

**SCHILLER INTERNATIONAL
UNIVERSITY**



One World, One University

CAMPUSES

LARGO, FLORIDA - UNITED STATES

HEIDELBERG - GERMANY

MADRID - SPAIN

PARIS - FRANCE

**CATALOG SUPPLEMENT
2011 – 2012**

SEPTEMBER 23, 2011 EDITION

SCHILLER INTERNATIONAL UNIVERSITY

2011 – 2012 CATALOG SUPPLEMENT

TABLE OF CONTENTS

Section	Page
FACULTY	
• Florida / Online Education	1
• Heidelberg, Germany	3
• Madrid, Spain	4
• Paris, France	5
ACADEMIC CALENDAR	
• Spring 2011	7
• Summer 2011	7
• Fall 2011	8
• Spring 2012	9
• Summer 2012	9
• Fall 2012	10
STATEMENT OF TUITION AND FEES	12
PAYMENT INFORMATION	17
CAMPUS CONTACT INFORMATION	18
ADDENDUM – CATALOG UPDATES	20

CATALOG CHANGES

Any action by the faculty, the administration, or the Board of Trustees that is duly announced to the student body will supersede any statement published in this catalog or, if not published in the catalog, will have the same status as a published statement. This catalog is effective when published and supersedes all prior catalogs.

The University reserves the right to repeal, delete, change or amend any policies, regulations, and provisions contained in this publication and may withdraw or modify any information contained herein.

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Fabrizio Veneziano, MA Philosophy, MS Library

ACADEMIC CALENDAR

SPRING SEMESTER 2011

JANUARY 2011

- **January 3 – 7** - Break
- **January 7** - Orientation/Registration
- **January 10** - Classes start

FEBRUARY 2011

- **February 4** - Orientation/Registration
- **February 5** - Classes finish
- **February 7** - Classes begin

MARCH 2011

- **March 4** - Orientation/Registration
- **March 5** – Classes finish
- **March 7** - Classes begin

APRIL 2011

- **April 1** - Orientation/Registration
- **April 4** - Classes begin
- **April 29** – Orientation/Registration
- **April 30** – Classes finish / **GRADUATION**

SUMMER SEMESTER 2011

MAY 2011

- **May 2** - Classes begin
- **May 27** - Orientation/Registration
- **May 28** – Classes finish
- **May 30** – Holiday/Campus Closed
- **May 31** - Classes begin

JUNE 2011

- **June 25** - Classes finish
- **June 27 – 30** - Break

JULY 2011

- **July 1** - Holiday/Campus Closed
- **July 4** - Holiday/Campus Closed
- **July 5 – 8** - Break
- **July 8** - Orientation/Registration
- **July 11** - Classes begin

AUGUST 2011

- **August 5** - Orientation/Registration
- **August 6** - Classes finish
- **August 8** - Classes begin

FALL SEMESTER 2011

SEPTEMBER 2011

- **September 2** - Orientation/Registration
- **September 3** - Classes finish
- **September 5** - Holiday/Campus Closed
- **September 6** - Classes begin
- **September 30** - Orientation/Registration

OCTOBER 2011

- **October 1** - Classes finish
- **October 3** - Classes begin
- **October 28** - Orientation/Registration
- **October 29** - Classes finish
- **October 31** - Classes begin

NOVEMBER 2011

- **November 23** - Orientation/Registration
- **November 24 – 25** - Holiday/Campus Closed
- **November 26** - Classes finish
- **November 28** - Classes begin

DECEMBER 2011

- **December 22** - Classes finish
- **December 23 and 26** - Holiday/Campus Closed
- **December 27 – 29** - Break
- **December 30** - Holiday/Campus Closed

SPRING SEMESTER 2012

JANUARY 2012

- **January 2** - Holiday/Campus Closed
- **January 3 – 6** - Break
- **January 6** - Orientation/Registration
- **January 9** - Classes start

FEBRUARY 2012

- **February 3** - Orientation/Registration
- **February 4** - Classes finish
- **February 6** - Classes begin

MARCH 2012

- **March 2** - Orientation/Registration
- **March 3** – Classes finish
- **March 5** - Classes begin
- **March 30** - Orientation/Registration
- **March 31** – Classes finish

APRIL 2012

- **April 2** - Classes begin
- **April 27** – Orientation/Registration
- **April 28** – Classes finish / **GRADUATION**
- **April 30** - Classes begin

