of enrollment, whichever is later. After the cancellation period ends, the student retains the right to withdraw from school at any time and receive a pro rata refund.

Academic Policies: All students enrolled at San Ignacio University are required to adhere to the terms outlined in this catalog, along with any supplements or addenda, as well as all university policies. It is the responsibility of each student to acquaint themselves with the information presented in this catalog and any additional materials provided by the university.

Non-Discrimination Statement: San Ignacio University is dedicated to offering equal opportunities to all individuals, in accordance with Civil Rights Legislation. Consequently, the 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 maintains a commitment to non-discrimination in its educational programs, placement procedures, and employment practices.

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

The Family Educational Rights and Privacy Act (FERPA) grants eligible students' specific rights regarding their education records at San Ignacio University. An "eligible student" under FERPA is defined as a student who is 18 years of age or older or attends a post-secondary institution at any age. These rights encompass:

1. **Right to Inspect and Review:** Students have the right to inspect and review their education records within 45 days of the University receiving a request for access. To do so, a student must submit a written request to the Registrar identifying the records they wish to inspect. The school official will facilitate access and inform the student of the time and place for inspection. If the requested records are not maintained by the contacted official, the student will be directed to the correct authority. Additionally, students have the right to request the correction of any inaccurate, misleading, or privacy-violating information in their education records.
2. **Right to Consent for Disclosure:** San Ignacio University requires written consent from students before disclosing personally identifiable information (PII) from their education records, except in specific circumstances outlined by FERPA. These exceptions include disclosure to school officials with legitimate educational interests, such as certain staff members and committee members, or to officials of other institutions where the student seeks or intends to enroll. School officials are defined broadly and may include employees, volunteers, or contractors directly controlled by the university for educational purposes.
3. **Right to File Complaints:** Students have the right to file complaints with the U.S. Department of Education if they believe the university has failed to comply with FERPA requirements. Complaints should be directed at the Family Policy Compliance Office at the following address:

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

These rights are intended to safeguard students' privacy and ensure the accuracy and integrity of their education records in accordance with FERPA regulations.

Academic Information

Programs at San Ignacio University operate on a semester-based schedule, with new classes commencing every 15 weeks. Students are assigned to appropriate classes for their program by the Academics department. The term begins on the first day of classes, and students can register for classes up until the end of the add/drop period. To accommodate the diverse needs of our students, online, morning, afternoon, and evening sessions are available. During each scheduled hour of class, students are allotted a 10-minute break. The duration of our programs varies depending on the degree level:

- Associate Degree programs typically span 1.5 to 2 years.
- Bachelor's Degree programs generally last between 3.5 to 4 years.

To complete their programs within the specified timeframe, students may need to attend consecutive terms throughout their program.

All courses at San Ignacio University incorporate additional out-of-class work as part of the official program requirements. This may include supplementary reading and writing assignments, projects, or reports assigned by the course instructor. The completion of this additional work is evaluated by the instructor and contributes to the student's final grade in each course.

Interactive Classrooms: These virtual classrooms provide an engaging and interactive learning environment, allowing students to participate in discussions, collaborate with peers, and interact with instructors remotely.

Prerequisite Requirements and Course Numbering

Program Prerequisite Requirements refer to the specific criteria or coursework that students must complete before they are eligible to enroll in a particular academic program or course. These prerequisites ensure that students have the necessary background knowledge, skills, or competencies to succeed in the program. Prerequisite requirements vary depending on the program's level (e.g., undergraduate or graduate), discipline, and specific requirements set by the institution or department.

Course numbering, on the other hand, refers to the system used by the university to assign unique identifiers to individual courses within a program's curriculum. Course numbers include a combination of letters and numbers that convey information about the course's level, subject area, and sequence within the program.

For example, in the undergraduate program, course numbering follows a structure like this:

- 100-199: Introductory-level courses taken in the first year of study.
- 200-299: Intermediate-level courses built on foundational concepts and skills.
- 300-399: Advanced-level courses exploring specialized topics and areas of study.
- 400-499: Senior-level courses, including capstone projects designed to integrate and apply knowledge acquired throughout the program.

Hospitality Management - International Business - Business – Marketing.

Concentration Courses per Program:

HFT Hospitality Management
IN International Business
IPM/SMK/SFM Sport Management

MAN/GEB Business
MKA/MAR Marketing

TRANSFER CREDITS POLICY

San Ignacio University (SIU) implements a fair and equitable transfer credit policy in accordance with DEAC Standard X, B. The policy ensures transparency in how prior academic work is reviewed and evaluated. Transfer credit decisions are made by the Office of the Registrar in coordination with the Academics Department, and are based on the following criteria:

- The course must be earned at a postsecondary institution that is accredited by an agency recognized by the U.S. Department of Education.
- The course must be equivalent in content, academic level, and learning outcomes to a course offered at SIU.
- The course must be applicable to the student's declared program of study.
- A minimum grade of C- (2.0 GPA) is required for undergraduate credit and B- (3.0 GPA) for graduate credit.

Students are responsible for submitting official transcripts and any supporting documentation (such as course descriptions or syllabi) within their first semester of enrollment, or prior to completing 12 semester credit hours, whichever comes first. Transfer credit may not be awarded for transcripts received after this timeframe.

SIU publishes a clear process for requesting transfer credit and provides students with an opportunity to appeal transfer credit decisions by submitting a written request to the Dean of Academic Affairs.

Note: Acceptance of transfer credit by San Ignacio University does not guarantee that credits earned at SIU will be accepted by other institutions. The transfer of academic credit is always at the discretion of the receiving institution.

Transfer Credit for Diploma Programs

- SIU does not accept transfer credits toward diploma programs.
- Diploma programs must be completed in full at San Ignacio University.

This policy ensures that all transfer credit decisions are academically sound, transparent, and consistent with the institutional mission and program learning outcomes, in full alignment with DEAC accreditation standards.

Transferability of Credits and Credentials Earned at SIU for Program

Changes / Additional Degrees: Any student wishing to change their enrollment from one program of study to another at San Ignacio University (SIU) must adhere to 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 based on the following criteria:

- All relevant General Education courses must be 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.

By signing a new enrollment agreement, students acknowledge their understanding and agreement to these criteria for transferring relevant courses into the new program.

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 on any course are made at the discretion of the Academics Department.

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

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

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

ATTENDANCE POLICY

At San Ignacio University (SIU), hybrid students are expected to attend all scheduled classes for the courses they are registered for and to meet the goals set by each instructor. Attendance is taken daily to ensure students are actively engaged in their learning process.

Online and Hybrid Classes- For online classes, attendance is monitored through the Canvas online platform by professors and dedicated school administrators. Whether the class is asynchronous or synchronous, attendance is not counted simply by logging into the class. Instead, a student is considered present when they:

- Submit assignments or coursework,
- Complete quizzes or assessments,
- Participate in discussion boards or other interactive components.

For hybrid students holding an F-1 visa, attendance is mandatory for all scheduled classes as part of their chosen academic program. These students must comply with all attendance requirements to maintain their visa status and academic standing.

Excuse absences with appropriate documentation provided will not negatively impact on the attendance element of the course grade. Students are encouraged to inform their instructors in advance of any planned absences and are responsible for making up missed assignments or exams, if allowed by the instructor.

Unexcused absences may affect the course grade and can impact a student's satisfactory academic performance, which in turn may affect their academic and financial aid standing. Students with excessive absences or tardiness may receive warnings from SIU administration and may be subject to dismissal for poor attendance.

The dismissal process will be initiated if a student has not attended or had academic interaction for **fourteen (14)** consecutive days. Students facing attendance challenges or experiencing hardships are encouraged to contact the student service coordinator for assistance.

In cases of medical excuses, students must submit evidence in a sealed envelope to their Academic Coordinator. Once evidence is received, the faculty will be informed accordingly.

STUDENT TARDINESS POLICY- At San Ignacio University (SIU), punctuality is essential for student success and maintaining a productive learning environment. Therefore, the following attendance policy regarding tardiness and early departures has been established:

Tardiness: A student is considered tardy if they arrive in class 5 minutes after the scheduled start time.

- Tardiness is permissible for up to 15 minutes after the class has begun.
- After 15 minutes, tardiness will be considered an absence.
- Accumulating three tardiness instances or leaving class early three times will result in one full absence.

Early Departures:

- Leaving the class before the scheduled end time is considered an early departure.
- If a student leaves early and misses half of the class period, it will count as a full absence.

Consequences: Upon accumulating more than 6 tardiness instances or early departures, the instructor will notify the Dean of Academic Affairs and Assistant Deans to schedule a meeting with the student.

International Students (F1) Attendance Policy: SEVIS (Student and Exchange Visitor Information System) regulations mandate that F-1 student records may be terminated if attendance falls **below 80%**.

For J-1 students, the attendance requirement is the same. Only three absences are permitted throughout the duration of the course. Upon the first two absences, students will receive a warning notification from the DSO/PDSO at the registrar's office. The third absence will result in a final notification.

Failure to comply with the attendance policy (four or more absences) may lead to student termination as indicated by SEVIS. It is the student's responsibility to arrange to make up missed work due to absence, and all assignments must be submitted on the assigned due date regardless of 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 considerable 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.

ESL Attendance Policy

San Ignacio University (SIU) requires strict adherence to attendance policies for all ESL students, especially those holding F-1 student visas, in compliance with SEVIS (Student and Exchange Visitor Information System) regulations. Consistent class attendance is critical not only for academic success but also to maintain lawful F-1 visa status. The following policy outlines the expectations, procedures, and consequences related to attendance in the ESL program.

Attendance Requirements

- Attendance is mandatory for all ESL students.
- Each ESL level consists of 180 clock hours. Students must complete the full 180 hours to progress to the next level.
- Attendance is taken at the beginning of each class using SIU's electronic system; manual tracking will be used as a backup.
- SIU's administrative team reviews weekly attendance reports to monitor compliance.

Tardiness and Leaving Early

- Students must arrive on time to class
- Arriving more than 15 minutes late to class is counted as being tardy.
- Being tardy three times (less than 30 minutes late each time) is equivalent to one unexcused absence
- Leaving class early will reduce the accrued instructional hours and may result in a partial absence.

Absence Policy- Students are required to maintain at least 80% attendance for each class and overall, during the 10-week cycle. Students are permitted a maximum of 10% excused absences per level (no more than 3 class meetings per level). Excused absences must be supported by valid documentation (e.g., medical notes, legal notice, or family emergency confirmation). Excessive excused absences require make-up sessions to fulfill SEVP attendance requirements.

Notification and Documentation- Students must notify their instructor in advance (when possible) via phone or email regarding planned absences.

- Documentation must be submitted within 3 business days of the absence:
 - Medical documents must be sealed and issued by a licensed provider.
 - Legal or emergency absences must include verifiable documentation.

Make-up Classes (FA students)

- All unexcused absences must be made up.
- The Academics Department will assign and schedule make-up classes.
- Students are notified via their official SIU email.

- Failure to attend assigned make-up sessions may lead to further academic consequences.

Missed Classwork- Students are responsible for completing all missed assignments. Work must be submitted via Canvas by the instructor's stated deadline. Recorded class sessions and materials will be available in Canvas for review.

Immigration Compliance- Failure to comply with this attendance policy may result in:

- Disciplinary action, including possible dismissal from the ESL program.
- Termination of Form I-20 and loss of F-1 visa status, which must be reported in SEVIS.
- Dismissed students have 14 calendar days to file an appeal with the Dean of Academic Affairs.

Important Reminders for F-1 Students- SIU is required to report attendance violations to SEVIS. Maintaining full-time attendance and academic progress is essential to remain in lawful immigration status.

VETERANS 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 audit purposes.

Grading System

Students' academic progress is assessed through various means, including in-class assignments, homework assignments, projects, attendance, quizzes, and exams. All exams are proctored to ensure academic integrity and fairness in assessment. Grades for all assessments are recorded on the student's transcript. The CGPA is calculated as a weighted average of grades earned in all courses. For each course, the credit hours are multiplied by the quality points earned on that course. The total quality points earned across all courses are then summed up. This sum is divided by the total credit hours completed 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 Policy: Students at San Ignacio University may receive an Incomplete Grade ("I") in a course if extenuating circumstances arise during the term, such as critical illness/injury, severe family emergency, or incarceration, preventing them from completing final coursework or examinations. Documentation supporting the request for an incomplete grade must be provided. Students 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 incomplete coursework is not completed by the specified deadline, the grade of "I" will automatically be changed to the grade earned by the student. No credit will be awarded for missing assignments, coursework, or examinations, and the student's final grade will be determined according to the course syllabus. If the final grade is not passing, the student may be required to retake the course at their expense. The repeated course will count toward the student's total credits attempted for their program, and Satisfactory Academic Progress will be recalculated accordingly.

Dismissal and Suspension Policy: Students may face suspension from class for disruptive or disrespectful behavior toward others or arriving under the influence of alcohol or illegal drugs. Notification of suspension will be provided to the student, and multiple suspensions may lead to official dismissal from the university.

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

Repeating a Course Policy: Students must repeat courses for which they received a failing grade, and 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 passes the second time, the failing grade will no longer affect the CGPA. Both the original and repeated courses count toward the student's total credits attempted for their program for Satisfactory Academic Progress determination.

GRADUATION POLICY

The Graduation Policy at San Ignacio University outlines the requirements and procedures for students to successfully graduate from their academic program. These requirements ensure that students meet the necessary academic standards and fulfill all degree requirements established by the institution.

Requirements for Undergraduate and Graduate Students:

- Undergraduate students must have earned a minimum Cumulative Grade Point Average (CGPA) of 2.0, while graduate students must have a minimum CGPA of 3.0.
- Students must successfully complete all required courses and minimum credit hours as outlined by their program.

- The program must be completed within a maximum number of credit hours attempted, not exceeding 150% of the total program length. (Refer to the Satisfactory Academic Progress policy for further details.)

Academic Review for Graduation:

- The Registrar conducts a review of academic records for students scheduled to complete a program to ensure all requirements have been met.
- Students must be current on all financial obligations to the university to receive their official degree.

Exit Tasks- In addition to academic requirements, students must complete the following tasks:

- **Assessment Evaluation:** Pre- and Post-Test requirements must be completed. These evaluations are confidential and used to review and update program offerings.
- **Graduate Satisfaction Survey:** Students must complete a confidential survey, which informs the university's strategic planning process.
- **Graduate Exit Interview:** Graduates may be asked to attend an exit interview.

Application for Graduation: Students must apply for graduation to the University Registrar by the end of the third week of classes in their final term, along with payment of the graduation fee. An internal audit is conducted by various departments to review the student's files and clear up any pending matters. Students who do not meet minimum requirements will be informed of their progress and any remaining requirements.

Leave of Absence Policy (LOA): Domestic Students- Is a temporary interruption of a student's program of study that may be granted for several reasons. Students must apply for an LOA in advance unless unforeseen circumstances prevent this. An LOA may be granted for a period not exceeding 180 days in any 12-month period. While on LOA, students will not be subject to increases in tuition rates or additional institutional charges. Students on authorized leave of absence are responsible for notifying the Office of Financial Aid of their current enrollment status.

International Students- International students may be eligible for an Authorized Medical Leave of Absence with supporting documentation from a licensed medical doctor. **For Non-Medical Leave (personal or academic reasons),** the SEVIS status will be terminated under the reason "Authorized Early Withdrawal". Students are required to depart from the U.S within 15 days of withdrawal or LOA Approval. To return to the U.S and continue the academic program, students must obtain a new I-20 and pay I-901/SEVIS fee. Re-entry is not guaranteed and is subject to visa validity. For International students, please consult your SEVIS University Officer for eligibility

All Students are required to return from LOA on the date indicated or will be withdrawn from the program of study

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.

SATISFACTORY ACADEMIC PROGRESS (SAP)

In accordance with U.S. Department of Education regulations (34 CFR §668.34), San Ignacio University (SIU) maintains Satisfactory Academic Progress (SAP) standards to ensure that all students are making measurable progress toward completing their program of study within an established time frame. A student's SAP status determines continued eligibility for Title IV federal financial aid, institutional aid, and enrollment in "Good Standing." All students regardless of financial aid status are evaluated for SAP at the conclusion of each academic term (semester).

SAP Components

Minimum Cumulative Grade Point Average (cGPA)- Undergraduate students must maintain a minimum 2.0 cumulative GPA. Graduate students must maintain a minimum 3.0 cumulative GPA.

Cumulative Completion Pace (cPace)- Students must successfully complete at least 66.67% of all attempted credits at SIU, including transfer credits accepted toward their program of study. Successful completion is defined as receiving a passing grade. Withdrawals (W), incompletes (I), repeated courses (R), and failures (F) count as attempted credits but not as completed credits.

Maximum Time Frame (MTF)- Students must complete their program of study within 150% of the published program length.

Example: An Associate of Arts degree requires 60 credits for completion. The maximum time frame is $60 \times 150\% = 90$ attempted credits. A student who cannot complete within this limit, or who has already earned a degree at or above that level, is not eligible for federal aid without an approved appeal.

Non- Degree Type	Maximum Timeframe
• ESL	1350 Clock hours
Degree Types	Maximum Timeframe
• Bachelor's	180 credit hours
• Associate's	90 Credit hours
• MBA	63 Credit hours
• Master of Education	54 Credit hours
• Master of Arts in Hospitality Management	54 Credit hours
• Master of Science in Sports and Fitness Management	54 Credit hours

• Master of Science in Big Data	54 Credit Hours
• Master of Science in Cybersecurity	54 Credit Hours
• Master of Science in Artificial Intelligence	54 Credit Hours

SAP Evaluation and Notification

- SAP is reviewed **at the end of each term**.
- Students are notified of their SAP status in writing via their SIU email.
- Students who fail to meet SAP standards are assigned one of the following statuses:

FINANCIAL AID WARNING STATUS: Students who fail to meet the cGPA and/or cPace standard will be placed on Warning status, still qualifying for financial aid. These students will receive a SAP Warning letter reminding them of SAP requirements. At the end of their next term, students who started on Warning status and are again unsuccessful in meeting the minimum standards will be moved to Financial Aid Suspension status.

FINANCIAL AID SUSPENSION STATUS: Students on Warning status who do not successfully achieve Good Standing after their next term, students who have or will exceed the 150% Max Time Frame requirement, and students who already have an associate degree or higher are immediately placed on Financial Aid Suspension status. Suspension halts eligibility for all federal, state, and institutional aid.

PROBATION (AID ELIGIBLE) STATUS: Students who successfully appeal their Financial Aid Suspension status are placed on Probation (Aid Eligible) status. Students who require additional Probation (Aid Eligible) terms to get to Good Standing must submit a new appeal each term, as necessary.

- **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.

APPEAL DECISIONS: The Financial Aid Office will review appeals and notify the student via email of the decision. If approved, the student is placed on Probation (Aid Eligible) status and will receive an Award Letter or Eligibility Notification. If denied, the student will remain on Financial Aid Suspension status and will not receive federal, state, or institutional aid. If a student believes their appeal was misunderstood and has additional clarification and/or documentation, the student may re-appeal a denial ONCE and the SAP Committee will review it. SAP Committee decisions are final and no further appeals concerning the same situation or term will be considered. Students have the right to appeal multiple SAP Suspensions. Additionally, students who indicate a medical issue as the reason for being unsuccessful should be prepared to provide a release from a medical professional as supporting documentation for their appeal.

REPEATING A COURSE: While on aid, a course may be repeated if not successfully passed the first time. Repeated courses are counted as part of the student's cPACE and Maximum Time Frame.

INCOMPLETE (“I”) GRADES: Incomplete (“I”) grades are considered unsuccessful in a student’s cPACE calculation. Once an “I” grade is updated to the earned grade, the Financial Aid Office may retroactively evaluate the student’s SAP status and adjust it accordingly

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

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

Institutional Responsibility- SIU ensures that SAP policies are applied **consistently to all students** and remain in compliance with U.S. Department of Education regulations, accreditation standards, and state requirements. This policy is reviewed and updated periodically to reflect current federal, state, and accreditor guidelines.

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 180 hours during the cycle must complete at least 144 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 attempt 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 an incomplete grade in a course, they must successfully complete the required work within a specified time arranged by the instructor, but no later than the end of the term following the term in which the incomplete grade was received. It is the student's responsibility to follow up with the instructor to complete the coursework. If the coursework is not completed by the arranged time, the incomplete grade becomes an "F."

Pass (P) grade in a course: A grade of "P" indicates successful completion of a course. The "P" grade does not affect the student's cumulative grade point average (GPA). However, the "P" grade is added to hours attempted within the specified maximum time frame.

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

Repeat Courses: Students may repeat a course to improve their cumulative GPA. Credits attempted and earned for the second attempt replace those earned for the initial attempt. Both attempts remain part of the student's permanent record, but only the grade earned on the second attempt is reflected in the cumulative GPA.

Reestablishment as a Regular Student and Prolonged Enrollment Status

Students who face dismissal due to failure to meet the prescribed qualitative and quantitative standards have the option to seek continued enrollment at the University under prolonged enrollment status. During this period, students must actively address deficiencies by retaking failed or withdrawn courses. They are responsible for covering all associated costs and must make satisfactory financial arrangements, rendering them ineligible for federal aid programs.

While under prolonged enrollment status, students remain on probation and undergo regular evaluations by the Dean of Academic Affairs at the end of each term. All attempted credits during this period contribute towards 150% of the standard program length.

Failure to demonstrate sufficient improvement as determined by the Dean of Academic Affairs may lead to dismissal from the University. However, students who successfully address deficiencies may transition back to regular student status.

Upon reinstatement, students are placed on probation for one term after restoring satisfactory progress. Under certain circumstances, as determined by the Dean of Academic Affairs, students who appeal academic decisions and exceed the maximum time frame for completion may still receive their original academic credentials, provided all obligations to the University are met and program requirements are fulfilled.

Any student wishing to change their program of study must adhere to university policy, with more than two changes requiring approval from the Dean of Academic Affairs. Relevant courses will be transferred, with credits counting towards all standards of academic progress for the new program.

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

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

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

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

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

TUITION, FEES, AND OTHER EXPENSES

San Ignacio University (SIU) charges \$340.00 per credit hour for undergraduate courses and \$510.00 for graduate courses. All tuition fees are mandatory and may be subject to change; however, students will be notified in advance of any adjustments. **It is important to note that San Ignacio University does not impose any supplementary charges related to textbooks or learning materials.**

Degree Programs	Cost per Credit Hours	Total Credit hours	Application Fee	Graduation Fee	Technology Fee	Total Program cost
All Associate Degree Program	\$340	60	\$85	\$120	N/A	\$20,605
All Bachelor's degree	\$340	120	\$85	\$120	N/A	\$41,005
MBA	\$510	42	\$85	\$120	N/A	\$21,625
Master of Education	\$510	36	\$85	\$120	N/A	\$18,565
Master of Arts in Hospitality Management	\$510	36	\$85	\$120	N/A	\$18,565
Master of Science SFM	\$510	36	\$85	\$120	N/A	\$18,565
MS in Big Data	\$510	36	\$85	\$120	N/A	\$18,565
MS In Cybersecurity	\$510	36	\$85	\$120	N/A	\$18,565

MS in AI	\$510	36	\$85	\$120	N/A	\$18,565	
Non-Degree Program		Clock Hours	Book Fee	Application Fee	Graduation Fee	Technology Fee	Program Cost
English as a Second Language	\$11.30	900	\$418	\$85	\$120	N/A	\$10,793

General Fees

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

Students are accountable for the total program costs. If they secure a student loan, it is their responsibility to repay the loan amount along with any accrued interest.