SUMMER SEMESTER 2012

MAY 2012

- **May 25** - Orientation/Registration
- **May 26** – Classes finish

- **May 28** – Holiday/Campus Closed
- **May 29** - Classes begin

JUNE 2012

- **June 23** - Classes finish
- **June 25 – 29** - Break

JULY 2012

- **July 2 – 3** - Break
- **July 4** - Holiday/Campus Closed
- **July 5 – 6** - Break
- **July 6** - Orientation/Registration
- **July 9** - Classes begin

AUGUST 2012

- **August 3** - Orientation/Registration
- **August 4** - Classes finish
- **August 6** - Classes begin
- **August 31** - Orientation/Registration

FALL SEMESTER 2012

SEPTEMBER 2012

- **September 1** - Classes finish
- **September 3** - Holiday/Campus Closed
- **September 4** - Classes begin
- **September 28** - Orientation/Registration
- **September 29** - Classes finish

OCTOBER 2012

- **October 1** - Classes begin
- **October 26** - Orientation/Registration
- **October 27** - Classes finish
- **October 29** - Classes begin

NOVEMBER 2012

- **November 21** - Orientation/Registration
- **November 22 – 23** - Holiday/Campus Closed
- **November 24** - Classes finish
- **November 26** - Classes begin

DECEMBER 2012

- **December 22** - Classes finish
- **December 24 – 26** - Holiday/Campus Closed
- **December 27, 28, 31** - Break

HOLIDAYS / CAMPUS CLOSED

UNITED STATES	EUROPE
<p>Refer to dates in the calendar above</p> <p>Notes: Graduation 2011 will take place April 30. January 1, 2011 will be taken as a floating holiday on July 1, 2011. December 24, 2011 will be observed on December 23, 2011. December 25, 2011 will be observed on December 26, 2011. December 31, 2011 will be observed on December 30, 2011.</p> <p>Graduation 2012 will take place on April 28. January 1, 2012 will be observed on January 2, 2012 In 2012 the annual floating holiday will be observed on December 26.</p>	<p>2011 October 3 National Unity Day (October courses start on October 4!) November 1 All Saints Day December 26 2nd Christmas Day</p> <p>2012 January 6 Epiphany Day April 6 Good Friday April 9 Easter Monday May 1 Labor Day May 17 Ascension Day May 28 Pentacost Monday June 7 Corpus Christi Day November 1 All Saints Day December 25 1st Christmas Day December 26 2nd Christmas Day</p>

**Florida Campus Schedule of Tuition and Fees
2011 – 2012
US Citizens**

	Undergraduate	Graduate
Gross Tuition	\$ 435	\$ 575
Fee Per Credit Hour	<u>55</u>	<u>55</u>
	\$ 490	\$ 630
Credits	<u>3</u>	<u>3</u>
Tuition Per Course	<u>\$ 1,470</u>	<u>\$ 1,890</u>
Tuition Per Credit Hour	\$ 490	\$ 630

Other Fees

Application Fee (nonrefundable)	\$ 20
Late Payment Fee	\$ 200
Student Insurance	\$ 20 / Credit Hour
Student Activity Fees	\$ 25 / Month or \$100 / Term
Transcript Fee	\$ 20
Parking Fee / Term	\$ 50
Credit by Exam per Credit Hour	\$ 490 UG / \$630 G
Audit Fee per Credit Hour	\$ 490 UG / \$630 G
Technology Fee – Online Courses	\$ 55 / Credit hour
Withdrawal Fee	\$ 100
Graduation Fee	\$ 100
Thesis Fee	\$ 630

All tuition and fees are due and payable before arrival in the country or on campus, unless other arrangements have been made and specifically approved in writing by the President or Chief Financial Officer of Schiller International University.

REFUNDS: Tuition and fees are subject to the University's refund policies. Please refer to the University Catalog for details.

NOTE: The fees above are effective for all students for classes beginning after January 1, 2011. Fees are subject to change. Contact the specific campus for updates.

**Florida Campus Schedule of Tuition and Fees
2011 – 2012
US Citizens**

Nursing Undergraduate

Gross Tuition	\$ 525
Fee Per Credit Hour	75
Student Insurance Per Credit Hour	<u>20</u>
	\$ 620
Credits Per Course	<u>3</u>
Tuition Per Course	<u>\$1,860</u>
Tuition Per Credit Hour	\$ 620

Other Fees

Application Fee (nonrefundable)	\$ 20
Late Payment Fee	\$ 200
Student Insurance	\$ 20 / Credit Hour
Student Activity Fees	\$ 25 / Month or \$100 / Term
TEAS Testing	\$ 60
Certified Background Check	\$ 244
Uniforms	\$ 140
Medical Tote (stethoscope, etc.)	\$ 200
Transcript Fee	\$ 20
Credit by Exam per Credit Hour	\$ 620
Audit Fee per Credit Hour	\$ 620
Withdrawal Fee	\$ 100
Graduation Fee	\$ 100

All tuition and fees are due and payable before arrival in the country or on campus, unless other arrangements have been made and specifically approved in writing by the President or Chief Financial Officer of Schiller International University.