Cost of Attendance Policy

The U.S. Department of Education mandates the University to assess the costs associated with attending SIU to ascertain the amount of financial aid for which a student may qualify. The cost of attendance estimation for a student encompasses educational expenses for a given academic enrollment period. This policy applies to all SIU students. The U.S. Department of Education permits certain educational expenses to be factored into a school's Cost of Attendance (COA) determination. The COA serves as a limit on the amount of financial aid a student may receive.

Tuition Per Credit Hour Breakdown

The Cost of Attendance (COA) outlined below applies to both full-time and part-time undergraduate students. Tuition rates are the same for online and hybrid courses. Full-time status includes enrollment in 12 to 15 credits per semester (36 to 45 credits for Spring, Summer and Fall combined), while part-time status refers to enrollment in fewer than 12 credits per semester.

Undergraduate Full-Time Hybrid and Online. Spring Summer Fall Estimated Tuition for Dependent and Independent Students Enrolled in 12–15 Credits				
	OFF CAMPUS 15 Credits	WITH PARENTS 15 Credits	OFF CAMPUS 12 credits	WITH PARENTS 12 credits
TUITION & FEES	\$15,300*	\$15,300*	\$12,240*	\$12,240*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$1,284	\$1,284	\$1,284	\$1,284
LIVING EXPENSES - HOUSING	\$7,500	\$4,500	\$7,500	\$4,500
LIVING EXPENSES - FOOD	\$0	\$0	\$0	\$0
TRANSPORTATION	\$0	\$0	\$0	\$0
MISCELLANEOUS PERSONAL EXPENSES	\$0	\$0	\$0	\$0
ESTIMATED DIRECT COSTS:				
Payable To SIU And Reflected on Student's Ledger (* Items)	\$15,300*	\$15,300*	\$12,240*	\$12,240*
ESTIMATED INDIRECT COSTS:	\$8,784.00	\$5,784.00	\$8,784.00	\$5,784.00
Total (Direct and Indirect costs):	\$24,084	\$21,084	\$21,084	\$18,024

Undergraduate Part -Time Hybrid and Online| Spring|Summer|Fall

	OFF CAMPUS	WITH PARENTS
TUITION & FEES	\$6,120*	\$6,120*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$642	\$642
LIVING EXPENSES - HOUSING	\$7,500	\$4,500
LIVING EXPENSES - FOOD	\$0	\$0
TRANSPORTATION	\$0	\$0
MISCELLANEOUS PERSONAL EXPENSES	\$0	\$0
ESTIMATED DIRECT COSTS:	\$6,120	\$6,120
Payable To SIU And Reflected on Student's Ledger (* Items)		
ESTIMATED INDIRECT COSTS:	\$8,142.00	\$5,142.00
TOTAL	\$14,262	\$11,262

ESL – Clock Hour Hybrid|Online - Tuition (900 Hr.)

	OFF CAMPUS 1-450 Hours	OFF CAMPUS 451-900 hours	WITH PARENTS 1-450 hours	WITH PARENTS 451-900 hours
TUITION & FEES *	\$5,085	\$5,085	\$5,085	\$5,085
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT *	\$209	\$209	\$209	\$209
LIVING EXPENSES - HOUSING	\$7,500	\$7,500	\$4,500	\$4,500
LIVING EXPENSES - FOOD	\$0	\$0	\$0	\$0
TRANSPORTATION	\$0	\$0	\$0	
MISCELLANEOUS PERSONAL EXPENSES	\$0	\$0	\$0	\$0
ESTIMATED DIRECT COSTS:				
Payable To SIU And Reflected on Student's Ledger (* Items)	\$5,294.00	\$5,294.00	\$5,294.00	\$5,294.00
ESTIMATED INDIRECT COSTS:	\$7,500	\$7,500	\$4,500	\$4,500
TOTAL TUITION	\$25,588.00		\$19,588.00	

Housing: San Ignacio University does not offer on-campus dormitory facilities or assistance in finding housing. However, there are housing options available near the institution. The average cost of a home in the area is around \$400,000 and rent for a one-bedroom apartment typically averages \$1,500 per month, though prices may vary based on the specific location.

The COA estimates are provided for planning purposes and are utilized to determine eligibility for federal and state financial aid for a full-time student during an academic year.

Payment Schedule: Tuition payments are due as specified in the enrollment agreement signed by the student. In the event of a returned tuition payment due to insufficient funds, San Ignacio University (SIU) reserves the right to drop all current and future classes for the student. The student will be notified of this action and may incur a return charge. Additionally, SIU may require students who have issued multiple checks with insufficient funds to make all future payments via cashier's check, cash, or money order.

STUDENT'S RIGHT TO CANCEL

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

To determine the amount of a refund, the student notification of cancellation may be conveyed to the institution in any manner, such as email, phone call, or written notice. Cancellation is effective on the date the notice of cancellation is provided to the institution. If the notice is sent in writing it may be submitted to: **San Ignacio University 3905 NW 107th Avenue, Ste. 301, Doral, FL 33178**

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

Withdrawal and Refund Policy

Withdrawal After the Cancellation Period - Once the cancellation period has passed, students may withdraw from San Ignacio University (SIU) at any time. Students who withdraw are entitled to a pro-rata refund in accordance with the University's Institutional Refund Policy.

- Students receiving Federal Student Aid are also subject to the Return of Title IV Funds (R2T4) Policy, which governs the calculation and return of federal funds.
- All refund calculations will be performed as of the student's date of determination (DOD), and any refunds due will be issued within 30 calendar days of the DOD.

Determination of Withdrawal- A student is considered withdrawn or dismissed from the University under any of the following conditions:

1. The student notifies the University of their intent to withdraw in writing or through the designated institutional process.
2. The University terminates the student's enrollment for any reason, including failure to meet academic or behavioral standards.
3. The student fails to return from an approved Leave of Absence by the specified return date.
4. The student ceases attendance or participation in courses. In this case, the date of withdrawal or dismissal is determined to be the last date of recorded academic activity.

Institutional Refund Calculation

- Refunds are calculated on a **pro-rata basis** according to the official refund schedule in the University Catalog.
- Tuition, fees, and other charges are prorated based on the **percentage of the term completed** at the time of withdrawal.
- Refunds will **exclude non-refundable fees** clearly identified in the Catalog or enrollment agreement.

Compliance and Notification

- The University ensures that all withdrawal and refund practices **comply with accreditation**, federal regulations, and state requirements.
- Students are responsible for understanding the **financial and academic implications** of withdrawal and are encouraged to meet with a Student Services or Financial Aid representative prior to initiating the process.

Refund calculation is the same for hybrid and online students.

Withdrawal date (Term week)	Refund %
During Week 1 (Day 1- 7) Cancellation Period.	100%
During Week 2	80%
During Week 3	75%
During Week 4	60%
During Weeks 5 and 6	50%
During Weeks 7 and 8	40%
During Week 9	15% (60% of course is completed)
During Weeks 10 - 15	0%

Sample Refund Calculation:

A bachelor's degree student paid \$4,165 for his/her tuition and fees. 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 \$4,080 divided by 4 (of courses scheduled in the term) x 2 (courses withdrawing) x 75% (percentage for that week of withdrawal). The student received a tuition refund of \$1,530.

A student from the Associate degree program paid \$4,165 towards his/her 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 \$4,080.

A master's degree student paid his/her tuition of \$4,590 plus \$85. the student was scheduled for three courses. In the 10th 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 60% of the semester was completed.

Non-Degree Program – ESL table of refunds

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

Withdrawal Policy for Students Receiving Veterans Benefits: Students who receive veteran's benefits are required to report any withdrawal to the veteran's advisor. The withdrawal form must include the student's last date of class attendance. Failure to adhere to these procedures may impact the student's future eligibility for veteran's benefits.

Course Drops: When a student drops or is dropped from a course(s), the institution will calculate refunds for charges related to the course(s) based on its refund policy. Any funds owed to a third party, or the student, will be refunded within 30 days from the date of determination (DOD). Any remaining unpaid balance of tuition and fees that the University is authorized to retain after the calculation must be settled by the student.

Credit Balances: Credit balances eligible for refund will be returned within 30 days from the date the credit balance is identified, in accordance with applicable federal, state, or accrediting agency statutes, rules, regulations, and/or standards.

FEDERAL RETURN OF TITLE IV FUNDS (R2T4) POLICIES

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. 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.

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

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

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

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

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

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

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

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

Definition of Official and Unofficial Withdrawal

Officially Withdrawing from the University: Official withdrawal means that the approved procedure to withdraw from a course was followed by the student. To be considered official, the withdrawal must be in writing and signed by the student requesting the withdrawal. The official date of the withdrawal is the date the written notice is formally received by the University, NOT the postmarked date or the date stated in the notice. The University's record concerning a withdrawal is indisputable unless the student can provide reliable evidence of an earlier receipt date. An official withdrawal may be submitted by completing the Request for a Change of Schedule form or by written notice containing the student's name, signature, ID number, and course(s) to be dropped. The notice may be mailed, e-mailed, or hand delivered to the University. The official withdrawal procedure applies to all

courses, irrespective of delivery mode or course length. A student may rescind his/her notification in writing and continue enrollment. If the student subsequently withdraws from the University, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficially Dropping a Course or Withdrawing from the University

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

Students are prohibited from dropping a course/withdrawing by:

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

Federally Defined Leaves of Absence Policy (FLOA)

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

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

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

Determining Withdrawal Date for R2T4 Funds:

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

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

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

Upon Receipt of an Official Withdrawal, San Ignacio University will:

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

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

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

1. Make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of Academic activity (to determine LDA).
3. Notify the student in writing of his/her failure to contact the University when requested to do so and notify the student of his/her current termination of enrollment.

4. Calculate the amount of Federal Title IV Funds a student has earned, and if any, the amount of Federal Funds for which the University is responsible.
5. Calculate the University's refund requirement.
6. Upon completing the Return to Title IV calculations, San Ignacio University will return to the Federal Funds program any unearned portion of Title IV funds for which the University is responsible within 45 days of the date the withdrawal determination was made and make a record of the return on the student's account and financial aid file.
7. If there is a return, San Ignacio University will provide the student with a R2T4 letter explaining Title IV return requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing about the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
 - c. Supply the student with a final accounting showing outstanding balance due to the University and the available methods of payment.
8. A copy of the completed R2T4 worksheet, returned funds confirmation (if any), letter, and final account record will be kept in the student's financial aid file.

Return to Title IV Funds Calculation

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

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

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

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

Example of Calculation: - CREDIT HOUR

1. Determine the percentage of Title IV aid earned by the student by taking the calendar days completed in the payment period, divided by the total calendar days in the payment period (excluding breaks of **5** days or more) $18(\text{completed days}) = 15.3\%$ (% of completed calendar days) $118(\text{total days})$.
2. Determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed **plus** the Title IV aid that could have been disbursed for the payment period.
 1. $15.3\% \times \$2805.00 = 429.17$ (Amount of aid earned by student)
 2. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

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

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

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

Credit Balance- Paying student credit balances.

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

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

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

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

1. The University does not release any portion of the Title IV credit balance to the student and does not return any portion to the Title IV programs prior to the performance of the Return Calculation by the University's Financial Aid Office.
2. The Financial Aid Office performs the Return Calculation, including any existing Title IV credit balance for the period in the calculation as disbursed aid.
3. Any applicable refund policy (state, accrediting agency, institution, etc.) is applied to determine if doing so creates a new or larger Title IV credit balance.
4. Title IV credit balances are then allocated as follows:
 - Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student because of the current withdrawal. The University must return funds to the Title IV grant account within 14 days of the date the University performs the Return Calculation. Although not included in a Return Calculation, any Title IV credit balance from a prior period that remains on a student's account when the student withdraws is included as Title IV funds when the University determines the amount of any final Title IV credit balance when a student withdraws.
 - Remember, the University must use the final credit balance first to satisfy any current student grant overpayment.
 - Within 14 days of the date that the University performs the Return Calculation, the University pays any remaining Title IV funds.

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

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

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

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

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

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

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

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

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

Student Responsibilities regarding Return of Title IV, HEA funds

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

Refund vs. Return to Title IV Funds

The requirements for the Title IV program funds when a student withdraws are separate from any refund policy that San Ignacio University must return to the student any funds due from a cash credit balance. Therefore, students may still owe funds to San Ignacio University to cover unpaid institutional charges. San Ignacio University may also charge the student for any Title IV program funds that the University was required to return on the student's behalf. For information on the San Ignacio University refund policy, refer to the current Schedule of Classes, the current University Catalog, the San Ignacio University website (www.sanignaciouniversity.edu) or contact the Student Financial Aid office.

Return to Title IV Questions

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

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 to post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the University must obtain the student's permission before it can disburse funds.

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

FINANCIAL AID

Consumer Information: The Higher Education Opportunity Act of 1965 revised 2008 (HEOA) requires post-secondary 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 ensure 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, Student aid index (SAI), enrollment intensity, and length of attendance within an academic year.

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

GRANTS: Grants are supplied by the federal government, state government, or the institution, to meet the cost of the student's education. Grants are generally based on financial need as determined by the Free Application for Federal Student Aid (FAFSA).

There is no repayment obligation tied to grants. The Pell Grant is available to degree-seeking undergraduate students who have never received a baccalaureate degree.

The Pell Grant Program is the largest of the Federal Student Aid grant programs and provides a “foundation” of financial aid to which assistance from other federal and non-federal sources may be added. The Pell Grant is available year-round.

The maximum annual Pell Grant for the award year may change from year to year according to Congressional appropriation. Pell Grant eligibility is based on the Student Aid Index (SAI) which is determined from the Free Application for Federal Student Aid (FAFSA). The amount of Pell Grant that is disbursed varies in accordance with a student's enrollment intensity (I.e., Full time, part time, 3/4 time or below half time.). A student Pell Award cannot exceed their Cost of attendance (COA). If it exceeds COA, reduce the scheduled Pell award to COA (not round' truncate cents).

Determining Schedule Pell Award Amount: Subtract the student's SAI from the maximum Pell Grant amount, then round the result to the nearest \$5 to determine the student's scheduled Pell Award. If this calculation results in an amount less than the minimum Pell Grant, the student is ineligible for the Pell Grant. **Formula = Max Pell – Student Aid Index (SAI)**

Grant Award	2025- 2026 Academic Year	Application Process and Criteria
Federal Pell Grant	Maximum Pell is \$7,395.00/year Min Pell \$740.00/Yr. (which is 10% of the Max Pell)	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. SAI can be as low as -1500
Jose Marti Scholarship Challenge Grant (State of Florida)	\$2,000	The student is a Florida resident of Hispanic origin minimum unweighted high school GPA of 3.0; Priority is for need-based; complete the FAFSA and Initial Student Florida Financial Aid Application. Graduates may apply. Must complete the Florida Residency Affidavit.
The Florida Postsecondary Student Assistance Grant (State of Florida)	Minimum award of \$200, maximum award of \$2,413 per year, determined by the University	Need-based, complete the FAFSA renewable for up to 9 terms based on satisfactory academic progress and continued need. Must complete the Florida Residency Affidavit.
Iraq and Afghanistan Service Grant	Up to \$6,895.00 (the amount equal to the Pell Grant)	The student is not eligible for Pell Grant but whose parent or guardian was a member of the U.S. Armed Forces and died because of service performed in Iraq or Afghanistan after September 11, 2001. Must be 24 years of age or under or enrolled in college at the time of the parent or guardian's death

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

Scholarship Award	2025-2026	Application Process Criteria
Jose Marti Scholarship Challenge Fund		<ul style="list-style-type: none"> •Be a Florida resident •US citizen or eligible noncitizens. •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). •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. •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. •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.
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 Work Program	Varies per Applicant	All Students with disabilities should be encouraged to apply for VR services. Students who have an Individual Educational Plan (IEP) Students who have a 504 Plan

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

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

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

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

Year: 2025-2026	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.

2025-2026 Interest Rates for Direct Loans

Loan Type	Borrower Type	July 1, 2025, and June 30, 2026
Direct Subsidized and Unsubsidized Loans	Undergraduate	6.39%
Direct Unsubsidized Loans	Graduate and Professional Students	7.94%
Direct PLUS Loans	Parents and Graduates or Professional Students	8.94%

Federal Sequestration Impacts Loan Fees: Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted from each loan

disbursement the student receives. Even though this means the money the student receives will be less than the amount the student borrowed, the student is still responsible for repaying the entire amount of the borrowed loan.

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

Loan Fees for Federal Loans First Disbursed Between October 1, 2025, through September 30, 2026	
Federal Direct Loan Fees	A fee of 1.057% is deducted from the gross disbursement amount
Federal PLUS Loan Fees	A fee of 4.228% is deducted from the gross disbursement amount.

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 Intensity - The percentage of full-time enrollment at which a student is enrolled is rounded to the nearest whole percent. For example, if full-time enrollment is 12 credit hours and a student is enrolled in 7 credit hours, the enrollment intensity would be calculated as follows:

$$\text{Enrollment intensity} = (7 / 12) * 100\% \approx 58\%$$

Therefore, the student's enrollment intensity would be approximately 58%.

Credit Hours	Enrollment category (Old)	Enrollment Intensity (New)
12 (or more)	Full- Time	100%
11	Three- Quarter Time	92%
10		83%
9		75%
8	Half Time	67%
7		58%
6		50%
5	Less- Than Half Time	42%
4		33%
3		25%
2		17%
1		8%
Students may be eligible to receive up to 150% of their scheduled Pell Grant for an award year		

It is mandatory for all financial aid recipients to contact the Financial Aid Office before dropping a class. Dropping a class could lead to the cancellation of specific grants or loans and may require the student to repay these funds 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 Aid Index (SAI) 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 the Financial Aid Office, he/she can continue to check the status of the documents with the Financial Aid Officer. The status will go from "Unsatisfied" to "Documents Received and Not Yet Reviewed." Once the documents are reviewed, the status will be updated to the appropriate status: "Received Incomplete" or "Received/Reviewed or Processed." If the requirement is incomplete, the student will receive an email explaining what was incomplete and how it can be resolved. It is important that the student checks the status of the requirements so he/she can make sure all verification documents have been "Received/Reviewed or processed."

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

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

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

Impact of a Leave of Absence on Financial Aid

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

IV purposes. In these cases, the Office of Financial Aid will treat the student as a withdrawal for Title IV purposes.

VETERAN 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

- VA Degree Plan

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

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.
- Request 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) on 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 offers institutional scholarships for both domestic and international students to support their academic pursuits. These scholarships are designed to provide financial assistance and recognize academic achievements. Here are the rules and regulations regarding the scholarship:

Eligibility: The scholarship is open to all applicants interested in pursuing a degree at San Ignacio University.

- **Award and Renewal:** The scholarship is awarded prior to the student's first term and continues throughout their academic career, pending satisfactory academic progress and compliance with the general terms.
- **Scholarship Terms:** The academic year consists of fall, spring, and summer terms. Students must enroll and maintain full-time hours every term. Undergraduate students must maintain a cumulative GPA of 2.0, while graduate students must maintain a GPA of 3.0 at the end of each academic year. Students must earn a minimum of 24 credit hours for undergraduates and 18 credit hours for graduates each academic year.

General Guidelines: The scholarship may be used in conjunction with other financial aid but must not exceed the full cost of tuition and eligible fees.

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

Renewal: Students who meet all the rules and regulations will have their scholarship automatically renewed and posted to their account. Failure to meet the requirements will 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 reference letters
- 1 Essay with personal statements
- 10 hours of community service per semester

Scholarship Policy Overview

The scholarship policy at San Ignacio University (SIU) is a crucial component of the financial aid framework and serves as a contractual agreement between the university and scholarship recipients. It is imperative for students to thoroughly understand the terms and conditions outlined in the policy upon receiving a scholarship award. Below are the key points to consider:

Finality of Scholarships: All scholarships awarded by SIU are considered final and cannot be altered under any circumstances. However, students who have completed a

program and wish to continue their education at SIU may reapply for another scholarship, subject to availability and eligibility criteria.

Maintenance of Academic Standing: Scholarship recipients are expected to maintain a high level of academic success throughout their university career. Failure to meet the academic standards set by SIU, resulting in academic disqualification, will lead to the automatic loss of the scholarship. Readmission to SIU does not guarantee the restoration of scholarship eligibility.

Satisfactory Academic Progress (SAP): Recipients must make satisfactory academic progress toward their undergraduate degree each academic year. Failure to do so may result in scholarship probation or revocation. Recipients are allowed only one probationary period, and the receipt of need-based financial aid is contingent upon maintaining SAP.

Conduct and Academic Integrity: Scholarship recipients must adhere to SIU's conduct and academic integrity standards. Any serious violation resulting in suspension or expulsion from the university will lead to the revocation of the scholarship award.

Leave of Absence: Students taking a leave of absence must notify the Financial Aid Office and the Academics Department in writing to protect their scholarship eligibility. Scholarships are typically reserved for leaves of absence lasting no more than 180 days.

Change of Program or Major: New scholarships will not be awarded to students who change their program of study. However, if a student graduates from one program and enrolls in another, they may apply for a scholarship for the new program. Changes in major or program do not automatically result in a change in scholarship award.

Policy Updates: SIU reserves the right to update or modify the scholarship policies without prior notice. Therefore, students are encouraged to review the policy regularly, especially when reviewing financial information.

STUDENT SERVICES

Student Rights and Responsibilities: It is the students' responsibility to familiarize themselves with all University rules and procedures. If students have questions regarding the purpose or application of these rules and procedures, they are encouraged to seek guidance from Student Services or Associate deans/coordinators. Students are expected to conduct themselves in a manner that is respectful and conducive to learning. Additionally, students have the right to operate within a safe and supportive campus environment.

SIU fosters a community of learning that upholds principles such as freedom of inquiry, thought, expression, and non-discrimination. While the following list of rights is not exhaustive, it encompasses some key aspects of student rights at the University:

- **Expression:** Students have the freedom to explore and exchange diverse ideas both inside and outside the classroom environment in an orderly manner.
- **Association:** Students are free to associate with individuals or groups without infringing upon the rights of others.
- **Access:** Students with disabilities have the right to request reasonable accommodation to ensure equal access to courses, programs, services, and facilities.
- **Freedom from Discrimination:** Students can expect to fully participate in the

University community without facing discrimination as outlined by federal, state, or University regulations.

- **Safe Environment:** Students have the right to learn in a campus environment that prioritizes safety.
- **Discipline:** Students are subject to discipline and sanctions for misconduct, but they also have the right to a fair hearing regarding any alleged misconduct.
- **Access to Quality Resources:** Students have access to resources that support their intellectual, emotional, and social development.
- **Grievance Process:** Students have access to established procedures to address concerns or complaints respectfully.
- **Education:** Students have access to high-quality education facilitated by excellent faculty, academic technology, library resources, and other necessary tools for learning.
- **Personal Growth:** Students study in an environment that encourages personal growth.
- **Community Service:** Students have opportunities to engage in service to the University community and beyond.
- **Prompt Responses:** Students have the right to expect timely and courteous responses from academic and administrative departments.
- **Academic and Administrative Policies:** Students can expect policies that promote intellectual inquiry, learning, and overall growth.

Students at San Ignacio University are obligated to adhere to the university's rules and processes. Any behavior that violates these regulations will be addressed appropriately by the university. San Ignacio University has the authority and responsibility to maintain order within the institution and to take necessary actions, including the ban of disruptive students, to safeguard the educational environment.

Student Records: San Ignacio University maintains two sets of student files: academic and financial. Academic files are securely stored on-site in locked, fire-resistant cabinets managed by the Registrar, while financial files are similarly stored in the financial aid office. Faculty files are kept in locked cabinets within the Human Resources office. The university adheres to state retention requirements and periodically destroys outdated files.

Additionally, San Ignacio University retains the capability to generate transcripts reflecting a student's academic activity indefinitely. Student records are treated as confidential in accordance with the Family Educational Rights and Privacy Act (FERPA). Written consent from the student is required for the release of records to external parties. Students are responsible for ensuring that their personal information is kept up to date with the student records department, except where authorized by law.

Hold on Student Records: A hold may be placed on a student's official record under certain circumstances, such as nonpayment of financial obligations or disciplinary actions. This hold restricts the student from enrolling in classes, obtaining transcripts or grade reports, or accessing other university services. The removal of a hold may take approximately two business days to process.

Maintenance of Student Records: Official academic records, including admission applications, registration forms, grades, and other relevant documents, are maintained by the Registrar Department.

Amendment of Records: Students have the right to request the correction of any inaccurate, misleading, or privacy-violating information contained in their records. San

Ignacio University will decide whether to amend the records within a reasonable period and, if denied, the student may appeal the decision to the Dean of Academic Affairs.

Transcript Requests: Students may request transcripts from the Registrar Department, with the first transcript request being free upon program completion. Additional transcript requests incur a fee, and processing times typically range from five to ten business days.

Safety Information: San Ignacio University provides safety information, including crime statistics and prevention measures, in its Annual Security Report, available on the university's website.

Housing: The university does not provide dormitory facilities and does not assist students in finding housing. However, information about local housing options is available.

Voter Registration: Students are encouraged to register to vote, and information on voter registration can be obtained from campus libraries or the Student Services office, or by visiting the appropriate government website.

Proctoring of Assessments: All assessments are proctored, with students required to access the virtual classroom via CANVAS using their unique credentials.

Drug-Free Environment: San Ignacio University prohibits the unlawful use of controlled substances and alcohol on university property. Violations may result in disciplinary actions.

Alcohol Use: The university is committed to preventing substance abuse through education and prevention programs. Students are encouraged to seek assistance if needed, and violations may result in disciplinary measures.

Weapons Free Environment: Weapons are prohibited on university property, and violations may lead to disciplinary action or termination of employment.

Privacy Policy: San Ignacio University maintains security and privacy standards for visitor information on its website.

Policy against Sexual Harassment: The university prohibits sexual harassment and provides avenues for reporting and addressing such incidents.

Policy against Hazing: Hazing is strictly prohibited and will not be tolerated by the university.

Library Use Policy: Students are allowed to borrow materials from the library, with circulation rules and fees outlined.

Email and Internet Use Policy: Email communications are considered official correspondence and may be subject to retrieval under certain circumstances. Users are expected to exercise good judgment when using the Internet.

Rules concerning Use of Computers: Specific rules apply to computer use at San Ignacio University, and violations may result in suspension of computer privileges.

Copyright Policy: The university complies with copyright laws and protects intellectual property rights.

Photograph Policy: The university obtains permission for photograph use and respects copyright agreements.

Opt-out Options: Faculty and staff may choose not to publish their photos or personal information by informing the Department of Marketing Communications in writing.

Anti-Hazing Policy

San Ignacio University is committed to providing a safe and inclusive environment for all students. This policy aims to prevent hazing activities, ensuring that all students can participate in university life free from harassment, intimidation, or harm. This policy applies to all students, faculty, staff, and any university-affiliated organizations or groups. It encompasses all forms of hazing activities, whether on or off campus, including those occurring during university-sponsored events or within student organizations.

Definition of Hazing - Hazing is defined as any action or situation, with or without consent, that recklessly or intentionally endangers the mental or physical health or safety of a student, or that willfully destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or continued membership in any group or organization.

The following activities are examples of hazing and are strictly prohibited:

- Physical abuse such as beating, branding, or forced exercise.
- Forced consumption of any food, alcohol, drug, or other substance.
- Activities that cause psychological stress, such as sleep deprivation, forced isolation, or humiliation.
- Any activity that involves the destruction or removal of property.
- Activities that are illegal or violate university policies.

Reporting and Response

1. **Reporting:** Any student, faculty, or staff member who witnesses or experiences hazing is encouraged to report the incident to the university administration immediately. Reports can be made anonymously if desired.
2. **Investigation:** The university will conduct a thorough investigation of all reported hazing incidents. This includes interviewing involved parties, reviewing evidence, and ensuring due process for all individuals.
3. **Disciplinary Actions:** Students or organizations found to be involved in hazing activities will face disciplinary actions, which may include suspension, expulsion, or revocation of organizational recognition. Legal action may also be pursued if applicable.
4. **Support for Victims:** The university will provide support services to victims of hazing, including counseling and academic assistance.

San Ignacio University is committed to preventing hazing through education and awareness programs. These programs will be mandatory for all students, particularly those involved in student organizations, sports teams, and other group activities.

STUDENT RESPONSIBILITIES AND EXPECTATIONS FOR DISTANCE EDUCATION

Flexible learning options, such as online and hybrid courses, may not suit every learner, and it's crucial for students to assess their strengths and weaknesses to determine if such formats are suitable. Students considering online or hybrid courses are encouraged to consult with the Academics Department to evaluate their readiness for these formats.

Online learning demands a certain set of skills, including basic computer proficiency, familiarity with email usage, and competence in conducting online searches and utilizing digital tools. While San Ignacio University provides orientation to help students develop these skills, having a foundational understanding of technology is essential for success in online courses. Lack of these skills may hinder a student's ability to excel in the course.

Attendance and participation are vital components of federal aid fund management for institutions. In an online course, attendance can be demonstrated through various activities such as submitting assignments or exams, participating in interactive tutorials or discussions, or engaging in academic discussions within online forums. Simply logging into the course is insufficient to indicate academic attendance, as per federal guidelines.

The university operates on a weekly schedule, beginning on Monday at 12:00 a.m. Eastern Standard Time (EST) and concluding on Sunday at 11:59 p.m. (EST). This structured timeframe allows for consistency and facilitates effective planning and organization for students participating in online courses.

Regular and Substantive Interaction in Distance Learning Classes

Communication between faculty and students is vital for student success in online classes at San Ignacio University. As such, instructors are required to engage in regular and substantive interaction with students, providing timely and meaningful feedback on assignments.

Guidelines are integrated into both hybrid and online courses to ensure high-quality instruction. These guidelines include:

- Incorporating course activities that promote active learning and interaction among students.
- Clearly stating classroom response times and providing constructive feedback on assignments.
- Carefully explaining requirements for learner interaction.

Federal regulations define distance education as instruction delivered to students using various technologies to support regular and substantive interaction between students and instructors. This interaction can occur synchronously or asynchronously through technologies such as the internet, audio conferencing, or video transmissions.

Regular interaction refers to consistent communication that occurs predictably and at regular intervals, such as weekly or daily. This interaction is designed to provide equal access to instructors for both online and on-ground students. Substantive interaction, on the other hand, involves academic engagement initiated by the instructor.

Examples of regular interaction include faculty presence and guidance, setting course schedules and deadlines, frequent communication with students, and announcements regarding course assignments. Substantive interaction includes follow-up questions on discussion boards, personalized feedback on assignments, facilitating synchronous or asynchronous interactions through course materials, and conducting synchronous online meetings or chats to explore course content further.

Academic Policies

The academic calendar at San Ignacio University comprises of three terms, each consisting of 15 weeks of instruction. The summer term is an integral part of the academic program at all levels. To aid students in planning their academic paths, a detailed academic calendar is issued by the Registrar's Office. This calendar outlines important dates such as the start and end of each term, registration periods, holidays, examination schedules, and other significant academic events.

San Ignacio University upholds the highest standards of academic integrity, with each student expected to maintain honesty, loyalty, and trustworthiness in all academic endeavors. Violations of academic integrity, including cheating, fabrication or misrepresentation, plagiarism, enabling of academic dishonesty, and obstructing academic progress, are not tolerated.

1. **Cheating:** Intentionally using unauthorized materials, information, or study aids in any academic exercise, such as copying from another student's work, representing someone else's work as one's own, submitting the same work in multiple courses without permission, using electronic devices during exams, procuring stolen evaluation materials, or violating examination rules.
2. **Fabrication or Misrepresentation:** Providing false or altered information, data, or citations in academic exercises, including making false statements about academic credentials, concealing material information, forging signatures, or academic documents, tampering with computer records, falsifying academic information on resumes, or misrepresenting course expectations.
3. **Plagiarism:** Using or representing another person's words, ideas, or sequence of ideas as one's own, including copying someone else's work, quoting, paraphrasing, or summarizing without attribution, copying, or downloading articles or research papers without proper citation, or enabling others to plagiarize by allowing one's work to be used without attribution.
4. **Enabling of Academic Dishonesty:** Allowing one's work to be used by another without appropriate attribution or participating in or failing to report instances of academic dishonesty.
5. **Obstructing Academic Progress:** Actions that hinder academic progress, such as denying access to scholarly resources, providing false information, stealing, or deliberately misplacing, or destroying materials, or altering electronic files without permission.

Violations of academic integrity undermine the credibility of the student, academic program, and university community. San Ignacio University takes such violations seriously and expects all members of the community to adhere to the highest ethical standards in their academic pursuits.

ACADEMIC INTEGRITY PROCEDURES

An 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 involve failing an assignment, receiving a reduced course grade, or other appropriate academic penalties. Instructors may also impose more severe sanctions, such as assigning an F grade for the course (indicating a violation of academic integrity policy) or recommending suspension or dismissal from the University. Remedies could include requiring a substitute assignment, repeating the assignment under supervised conditions, or other suitable academic solutions.

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, Associate Dean, or Academic Coordinator (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., Academic Coordinator, Student Services) 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

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.

In the appeals process, students can appeal decisions related to alleged violations of academic integrity:

1. Appeals to the Associate Dean:

- The Associate Dean evaluates the student's appeal to determine if the accuser followed the Academic Integrity Policy and if the student had sufficient advance notice and opportunity to respond.
- The Associate Dean responds in writing to the student and the instructor or staff member within five academic days after receiving the written appeal.
- Copies of the decision are sent to others copied by the instructor or staff member in the original letter.
- If the student disagrees with the Associate Dean's decision, they have the option to appeal to the Dean of Academic Affairs within five academic days. The appeal should include any information the student deems important to counter the allegation of a violation of academic integrity.

2. Appeals to the Dean of Academic Affairs:

- The Dean of Academic Affairs reviews letters of appeal and any additional documentation provided.
- The Dean communicates the decision in writing to all parties involved within five academic days.
- This appeals process ensures that students have a fair opportunity to address allegations of academic integrity violations and have their cases reviewed by appropriate university officials.

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 Campus:

- 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 beverages previously designated for tasting and any special events previously sanctioned by the Dean of Academic Affairs. Students may engage in the social tasting of wine and spirits through supervised and controlled tastings in the cocktail preparation courses only under the direct supervision of the instructor. Spitting is encouraged, and spit containers will be provided.
- Selling items or promoting services is not authorized by the institution.
- Engaging in gambling games inside the institution.
- Receiving visitors on premises without prior written approval by the President or 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 grievance.
- The process of expulsion can only be sanctioned by the Academics Department.

Expulsion may occur after a student has received one or more suspension. However, if the severity of grievance warrants it, the student may face expulsion without receiving any previous sanction. Expulsion is the permanent removal of the student from the institution, handed down by the Academics Department, given for a serious fault, or after the student has received a series of reprimands and or suspensions. Expulsion from the University will only occur after a full review has been done by the Academics Department, and the student has been allowed to present his/her case in his/her own defense.

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

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

- Breaks 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 unfair disciplinary action, including expulsion from the University. The student may appeal against any such disciplinary action. It is understood that all infractions or broken rules requiring disciplinary action must have been explained to the student by the Academics Department when the decision was reached. It is at the sole discretion of the Academics Department to listen to an appeal or to modify its decision.

STUDENT GRIEVANCE POLICY

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

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

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

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

Types of Grievance:

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

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

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

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

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

The Dean should normally complete a review of the appeal and issue a decision in writing 45 days. That decision is final.

General Provisions- The periods set forth here are guidelines. They may be extended by the administrators or Dean, as applicable, in his or her discretion for good cause (including for reasons relating to breaks in the academic calendar) and will always be extended during summers and the fall closure.

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

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

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

NC-SARA Complaint Process for Florida

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

Requirements

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

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

PROCEDURE FOR GRADE APPEALS

In cases where a student questions the appropriateness of a grade assigned for a course, the following procedures are to be followed:

Initiation of Discussion with Faculty Member: The student must first discuss the matter with the faculty member(s) involved as soon as possible after the grade is assigned, but no later than ten academic days into the next term. Initiation of the discussion can be through email, personal meetings, or telephone calls. Saturday and Sunday are not considered academic days in this context.

Conditions for Grade Changes: Grades are subject to change under specific conditions, including incompletes, errors, and disputes. 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.

Formal Grade Appeal: If a satisfactory resolution is not reached in the initial discussion with the faculty, the student may appeal the decision in writing to the Dean of Academic Affairs or appropriate administrator within seven academic days of the first day of the next term.

The Dean of Academic Affairs or appropriate administrator will review the appeal, communicate with the student and faculty member(s), and decide. The Dean of Academic Affairs will notify the student and faculty member(s) of the decision in writing within ten academic days of receiving the appeal.

Further Complaint Resolution: If students are unable to resolve a complaint through the SIU grievance procedures, they may file a complaint with the Commission for Independent Education, Florida Department of Education, or with the Executive Director of DEAC.

Commission for Independent Education

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

Executive Director/ DEAC

1101 17th Street NW, Suite 808.
Washington, DC 20036

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

Generative Artificial Intelligence Policy

San Ignacio University is dedicated to the advancement of learning and knowledge and supporting the use of generative AI tools. The generative artificial intelligence environment will impact our model of instruction and learning. Generative AI tools, such as Google's Bard and Open AI's ChatGPT have the potential to promote student learning and research activities.

While SIU supports the ethical and responsible use of AI tools, the limitations and risk they present must be considered when using these tools. It is, therefore, incumbent upon faculty and students to avoid such inherent limitations and other emerging risks to the SIU community. This policy contains specific guidelines and regulations that pertain to instruction, learning, and research.

This policy applies to all students and faculty at SIU and governs the use of all generative AI technology, including but not limited to AI-driven software, applications, and platforms.

Definitions

- **Generative AI** – Includes any machine-based technology that can create original content such as texts, images, or videos in response to user prompts, questions, and other inputs.
- **Academic Integrity** – Commitment to trust, honesty, fairness, responsibility, and respect in the completion of academic work.

At San Ignacio University, it is our collective responsibility to promote intellectual honesty and scholarly integrity, which could be compromised using AI-generated content that one submits as their own work.

- *For Students* – The use of generative AI tools to complete an assignment or exam is prohibited.
- *For Faculty* – Faculty members are strongly encouraged to share clear expectations at the start of each semester through the syllabus, class discussion, or policy disclosure on the appropriate use of AI tools.

The advent of AI detection tools has seen claims of accurate detection of AI-generated work. However, the risk of misidentification is real and can wreak havoc in the classroom. At SIU, AI detection is regarded as a guideline and not a grading metric.

San Ignacio University expects all members of the academic community to adhere to these guidelines while using generative AI tools for instruction and learning.

Permissible Uses of AI

- AI tools can be used for idea generation, research purposes, data analysis, and other academic work, provided they comply with this policy.
- Students may use AI for administrative tasks such as scheduling, organizing, and managing study materials.
- AI can be utilized for learning enhancement, such as personalized tutoring and language learning applications.

Prohibited Uses of AI

- AI cannot be used to complete assignments, projects, exams, or any other academic work intended to assess a student's own understanding and abilities.
- Using AI to generate content submitted as a student's own work, including essays, reports, and coding assignments, is strictly prohibited.
- Any form of AI that facilitates cheating, plagiarism, or academic dishonesty is forbidden.

Disclosure and Transparency

- When AI tools are used in any part of academic work, students must disclose the extent and nature of the AI's involvement.
- Students are required to provide proper citations and acknowledgments for any AI-generated content that contributes to their academic work. (Ex. OpenAI. (2022). ChatGPT (Version 3.5) [AI-generated text]. Retrieved from [URL or platform where the conversation occurred])

Ethical Considerations

- Students must ensure that their use of AI complies with ethical standards, including respecting privacy, avoiding biases, and not using AI for malicious purposes.
- Any use of AI must align with the university's code of conduct and broader societal ethical norms.

Reporting and Appeals

- Students have the right to report to the Academics Department any concerns regarding AI misidentification or bias.
- Students may appeal decisions related to the violation of the AI policy through SIU's academic appeals process as outlined in the Catalog.

Training and Security Awareness

- SIU will offer training on the ethical use of AI in the academic environment and best practices for using AI in any academic work.
- Students will learn about the security and privacy risks associated with using AI tools and how to mitigate them.
- Access to workshops and support services will help students manage AI-related challenges.

Enforcement and Penalties

- Violations of this policy will be subject to disciplinary actions as outlined in the Student Handbook under the section on "Academic Integrity."
- Penalties may include a warning, failing a learning activity, receiving a reduced grade in the course, or other academic penalties that are deemed appropriate.

Review and Updates

- This policy will be reviewed annually to ensure it remains relevant and effective with technological advancements and evolving ethical standards.
- Updates will be made as necessary, and students and faculty will be informed of any changes.

CLASSIFICATION/CLASS STANDING

Undergraduate class standing (i.e., year in school) is determined by the number of credits completed, and it is based on credit hours earned, not merely credit hours attempted. Grades F and the marks I and W do not contribute toward credit hours earned and thus are not considered in determining class standing. Classification is as follows:

- Less than 30 credits, classification will be First Year (FY)
- Greater than or equal to 30 credits but less than 60 credits, classification will be Second Year
- Greater than or equal to 60 credits but less than 90 credits, classification will be Third year
- Greater than or equal to 90 credits, classification will be 4th Year

Students who have a bachelor's degree and are working toward another undergraduate degree typically have a class standing of senior. Transfer students without a degree will have a class standing based on credits accepted by the University.

Course Load: Students should be aware of the criteria for determining their enrollment status full-time or half-time, as this can impact on their eligibility for financial aid, visa status (for international students), and other benefits.

- **Full-time status:** Requires enrollment in at least 12 or more credit hours during the spring, summer, and fall terms.
- **Half-time status:** Requires enrollment in a minimum of 6 credit hours during the spring, summer, and fall terms.

Students who drop courses during a term and reduce their course load will have their enrollment status adjusted accordingly based on their reduced course load. This adjustment may affect their eligibility for certain benefits or programs, so it's important for students to understand the implications of dropping courses. Students who drop courses during a term will have their enrollment status adjusted according to their new course load. This adjustment may affect their eligibility for certain benefits or programs.

Re-admission to the University Policy

Students who have not been enrolled for two or more consecutive terms need to apply for readmission to return to active status. This applies to students who officially withdrew from the university or were academically dismissed due to SAP (Satisfactory Academic Progress). This summary below provides students with a clear understanding of the readmission process and the requirements they need to fulfill to re-enroll at San Ignacio University.

International students must follow specific procedures to regain F-1 status if their SEVIS record has been terminated.

- **Application Process:** Applicants seeking readmission must adhere to the same priority processing deadlines as new student applicants. San Ignacio University reserves the right to review all student materials as part of the readmission process.
- **Requirements for International Students:** International students must obtain 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 to resume their studies.
- **Transcript Submission:** Students who attended another college or university during their absence from San Ignacio University must provide transcripts of their credits.

Academic and Financial Status: Academic and financial status restrictions are checked during the application review process. Students with outstanding payments may

be denied admission until financial obligations are resolved. Students serving a suspension or not in good academic standing may be denied admission until appeal processes are completed.

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

ACADEMIC REGULATIONS AND PROCEDURES UNITS OF CREDIT

This policy outlines the guidelines for assigning semester credit hours at San Ignacio University (SIU) and emphasizes the importance of measuring student work and engagement to determine credit hours accurately. Each course at SIU is measured based on the achievement of established learning outcomes and the amount of time a typical student should spend to accomplish these outcomes. One semester credit hour requires a minimum of 45 hours of student work, with 15 hours focused on academic engagement and 30 hours on student preparation.

Components of Student Work- Academic engagement includes active participation in instructional activities related to the course, such as attending classes (synchronous or online), submitting assignments, and participating in discussions. Preparation includes homework activities such as reading, studying, completing assignments, and projects.

For example, a three-semester credit hour course requires a minimum of 135 hours of student work, divided into 45 hours of academic engagement and 90 hours of student preparation.

Use of University Clock/Credit Hour Worksheet- The university utilizes a worksheet to estimate the time a student should spend to achieve course learning outcomes and substantiate semester credit hours awarded for all courses. Both online and hybrid courses must meet the same total hour requirements.

Definition of Direct Instruction and Out-of-Class Student Work- Direct instruction includes various forms of faculty-led activities and interactions, such as lectures, discussions, exams, and assignments. Out-of-class student work encompasses independent study activities like reading, assignments, projects, and research.

The policy aligns with federal regulations regarding credit hours, ensuring that credit hours reflect the amount of student work required. Distance education courses are required to have regular and substantive instructor-initiated interactions to support student engagement and learning.

Regular and Substantive Interaction:

- Regular interaction involves scheduled and predictable interactions between instructors and students throughout the course.
- Substantive interaction includes engaging students in teaching, learning, and assessment activities, ensuring active participation and feedback.

Undergraduate and Non-degree Programs

The undergraduate and non-degree programs offered at San Ignacio University are designed to provide students with a variety of academic pathways and opportunities for professional development. Listed below are programs available:

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

While **completing a course or program in a language other than English may have implications for employability in English-speaking environments**, the language proficiency gained from programs such as the Diploma in English as a Second Language can enhance communication skills and broaden career opportunities in multicultural settings.

ENGLISH AS A SECOND LANGUAGE DIPLOMA 900 HOURS

Program Description

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

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

The ESL program features curricula created specifically to meet the academic needs of SIU's diverse student body.

Placement Exam - Before starting the program, the student will be administered a placement exam to determine his/her level of English proficiency. Additionally, students are evaluated by instructors, who appropriately distribute grades indicating learning and growth. Grading components include grammar, oral communication, reading, writing, and integrated language skills. Students who have not satisfied all requirements will need to repeat the course.

The program focuses on academic English and ranges in level from Basic to advanced (depending on students' placement scores). The ESL program includes a minimum of 18 hours of reading, writing, grammar, speaking, listening, vocabulary, and content-based course instruction per week; with a total hour of instruction of 18 clock hours per week. Each level is 10 weeks long. Students must complete all subsequent levels of ESL before they are permitted to take English Composition I.

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

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

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

ESL 300-304	ESL Level 3: This course will focus on the application of lessons aligned to teach students skills in American English through a sequence of culture notes, and listening, speaking, reading, writing techniques. Throughout the course, activities will reinforce the listening, vocabulary, and grammar skills developed in the three prior levels and include a segment on pronunciation. Students develop a robust process-writing approach; writing worksheets help them recognize shapes, and write letters and numbers, while alphabet and number cards promote partner and group work. Reading is combined with writing and listening practice for an integrated approach to ensure greater understanding. Self-assessments also provide an opportunity for students to reflect on their learning and support learner persistence. This class will provide a foundation to enable student success at the next level.	
Level 4	Transition	180
ESL 400-404	ESL Level 4: This course will focus on the application of lessons aligned to teach students skills in American English through a sequence of culture notes, and listening, speaking, reading, writing techniques. Throughout the course, activities will reinforce the listening, vocabulary, and grammar skills developed in the four prior levels and include a segment on pronunciation. Students develop a robust process-writing approach; writing worksheets help them recognize shapes, and write letters and numbers, while alphabet and number cards promote partner and group work. Reading is combined with writing and listening practice for an integrated approach to ensure greater understanding. Self-assessments also provide an opportunity for students to reflect on their learning and support learner persistence. This class will provide a foundation to enable student success for the preparation of TOEFL which is an integral part of this level.	
Program Total		900

ASSOCIATE IN ARTS DEGREE IN BUSINESS

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

Program Description

The associate in 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:

- Examine key concepts and theories related to program content – utilizing critical thinking and academic writing skills.
- Use appropriate sentence structure and vocabulary.
- Write in a unified and coherent manner appropriate to the subject matter.
- Demonstrate knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, world history, and government.
- Identify the concepts of organizational behavior.
- Recognize ethical issues and translate ethical concepts into responsible behavior in a business environment.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, and civic engagement.
- Incorporate diverse cultural perspectives into business decisions.
- Demonstrate an understanding of the principles and applications of business communications.
- Examine the interaction of social, governmental, and legal constraints in the business world.
- Express an understanding of the contemporary business environment.