REFUNDS: Tuition and fees are subject to the University's refund policies. Please refer to the University Catalog for details.

NOTE: The fees above are effective for all students for classes beginning after January 1, 2011. Fees are subject to change. Contact the specific campus for updates.

**Florida Campus Schedule of Tuition and Fees
2011 – 2012
Non-US Citizens**

	Undergraduate	Graduate
Gross Tuition	\$ 520	\$ 660
Fee Per Credit Hour	<u>55</u>	<u>55</u>
	\$ 575	\$ 715
Credits	<u>3</u>	<u>3</u>
	\$ 1,725	\$ 2,145
Institutional Grant	<u>255</u>	<u>255</u>
Tuition Per Course	\$ 1,470	\$ 1,890
Tuition Per Credit Hour	\$ 490	\$ 630

Other Fees

Application Fee (nonrefundable)	\$ 20
Late Payment Fee	\$ 200
Student Insurance	\$ 20 / Credit Hour
Student Activity Fees	\$25 / Month or \$100 / Term
Transcript Fee	\$ 20
Visa/Immigration Fees	*
Parking Fee / Term	\$ 50
Credit by Exam per Credit Hour	\$ 490 UG / \$ 630 G
Audit Fee per Credit Hour	\$ 490 UG / \$ 630 G
Technology Fee – Online Courses	\$ 55 / Credit Hour
Withdrawal Fee	\$ 100
Graduation Fee	\$ 100
Thesis Fee	\$ 630

All tuition and fees are due and payable before arrival in country or on campus unless other arrangements have been made and specifically approved in writing by the President or Chief Financial Officer of Schiller International University.

* Actual costs will be passed through to the student. In addition to the university tuition and fees, applicants and students will be subject to other direct charges for various services, when applicable, such as for a visa 'CAS' letter and courier charges.

REFUNDS: Tuition and fees are subject to the University's refund policies. Please refer to the University Catalog for details.

NOTE: The fees above are effective for all students for classes beginning after January 1, 2011. Fees are subject to change. Contact the specific campus for updates.

**Heidelberg, Madrid and Paris Campuses Schedule of Tuition and Fees
2011 – 2012
US Citizens**

	Undergraduate	Graduate
Gross Tuition	€ 330	€ 435
Fee Per Credit Hour	<u>55</u>	<u>60</u>
	€ 38 [€]	€ 49 [€]
Credits	<u>3</u>	<u>3</u>
Tuition Per Course	<u>€ 1.15[€]</u>	<u>€ 1.48[€]</u>
Tuition Per Credit Hour	€ 38 [€]	€ 49 [€]

Other Fees

Application Fee (nonrefundable)	€ 20
Late Payment Fee	Contact specific campus for fee
Student Insurance	€ 20 / Credit Hour
Student Activity Fees	€ 40 / Month or €160 / Term
Transcript Fee	€ 20
Visa/Immigration Fees	*
Credit by Exam per Credit Hour	€ 385 UG / € 495 G
Audit Fee per Credit Hour	€ 385 UG / € 495 G
Technology Fee – Distance Learning	€ 120 / Course
Withdrawal Fee	€ 81
Graduation Fee	€ 81
Thesis Fee	€ 495

All tuition and fees are due and payable a minimum of one week before arrival in country or on campus, unless other payment terms have been discussed in advance and approved in writing by the Executive Vice President – International or Chief Financial Officer of Schiller International University. Other payment terms will be considered only in exceptional circumstances. Students will not be allowed to register for class until all tuition and fees are paid.

* Actual costs will be passed through to the student. In addition to the university tuition and fees, applicants and students will be subject to other direct charges for various services, when applicable, such as for a visa 'CAS' letter and courier charges.

REFUNDS: Tuition and fees are subject to the University's refund policies. Please refer to the University Catalog for details.

NOTE: The fees above are effective for all students for classes beginning after January 1, 2011. Fees are subject to change. Contact the specific campus for updates.