ASSOCIATE IN ARTS DEGREE IN BUSINESS PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 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
Semester 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
ACG2001	Principles of Accounting I	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Semester 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
Semester 4		
ECO2023	Principles of Microeconomics*	3
ACG2071	Managerial Accounting	3
MAR1011	Principles of Marketing	3
FIN2220	Finance	3
BUL2241	Business Law I	3
	TOTAL CREDITS:	60

*General Education Classes 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 IN ARTS DEGREE IN INTERNATIONAL BUSINESS
Duration of Program: 60 Credits, 60 Weeks, or 4 Terms (15 weeks in length)

Program Description

The Associate in Arts 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 numerous factors that must be considered when launching an international operation. In addition, this program should increase the students' capability to comprehend the nature of international business at a micro and macro level. In this sense, this degree combines specialized courses in international business, humanities, sciences, economics, accounting, and mathematics.

Program Objective

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

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

- Examine key concepts and theories related to program content – utilizing critical thinking and academic writing skills.
- Write in a unified and coherent manner appropriate to the subject matter.
- Use appropriate sentence structure and vocabulary.
- Demonstrate knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, world history, and government.
- Identify the concepts of organizational behavior.
- Recognize ethical issues and translate ethical concepts into responsible behavior in a business environment.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, and civic engagement.
- Incorporate diverse cultural perspectives into business decisions.
- Demonstrate an understanding of the principles and applications of business communications.
- Demonstrate an understanding of the international economic environment.
- Demonstrate an understanding of the international business environment.
- Demonstrate an understanding of international marketing practices.
- Demonstrate an understanding of the complexities of business management practices.

ASSOCIATE IN ARTS DEGREE IN INTERNATIONAL BUSINESS PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 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
Semester 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Semester 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
Semester 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MAN2614	International Trade	3
FIN2220	Finance	3
GEB2351	International Current Business Practices	3
TOTAL CREDITS:		60

***General Education Classes** 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 IN ARTS DEGREE IN MARKETING

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

Program Description

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

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

- Examine key concepts and theories related to program content – utilizing critical thinking and academic writing skills.
- Write in a unified and coherent manner appropriate to the subject matter.
- Use appropriate sentence structure and vocabulary.
- Demonstrate knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, world history, and government.
- Identify the concepts of organizational behavior.
- Recognize ethical issues and translate ethical concepts into responsible behavior in a business environment.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, and civic engagement.
- Incorporate diverse cultural perspectives into business decisions.
- Demonstrate an understanding of the principles and applications of business communications.
- Express an understanding of the leading marketing concepts, including the social, legal, economic, ethical, and technological influences related to the field.
- Review the principles of customer service and consumer behavior.
- Identify how to recognize and implement marketing strategies.
- Demonstrate an understanding of the key aspects of marketing management.

ASSOCIATE IN ARTS DEGREE IN MARKETING PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 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
Semester 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Semester 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
Semester 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MKA1511	Advertising	3
MKA2021	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 IN ARTS DEGREE IN HOSPITALITY MANAGEMENT
Duration of Program: 60 Credits, 60 Weeks, or 4 Terms (15 weeks in length)

Program Description

The Associate in Arts 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 in Arts 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.

Program Outcomes: Upon completion of The Associate in Arts in Hospitality Management Program, students will be able to:

- Analyze and solve problems, using appropriate tools and technology,
- Communicate effectively in oral and written communication,
- Write in a unified and coherent manner appropriate to the subject matter.
- Use appropriate sentence structure and vocabulary.
- Demonstrate knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, world history, and government.
- Develop a range of leadership skills and abilities such as motivating others, leading changes, and resolving conflicts.
- Recognize the challenges and opportunities of working effectively with people in a diverse environment.
- Recognize ethical issues and translate ethical concepts into responsible behavior in a business environment.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, and civic engagement.
- Incorporate diverse cultural perspectives into business decisions.
- Demonstrate an understanding of the principles and applications of business communications.
- Interpret the fundamental principles of essential hospitality management functions.
- Demonstrate professional behavior and competencies in customer service.

ASSOCIATE IN ARTS DEGREE IN HOSPITALITY MANAGEMENT PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 1		
ENC1101	English Composition I*	3
HFT1101	Introduction to Hospitality Industry	3
MAC1105	College Algebra*	3
SPC1600	Introduction to Public Speaking*	3
PHI2600	Introduction to Ethics*	3
Semester 2		
ENC1102	English Composition II*	3
GEB1011	Introduction to Business	3
HFT1212	Food Sanitation Management	3
HFT2220	Organization and Personnel Management	3
HLP1081	Total Wellness*	3
Semester 3		
ACG2001	Principles of Accounting I	3
AMH2020	American History*	3
ECO2013	Principles of Macroeconomics*	3
HFT2250	Hospitality Facility Design and Operations	3
STA2023	Statistics*	3
Semester 4		
PSY2012	General Psychology*	3
ECO2023	Principles of Microeconomics*	3
EVR1009	Environmental Science*	3
HFT2300	Food and Beverage Management	3
MNA1161	Introduction to Customer Service	3
TOTAL CREDITS:		60

***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**

BACHELOR OF ARTS IN BUSINESS
120 credits, 120 Weeks or 8 Terms (15 weeks in length)

Program Description

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

Program Objective

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

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

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

BACHELOR OF ARTS IN BUSINESS PROGRAM OUTLINE		
Semester 1		Credits
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Semester 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
ACG2001	Principles of Accounting I	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Semester 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
Semester 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		
MAC2107	College Algebra II*	3
PSY2012	General Psychology*	3
WOH1001	World History*	3
FRE1121	French I	3
MAN3072	Strategic Management	3
Semester 6		
MAN3022	Human Resource Management	3
GEB2361	Global Business Strategy	3
BUL3422	Business Law II	3
FIN3400	Financial Management	3
GEB3150	Entrepreneurship	3
Semester 7		
MAN3073	Operations and Supply Chain Management	3
MAN3081	Organizational Behavior	3
LDR3371	Leadership and Communication	3
MKT3081	Marketing Research	3
GEB3220	Negotiation	3
Semester 8		
MKT3082	E-Marketing	3
MAN3082	Business Management	3
STA3021	Statistics II	3
MKA2932	Marketing Management	3
MAN4900	Business Capstone	3
	TOTAL CREDITS:	120

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

120 Credits, 120 Weeks or 8 Terms (15 weeks in length)

Program Description

The Bachelor of Arts in Hospitality Management program is designed to address the increased hospitality 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 hospitality 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 customer service. Students would be able to enter the hospitality field, like hotels, cruise lines, event planning, food & beverage operations, and travel agencies.

Program Objective

The Bachelor of Arts 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 the hospitality field.

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

- Analyze and solve problems, using appropriate tools and technology.
- Communicate effectively in oral and written communication.
- Write in a unified and coherent manner appropriate to the subject matter.
- Use appropriate sentence structure and vocabulary.
- Demonstrate knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, world history, and government.
- Develop a range of leadership skills and abilities such as motivating others, leading changes, and resolving conflicts.
- Recognize the challenges and opportunities of working effectively with people in a diverse environment.
- Recognize ethical issues and translate ethical concepts into responsible behavior in a business environment.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, and civic engagement.
- Incorporate diverse cultural perspectives into business decisions.
- Interpret the fundamental principles of essential hospitality management functions.
- Demonstrate professional behavior and competencies in customer service.

BACHELOR OF ARTS IN HOSPITALITY MANAGEMENT PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 1		
ENC1101	English Composition I*	3
HFT1101	Introduction to Hospitality Industry	3
MAC1105	College Algebra*	3
SPC1600	Introduction to Public Speaking*	3
PHI2600	Introduction to Ethics*	3
Semester 2		
ENC1102	English Composition II*	3
GEB1011	Introduction to Business	3
HFT1212	Food Sanitation Management	3
HFT2220	Organization and Personnel Management	3
HLP1081	Total Wellness*	3
Semester 3		
ACG2001	Principles of Accounting I	3
AMH2020	American History*	3
ECO2013	Principles of Macroeconomics*	3
HFT2250	Hospitality Facility Design and Operations	3
STA2023	Statistics*	3
Semester 4		
PSY2012	General Psychology*	3
ECO2023	Principles of Microeconomics*	3
EVR1009	Environmental Science*	3
HFT2300	Food and Beverage Management	3
MNA1161	Introduction to Customer Service	3
Semester 5		
HFT2400	Food and Beverage Management II	3
HFT2450	Wine & Beverage Services Management	3
HFT2500	Hospitality Marketing	3
HFT2610	Hospitality Law	3
FRE1121	French I	3
Semester 6		
HFT3100	Food and Beverage Cost Control	3
MAN3022	Human Resource Management	3
HFT3200	Club and Outdoor Facilities Management	3
HFT3263	Restaurant Management	3
HFT3300	Sustainable Tourism and Travel Management	3
Semester 7		
HFT3400	Hospitality Revenue Management and Data Analytics	3
HFT3600	Hospitality Managerial Accounting	3
HFT3700	Hotel Operations	3
HFT3750	Hotel Sales Management	3
GEB3220	Negotiation	3
Semester 8		
HFT3800	Catering and Special Event Management	3
HFT4500	Systems of Accounts in the Hospitality Industry	3
HFT4600	Strategic Hospitality Management	3
HFT4700	Purchasing and Menu Planning	3
HFT4900	Hospitality Management Capstone	3
Total Credits		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**

BACHELOR OF ARTS IN INTERNATIONAL BUSINESS

120 Credits, 120 Weeks or 8 Terms (15 weeks in length)

Program Description

The Bachelor of Arts in International Business program develops the skills required to potentially advance in an international business career. Our Bachelor of Arts in International Business program 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:

- Examine key concepts and theories related to program content – utilizing critical thinking and academic writing skills.
- Write in a unified and coherent manner appropriate to the subject matter.
- Use appropriate sentence structure and vocabulary.
- Demonstrate knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, world history, and government.
- Identify the concepts of organizational behavior.
- Recognize ethical issues and translate ethical concepts into responsible behavior in a business environment.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, and civic engagement.
- Incorporate diverse cultural perspectives into business decisions.
- Demonstrate an understanding of the principles and applications of business communications.
- Demonstrate an understanding of the international economic environment.
- Demonstrate an understanding of the international business environment.
- Demonstrate an understanding of international marketing practices.
- Demonstrate an understanding of the complexities of business management practices.

BACHELOR OF ARTS IN INTERNATIONAL BUSINESS PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 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
Semester 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Semester 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
Semester 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MAN2614	International Trade	3
FIN2220	Finance	3
GEB2351	International Current Business Practices	3
Semester 5		
ACG2011	Principles of Accounting II	3
PSY2012	General Psychology*	3
WOH1001	World History*	3
FRE1121	French I	3
MAN3072	Strategic Management	3
Semester 6		
MAN3022	Human Resource Management	3
GEB2361	Global Business Strategy	3
BUL2241	Business Law I	3
FIN3400	Financial Management	3
GEB3150	Entrepreneurship	3
Semester 7		
MAN3073	Operations and Supply Chain Management	3
MAN3081	Organizational Behavior	3
LDR3371	Leadership and Communication	3
MKT3081	Marketing Research	3
GEB3220	Negotiation	3
Semester 8		
MKT3082	E-Marketing	3
MAN3082	Business Management	3
GEB3362	International Freight and Insurance	3
ACG2071	Managerial Accounting	3
GEB4900	International Business Capstone	3
	TOTAL CREDITS:	120

BACHELOR OF ARTS IN MARKETING

120 Credits, 120 Weeks or 8 Terms (15 weeks in length)

Program Description

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

Program Objective

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

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

- Examine key concepts and theories related to program content – utilizing critical thinking and academic writing skills.
- Assess the value of life-long learning.
- Write in a unified and coherent manner appropriate to the subject matter.
- Use appropriate sentence structure and vocabulary.
- Demonstrate knowledge in the areas of science, social sciences, arts and humanities, and basic subjects including mathematics, English, World history, and government.
- Identify the concepts of organizational behavior.
- Recognize ethical issues and translate ethical concepts into responsible behavior in a business environment.
- Examine program content in relation to ethical reasoning, social responsibility, global citizenship, and civic engagement.
- Incorporate diverse cultural perspectives into business decisions.
- 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.
- Compare the ways in which the various social science disciplines of psychology, sociology, and anthropology impact consumer behavior in the marketplace.
- Identify the theoretical foundation and practical applications for helping organizations adapt their marketing and management strategies to succeed domestically and internationally.

BACHELOR OF ARTS IN MARKETING PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 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
Semester 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Semester 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
Semester 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MKA1511	Advertising	3
MKA2021	Business Management and Consumer Behavior Analysis	3
MKA2932	Marketing Management	3
Semester 5		
ACG2011	Principles of Accounting II	3
PSY2012	General Psychology*	3
WOH1001	World History*	3
FRE1121	French I	3
MAN3011	Distribution Channels	3
Semester 6		
MKT3022	Services Marketing	3
GEB2361	Global Business Strategy	3
MAR3042	Consumer Behavior	3
FIN2220	Finance	3
MKT3061	Business To Business Marketing	3
Semester 7		
MAN3071	Brand Management	3
MAN3081	Organizational Behavior	3
LDR3371	Leadership and Communication	3
MKT3081	Marketing Research	3
GEB3220	Negotiation	3
Semester 8		
MKT3082	E-Marketing	3
MAN3082	Business Management	3
GEB3520	Pricing and Profitability Decision Making	3
MAN4092	Promotion Management & Integrated Marketing Communications	3
MKT4900	Marketing Capstone	3
	TOTAL CREDITS:	120

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 SPORTS AND FITNESS MANAGEMENT

120 Credits, 8 Terms (15 weeks in length)

Program Description

The Bachelor of Science in Sports and Fitness Management program 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 unique events. Graduates from the program will gain knowledge and skills that are important for any career in Sports and Fitness management.

Program Objective

Students majoring in Sports 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 Sports and Fitness Management program, students will:

- Evaluate situations by considering reflective judgment, information analysis and plurality of opinions to solve problems in a creative and effective way.
- Use oral and written communication skills to understand, produce arguments, and express ideas clearly and coherently.
- Apply factual and conceptual knowledge based on the search for information, elaboration of inferences, and integration of ideas, as well as mathematical, logical, and statistical skills to interpret data, elaborate hypotheses, and produce the latest information.
- Apply knowledge and understanding of working as part of a team and / or leading it, cooperating in the responsibilities, organization, and execution of tasks to achieve the proposed objectives.
- Analyze ethical and social responsibility aspects in content and academic literature as social action, social relations, institutions, and social structures to integrate them into their future business activity.
- Develop knowledge and understanding of business management concepts and understanding of different disciplines related to business to have a clear organizational vision of organizations.
- Develop critical understanding and knowledge 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.

BACHELOR OF SCIENCE IN SPORTS AND FITNESS MANAGEMENT PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 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
Semester 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
Semester 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
Semester 4		
ECO 2023	Principles of Microeconomics	3
MAR 2141	International Marketing	3
MAN 2614	International Trade	3
FIN 2220	Finance	3
GEB 2351	International Current Business Practices	3
Semester 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
Semester 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
Semester 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
SFM 4060	Sports & Fit Mgmt. Practicum	3
Semester 8		
SAL4020	Sport Analytics	3
SPC 4030	Care and Prevention of Athletics Injuries	3
SET 4000	Ethical Considerations in Sports and Fitness	3
SFMI 4700	Sports & Fit Mgmt. Practicum II	3
SEM 4900	Seminar in Sports and Fitness Management (Capstone)	3
TOTAL:		120



Graduate Programs

GRADUATE ADMISSION PROCEDURES

Admissions Process: The admissions process is designed to identify and admit qualified candidates who demonstrate the potential to succeed academically, contribute positively to the university community, and achieve their educational and career goals through graduate study. Prospective students are required to apply and submit their application fee. The admissions evaluate applicants' academic transcripts to assess their performance, and overall academic achievement to ensure students are qualified to the program in which they are applying. Admitted students are required to complete their enrollment forms by the specified deadline. Upon confirmation, students are officially admitted to the university and provided with access to university resources, orientation materials, and academic advising services.

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

F1 requirements - **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 SEVIS. To allow adequate processing time, the fee must be paid:

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

How will the payment be verified?

- The payment will be recorded with the SEVIS system. However, it is recommended that the paper I-797 or the Internet-generated receipt be brought to the visa interview.
- DHS will issue an official paper receipt (I-797) for every payment received.
- Individuals who file electronically will be able to print an electronic receipt immediately at the time of payment.

For any academic credit earned at an international institution that a student wishes to have considered for transfer credit, the following steps need to be taken:

- **Obtain Official Transcripts:** Request official transcripts from the international institution where the credits were earned.
- **Translation into English:** Have the official transcripts fully translated into English equivalent. The translation should be accurate and complete, ensuring that all information on the original transcripts is accurately conveyed in English.

- **Use an Approved Translation Company:** The translation of transcripts must be completed through a company approved by San Ignacio University. These approved translation companies are not affiliated with the university but are recognized for their expertise in translating academic documents accurately.
- **Send Translated Transcripts to the School:** Once the translation is complete, the translated transcripts should be sent directly to San Ignacio University for evaluation. It's essential to follow the university's guidelines for submitting transcripts, including any specific instructions for international transcripts.
- **Evaluation of Transfer Credits:** San Ignacio University will evaluate the translated transcripts to determine the transferability of credits earned at the international institution. This evaluation will consider factors such as the content, level, and comparability of the courses completed abroad to the university's curriculum and degree requirements.

Technology Requirements and Security and Verification of Student Identity

Prospective students interested in enrolling in online programs at San Ignacio University must meet certain criteria to ensure their success in an online learning environment. Students should demonstrate the ability to thrive in an online learning environment. This may include self-discipline, time management skills, motivation, and the ability to work independently.

To effectively participate in a distance education course, students must ensure that their devices meet the following minimum requirements:

Desktop or Laptop CPU:

- Minimum: 1GHz CPU
- Recommended: 2.5 GHz or higher
- Pentium D or higher

Memory (RAM):

- Minimum: 1 GB
- Higher RAM is recommended for smoother performance.

Video Resolution:

- Minimum: 1024x728

Internet Connection:

- Minimum: 1 Mbps (fixed or wireless)
- Recommended: A minimum of 3 Mbps for optimal performance.

Audio Equipment:

- Microphones and audio headphones are required for participation in online discussions and activities that involve audio communication.

Web Browser:

- Mozilla Firefox version 22 or Chrome are recommended. Other browsers may also be compatible, but these are preferred for best performance.

Operating System:

- Windows XP or newer versions are supported.

Additional Software:

- Acrobat Reader: Required for viewing PDF documents.
- Macromedia Flash Player: Some features may require Flash.
- Microsoft Office or Open Office: Required for creating and editing documents, spreadsheets, presentations, etc.

Webcam:

- Required for activities that involve video feedback from students, video test proctoring, or other third-party tools.
-

It is important to note that while Canvas is supported on Android and iOS mobile devices, it is optimized for desktop displays. Certain features may not be available on mobile devices due to limitations such as the lack of Flash support. Therefore, it's highly recommended to use a desktop or laptop for assignments, discussion posts, and quizzes to ensure full functionality. [Will Canvas Work on My Mobile Device?](#)

*Canvas is optimized for desktop displays.

For optimal use of the Canvas learning management system and participation in online courses at San Ignacio University, it's important for students to ensure they have the necessary plugins, software, and connectivity requirements. Here's a summary:

Plugins:

- **Flash:** Required for recording audio and video in the Canvas Rich Content Editor. Note that Flash may not be supported by some browsers.
- **Java:** Required for screen sharing in Conferences. Note that some browsers do not support Java.
- **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:** Necessary for reading PDF files downloaded from the student course. Most browsers already have a PDF reader add-on.
- **Text Editor:** Needed for preparing written work. Options include Microsoft Word, Google Docs (from the student Gmail account), Notepad, or other text editors.

Screen Readers:

- **Macintosh:** Use the latest version for Safari.
- **PC:** Use the latest version of Internet Explorer or Firefox.
- Note that there is no screen reader support for Canvas in Chrome.

Internet Connection:

- Ensure a reliable high-speed internet connection for access to the educational platform, digital resources, classes, and video conferences.
- It's recommended to access Canvas with a computer that supports updated browser versions.
- Students and teachers are responsible for their own computers (hardware/software) and internet connection.

TECHNICAL SUPPORT OPTIONS

In case students encounter difficulties completing tasks or accessing the system, they can seek technical support via the following channels:

Technical Support:

- Email: jcastro@sanignaciouniversity.edu ,
- Phone: 305-629-2929 x4029

Assistance with Canvas:

- Email: helpdesk@sanignaciouniversity.edu (available 24/7)

Academic Support for Students:

- Email: academics@sanignaciouniversity.edu

Library Support:

- Email: library@sanignaciouniversity.edu

Moreover, students can communicate with teachers/tutors through the following means:

- Internal Classroom Messaging: For individual queries related to academic performance hindrances (non-academic issues)
- Inquiry Forums: Available on all online courses to address topic-related questions submitted by students.

For proctored exams, San Ignacio University utilizes Proctorio to verify student identity. Proctorio integrates seamlessly with the Learning Management System, Canvas, providing various features such as identification verification, automated proctoring, lockdown functionality, plagiarism detection, and single sign-on capability. Access to exam content is safeguarded, and support is available 24/7/365 for students, faculty, and staff. Students must demonstrate their identity at the beginning of each exam by displaying photo identification, such as a driver's license or passport, to the camera. Throughout the exam, students are required to remain visible, with only approved university staff having access to review screen, video, and audio recordings while ensuring student privacy.

San Ignacio University prioritizes the security of classes and student identity verification, employing the following measures:

- All classes are securely accessed through Canvas.
- Students are enrolled in classes based on their schedule preferences and course requirements, accessing classes via password-protected Canvas accounts.
- Students are enrolled in classes based on their assigned schedule and course requirements, accessing classes via password-protected Canvas accounts.
- Access to classes in Canvas is granted only with student login credentials that are provided to each student. Upon accessing the platform, students can view their courses on the dashboard.

International students seeking admission to San Ignacio University must demonstrate proficiency in English through recognized tests such as TOEFL, IELTS, Pearson Test of English Academic, Duolingo English Test, Michigan English Test, or the College Board Accuplacer ESL Exam Series. Alternatively, they can provide evidence of completing high school or a minimum number of credit hours in an English-instructed institution.

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

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

Please note: All courses at San Ignacio University are conducted in both English and Spanish.

For programs offered in Spanish: For applicants, whose first language is not Spanish, San Ignacio University requires evidence of Spanish language proficiency. The university accepts official tests that align with the Common European Framework of Reference for Languages (CEFR), such as the DELE or SIELE exams, which certify a B2 proficiency level or higher. Additionally, proficiency exams that certify levels equivalent to a CEFR level of B2 may also be considered.

Academic Policies: Students enrolled at San Ignacio University are expected to follow all the terms outlined in this catalog, as well as any supplements or addenda to the catalog, and all university policies. It is the responsibility of each student to familiarize themselves with the information presented in this catalog and any additional materials provided by the university.

Non-Discrimination Statement: San Ignacio University is committed to providing equal opportunities to all individuals, in compliance with Civil Rights Legislation. As such, the 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.

Graduate Student Classifications

Each student who registers at the University will be assigned a classification. Classification will be made at the time of entry to the university and reclassification will be made every semester.

CLASSIFICATION	DEFINITION
G1	First-year graduate student (less than 18 semester hours)
G2	Second-year graduate student (18 or more semester hours)
G3	Third- year graduate student (27 or more semester hours)

Course Load

- Full-Time Graduate Student
 - has matriculated into a degree-program
 - has a maximum of 9 credits per semester
- Part-Time Graduate Student
 - has applied and been accepted to a graduate degree program
 - has less than 9 credits per semester
 - may have restrictions related to financial aid

Graduate Cost of Attendance

The cost of attendance estimation for a student encompasses educational expenses for a given academic enrollment period. This policy applies to all SIU students. The U.S. Department of Education permits certain educational expenses to be factored into a school's Cost of Attendance (COA) determination. The COA serves as a limit on the amount of financial aid a student may receive.

Tuition Per Credit Hour Breakdown

San Ignacio University (SIU) charges \$510.00 per credit hour for graduate courses. The Cost of Attendance (COA) outlined below applies to both full-time and part-time graduate students. Tuition rates are the same for online and hybrid courses. Full-time status includes enrollment in **9+ credit hours per semester** (27 credits for Spring, Fall and Summer combined), while part-time status refers to enrollment in fewer than 9 credits per semester.

Graduate Programs Full Time Hybrid & online	Spring Summer Fall
	OFF CAMPUS
TUITION & FEES	\$13,770*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$1,480
LIVING EXPENSES - HOUSING	\$7,500
LIVING EXPENSES - FOOD	\$0
TRANSPORTATION	\$0
MISCELLANEOUS PERSONAL EXPENSES	\$0
ESTIMATED DIRECT COSTS:	
Payable To SIU And Reflected on Student's Ledger (* Items)	\$13,770
ESTIMATED INDIRECT COSTS:	\$8,980
TOTAL	\$22,750
Graduate Programs Part-Time Hybrid& online	Spring Summer Fall
	OFF CAMPUS
TUITION & FEES	\$9,180*
BOOKS, COURSE MATERIALS, SUPPLIES AND EQUIPMENT	\$1,480
LIVING EXPENSES - HOUSING	\$7,500
LIVING EXPENSES - FOOD	\$0
TRANSPORTATION	\$0
MISCELLANEOUS PERSONAL EXPENSES	\$0
ESTIMATED DIRECT COSTS:	
Payable To SIU And Reflected on Student's Ledger (* Items)	\$9,180
ESTIMATED INDIRECT COSTS:	\$8,980
TOTAL	\$18,160

Housing: San Ignacio University does not offer on-campus dormitory facilities or assistance in finding housing. However, there are generally housing options available near the institution. The average cost of a home in the area is around \$400,000 and rent for a one-bedroom apartment typically averages \$1,500 per month, though prices may vary based on the specific location.

The COA estimates are provided for planning purposes and are utilized to determine eligibility for federal and state financial aid for a full-time student during an academic year.

Payment Schedule: Tuition payments are due as specified in the enrollment agreement signed by the student. In the event of a returned tuition payment due to insufficient funds, San Ignacio University (SIU) reserves the right to drop all current and future classes for the student. The student will be notified of this action and may incur a return charge. Additionally, SIU may require students who have issued multiple checks with insufficient funds to make all future payments via cashier's check, cash, or money order.

Right to Cancel: A student has the right to cancel their agreement for a program of instruction at San Ignacio University without penalty or obligations. This can be done through attendance at the first-class session or within the first seven (7) days of enrollment, whichever is later. After the cancellation period ends, the student retains the right to withdraw from school at any time and receive a pro rata refund. Students who receive Federal student aid are subject to the Return of Title IV Funds Policy. When a student is withdrawn from the University for any reason, a refund calculation will be performed, and any monies due back will be refunded within 30 days of the date of determination (DOD).

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

The Family Educational Rights and Privacy Act (FERPA) grants eligible students' specific rights regarding their education records at San Ignacio University. An "eligible student" under FERPA is defined as a student who is 18 years of age or older or attends a post-secondary institution at any age. These rights encompass:

4. **Right to Inspect and Review:** Students have the right to inspect and review their education records within 45 days of the University receiving a request for access. To do so, a student must submit a written request to the Registrar identifying the records they wish to inspect. The school official will facilitate access and inform the student of the time and place for inspection. If the requested records are not maintained by the contacted official, the student will be directed to the correct authority. Additionally, students have the right to request the correction of any inaccurate, misleading, or privacy-violating information in their education records.
5. **Right to Consent for Disclosure:** San Ignacio University requires written consent from students before disclosing personally identifiable information (PII) from their education records, except in specific circumstances outlined by FERPA. These exceptions include disclosure to school officials with legitimate educational interests, such as certain staff members and committee members, or to officials of other institutions where the student seeks or intends to enroll. School officials are defined broadly and may include employees, volunteers, or contractors directly controlled by the university for educational purposes.
6. **Right to File Complaints:** Students have the right to file complaints with the U.S. Department of Education if they believe the university has failed to comply with FERPA requirements. Complaints should be directed at the Family Policy Compliance Office at the following address:

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

These rights are intended to safeguard students' privacy and ensure the accuracy and integrity of their education records in accordance with FERPA regulations.

Academic Information: Class Schedules and Program Lengths: Programs at San Ignacio University operate on a semester-based schedule, with new classes commencing every 15 weeks. Students are assigned to appropriate classes for their program by the Academics department. The term begins on the first day of classes, and students can register for classes up until the end of the add/drop period. To accommodate the diverse needs of our students, online, morning, afternoon, and evening sessions are available. During each scheduled hour of class, students are allotted a 10-minute break. The duration of our programs varies depending on the degree level:

- Master's Degree programs typically range from 1.5 to 3 years.

To complete their programs within the specified timeframe, students may need to attend consecutive terms throughout their program.

Additional Out-of-Class Work: All courses at San Ignacio University incorporate additional out-of-class work as part of the official program requirements. This may include supplementary reading and writing assignments, projects, or reports assigned by the course instructor. The completion of this additional work is evaluated by the instructor and contributes to the student's final grade in each course.

Interactive Classrooms: As part of the instructional process, students at San Ignacio University experience interactive classrooms. These virtual classrooms provide an engaging and interactive learning environment, allowing students to participate in discussions, collaborate with peers, and interact with instructors remotely. At San Ignacio University, we are committed to providing a dynamic and supportive learning environment that prepares students for success in their chosen field.

Prerequisite Requirements and Course Numbering: Program Prerequisite Requirements refer to the specific criteria or coursework that students must complete before they are eligible to enroll in a particular academic program or course. These prerequisites ensure that students have the necessary background knowledge, skills, or competencies to succeed in the program. Prerequisite requirements vary depending on the program's level (e.g., undergraduate or graduate), discipline, and specific requirements set by the institution or department.

Course numbering, on the other hand, refers to the system used by the university to assign unique identifiers to individual courses within a program's curriculum. Course numbers include a combination of letters and numbers that convey information about the course's level, subject area, and sequence within the program. In a graduate program, course numbering follows a similar structure, with higher numbers indicating more advanced or specialized courses at the master's level.

Specific initials are represented as follows:

Master of Business Administration- Master of Arts in Hospitality – Master of Education- Computer Science

Concentration Courses per Program:

EDA/EEC/EDG Education

HMG Hospitality Management

MAN/GEB Business

LB Law

MSP- Sports and Fitness

CTS|CNT|CIS|CAP|CAI|COT|MAD|CGS |Computer Science

GRADUATE ACADEMIC PROGRAMS

San Ignacio University offers a range of graduate academic programs designed to prepare students for leadership roles in various industries. These programs include:

- 1. Master of Business Administration (MBA) with specializations in:**
 - Marketing Management
 - International Business
 - Human Resources Management
- 2. Master of Arts in Hospitality Management with specializations in:**
 - Tourism Management
 - Human Gastronomy and Restaurant Management
- 3. Master of Education with specializations in:**
 - Early Childhood Education
 - Education Leadership
 - Special Education
- 4. Master of Science in Sports and Fitness Management**
- 5. Master of Science in Big Data**
- 6. Master of Science in Cybersecurity**
- 7. Master of Science in Artificial Intelligence**

It is important to note that completing a course or program in a language other than English may impact employability in situations where English proficiency is required.

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

Program Description

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

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

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

Program Outcomes

Master of Business Administration – Specialization in International Business

Upon successful completion, students will be able to:

- Explain the basic process of analysis of segments and segmentation, as well as market research for strategic decision-making in companies.
- Employ integral communication strategies to prepare creative proposals that respond to organizations' needs.
- Use modern management theories for the design of strategies related to recruiting and selection, training plans and career paths, performance evaluation systems, change management, and indicator-based talent.
- Apply technological strategies to develop, launch, and position new products and services in the market.
- Identify leadership skills that align with the company's organizational culture to generate a specific strategic business model.
- Recognize ethical principles within marketing strategies, human resources, and international business.
- Develop a marketing and commercial plan applying a new business opportunity to a going concern, as required.
- Develop a strategic human resource plan for a going concern in line with international business trends.

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

Program Outcomes

Master of Business Administration – Specialization in Human Resources Management:

Upon successful completion, students will be able to:

- Explain the basic process of analysis of segments and segmentation, as well as market research for strategic decision-making in companies.
- Employ integral communication strategies to prepare creative proposals that respond to organizations’ needs.
- Use modern management theories for the design of strategies related to recruiting and selection, training plans and career paths, performance evaluation systems, change management, and indicator-based talent.
- Apply technological strategies to develop, launch, and position new products and services in the market.
- Identify leadership skills that align with the company's organizational culture to generate a specific strategic business model.
- Recognize ethical principles within marketing strategies, human resources, and international business.
- Apply management theories for the design of strategies related to compensation and benefits.
- Describe the human resources management strategies that favor professional development in a company.
- Develop a strategic human resource plan for a going concern.

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

Program Outcomes

Master of Business Administration – Specialization in Marketing Management:

Upon successful completion, students will be able to:

- Explain the basic process of analysis of segments and segmentation, as well as market research for strategic decision-making in companies.
- Employ integral communication strategies to prepare creative proposals that respond to organizations’ needs.
- Use modern management theories for the design of strategies related to recruiting and selection, training plans and career paths, performance evaluation systems, change management, and indicator-based talent.
- Apply technological strategies to develop, launch, and position new products and services in the market.
- Identify leadership skills that align with the company's organizational culture to generate a specific strategic business model.
- Recognize ethical principles within marketing strategies, human resources, and international business.
- Evaluate human resource management strategies being implemented by the organizations to which they pertain.
- Design, analyze and evaluate marketing strategies.
- Apply modern marketing theories and techniques related to product design, price, distribution channels, and the level of service required.

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

MASTER OF ARTS IN HOSPITALITY MANAGEMENT

36 Credits, 60 Weeks or 4 Terms (15 weeks in length each)

Program Description

The Master of Arts in Hospitality Management 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 this field. Which includes an array of diverse operations from lodging, food and beverage, catering business, the Cruise Industry, Casinos, to name a few. Students will learn how to better deal with managerial and strategic challenges presented by the hospitality industry's changing environment. The knowledge that graduates 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 of Arts in Hospitality Management program provides the graduate student with alternative decision-making techniques and analytical skills that will support their professional careers. 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 hospitality management environment. Students will gain the requisite knowledge and skills for the array of business encompassed in the hospitality industry from lodging operations, food and beverage operations, casinos, cruise lines, etc. Students have the option to specialize in one of the following areas:

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

Program Objective

Specialization in Tourism Management

Students will be able to learn tourism management skills. The program develops the managerial, financial, marketing, and tourism enterprises management skills needed for a successful career. It aims to provide students with a broad understanding of the operational aspects of tourism management within the hospitality industry. This program builds students with a broad understanding of strategic hospitality management. This program will introduce the graduate students to Tourism Operations and their management.

Program Outcomes

Upon completion, students will be able to:

- Gain in-depth knowledge of different functional areas of hospitality industry companies and their corresponding management tools.
- Gain a broader understanding of the operational aspects of management operations in the hospitality industry.
- Evaluate the value of strategic hospitality management.
- Demonstrate the managerial, financial, and marketing needed for a career in the hospitality industry.
- Analyze problems and challenges to solve problems and recognize opportunities of working effectively in a diverse hospitality industry environment.
- Recognize the challenges and opportunities of working effectively with people in a diverse hospitality industry environment.
- Incorporate diverse cultural perspectives into the Hospitality Management decisions.
- Write in a unified and coherent manner appropriate to the subject matter.
- Use appropriate sentence structure and vocabulary.
- Recognize ethical issues and translate ethical concepts into responsible behavior in a hospitality business environment.

MASTER OF ARTS IN HOSPITALITY MANAGEMENT - SPECIALIZATION IN TOURISM MANAGEMENT PROGRAM OUTLINE		
Semester 1		
HMG5000	Hospitality Business Management	3
HMG5100	Hospitality Legal Issues and Ethics	3
HMG5200	Hospitality Marketing Management	3
Semester 2		
HMG5300	Guest Service and Consumer Management	3
HMG5400	Hospitality Finance Revenue Management	3
HMG5500	Financial Investment Management	3
Semester 3		
HMG5600	Operations Management	3
HMG6000	Tourism Marketing Concepts and Applications	3
HMG6100	Global Tourism planning and development	3
Semester 4		
HMG6200	Strategic Management for Travel and Tourism	3
HMG6400	Communication/ Conflict Management in	3
HMG6950	Hospitality Management Capstone	3
TOTAL		36

Program Objective

Specialization in Human Gastronomy and Restaurant Management

Students will be able to learn the skills that join food and beverage operations. The program develops the managerial, financial, marketing, and gastronomic skills needed for a career. It aims to provide students with a broad understanding of the operational aspects in today’s fast-paced and exciting hospitality and restaurant fields. This program builds students with a broad understanding in strategic hospitality management. This program will introduce students to hospitality and tourism operations.

Program Outcomes

Upon completion, students will be able to:

- Gain in-depth knowledge of different functional areas of hospitality industry companies and their corresponding management tools.
- Gain a broader understanding of the operational aspects of management operations in the hospitality industry.
- Evaluate the value of strategic hospitality management.
- Demonstrate the managerial, financial, and marketing needed for a career in the hospitality industry.
- Analyze problems and challenges to solve problems and recognize opportunities of working effectively in a diverse hospitality industry environment.
- Recognize the challenges and opportunities of working effectively with people in a diverse hospitality industry environment.
- Incorporate diverse cultural perspectives into the Hospitality Management decisions.
- Write in a unified and coherent manner appropriate to the subject matter.
- Use appropriate sentence structure and vocabulary.
- Recognize ethical issues and translate ethical concepts into responsible behavior in a hospitality business environment.
- Demonstrate the managerial, financial, marketing, and gastronomic skills needed for a successful career.
- Gain a broader understanding of the operational aspects of today’s fast-paced and exciting hospitality and restaurant fields.
- Learn the skills that join food and commerce.

MASTER OF ARTS IN HOSPITALITY MANAGEMENT – SPECIALIZATION IN HUMAN GASTRONOMY AND RESTAURANT MANAGEMENT PROGRAM OUTLINE		
Course Number	Course Title	Credit
Semester 1		
HMG5000	Hospitality Business Management	3
HMG5100	Hospitality Legal Issues and Ethics	3
HMG5200	Hospitality Marketing Management	3
Semester 2		
HMG5300	Guest Service and Consumer Management	3
HMG5400	Hospitality Finance Revenue Management	3
HMG5500	Financial Investment Management	3
Semester 3		
HMG5600	Operations Management	3
HMG6600	Restaurant Management and Development	3
HMG6700	Food Nutrition and Diet	3
Semester 4		
HMG6800	Sustainable Purchasing and Controlling Costs	3
HMG6850	Events Management	3
HMG6950	Hospitality Management Capstone	3
TOTAL		36

MASTER OF EDUCATION
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 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 analyzing 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 education leadership, special education, and early childhood education. Students will select one specialization from the following areas:

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

Program Objective

The Master of Education program offers the study of development, intervention, learning, and teaching processes in preschool, kindergarten, primary grade levels, and education 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

Master of education- Specialization in Education Leadership

Upon successful completion, students will be able to:

- Prioritize foundational and practical knowledge 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.
- Distinguish the rational processes by which children acquire knowledge, skills, and positive attitudes toward learning.
- Organize the planning and implementation of developmentally appropriate learning environments and integrated curricula for students.
- Identify assistive technology which can support teaching and learning in special education contexts.
- Apply organizational theory, management skills, leadership strategies, and data to support organizational transformation.

MASTER OF EDUCATION – SPECIALIZATION IN EDUCATION LEADERSHIP PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 1		
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
Semester 2		
ED50300	Child Development and Learning in Cultural Context	3
ED50400	Curriculum Development and Implementation	3
ED50500	Education Law and Ethics	3
Semester 3		
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
Semester 4		
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

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

Program Outcomes

Master of Education- Specialization in Special Education

Upon successful completion, students will be able to:

- Prioritize foundational and practical knowledge 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.
- Distinguish the rational processes by which children acquire knowledge, skills, and positive attitudes toward learning.
- Organize the planning and implementation of developmentally appropriate learning environments and integrated curricula for students.
- identify assistive technology which can support teaching and learning in special education contexts.
- 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.

MASTER OF EDUCATION - SPECIALIZATION IN SPECIAL EDUCATION PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 1		
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
Semester 2		
EB50300	Child Development and Learning in Cultural Context	3
ED50400	Curriculum Development and Implementation	3
ED50500	Education Law and Ethics	3
Semester 3		
ED50600	Basic Reading and Writing Instruction	3
EB61000	History and Philosophy of Special Education	3
EB61100	Introduction to Special Education	3
Semester 4		
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

Program Outcomes

Master of Education Specialization in Early Childhood Education:

Upon successful completion, students will be able to:

- Prioritize foundational and practical knowledge 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.
- Distinguish the rational processes by which children acquire knowledge, skills, and positive attitudes toward learning.
- Organize the planning and implementation of developmentally appropriate learning environments and integrated curricula for students.
- identify assistive technology which can support teaching and learning in special education contexts.
- Examine theories and research-based trends about child behavior and development to explain the importance of psychological development 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.

MASTER OF EDUCATION - SPECIALIZATION IN EARLY CHILDHOOD EDUCATION PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 1		
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
Semester 2		
ED50300	Child Development and Learning in Cultural Context	3
ED50400	Curriculum Development and Implementation	3
ED50500	Education Law and Ethics	3
Semester 3		
ED50600	Basic Reading and Writing Instruction	3
EE60000	Education of Young Children: Principles and Methodology	3
EE60100	Early Literacy Instruction Birth – Grade 3	3
Semester 4		
EE60200	Study of Disabilities in Infancy and Early Childhood	3
EE60300	Patterns of Parenting and Childcare in Relation to Early Education and Intervention	3
EE60400	Early Childhood 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 SPORTS AND FITNESS MANAGEMENT
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 a sports fitness career. With a master's in sports management, students will gain an understanding of 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 program, students will:

- Utilize oral and written communication skills to express clearly, construct arguments and refine ideas appropriately.
- Evaluate situations by considering reflective judgment, information analysis and plurality of opinions to solve problems in a creative and effective way.
- Work as part of a team and / or leading it, cooperating in the responsibilities, organization, and execution of tasks to achieve the proposed objectives.
- Analyze ethical and social responsibility aspects in content and academic literature as social action, social relations, institutions, and social structures to integrate them into their future business activity.
- Develop understanding of various software, online tools and emerging technologies and their applications in the sports and fitness management field.
- Develop knowledge and understanding of business management concepts and understanding of different disciplines related to business to have a clear organizational vision of organizations.
- Develop critical understanding and knowledge 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.

Master of Science in Sports and Fitness Management PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 1		
MSP400	Introduction to the Sports and Fitness leadership program	3
MSP410	Organizational Leadership and Management in Sports and Fitness	3
MSP420	Facility and Risk Management in Sports and Fitness	3
Semester 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
Semester 3		
MSP480	Facility Operations and System Management	3
MSP500	Care and Prevention of Athletics Injuries Management	3
MSP510	Sports Law and Risk management	3
Semester 4		
MSP520	Sports Marketing and Public Relations	3
MSP570	Fitness Assessment and Exercise Prescription	3
MSP590	Capstone Project	3
TOTAL:		36

MASTER OF SCIENCE IN BIG DATA
36 credits, 60 Weeks or 4 Terms (15 weeks in length each).

Program Description

The master's program in Big Data is designed to equip students with a holistic approach toward data reasoning. It consists of core courses that focus on offering comprehensive framework that allow students to analyze large data sets by developing depth in data collection, storage, retrieval, manipulation, visualization, modeling, and interpretation. This will include extensive coursework intended to develop skills that enable students to identify patterns, correlations, and insights among different data sets.

Program Objective

The objective of the Master of Science program in Big Data is to empower students with the knowledge and skills necessary to collect, store, analyze and use large volumes of data to drive business decisions. By mastering the fundamental concepts of data science, data management and data analysis, students gain the insights needed to uncover hidden patterns and trends within massive data sets. Through both theoretical and practical coursework, students learn how to leverage advanced analytical techniques and machine learning to derive actionable insights to complex data. The program also emphasizes ethical considerations, ensuring that students have a strong understanding of data privacy, ownership and governance.

Program outcomes: Upon completion of the program, students will:

- Develop the ability to implement robust data collection methods, design efficient data storage systems, and employ advanced data analysis techniques to extract valuable insights from large and complex datasets.
- Prepare students with the skills to master advanced analytical techniques, including machine learning algorithms, to identify hidden patterns, trends, and correlations within diverse and extensive datasets, enabling them to derive actionable insights for informed decision-making.
- Develop advanced capabilities in designing, conducting, and analyzing impactful research and equip students with a profound understanding of the latest trends, groundbreaking technologies, and the ethical nuances.
- Develop the capability to strong understand ethical considerations related to data privacy, ownership, and governance, as well as the ability to apply ethical frameworks to navigate the complexities of data ethics and compliance within the field of big data analytics.
- Master project management best practices tailored to big data projects, including scope definition, resource optimization, risk management, and agile methodology.

Master of Science in Big Data PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 1		
CAP6632	Introduction to Big Data	3
CAP6650	Big Data Analysis and Visualization	3
CAP6640	Database Systems and SQL	3
Semester 2		
CAP6320	Data Analysis and Modeling	3
CAP6655	Data Mining	3
CAP6350	Statistics for Big Data	3
Semester 3		
CAI6610	Machine Learning and Predictive Analytics	3
CAI6619	Deep Learning	3
CAP6701	Data Security and Privacy	3
Semester 4		
PHI5699	Data Ethics	3
CAP6708	Big Data Project Management	3
CAP6720	Big Data Project Capstone	3
TOTAL:		36

MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE
36 credits, 60 Weeks or 4 Terms (15 weeks in length each).

Program Description

The master's program in Artificial Intelligence provides students with the requisite skills and knowledge to pursue a career as an Artificial Intelligence Engineer in the information technology industry. This master's program comprises a comprehensive core curriculum that delves into the fundamental concepts pivotal in building a solid foundation for studying and applying the principles of artificial intelligence. Upon graduation, students will have the ability to lead or collaborate with interdisciplinary teams in both private and public organizations, leveraging their AI expertise to develop computational solutions that address pertinent social problems. The program will equip graduates with a sense of responsibility, ethics, and integrity.