**Heidelberg, Madrid and Paris Campuses Schedule of Tuition and Fees
2011 – 2012
Non-US Citizens**

	Undergraduate	Graduate
Gross Tuition	€ 410	€ 515
Fee Per Credit Hour	<u>45</u>	<u>50</u>
	€ 455	€ 565
Credits	<u>3</u>	<u>3</u>
	€ 1,365	€ 1,695
Institutional Grant	<u>210</u>	<u>210</u>
Tuition Per Course	€ <u>1,155</u>	€ <u>1,485</u>
Tuition Per Credit Hour	€ 385	€ 495

Other Fees

Application Fee (nonrefundable)	€ 20
Late Payment Fee	Contact specific campus for fee
Student Insurance	€ 20 / Credit Hour
Student Activity Fees	€ 40 / Month or € 160 / Term
Transcript Fee	€ 20
Visa/Immigration Fees	*
Credit by Exam per Credit Hour	€ 385 UG / € 495 G
Audit Fee per Credit Hour	€ 385 UG / € 495 G
Technology Fee – Distance Learning	€ 120 / Course
Withdrawal Fee	€ 81
Graduation Fee	€ 81
Thesis Fee	€ 495

All tuition and fees are due and payable a minimum of one week before arrival in country or on campus, unless other payment terms have been discussed in advance and approved in writing by the Executive Vice President – International or Chief Financial Officer of Schiller International University. Other payment terms will be considered only in exceptional circumstances. Students will not be allowed to register for class until all tuition and fees are paid.

*Actual costs will be passed through to the student. In addition to the university tuition and fees, applicants and students will be subject to other direct charges for various services, when applicable, such as for a visa 'CAS' letter and courier charges.

REFUNDS: Tuition and fees are subject to the University's refund policies. Please refer to the University Catalog for details.

NOTE: The fees above are effective for all students for classes beginning after January 1, 2011. Fees are subject to change. Contact the specific campus for updates.

PAYMENT INFORMATION

TERMS OF PAYMENT

NOTE: Applicants should verify payment instructions with the Bursar at the specific campus of interest.

Students are required to pay 100 percent of their estimated amount due for the semester at least one week prior to the first scheduled day of class. Some European campuses may require an advance payment to cover at least two semesters in advance, for immigration purposes. Applicants and Students should check with the Admissions Representative at their campus of interest for details.

Payment may be made in cash; by check; by wire transfer; or by VISA, MasterCard, American Express or Discover Card [Some European campuses cannot accept checks from foreign banks and are unable to accept all credit cards. Applicants and Students should check with the Bursar at their campus of interest for credit card or wire transfer options. Some additional fees for credit card payments may be applied at European campuses.] Questions regarding payment should be directed to the Bursar's Office.

A Credit Card Mail Charge Authorization form can be requested at each campus or downloaded on the University's website at www.schiller.edu. In addition to handling these charges by mail, students can also present their credit cards to the Campus Bursars. Charges assessed by banks on foreign checks or on bank transfers will be charged to the students' accounts.

All payments by check or bank transfer must always include student name, term of study and campus attendance. Only Tuition and Fees as scheduled in the current Catalog Supplement will be accepted. Excess funds for living expenses and/or housing should not be transferred to the University.

Any student who is delinquent financially will not be permitted to register, audit or attend classes, or graduate until all charges are paid. SIU reserves the right not to release transcripts, grades, diplomas, or other records for any student who has an outstanding account balance, is delinquent, or is in default on a payment plan.

If a student with an outstanding balance on his/her account were to separate from the institution through withdrawal or suspension, that student remains responsible for the account balance in full. If the account remains unpaid, then it will be sent to collections.

It is the responsibility of the student or parent to send payments promptly according to the Schedule of Tuition and Fees. Checks should note the name of the student and the campus he or she will be attending. *All fees must have been paid one week prior to the start of classes in order for the student to register on the day of Registration. A Late Fee applies for all students who do not pay the full semester tuition by this due date.*

Delayed payment of fees is possible only after a promissory note has been signed and authorized by the Campus Bursar prior to registration day. Students should also consider incidental costs for books, personal laundry service, independent travel, clothing and other items that vary according to individual needs and preferences.

CAMPUS CONTACT INFORMATION

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Largo, Florida 33771	Fax: 1-727-734-0359

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Angela Carney	Provost
Courtney Baldwin	Financial Aid Counselor
Tamara Broadus	Financial Aid Counselor
Alisa Carmichael	Librarian
Vasil Hadzi-Jordanov	Director of IT Operations
Stephanie Hagen	Bursar
Victoria Hodges	Main Registrar/PDSO
Nina Jackel	Campus Registrar
Ann Jette	Receptionist
Helen LaFever	Director of Student Services / Career Services
John Llauget	Counselor
Ronda Mariani	Dean of Business
Shelia Marks	Director of Nursing
Linda Riordan	Executive Assistant
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Michael Reynon	Business Manager, Accountant
Valerie Rouse	Assistant Director, Marketing & Admissions
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Stephen Hunter Jones	Systems Administrator
María Luisa López-Ruiz	Librarian
Paloma Mesonero	Campus Secretary/Student Housing Coordinator
Ana Rojas	Assistant Director of Admissions
Duncan Shaw	Registrar/Head of Studies
Jane Strei	Deputy Director/Finance Office