Program Objective

The objective of the master's program in Artificial Intelligence is to equip students with the necessary theoretical knowledge and practical skills required to design, develop, and implement intelligent computer systems. The program strives to instill problem-solving skills, analytical thinking capabilities and programming proficiency required to develop intelligent algorithms and models. It also aims to provide students with a deep understanding of ethical implications of artificial intelligence and its potential impact on society.

By the end of the program, students are expected to be able to create intelligent computer systems that can learn from data, perform complex decision-making tasks, communicate with humans, and adapt to changing environments. Students will also be prepared to assume roles as artificial intelligence specialists in various industries.

Program outcomes: Upon completion of the program, students will:

- Develop the ability to apply a comprehensive understanding of mathematics, natural science, fundamental principles, and specialized knowledge in Engineering Technology to proficiently execute defined and practical procedures, processes, systems, or methodologies within the field of Engineering Technology.
- Develop the capacity to assess complex situations in the artificial intelligence domain through reflective judgment, critically analyze relevant information, and integrate diverse opinions, ultimately enabling the creation of innovative and effective solutions.
- Develop the ability to critically analyze ethical and social responsibility dimensions in artificial intelligence, exploring concepts such as social action, relations, institutions, and structures from academic literature.
- Develop advanced research skills to design, conduct, and analyze research, fostering a deep understanding of current trends, emerging technologies, and ethical considerations in artificial intelligence research.
- Develop project management competencies such as scope management, time and resource optimization, risk assessment, and mitigation to plan, execute, and control projects in AI development and deployment.

MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 1		
MAD5403	Mathematics for Artificial Intelligence	3
COT5505	Computational Learning	3
CAI6605	Artificial Intelligence Ethics and Social Impacts of AI	3
Semester 2		
CIS5582	Cloud Computing	3
CGS6003	Algorithms Design and Analysis	3
CAI6610	Machine Learning	3
Semester 3		
CAI6619	Deep Learning	3
CAI6635	Research Advances in Artificial Intelligence	3
CAI6640	Natural Language Processing	3
Semester 4		
CAI6703	Information Visualization and Virtualization	3
CAI6704	Artificial Intelligence Project Management	3
CAI6720	Artificial Intelligence Capstone Project	3
TOTAL:		36

MASTER OF SCIENCE IN CYBERSECURITY
36 credits, 60 Weeks or 4 Terms (15 weeks in length each).

Program Description

The master's program in Cybersecurity provides students with the skills and knowledge necessary to design, implement and manage security solutions to prevent and detect cyberattacks. The curriculum emphasizes providing students with relevant, practical skills that meets the cybersecurity workforce needs of business, industries, and the government to address state, national and international cybersecurity challenges. Students will learn critical-thinking strategies to make informed decisions in an attack on computer networks and infrastructures. This program also provides practical experience by employing secure application development methodologies, tools, and techniques, as well as identifying cybersecurity attacks and mitigation strategies.

Program Objective

The objective of the master's program in Cybersecurity is to equip students with the necessary knowledge and skills to effectively analyze, design and implement cybersecurity solutions in a rapidly evolving technological environment. The curriculum provides students with a comprehensive understanding of key cybersecurity principles, practices and techniques, as well as an understanding of its cultural, ethical and legal implications. Students will also develop the skills needed to identify and analyze cybersecurity threats and to assess, manage and mitigate risks associated with these threats. By imparting a deep understanding of fundamental cybersecurity concepts, building practical skills and emphasizing ethical considerations, the Cybersecurity program prepares graduates for rewarding careers protecting businesses and organizations of all sizes from a wide range of cybersecurity threats.

Program outcomes: Upon completion of the program, students will:

- Gain proficiency in various technical areas such as network security, cryptography, data security, and secure software development to address cybersecurity challenges and contribute effectively to the protection of information systems and data in a variety of organizational settings.
- Enhance their ability to research and analyze cybersecurity threats, vulnerabilities, and risks to develop effective mitigation strategies.
- Empower students to navigate the complexities of cybersecurity with a sharp analytical mindset, ensuring they are well-equipped to tackle the evolving landscape of digital threats and security vulnerabilities.
- Develop the capability to strongly understand ethical considerations and social responsibility to navigate ethical challenges in cybersecurity with integrity.
- Develop skills in planning, executing, and managing cybersecurity projects from initiation to completion.

MASTER OF SCIENCE IN CYBERSECURITY PROGRAM OUTLINE		
Course Number	Course Title	Credit Hours
Semester 1		
CTS5120	Fundamentals of Cybersecurity	3
CNT5402	Foundation of Information Security	3
CIS5371	Introduction to Cryptography	3
Semester 2		
CNT5410	Computer and Network Security	3
CAP6701	Data Security and Privacy	3
CIS5604	Security and Privacy in Cloud Computing	3
Semester 3		
CIS6079	Secure Software Development	3
CAP6710	Multimedia Security and Forensics	3
CIS6100	Information Security and Privacy	3
Semester 4		
CIS6174	Information Security Planning	3
CIS6209	Penetration Testing: Ethical Hacking	3
CIS6220	Cybersecurity Capstone Project	3
TOTAL:		36

COURSE DESCRIPTIONS

Course N°	Name and Description	Credit
ACG2001	Principles of Accounting I 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	Principles of Accounting II 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	Managerial Accounting 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
AMH2020	American History American History course provides students with a comprehensive understanding of the chronological development of the American people and government. Through an exploration of political, economic, social, religious, military, scientific, and cultural events, students will trace the rise and growth of the nation. Topics include the colonial period, the American Revolution, westward expansion, the Civil War, industrialization, and the challenges faced by diverse communities.	3
AML2020	American Literature* 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	General Biology* 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
BUL2241	Business Law I 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
BUL3422	Business Law II 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
CAI6605	AI Ethics and Social Impacts of AI focuses on addressing the ethical considerations and social effects related to artificial intelligence (AI) and its various applications. It's designed to provide students with an in-depth understanding of the ethical dilemmas, moral implications, and broader consequences that arise as AI technologies continue to advance and shape our world. In addition, the course offers discussions on the relationship between emerging technologies and morality.	3
CAI6610	Machine Learning is a comprehensive study of principles, algorithms, and techniques in the field of machine learning and predictive analytics. It is designed to equip students with the knowledge and skills required to build, evaluate, and deploy machine learning models for a wide range of applications, including business intelligence, data-driven decision-making, and predictive modeling.	3

CAI6619	Deep Learning is a theoretical-practical course aimed at exploring techniques for processing data on a large scale, enabling the formation of patterns to achieve deep learning accuracy more efficiently. Through this course, students will acquire knowledge in developing deep learning models, constructing, and training deep neural networks, and analyzing literature to solve practical computational issues. The course is focused on deep learning techniques, including deep learning artificial neural networks applied to text, images, sounds, and other data types. The product of the course is the presentation of a project development report that reflects the application of deep learning techniques in a solution to a case or problematic situation in their environment.	3
CAI6635	Research Advances in Artificial Intelligence" course focuses on advanced-level exploration of the latest developments, advances, and trends in the field of artificial intelligence (AI). It focuses on how new and novel AI methods improve performance in application areas to maintain the cutting edge of AI technology and contribute to the continued advancement of the field.	3
CAI6640	Natural Language Processing is a specialized training subject; it has a theoretical-practical nature. Its purpose is aimed at integrating artificial intelligence and applied linguistics to study the communicative interaction between human beings and machines. The main thematic axes are study of languages and grammar, language modeling and representations in vector spaces, machine learning and probabilistic models for natural language processing, sequence models for summary systems and automatic translation. The product of the course is the presentation of a report on the development of a project which reflects the application of natural language processing in the development of a solution to a problematic case or situation in its environment.	3
CAI6703	Information Visualization and Virtualization- This course introduces fundamental methods in the realms of visualization, virtualization, digital animation, computer and video games, and web multimedia. It covers a range of subjects, such as data visualization, the complete process of producing animated video clips, and computer virtualization. The skills and techniques covered encompass graphic design, video editing, motion creation, multimedia development, real-time rendering, utilization of visualization tools, and working with virtual machines.	3
CAI6704	AI Project Management- is a specialty training course. It has a theoretical-practical nature, and its purpose is aimed at providing the students with the necessary aspects so that they can formulate a master's project plan. The main thematic axes are project management and research methodology applied to AI projects. The product of the course is the presentation of the Project Planning Report which reflects the application of knowledge in the development of a solution to a problematic case or situation in its environment.	3
CAI6720	AI Capstone project is a specialty training course, it has a theoretical-practical character, its purpose is oriented to provide the student with the necessary aspects to develop a master's degree project. The main thematic axes are research methodology applied to AI projects. The product of the course is the presentation of a project development report, which reflects the application of knowledge in the development of a solution to a case or problematic situation of their environment.	3
CAI6619	Deep Learning is a theoretical-practical course aimed at exploring techniques for processing data on a large scale, enabling the formation of patterns to achieve deep learning accuracy more efficiently. Through this course, students will acquire knowledge in developing deep learning models, constructing, and training deep neural networks, and analyzing literature to solve practical computational issues. The course is focused on deep learning techniques, including deep learning artificial neural networks applied to text, images, sounds, and other data types. The product of the course is the presentation of a project development report that reflects the application of deep learning techniques in a solution to a case or problematic situation in their environment.	3
CAP6320	The "Data Analytics and Modeling" course focuses on understanding methodologies, techniques, and tools used to analyze and model data to make informed decisions in various domains. It also explores techniques for analyzing and modeling complex data and converting it into understandable information. In addition, it equips students with the skills needed to extract actionable information, detect patterns, and build predictive models from data, making it valuable for professionals in fields such as data science, business analytics, and research.	3

CAP6350	Statistics for Data Science is a comprehensive course geared towards equipping individuals with the fundamental tools to resolve data science problems and to advance in machine learning. Through this course, students will explore various statistical techniques and methodologies specifically designed to tackle the unprecedented challenges and opportunities posed by sizable and intricate data sets. Students will acquire the competence to analyze, interpret, and derive significant insights from vast amounts of data. This makes it imperative, especially during the big data analytics era.	3
CAP6632	Introduction to Big Data is a course focuses on providing a fundamental understanding of the concepts, technologies and applications of data structures and algorithms for managing large volumes of data to initiate the development of big data-based solutions. The course introduces the fundamental technologies, platforms and methods that enable Big Data analysis and covers how to acquire, store, and analyze large amounts of information to complete Big Data analysis tasks. The main thematic axes are state of the art of Big Data, Big Data architectures, Big Data methods, techniques and strategies, security considerations in Big Data, case studies in industries such as healthcare, finance, marketing, among others, and analysis of real data sets and problem solving related to Big Data. The product of the course is the presentation of a project development report that captures the state of the art of Big Data in its different components or disciplines.	3
CAP6640	The course " Database Systems and SQL " provides a comprehensive introduction to the principles and practices of database management systems (DBMS) and Structured Query Language (SQL). It is designed to equip students with the foundational knowledge and skills needed to design, create, query, and manage relational databases, which are fundamental to modern information systems.	3
CAP6650	The course " Big Data Analytics and Visualization " offers a thorough examination of tools, techniques, and methodologies utilized in analyzing and extracting valuable information from enormous and intricate datasets. The course emphasizes the significance of data visualization as an efficient medium for conveying results. Participants in this course will learn to exploit big data's potential for informed decision-making.	3
CAP6655	" Data Mining " course is a comprehensive study of the principles, techniques, and methodologies for automatic knowledge discovery from large, high-dimensional databases. It provides students with the skills necessary to extract meaningful knowledge, make data-driven decisions and discover hidden relationships within complex data structures, considering engineering development tools.	3
CAP6701	Data Security and Privacy - This course aims to educate students on the fundamental principles of safeguarding data security and privacy, which can allow safe and privacy-conscious data utilization. It will cover topics such as the challenges to security and privacy posed by collecting and analyzing big data and explore various technologies and methodologies for securing and preserving data privacy, including access control mechanisms, integrity policies, cryptography, and encryption, notice and consent procedures, anonymization or de-identification techniques, and data deletion or non-retention protocols.	3
CAP6708	Big Data Project Management is a specialized training course with a theoretical and practical approach. Its objective is to equip students with the essential aspects to develop a master project plan, including project management and research methodology specifically for Big Data projects. Its objective is to equip students with the essential aspects to develop a master project plan, including project management and research methodology specifically for Big Data projects. The course culminates in the submission of a project planning report that demonstrates the application of acquired knowledge in devising a solution to a case or environmental issue.	3
CAP6710	Multimedia Security and Forensics - This is a specialized training subject, it has a theoretical - practical nature, its purpose is aimed at providing the knowledge to investigate and analyze computer systems, networks, and digital storage devices to identify and collect digital evidence in cases of computer crimes or incidents. information security. The course includes the development of the following thematic axes: computer crimes, digital evidence, computer forensics methodology, among others. The product of the course is the presentation of a report that reflects the application of computer forensics to an organization in its environment.	3
CAP6720	The Big Data Project is a theoretical-practical course designed to provide students with the necessary skills to develop a master's project. Its main thematic focus is research methodology applied to Big Data projects. The product of the course is the presentation of a project development report, which reflects the application of knowledge in a solution to a case or problematic situation of their environment.	3
CGS6003	Algorithms Design and Analysis is a course with a theoretical and practical nature that aims to provide the necessary foundations for advanced data structures required to develop AI solutions. This course is fundamental to computer science and is essential for anyone interested in understanding and working with efficient algorithms. The	3

	course equips students with the necessary skills to develop, analyze, and optimize algorithms for resolving a vast array of computational problems. The curriculum comprises TAD, Graphs, Trees, static and dynamic memory management, and other thematic axes. The product of the course is the application of advanced data structures to a problematic case or scenario within their environment.	
CIS5371	Introduction to Cryptography - This course provides an overview of both traditional and contemporary cryptography, along with cryptanalysis, comprising of symmetric and asymmetric (public key) ciphers. The content includes block and stream ciphers, cryptographic hash functions, analyses of differential and linear cryptanalysis. The curriculum also examines aspects like BAN logic, practical applications, and relevant standards and protocols of cryptography, along with studying examples of unsuccessful implementation.	3
CIS5582	Cloud computing is a course with a theoretical-practical orientation. Its goal is to provide knowledge and develop skills for creating artificial intelligence solutions using cloud resources. The course covers various topics, including cloud architecture, cloud resource management, security, application deployment, and distributed systems. The course requires students to create and present a report detailing the progress of a project founded on Cloud Computing aimed at remedying a particular problem or situation in their environment.	3
CIS5604	Security And Privacy in Cloud Computing - The ambition of this course is to introduce the main concepts and challenges regarding security and privacy in cloud computing, and to provide students with the know-how to tackle them. It covers various topics such as guaranteeing the security and privacy of outsourced storage and computation, managing secure virtualization and cloud platforms, implementing trustworthy cloud computing technology, handling key management in the cloud, conducting cloud forensics, considering regulatory and compliance issues related to cloud computing, and developing security and business risk models.	3
CIS6079	Secure Software Development - This course offers a comprehensive overview of the basic concepts surrounding software security and the techniques that enable comprehension of common software security practices, vulnerability analysis, and secure software system development. The curriculum will encompass three key components: software defense and attack mechanisms, program analysis methods, and software verification approaches. The course will examine various forms of software, ranging from high-level applications to system software. Additionally, this course will provide a glimpse into several ongoing research queries in this domain.	3
CIS6100	Information Security and Privacy - The primary objective of this course is to foster a profound understanding of the notions of security and privacy in distributed environments. It begins with the introduction of the fundamental components, like secret sharing, bit commitment, fair coin flips, and zero-knowledge protocols, in addition to the fundamental principles of symmetric and public-key cryptography. From there, the course will utilize these foundational concepts to delve into more intricate privacy and security constructs, such as private information retrieval and oblivious transfer, digital payment instruments, anonymizers, network security, and web security and privacy.	3
CIS6174	Information Security Planning - In this course Students will learn how to assess and manage information security risks, develop security policies and procedures, implement security measures, and monitor security performance. They will also explore methods for managing operational security, defining responsibilities, assessing threats, and implementing security controls. The course will cover current best practices and standards for information and the NIST Cybersecurity Framework. In addition, students will become familiar with legal and regulatory issues related to cybersecurity, including privacy laws and industry regulations.	3
CIS6209	Penetration Testing: Ethical Hacking - The course is oriented to provide the basics to perform hacking actions to identify vulnerabilities to overcome, having a series of contingency policies. The course includes the development of the following thematic axes: ethics in computer security, ethical hacking methodology, network scanning, vulnerability analysis, legislation, and computer ethics. The product of the course is the presentation of a report that reflects the application of ethical hacking in an organization of its environment.	3
CIS6220	Cybersecurity Capstone Project - The course is oriented to provide the basics to perform hacking actions to identify vulnerabilities to overcome, having a series of contingency policies. The course includes the development of the following thematic axes: ethics in computer security, ethical hacking methodology, network scanning, vulnerability analysis, legislation, and computer ethics. The product of the course is the presentation of a report that reflects the application of ethical hacking in an organization of its environment.	3
CNT5402	Computer and Network Security - The focus of this course is to conduct a detailed analysis of contemporary technological innovations in computer and network security. The themes covered will involve secure group communication, encompassing key generation,	3

	distribution, and management, secure routing and multicasting, identity-based encryption, digital signatures, broadcast authentication, device pairing, as well as malware and intrusion detection and prevention.	
CNT5410	Foundation of Information Security- Foundation of Information Security is a specialized training course of a theoretical-practical nature, its purpose is oriented to provide the fundamentals to ensure that the information of an organization is not exposed to threats and jeopardize its continuity. The course includes the development of the following topics: information security management, information protection, information security frameworks, legal aspects. The product of the course is the presentation of a report that reflects the development of a project based on the implementation of information security policies as a solution to a case or problematic situation in their environment.	3
COT5505	Computational Learning is an essential course in the field of artificial intelligence and data science. Its primary focus is the study of algorithms and techniques that enable computers to perform specific tasks by learning from data without explicit programming. This course covers theoretical concepts and practical applications that are crucial for comprehending and applying machine learning in a range of domains.	3
CSI 1010	Introduction to Computer Literacy 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 of 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
CTS5120	Fundamentals for Cybersecurity is a specialized training course of theoretical-practical nature, its purpose is oriented to provide the fundamental knowledge to understand the importance of cybersecurity in society. The course includes the development of the following thematic axes: Implication of cybersecurity in society, human role in cybersecurity, cybersecurity, and regulatory frameworks, among others. The product of the course is a report with the identification of cybersecurity trends, as well as their implications in the environment.	3
EB50300	Child Development and Learning in Cultural Context 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	History and Philosophy of Special Education 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	Introduction to Special Education 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	Teaching Mathematics, Science, And Technology in General and Special Education 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	Curriculum Development and Classroom Management for Students with Disabilities 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	Special Education Capstone Project 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	Early Childhood Education Practicum I 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:	3

	Developing experiences, Advance practicum competencies, authentic practicum placements, Dynamic development, and integrating topic modules.	
ECO2013	Principles of Macroeconomics* The purpose of this course is to study production, employment, prices, aggregate expenditures, and aggregate levels of economic activity. Students are expected to analyze monetary and fiscal policies with respect to unemployment and inflation	3
ECO2023	Principles of Microeconomics 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	History and Philosophy of Education 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	Assessment of Individual Differences in General Education and Special Education 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	Educational Technology in General Education and Special Education 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	Child Development and Learning in Cultural Context Prerequisite None 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
ED50400	Curriculum Development and Implementation This course will examine the latest in creative strategies and curriculum ideas. Students will be exposed to accounts of innovative learning experiences and innovative 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	Education Law and Ethics 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	Basic Reading and Writing Instruction 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	Substance Abuse 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	Child Abuse 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	School Violence Prevention and Bullying Intervention 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	Child Safety, Abduction Prevention, and Intervention 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	Analysis of Student and School Performance Achievement Data for Instructional Improvement 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	Leadership for the Twenty-First Century School Leader: Theory and Practice 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	Personnel Functions and Supervision of a School Leader 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. The topics to be covered will be based on the most current concerns in the field.	3
ED60800	Managerial and Financial Functions of a School Leader 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	School Administration and Supervision Capstone Project 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	Education of Young Children: Principles and Methodology 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	Early Literacy Instruction Birth-Grade 3 The purpose of this course is to teach students how to facilitate early exploration and exchanging literature and language experiences for children. Students will discover the effects and mechanics of engaging and developmentally appropriate activities. Topics to be covered will be based on language arts theories and practices for acquisition, visual literacy, listening, speaking, reading, and writing.	3
EE60200	The Study of Disabilities in Infancy and Early Childhood 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	Patterns of Parenting and Childcare in Relation to Early Education and Intervention 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	Early Childhood Education Capstone Project 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	English Composition I* 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	English Composition II* 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 concentration on the several ways that literature has articulated meaning for its readers. This course will help explore the distinctive characteristics that give rise to our engagement with literature,	3

	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.	
ESL 000 -004	Basic level This course will focus on the application of the basics of American English through a sequence of culture notes and listening, speaking, reading, and writing techniques. Throughout the course, students will acquire key vocabulary, develop pronunciation, and demonstrate proficiency in constructing sentences. ESL Basic will outline the distinction between nouns, possessive adjectives, prepositions, question format, and verbs. Students will also participate in conversational activities to promote communication skills. This course will provide a foundation for student success at the next level.	180 Hours
ESL 100- 104	Level 1 - Beginner This course will focus on the application of Beginner Level American English through a sequence of listening, speaking, reading, and writing techniques. Throughout the course, students will connect the foundation skills learned in the ESL Basic course to new concepts and vocabulary. This course will comprise higher terminology and grammar practices to further develop word pronunciation and sentence structure. ESL Beginner Level will outline the distinction between pronouns, contractions, affirmative and negative imperatives, present tense, count and non-count nouns, and past tense of regular and irregular verbs. Students will also participate in group dialogue to engage communication skills further. This class will provide a foundation to enable student success at the next level.	180 Hours
ESL 200 - 204	Level 2 - Intermediate Pre- Requisites: Level 1 This course will concentrate on the application of lessons designated to teach students skills in American English through a series of culture notes, and listening, speaking, reading, writing techniques. During this course, activities will enhance the listening, vocabulary, and grammar skills developed in the two previous levels and include a segment on pronunciation. Students will learn an intensive process-writing approach; writing worksheets help them recognize different writing patterns and purposes. Reading is combined with writing and listening practice for an integrated approach to guarantee further understanding. Student self-assessments also provide students with an opportunity to reflect on their learning and support learner persistence. This class will provide a solid foundation to enable student success at the next level. .	180 Hours
ESL 300 - 304	Level 3 - Advanced Pre- Requisites: Level 2 This course will focus on the application of lessons aligned to teach students skills in American English through a sequence of culture notes, and listening, speaking, reading, writing techniques. Throughout the course, activities will reinforce the listening, vocabulary, and grammar skills developed in the three prior levels and include a segment on pronunciation. Students develop a robust process-writing approach; writing worksheets help them recognize shapes, and write letters and numbers, while alphabet and number cards promote partner and group work. Reading is combined with writing and listening practice for an integrated approach to ensure greater understanding. Self-assessments also provide an opportunity for students to reflect on their learning and support learner persistence. This class will provide a foundation to enable student success at the next level.	180 Hours
ESL 400 - 404	Level 4 - Transition Pre- Requisites: Level 3 This course will focus on the application of lessons aligned to teach students skills in American English through a sequence of culture notes, and listening, speaking, reading, writing techniques. Throughout the course, activities will reinforce the listening, vocabulary, and grammar skills developed in the four prior levels and include a segment on pronunciation. Students develop a robust process-writing approach; writing worksheets help them recognize shapes, and write letters and numbers, while alphabet and number cards promote partner and group work. Reading is combined with writing and listening practice for an integrated approach to ensure greater understanding. Self-assessments also provide an opportunity for students to reflect on their learning and support learner persistence. This class will provide a foundation to enable student success for the preparation of TOEFL which is an integral part of this level.	180 Hours
EUH1001	Western Civilization I* The purpose of this course is to analyze the main events in human civilization from ancient times to modern times. Students will be able to understand the relationship between the past and the present. Students are expected to analyze the way Western society has changed over time and how major events and ideas shaped our society. Geography, religions, customs, wars, and ideologies are examined to understand Western Civilization.	3

EVR1009	Environmental Science* The purpose of this course is to provide students with scientific principles, concepts, and methodologies to understand the interrelationships of the natural world, to identify and analyze environmental problems, both natural and human-made, and evaluate the risks associated with these problems and examine alternative solutions for resolving and/or preventing them.	3
FI50500	International Economics The purpose of this class is to provide the students with the concepts that are essential for understanding international economics and its challenges. Among the topics studied, we have: International trade theory, international trade policy, international resource movement, multinational corporations, exchange rate determination, the international monetary system, the income adjustment mechanism, and open economy macroeconomics.	3
FI50800	Financial Accounting Management This course will teach students how accounting affects businesses to prepare them to be good decision-makers as financial accounting managers. Among the topics studied, we have accounting as a form of communication, financial statements, income measurement, cost of goods sold, long-term liabilities, stockholders' equity, and internal control.	3
FIN2220	Finance The purpose of this course is to introduce students to the finance discipline by providing knowledge of different financial parts: institutions, corporations, tools, investments, and derivatives.	3
FIN3400	Financial Management Pre-Requisite: Principles of Accounting II (ACG2011) This course will provide the students with the tools to take the necessary actions that, as a manager, they should take to increase the value of the firm. Among the topics studied, we have: Concepts of corporate finance, Fixed income securities, Stocks, Projects and their value, Cash distribution, capital Structure, Managing global operations, and financial decisions.	3
FRE1121	French I The purpose of this course is to introduce the students to basic vocabulary and fundamental sentence structures in the present and past. Pronunciation, grammar, and everyday vocabulary are stressed as indispensable tools for comprehension and expression. French customs, culture, and everyday life are also highlighted. Students are expected to participate in open discussions and debates.	3
GEB1011	Introduction to Business The purpose of this course is to provide students with introductory knowledge of Business and the role it plays in today's economy. Among the topics studied are finance, personnel, management, and marketing. Students are expected to keep themselves informed and up today with local and global economic news.	3
GEB2351	International Current Business Practices 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
GEB2361	Global Business Strategy Prerequisite: Principles of Macroeconomics (ECO2013) This course will provide students with 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
GEB3150	Entrepreneurship 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
GEB3220	Negotiation 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
GEB3362	International Freight and Insurance	3

	<p>Prerequisite: International Trade (MAN2614)</p> <p>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 international business world.</p>	
GEB3520	<p>Pricing and Profitability Decision Making</p> <p>Prerequisite: Finance (FIN2220)</p> <p>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.</p>	3
GEB4900	<p>International Business Capstone</p> <p>Prerequisites: Last term of study before graduation</p> <p>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.</p>	3
HFT1101	<p>Introduction to Hospitality Industry</p> <p>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.</p>	3
HFT1212	<p>Food Sanitation Management</p> <p>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 several 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.</p>	3
HFT2220	<p>Hospitality Organization and Personnel Management</p> <p>Hospitality Organization and Personnel Management is a comprehensive course designed to provide students with a thorough understanding of the principles, theories, and practices related to managing personnel within the hospitality industry. This course explores the organizational structures, functions, and dynamics of various hospitality establishments, including hotels, restaurants, resorts, and other service-oriented businesses. Students will examine key concepts such as human resource management, organizational behavior, leadership, motivation, recruitment, selection, training, and performance management. Through case studies, role-playing exercises, and real-world scenarios, students will develop practical skills in managing personnel effectively, fostering a positive work environment, and enhancing employee satisfaction and productivity in hospitality operations.</p>	3
HFT2250	<p>The Hospitality Facilities Design & Operations</p> <p>The Hospitality Facilities Design & Operations course studies the relationship between physical spaces, design principles, and operational efficiency within the hospitality industry. Students will explore the essential elements of facility management, interior design, and space planning as they apply to various hospitality establishments, including hotels, restaurants, resorts, and event venues. Through a combination of theoretical knowledge, case studies, and practical exercises, students will develop the skills necessary to analyze, design, and manage hospitality facilities that optimize guest experiences, enhance operational performance, and align with organizational objectives.</p>	3
HFT2300	<p>Food and Beverage Management I</p> <p>The purpose of this course is to provide students with knowledge about hospitality and fine food service 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
HFT2400	<p>Food and Beverage Management II</p> <p>Prerequisite: Food and Beverage Management I</p> <p>The purpose of this course is to provide students with knowledge about food service operations and the tools needed to manage those operations. Among the topics studied, we have food safety, production, service, facilities, human resources, and performance improvement.</p>	3
HFT2450	<p>Wine & beverage Service Management</p> <p>Prerequisite: Food and Beverage Management</p> <p>This course provides the student with the foundations necessary to understand and appreciate bottled water, 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 improve a restaurant's food cost</p>	3

	percentage; specialty beverages and how a beverage type can identify an establishment. Students are instructed in the art of wine evaluation, food pairing, and the basic understanding of the geography and history of wine. Other key components of the course include discussions on the processes involved in brewing, winemaking and aging, and spirit distillation. The history of each of these types of beverages is covered as well as food and menu cost issues. The course shows the importance of responsible alcohol service and the management of the responsibility that stems from operating a food service establishment that operates with a liquor license.	
HFT2500	Hospitality Marketing The purpose of this class is to provide students with the tools needed to create successful campaigns for a hospitality business. Among the topics studied, we have factors that influence customer behavior, customer satisfaction, market segmentation and positioning, distribution strategies, marketing channels, and electronic marketing.	3
HFT2610	Hospitality Law 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
HFT3100	Food and Beverage Cost Control 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
HFT3200	Club and Outdoor Facilities Management Club and Outdoor Facilities Management offers a comprehensive exploration of the principles, strategies, and best practices involved in the effective management of club facilities and outdoor recreational spaces. This course examines the unique operational and managerial challenges associated with clubs, including golf courses, country clubs, sports clubs, and fitness centers, as well as outdoor facilities such as parks, recreation areas, and campgrounds. Students will study topics such as facility planning and design, maintenance and upkeep, revenue generation, membership management, programming, event planning, safety and risk management, and sustainability practices.	3
HFT3263	Restaurant Management Prerequisite: Food and Beverage Management (HFT2300) 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
HFT3300	Sustainable Tourism and Travel Management Sustainable Tourism and Travel Management is a forward-thinking course that explores the intersection of tourism, travel, and environmental conservation. Students will examine the principles, practices, and challenges associated with sustainable tourism development and management. The course will cover topics such as ecotourism, responsible travel, community-based tourism, cultural preservation, and destination stewardship.	3
HFT3400	Hospitality Revenue Management and Data Analytics Hospitality Revenue Management and Data Analytics is designed to provide students with the knowledge and skills necessary to optimize revenue and profitability in the hospitality industry through the strategic use of data analysis and revenue management techniques. This course explores the principles, strategies, and tools employed by hospitality professionals to maximize revenue generation, enhance pricing strategies, and improve decision-making processes.	3
HFT3600	Hospitality Managerial Accounting 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
HFT3700	Hotel Operations Prerequisite: Introduction to Hospitality Industry (HFT1101) This course provides the students with an overview of all hotel departments and their specific functions. The student will be able to	3

	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.	
HFT3750	Hotel Sales Management Pre-Requisite: Hospitality Marketing (HFT2500) This course will provide the students with the necessary tools to close sales, generate revenue, attract customers, develop plans, sell promotions, the use of public relations and marketing. The students will be expected to create a sales plan that integrates all the aspects that a hotel can offer with creative and innovation	3
HFT4500	Systems of Accounts in the Hospitality Industry 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
HFT4600	Strategic Hospitality Management 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
HFT4700	Purchasing and Menu Planning Purchasing and Menu Planning is a comprehensive course designed to equip students with the knowledge and skills necessary to effectively manage food and beverage procurement processes and develop innovative menus in various hospitality and culinary settings. The course integrates theoretical concepts with practical applications to provide students with a holistic understanding of the purchasing and menu planning cycle.	3
HFT4800	Catering and Special Event Management Catering and Special Event Management is designed to provide students with knowledge and practical skills in planning, executing, and managing various types of catering and special events. Through a combination of theoretical learning and hands-on experience, students will explore the principles, strategies, and best practices essential for successful event planning and execution in the hospitality industry. The course will cover topics such as menu planning, food and beverage management, event logistics, budgeting, marketing, customer service, and risk management. Students will also examine the unique considerations involved in organizing a wide range of events, including weddings, corporate meetings, conferences, fundraisers, and social gatherings.	3
HFT4900	Hospitality Management Capstone 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
HLP1081	Total Wellness* 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
HMG5000	Hospitality Business Management 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 can oversee 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
HMG5100	Hospitality Legal Issues and Ethics 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	3

	legal management and contracts, contracts basics, and legal responsibilities in travel and tourism.	
HMG5200	Hospitality Marketing Management 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
HMG5300	Guest Service and Consumer Management 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
HMG5400	Hospitality Finance Revenue Management 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
HMG5500	Financial Investment Management 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
HMG5600	Operations Management This course provides the students with knowledge of operation management and the ability to balance quantitative and qualitative concepts. Operations strategy, developing a business strategy, developing an operations strategy, productivity, supply chain management, quality standards, quality control, and work system design are among the topics studied during this course.	3
HMG6000	Tourism Marketing Concepts and Applications 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
HMG6100	Global Tourism Policy 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
HMG6200	Strategic Management for Travel and Tourism 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
HMG6300	Tourism Industry Concepts and Practices This course will give the students 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
HMG6400	Communication/ Conflict Management in Tourism The purpose of conflict management in tourism 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
HMG6600	Restaurant Management and Development This course was created to teach the students the core competencies of restaurant management by uniting concepts from the restaurant, hospitality, and food service industry. Among the topics studied, we have dynamics of leadership, the planning process, effective communication, employee performance, daily operations, and compensation programs.	3
HMG6700	Food Nutrition and Diet	3

	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.	
HMG6800	Sustainable Purchasing and Controlling Costs This course provides the necessary knowledge to run a safe and profitable business in the food service 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
HMG6850	Event Management 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
HMG6950	Hospitality Management Capstone The Hospitality Management Capstone is the culminating course in the graduate program, designed to integrate and apply the knowledge, skills, and competencies acquired throughout the program to real-world hospitality management challenges. Through a combination of case studies, projects, and experiential learning activities, students will engage in advanced-level analysis, strategic planning, and decision-making in various areas of hospitality management, including operations, marketing, finance, human resources, and sustainability. The course will also emphasize critical thinking, problem-solving, and communication skills essential for leadership roles in the dynamic and competitive hospitality industry. The Capstone project will provide students with an opportunity to demonstrate their mastery of hospitality management concepts and their ability to address complex industry issues through evidence-based solutions.	3
HMG6950	Hospitality Management Capstone The Hospitality Management Capstone is the culminating course in the graduate program, designed to integrate and apply the knowledge, skills, and competencies acquired throughout the program to real-world hospitality management challenges. Through a combination of case studies, projects, and experiential learning activities, students will engage in advanced-level analysis, strategic planning, and decision-making in various areas of hospitality management, including operations, marketing, finance, human resources, and sustainability. The course will also emphasize critical thinking, problem-solving, and communication skills essential for leadership roles in the dynamic and competitive hospitality industry. The Capstone project will provide students with an opportunity to demonstrate their mastery of hospitality management concepts and their ability to address complex industry issues through evidence-based solutions.	3
LB60800	Labor Law Relations 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
LDR3371	Leadership and Communication 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
MA50000	Business Organization and Management This course will help the students to understand the process involved in decision making, an important aspect of business management organization. Among the topics studied, we have: Deciding what is right, the organizational culture, managing ethical and legal compliance, corporate responsibility, and ethical problems of managers.	3
MA50100	Strategic Management and Technology This course provides students with the knowledge needed in the technology and innovation management field. Among the topics studied, we have sources of innovation, formulating technological innovation strategy, defining the organization's strategic direction, choosing innovation projects, implementing technological innovation strategy, managing new product development, and protecting innovation.	3
MA50200	Business Operations Management 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	3

	variability, process integration, process synchronization, and capability are among the topics studied during this course.	
MA50300	Effective Communications Management This course is designed to prepare students to be effective communicators in the workplace. Among the topics studied, we have basic principles of communication, evaluating and improving relationships in the workplace, conflict management, other forms of communication, communicating in public, employment interviews, communicating professionally, and intercultural communication.	3
MA50400	Business Project Risk Management The purpose of this class is to prepare the student to manage business project risks appropriately. Among the topics studied, we have created materials to promote the company, managing budgets, managing guides, and their certifications, managing equipment, managing information requests, managing payroll records, determining costs for events, and performing statistical analyses.	3
MA50600	Corporate Business Finance Management This course is designed to prepare students for decision-making for a business from a corporate finance point of view. Financial management, financial statements analysis, the time value of money, debt valuation, interest rates, capital market theory, asset pricing, long-term financing, working capital management, and financial policies are among the topics studied during this class.	3
MA50700	Global Business Strategic Management Pre-Requisite: Business Organization and Management (MA5000) The purpose of this course is to prepare the students to understand what determines the success and failure of firms around the globe. Globalizing business, understanding formal institutions, trading internationally, investing abroad, capitalizing on global integration, internationalizing the entrepreneurial firm, managing global competitive dynamics, and financing the corporation, are among the topics studied during this class	3
MA60500	Strategic International Marketing Assessment 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	Recruitment and Human Resources Information Systems 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	Human Resources Management and Compensation Issues 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	Legal Issues in Human Resources Management 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	Human Resources Policy Management 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	Service Marketing Management 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	Marketing Organizational Management 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	Customer Relations Management 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	Product and Brand Management This course will give a broad managerial perspective on effective and damaging practices in product and brand development. Students will assess the considerations involved in responsible and effective planning, decision-making, and implementation.	3
MA61500	Marketing Business Project Management	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	College Algebra* 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
MAC2107	College Algebra II* 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
MAD5403	Mathematics for Artificial Intelligence is a course that focuses on providing the mathematical foundations necessary to understand the various algorithms, methods, and techniques used in Artificial Intelligence. It includes the application of concepts from linear algebra, calculus, and mathematical analysis in the fields of computer science, software engineering, and data science.	3
MAN2604	International Business 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	International Trade 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
MAN3011	Distribution Channels 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
MAN3022	Human Resource Management Prerequisite: Introduction to Business (GEB1011) 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.	3
MAN3071	Brand Management 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
MAN3072	Strategic Management 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
MAN3073	Operations and Supply Chain Management 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
MAN3081	Organizational Behavior	3

	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.	
MAN3082	Business Management This course provides the students with a better understanding of the small business operation, financing, 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
MAN4092	Promotion Management & Integrated Marketing Communications Prerequisite: Advertising (MKA1511) This course offers knowledge in the coordination and integration of all marketing communication and promotion management. The students will learn to communicate effectively with customers and potential customers by using advertising, promotions, and marketing communications. Among the topics studied, we have: Integrated Marketing Communications, Advertising Management, Media tools, Sales promotions, and evaluation of an Integrated Marketing Program.	3
MAN4900	Business Capstone 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
MAN6000	Quantitative Research for International Business The objective of this course is to develop critical thinking abilities in the process of quantitative analyses to resolve business problems through the development and application of statistical techniques. The course provides the participants with the necessary tools to analyze, transform, and present quantitative data for effective and efficient business decisions. It includes research analyses and the analysis of applied methodologies in real-world business scenarios. The topics of the course, among many others, include sample analyses, hypothetical testing, regression analysis, and statistical projections.	3
MAN60200	Strategic Global Marketing Management Prerequisite: International Economics (FI50500) This course provides an overview of the unique aspects of global marketing in the international business environment and provides the structure upon which multinational marketing management develops. The course analyzes a variety of value levels to achieve success. Emphasis is placed on the role of the international marketing executive in the expansion of global marketing strategies in a variety of markets with diverse cultural, political, and economic situations. The course focuses on the decision-making process in the areas of foreign market analysis, target identification, product planning, promotion, and channels of distribution to achieve corporate objectives.	3
MAN60300	Ethics, Social Responsibility, and Sustainability in a Global Market 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	Entrepreneurship and Innovation for Global Management 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
MAR1011	Principles of Marketing 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	International Marketing	3

	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.	
MAR3042	Consumer Behavior 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
MKA1511	Advertising Prerequisite: Principles of Marketing (MAR1011) The purpose of this course is to provide students with knowledge of advertising and its key components. Students will be able to describe the roles, functions, and types of advertising, as well as the planning and strategy behind it. Among the topics studied, we have strategic research in advertising, advertising strategy, public relations, and regulations of advertising and advertising's role in marketing	3
MKA2021	Business Management and Consumer Behavior Analysis 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
MKA2932	Marketing Management 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
MKT3022	Services Marketing 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
MKT3061	Business to Business Marketing 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
MKT3081	Marketing Research Prerequisite: Principles of Marketing (MAR1011) or Hospitality Marketing (HFT2500) or International Marketing (MAR2141) The purpose of this course is to help students to understand existing customers, potential customers, and the marketplace by developing their research skills and their application in real-world cases. Students are expected to use data provided in class to exercise their decision-making skills and to analyze the effectiveness of their feedback process.	3
MKT3082	E-Marketing 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
MKT4900	Marketing Capstone 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
MNA1161	Introduction to Customer Service Prerequisite: Principles of Marketing (MAR1011)	3

	The purpose of this course is to provide students with 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.	
MSP400	Introduction to the Sports and Fitness leadership program This course will provide an overall introduction to Sports and Fitness Leadership. Coursework, pillars of knowledge, expectations, potential employment, and management concepts in sport, fitness, and recreational will be covered.	3
MSP410	Organizational Leadership and Management in Sports and Fitness 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 Sports and Fitness.	3
MSP420	Facility and Risk Management in Sports and Fitness Students will be introduced to the planning, designing and management of Sports and Fitness facilities. Students will identify strengths and weaknesses of major facilities and will design their own facility upon completion of this course.	3
MSP440	Strategic communication and marketing in Sports and Fitness Students will examine communications tools such as advertising, sales, and 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	Psychology of sport behavior and athletic performance 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 sport will be examined.	3
MSP460	Public Health Nutrition and Physical Activity Management Focusing 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	Facility Operations and System management This sport 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. The 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	Care and Prevention of Athletics Injuries Management 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	Sport Law and Risk management 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 sport fields	3
MSP520	Sports Marketing Management 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	3

	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, 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	
MSP570	Advanced Fitness Assessment and Exercise Prescription 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	Sports and Fitness Management Capstone Students may complete an applied project reflecting application and integration of their knowledge and skills. Students will collaborate with an individual within an interscholastic or intercollegiate sport 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 Sports and Fitness Management.	3
PHI2600	Introduction to Ethics* 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
PHI5699	The Data Ethics course explores the ethical principles that underline the collection, use, and management of data in today's digital environment. The curriculum equips students with the ethical frameworks crucial for decision-making and resolving intricate dilemmas in data science, data analytics, and technology. The course also enhances the ethical reasoning abilities vital for data professionals.	3
PSY2012	General Psychology * The purpose of this course is to provide the students with 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	Intro to Sports & Fitness Management 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' background in this area and to better allow them to develop effective and comprehensive sports and fitness marketing plans.	3
RLS 2020	Recreation Leadership & Supervision 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	Sport Analytics Data analytics can be applied to every functional area of sport business, from marketing to event management to player performance. Using research spanning the sport industry, students will develop a working knowledge of data analysis as it applies to business decisions across the sport industry.	3
SEM 4900	Seminar on Sports and Fitness Management (Capstone) 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 relate areas of specialty to broaden the Sports and Fitness management profession.	3
SET 4000	Ethical Considerations in Sports and Fitness This course provides morality and ethical issues pertaining to Sports and Fitness. During this course there will be involvement in discussions on sportsmanship, fan behavior, performance-enhancing drugs, gender equity in sport, deviant behavior in athletics, and issues	3

	related to youth sports participation. It will examine current rules, morals, and philosophies to career aspirations and reflect it in an ethical as well as situational manner.	
SFM 4060	Sports & Fit Mgmt. Practicum 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	Sports & Fit Mgmt. Practicum II 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	Sport Marketing 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	Functional Movement Anatomy 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	Behavioral Aspects of Sport 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
SPC1600	Introduction to Public Speaking* 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
SPC 4030	Care and Prevention of Athletics Injuries The study of the treatment and prevention of specific sport 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
SPD 3050	Digital Technologies in Sport & Fitness 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	The Economics of Sport & Fitness 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"> the business and economics of professional team sports, the importance of population in driving competitive imbalance, the efficacy of leagues' competitive balance initiatives, the relationship between performance and player compensation, drivers of home field advantage in sports, measuring parity in sports leagues, assessing the NCAA's RPI (Ratings Percentage Index), forecasting team performance, understanding the drivers of ticket prices, the efficiency of wagering markets peer effects in team performance. 	3
SPF 3030	Sports & Fitness Facility Management 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	Global Sport Business This course provides critical context from which to proceed in learning and applying sports models, techniques and concepts in variety of sports business practice areas. The nature of leisure behavior; historical, ethical, social, and economic aspects of the sports industry; the terminology of sports; and the forces that have affected the growth of sports as a business.	3
SPH 3090	Public Health Nutrition and Physical Activity	3

	This course emphasizes the distinction between population-based and individual-based approaches to prevention and alleviation of diet-related conditions, and 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.	
SPL 2070	Legal Aspects of Sport Management 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 sport managers at all levels of the industry.	3
SPM 3080	Managerial Aspect of Sport Management Development of a conceptual understanding of sport management, career opportunities in sport management, and the necessary competencies for the different career fields.	3
SPP 3040	Program Planning in Sports & Fitness Exploration and examination of theoretical foundations and basic Sports and Fitness programming skills, methods, and techniques necessary to deliver Sports and Fitness activities within a variety of settings, agencies and/or organizations. This course provides practical knowledge and experience 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.	3
STA2023	Statistics* 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
STA3021	Statistics II Pre-Requisite: Statistics I (STA2023) The purpose of this course is to give students a wide understanding of statistics and their many applications. Applications of concepts learned in class are to be expected in each session. Topics include Descriptive statistics, Probability distributions, Means, Variances, Linear regression, and statistical methods for quality control.	3
WOH1001	World History* 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 Calendars



ACADEMIC CALENDAR
FALL 2025

August 28, 2025	New Students Orientation
SEPTEMBER	
September 1, 2025	Holiday: Labor Day
September 2, 2025	Classes Begin
September 8, 2025	Last day to register, add or change sections of a course without the signature of the instructor.
September 12, 2025	Last day to withdraw with 80% refund.
September 19, 2025	Last day to withdraw with 60% refund.
September 26, 2025	Last day to withdraw with 40% refund.
OCTOBER	
October	Faculty Observations begin
October 3, 2025	Last day to withdraw with 20% refund.
October 13, 2025	Holiday: Columbus Day
October 19, 2025	Last day to withdraw partially or totally from one or more courses with a W grade. Can repeat with no additional fees.
October 20-26, 2025	Midterm Exams
October 20-26, 2025	Student Surveys-Student to Institution/J1 Entrance Survey**
October 27, 2025	Last day to withdraw with a WF. No refunds and repeat class with an extra fee.
October 27 - November 2, 2025	Student Surveys-Graduates**
NOVEMBER	
November 11, 2025	Holiday: Veterans Day
November 17, 2025	Spring 2026 Term Registration Begin
November 27-28, 2025	Holiday: Thanksgiving
November 24-28, 2025	Student Surveys-Student satisfaction/J1 Exit survey**
DECEMBER	
December 1-7, 2025	Final Exams
December 1-7, 2025	Student Surveys-Student to Faculty**
December 8, 2025	Spring 2026 Late Registrations Begin
December 14, 2025	Deadline to apply for next graduation
December 14, 2025	Classes End
December 17, 2025	Last day for instructors to post grades on Virtual Campus.
December 15, 2025 - January 4, 2026	
Christmas Break	
JANUARY	
January 2, 2026	Last day to appeal grades for the current semester
January 5, 2026	Spring 2026 Term starts

(*) 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

January	
November 2025	Spring 2026 Continuing Student Registration
January 5-9, 2026	New Students Orientation
January 12, 2026	Classes Begin
January 18, 2026	Last day to register, add or change sections
January 19, 2026	Holiday Observed: Martin Luther King
January 20, 2026	Last day to withdraw with 80% refund.
February 6, 2026	Last day to withdraw with 60% refund.
February	
February	Faculty Observations begin
March 6, 2026	Last day to withdraw with 40% refund.
February 16, 2026	Holiday: President's Day
February 23, 2026	Student Surveys-Student to Institution
March 2, 2026	Midterm Exams
March	
March 9, 2026	Summer 2026 - Term Registration Begins
March 9, 2026	Student Surveys-Graduates**
March 13, 2026	Last day to withdraw with 15% refund.
March 13, 2026	Last day to withdraw partially or totally from one or more courses with a W grade. Can repeat with no additional fees.
March 20 to May 3, 2026	Last day to withdraw with a WF. No refunds and repeat class with an extra fee. (weeks 10-15)
April	
March 30 – April 3, 2026	Spring Break
April 6, 2026	Summer 2026- Late Registration Begins
April 6, 2026	FINAL Student Surveys-Student satisfaction
April 20-24, 2026	Final Exams
May 3, 2026	Classes End
May 3, 2026	Deadline to apply for next graduation
May 6, 2026	Last day for instructors to post grades on Canvas.
May 8, 2026	Last day to appeal grades for the current semester
Summer	
May 11, 2026	Summer 2026 Term starts

(*) 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

May	
March 2026	Summer 2026 Continuing Student Registration
May 4-8, 2026	New Students Orientation
May 11, 2026	Classes Begin
May 17, 2026	Last day to register, add or change sections
May 22, 2026	Last day to withdraw with 80% refund.
May 25, 2026	Holiday Observed: Memorial Day
June	
June	Faculty Observations begin
June 5, 2026	Last day to withdraw with 60% refund.
June 19, 2026	Holiday Observed: Juneteenth
July	
July 3, 2026	Last day to withdraw with 40% refund.
June 29, 2026	Fall 2026 – Term Registration Begins
June 29-July 3rd	Midterm Exams
June 29-July 3rd	Student Surveys-Graduates**
July 10, 2026	Last day to withdraw with 15% refund.
July 10, 2026	Last day to withdraw partially or totally from one or more courses with a W grade. Can repeat with no additional fees.
July 13- August 21, 2026	Last day to withdraw with a WF. No refunds and repeat class with an extra fee. (weeks 10-15)
August	
July 27, 2025	Fall 2026 – Late Registration Begins
August 17, 2026	Student Surveys – Student to Faculty**
August 17-21, 2026	Final Exams
August 23, 2026	Deadline to apply for next graduation
August 23, 2026	Classes End
August 26, 2026	Last day for instructors to post grades in Canvas
August 28, 2026	Last to appeal grades for the current semester.
Fall	
August 31, 2026	Fall 2026 Term Starts

(*) 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

August	
June 2026	Fall 2026 Continuing Student Registration
August 24-28, 2026	New Students Orientation
August 31, 2026	Classes Begin
September	
September 6, 2026	Last day to register, add or change sections
September 7, 2026	Holiday Observed: Labor Day
September 11, 2026	Last day to withdraw with 80% refund.
September	Faculty Observations begin
September 25, 2026	Last day to withdraw with 60% refund.
October	
October 12, 2026	Holiday Observed: Columbus Day
October 19-23, 2026	Midterm Exams
October 23, 2026	Last day to withdraw with 40% refund.
October 26-30, 2026	Student Surveys-Graduates**
October 30, 2026	Last day to withdraw with 15% refund.
October 30, 2026	Last day to withdraw partially or totally from one or more courses with a W grade. Can repeat with no additional fees.
November	
November 2, 2026	Spring 2027 – Term Registration Begins
November 2- Dec 11, 2026	Last day to withdraw with a WF. No refunds and repeat class with an extra fee. (weeks 10-15)
November 11, 2026	Holiday Observed: Veteran's Day
November 23, 2026	Student Surveys – Student to Faculty**
November 26-27, 2026	Holiday Observed: Thanksgiving
November 30, 2026	Spring 2027 – Late Registration Begins
December 7-11, 2026	Final Exams
December 13, 2026	Deadline to apply for next graduation
December 13, 2026	Classes End
December 16, 2026	Last day for instructors to post grades in Canvas
December 18, 2026	Last 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

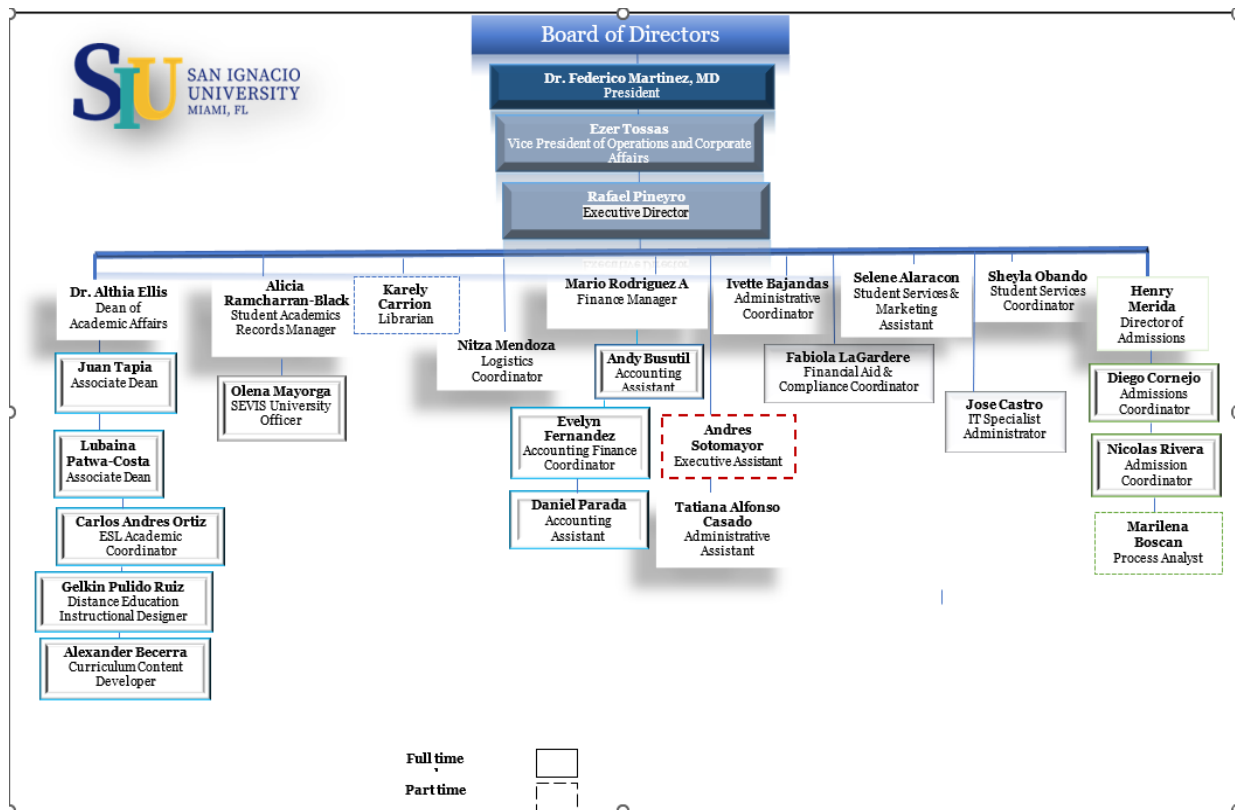
Faculty Listing

Alvarez – Pousa, Omar A.	DBA – Catholic University of La Plata
Alvarez, Janet	DBA - Argosy University - Marketing, Master's in education - Virginia State University - Educational Media, BS - Virginia Commonwealth University - Psychology
Asurmendi, Silvina	MA – University of Massachusetts – Applied Linguistics
Babalou, Yazmine	PHD – University of Tennessee – Hospitality and Tourism Management
Barros, Mario	PhD – California Coast University – Educational Administration
Beckman, Eric	MBA - Nova Southeastern University - International Business MS - University of California Los Angeles - Engineering Systems Science BS - Universidad Catolica Andres Bello - Industrial Engineering
Brown, Santarvis	PhD – Barry University – Leadership and Education with Human Resource Development Specialization, MS – Barry University – Technology and TESOL, BA – Barry University – Communication Studies – Minor: Journalism
Capriles, Gonzalo	PhD - University of Colorado Economics MA - University of Colorado Economics MS - University of New Haven Financial Accounting
Chaker, Mohammed	Ed.D. – Nova Southeastern University – Educational Leadership Ed Nova Southeastern University – Leadership Modified Specialist Program
Chelala, Maria	DBA – Walden University – Business Administration – In Progress MBA, IESA BS – Simon Bolivar
Christiansen, Manuel	MBA – American InterContinental University – Marketing
Davila, Maria- Renee	MBA – San Ignacio University – International Business Bachelor – University of Zulia
Dunbar, Damian	MS – University of Bridgeport – Human Nutrition MBA – Boston University – Finance BS – University of New Hampshire – Recreation Administration AS – Sullivan University – Culinary Arts
Engle, Collen	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
Fino, Mauricio	Ph.D. - Management Sciences, master's in communication sciences - Dr. Rafael Belloso Chacin University, BA - Catholic University Cecilio Acosta - Social Communication - Specialization in Community Development
Ford, Nicholas	MA – Campbellsville University – English Language and Literature, M. Ed. – Miami Regional University – Education Administration MBA – Miami Regional University – Business Administration,

	MA – University of Utah – French Language, Literature and Culture, MA – Babes-Bolyai University – English and French Languages and Literature
Fuenmayor, Jesus	MA – Universidad Autonoma del Caribe – Management BS – Johnson & Wales University – Culinary Arts, AS – Johnson & Wales University – Culinary Arts, AS – Miami Dade College -Hospitality & Tourism
Gavino, Jacqueline	MS – University of Nebraska – Biological Sciences BS – Florida International University – Biological Sciences AS – Miami Dade College
Gill, Monica	MS – BS - Odessa National Maritime University – Mechanical Engineering/Seaport Cargo Operations, MBA – Polytechnic University, 18 Credits Hours of Graduate Level Mathematics Converse College Spertamburg
Gualco, Dean	Doctor of Philosophy – Florida International University – Dietetics and Nutrition MS – Florida International University – Dietetics and Nutrition BS – Universidad Central de Venezuela – Dietetics and Nutrition
Jardines Del Cueto, Lina	MS – University of Florida - Sport Management BS – University of Florida - Sport Management BS – University of Florida – Business Administration -Marketing
Kalyanova, Ganna	PhD – University of Miami – Literacy, Cultural, and Linguistics Studies, MA – Havana University – History, Mention Afro-Asian Studies, BA – Havana University - History
Martin, Luis	EDD – San Ignacio University Graduate School Special Education MA- Wayne University - Liberal Arts & Science/ Romance Languages and French BA - Donetsk National University - Foreign Languages/English
Mercader, Jose Luis	Ph.D. – Rafael Belloso Chacin University – Education MS – University of Zulia – Teaching Mathematics MS – University of Zulia – Applied Mathematics BS – Rafael Urdaneta University – Civil Engineer
Mora, Jose R	DBA – Argosy University – Accounting MBA – Nova Southern University – Finance Masters in accounting – Nova Southern University BBA – Florida International University
Myott, Amanda	DBA – San Ignacio University Graduate School – Finance MBA – University of South Florida – Business Administration
Myott, Scott	Master’s in management – University of Barcelona – Sales and Marketing BBA – Central University of Venezuela
Nunez, Pedro	DBA – California Southern University – In Progress MBA – University of Miami - International Business, BS – Florida Atlantic University – Accounting
Ojeda, Orlando	Master – Florida Atlantic University – Taxation MBA – Wilmington University BS – University of North Carolina – Accounting
Rivera, Myriam	DBA – Capella University – Accounting, MS – The University of Miami – Taxation, BBA – The University of Miami - Accounting
Rodriguez, William	DBA - San Ignacio University Graduate School - Marketing, MBA - San Ignacio University - International Business,

Salas, Armando	DBA - Argosy University - International Business, MBA - University of Phoenix, MBA - Colorado Technical University - Operations Supply Chain Management, BBA - University of Puerto Rico - Accounting
Santiago, Eric	PhD – University of Connecticut – Economics, MA – University of Connecticut – Economics, BA - Andres Bello Catholic University - Economics
Sarmiento, Maria Renee	DBA – San Ignacio University Graduate School – Human Resources MBA – Universidad Metropolitana/Ana G. Mendez – Human Resources, BA – University of Puerto Rico – Humanities in Theatre
Snow, Eric	Ph. D Education in Organizational Learning and Leadership - - Specialization in Human Resource Development, MA in Administration, BA in Liberal Studies – minor in Psychology – Barry University
Sweetland, Lascelle	Juris Doctor – University of Costa Rica – International Law, Master of Education Administration – Miami Regional University, MBA -Miami Regional University
Tapia, Juan	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
Tossas, Katherine	DBA – Saint Leo University - Management MBA – University of Miami – Management BS – University of Phoenix – Business Management
Tuñón, Julio	Doctor of Education – Saint Thomas University MB – Texas Southern University – Business, BBA – State University of New York – Business & Management
Urdaneta, Ulises	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
Velasco, Milagros	EDD – Marconi University – Education and Leadership Master’s 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
	Doctorate in Management Sciences – Universidad Rafael Belloso Chacin MBA – Universidad Rafael Urdaneta, BS – Universidad Simón Bolívar- Computer Engineering
Zych, Stanley	MS - Pennstate University - Computer Science BS - University of Puerto Rico
	DBA – San Ignacio Graduate School – Finance MBA - Universidad Católica Andrés Bello - Finance BS - Metropolitan University
Alvarez – Pousa, Omar A.	Doctor of Science in Business Administration – Humboldt International University MBA – Humboldt International University BBA – University of Puerto Rico – Economics

ADMINISTRATIVE LISTING



ADVISORY COUNCIL

The Advisory Councils at San Ignacio University play a crucial role in ensuring that the degree programs offered align with industry standards and prepare students for their chosen careers. The Advisory Committees conduct the following functions:

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

The advisory committees for the current academic year are as follows:

SIU ADVISORY COUNCIL

GENERAL EDUCATION

DR. ALTHIA ELLIS, SIU DEAN OF ACADEMIC AFFAIRS

DR. MARCELA GUZMAN, SIU ASSOCIATE DEAN, GRADUATE PROGRAMS

MS. CECILIA VEGA, FOUNDER & CEO, AIWEEN.COM; INDUSTRY PROFESSIONAL

DR. VICTOR OLIVO, SIU ADJUNCT FACULTY

ULISES GUIGOU, SIU ADJUNCT FACULTY

MG. ALAN PONCE, SIU ADJUNCT FACULTY

MS. ARACELI RUBIO, BACHELOR OF BUSINESS, SIU STUDENT

BUSINESS

DR. ALTHIA ELLIS, SIU DEAN OF ACADEMIC AFFAIRS

DR. MARCELA GUZMAN, SIU ASSOCIATE DEAN, GRADUATE PROGRAMS

DR. MICHAEL FOWLER, PROFESSOR OF POLITICAL SCIENCE AT THE UNIVERSITY OF LOUISVILLE, INDUSTRY PROFESSIONAL

MS. MARCELA VELASQUEZ, FP&A MANAGER AT FIRSTSERVICE RESIDENTIAL, INDUSTRY PROFESSIONALS

MS. MAGALI RODRIGUEZ, WORLD BANK GROUP, EMPLOYER

MR. SCOTT MYOTT, SENIOR TAX MANAGER AT VERIZON COMMUNICATIONS INC., INDUSTRY PROFESSIONALS

DR. ALEJANDRO ESPIN-ANDRADE, SIU ADJUNCT FACULTY

MS. DOMENICA MARGEL CABEZAS, MBA OF HUMAN RECOURCES, SIU STUDENT

MR. MARCELO PENA, MBA SPECIALIZATION IN INTERNATIONAL BUSINESS, SIU ALUMNI

MR. DIEGO CORNEJO, MBA OF INTERNATIONAL BUSINESS, SIU ALUMNI

HOSPITALITY MANAGEMENT

DR. ALTHIA ELLIS, SIU DEAN OF ACADEMIC AFFAIRS

DR. MARCELA GUZMAN, SIU ASSOCIATE DEAN, GRADUATE PROGRAMS

MR. CYRUS MARFATIA, EMPLOYER

DR. DAVID JURASINSKI, SIU ADJUNCT FACULTY

MR. PEDRO ACOSTA, DIRECTOR OF HOSPITALITY AT MIAMI-DADE COUNTY PUBLIC SCHOOLS, INDUSTRY PROFESSIONAL

MS. MELISA ESTRADA, MASTER OF HOSPITALITY MANAGEMENT, SIU STUDENT

MS. CLAUDIA GARCIA CASQUINO, MASTER OF HOSPITALITY MANAGEMENT, SIU ALUMNI

MS. LÉA LETRONNIER, BACHELOR OF HOSPITALITY MANAGEMENT, SIU STUDENT

MS. FABIANA PEDRÁ, BACHELOR OF HOSPITALITY MANAGEMENT, SIU STUDENT

EDUCATION

DR. ALTHIA ELLIS, SIU DEAN OF ACADEMIC AFFAIRS

DR. MARCELA GUZMAN, SIU ASSOCIATE DEAN, GRADUATE PROGRAMS

DR. GUADALUPE BANULS, ACADEMIC DEAN - UNAD, INDUSTRY PROFESSIONAL

DR. OLUWAFEMI BANJOKO, SIU ADJUNCT FACULTY

DR. MARIA CHELALA, SIU ADJUNCT FACULTY

DR. ERIC SANTIAGO, SIU ADJUNCT FACULTY

DR. JOSE GOMEZ, SIU ADJUNCT FACULTY

MS. YANIRA ORIA RODRÍGUEZ, DOCTORATE OF EDUCATION (EdD), WITH A SPECIALIZATION IN SPECIAL EDUCATION, SIU STUDENT

MS. GIOVANNA ANTONELA DI MICELI, MASTER OF EDUCATION WITH A SPECIALIZATION IN EDUCATION LEADERSHIP, SIU STUDENT
 MS. MARILENA BOSCAN, MASTER OF EDUCATION WITH A SPECIALIZATION IN SPECIAL EDUCATION, SIU STUDENT
 DR. LUBAINA PATWA-COSTA, DOCTORATE OF EDUCATION (EDD), SIU ALUMNI
 MS. MARIAM GUTIERREZ, MASTER OF EDUCATION WITH A SPECIALIZATION IN EDUCATION LEADERSHIP, SIU ALUMNI
ENGLISH AS A SECOND LANGUAGE (ESL)
 DR. ALTHIA ELLIS, SIU DEAN OF ACADEMIC AFFAIRS
 MR. CARLOS ANDRES ORTIZ, ESL ACADEMIC PROGRAM COORDINATOR
 MR. DIDIER BRUNOTIS, INDUSTRY PROFESSIONAL
 MR. JAMES GOLDSTONE, EMPLOYER
 MS. CRISTINA BADELL, SIU FACULTY
 MS. CAROLINA ANDRADE, SIU FACULTY
 MS. SARANITH OLORTEGUI, SIU STUDENT
 MS. LAURA ISABEL BARRERA VÁZQUEZ, SIU ALUMNI
 MR. CARLOS LENIS, SIU ALUMNI

MARKETING

DR. ALTHIA ELLIS, SIU DEAN OF ACADEMIC AFFAIRS
 DR. MARCELA GUZMAN, SIU ASSOCIATE DEAN, GRADUATE PROGRAMS
 DR. ERIC SNOW, EXECUTIVE DIRECTOR – AUXILIARY POWER UNIT, ATC AEROSPACE, INDUSTRY PROFESSIONAL.....
 MS. MONICA MICHEL, SENIOR CONSULTANT, INDUSTRY PROFESSIONAL
 MS. CECILIA VEGA, FOUNDER & CEO, AIWEEN.COM; INDUSTRY PROFESSIONAL
 MR. ANDRES SOTOMAYOR, MBA, SPECIALIZATION IN MARKETING, SIU STUDENT
 MR. NICOLAS RIVERA, MBA, SPECIALIZATION IN MARKETING, SIU ALUMNI

SPORTS AND FITNESS MANAGEMENT

DR. ALTHIA ELLIS, SIU DEAN OF ACADEMIC AFFAIRS
 DR. MARCELA GUZMAN, SIU ASSOCIATE DEAN, GRADUATE PROGRAMS
 MR. LUIS CARLOS PEREA, CORONCORO SOCCER CLUB AND GOLDEN STEPS FOUNDATION, INDUSTRY PROFESSIONAL
 MR. NICOLAS RIVERA, MBA, SPECIALIZATION IN MARKETING, SIU ALUMNI
 MS. CECILIA VEGA, FOUNDER & CEO, AIWEEN.COM; EMPLOYER

ARTIFICIAL INTELLIGENCE, BIG DATA AND CYBERSECURITY

DR. ALTHIA ELLIS, SIU DEAN OF ACADEMIC AFFAIRS
 DR. MAURICIO ANGE, ENTERPRISE CHIEF INFORMATION SECURITY OFFICER (CISO), UNIVERSITY OF MIAMI AND FIU FACULTY, CYBERSECURITY INDUSTRY PROFESSIONAL
 DR. ALICIA FERNANDEZ, ATLANTIC UNIVERSITY ADJUNCT FACULTY, CYBERSECURITY INDUSTRY PROFESSIONAL
 DR. MARCEL ANDINO, ATLANTIC UNIVERSITY FACULTY, BIG DATA INDUSTRY PROFESSIONAL
 MR. MARIO GOMEZ, FLORIDA NATIONAL UNIVERSITY FACULTY, AI INDUSTRY PROFESSIONAL
 DR. JUAN TAPIA, SIU ASSOCIATE DEAN, UNDERGRADUATE PROGRAMS, SIU FACULTY

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	20-Jan
GOOD FRIDAY	17-Apr
MEMORIAL DAY	26-May
JUNETEENTH	19-Jun
INDEPENDENCE DAY	4-Jul
LABOR DAY	1-Sep
VETERANS DAY	11-Nov
THANKSGIVING	27-Nov
DAY AFTER THANKSGIVING	28-Nov
CHRISTMAS DAY EVE	24-Dec
CHRISTMAS DAY	25-Dec
NEW YEAR'S EVE	31-Dec