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Alison Benoit	Registrar, Financial Aid Liaison
Veronique Guilmain	Admissions
Christiane Lord	Assistant Registrar, Dean of Students
Anna Marcikic	Assistant to the Director
Cyril Nehmé	Bursar, Career Counselor
Fabrizio Veneziano	Librarian, IT Manager

ADDENDUM
CATALOG UPDATES as of SEPTEMBER 21, 2011

UNDERGRADUATE CATALOG UPDATES

Page 2: Revision of University Objectives (formerly Goals)

OBJECTIVES OF THE UNIVERSITY

The objectives of the University are to:

- Develop superior academic programs based on employer driven demands;
- Foster partnerships with industry experts to identify future career opportunities;
- Promote student learning through excellence in teaching support services and instructional delivery both online and in traditional settings in response to current industry demands;
- Promote an institutional culture that values diversity and international and cross-cultural competencies and skills identified by global industry experts.

Page 3: Revision of statement of accreditation

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ACICS Address: 750 First Street, NE, Suite 980, Washington, DC 20002-4241. Telephone: (850) 245-336-6780. Web: www.acics.org

Page 9: Addition of hardware and software requirements for online students

Please review these technical requirements to ensure the Schiller International University Online courses run properly on your personal computer.

Microsoft Windows

Windows 2000 or XP

64 MB RAM

28.8 kbps modem (56K recommended)

Sound card and speakers

At least one of the following browsers:

Internet Explorer 6.0 (supported)

Internet Explorer 7.0 (recommended)

Internet Explorer 5.5 (supported)

Netscape Communicator 7.1 (supported)

Firefox 1.x (supported)

Firefox 2.0 (recommended)

Macintosh OS

Mac OS 9.1 and OS X

32 MB RAM (64 recommended)

28.8 kbps modem (56K recommended)

Sound card and speakers

At least one of the following browsers:

Netscape Communicator 7.1 (supported)

Netscape Communicator 6.2 (supported)

Safari 3.0 (supported for OS X)

Safari 2.0 (recommended for OS X)

Safari 1.2 (supported for OS X)

Firefox 1.x (supported)

Firefox 2.0 (supported)

Updates regarding Technology Requirements are also available on the SIU online website at <http://www.schiller.edu/student-services/tech-requirements>.

Page 26: Revisions to Academic Support Services and Career Counseling sections

ACADEMIC SUPPORT SERVICES

The Schiller International University Student Services Department is committed to ensuring student success at every level of your education. The department provides a variety of services including orientation, assistance in locating housing, health insurance providers, transportation, communication, calendars of events, student organizations, volunteerism, and much more.

In addition, SIU has an active and growing Alumni Association, established to recognize and applaud alumni around the world as well as support current students. Please refer to the website at www.schilleralumni.com for updates, announcements, and networking opportunities.

CAREER COUNSELING

Faculty, advisors, and career counselors on each campus advise students on career planning issues and job opportunities. Individual campuses establish a variety of programs from Career Days with speakers on various areas of interest, to workshops on resume writing and job interview techniques. Counselors are knowledgeable about the legal requirements of the host country with regard to employment. They assist qualified SIU students with information concerning internships and forming the links between academia and business life. SIU maintains

a database of SIU alumni and their employers, assisting both counselors and students in locating employment opportunities in business, government and the private sector in many nations.

Page 36: Revisions to Determination of SAP, Academic Probation & Academic Suspension

DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS

At the end of each term, corresponding with the end of a payment period, each student's academic progress is evaluated to determine if he/she is making satisfactory academic progress. At the time of determination, the student must be in good academic standing and must not have exceeded the maximum timeframe. If the student has failed SAP, the student will be notified of the determination in writing.

ACADEMIC PROBATION

Students whose cumulative GPA is below the minimum cumulative GPA required for good academic standing will be placed on academic probation. Students on probation may continue to take classes for one additional semester (or for the next four consecutive months) based on the expectation they will improve their grades sufficiently to achieve good academic standing. A student on probation is not allowed to change degree majors.

ACADEMIC SUSPENSION

Academic suspensions are for a minimum period of one semester or at least four months from the date of suspension. Students who wish to re-enroll at the end of a period of suspension must apply in writing to the Provost on the Largo campus or to the Campus Director for the appropriate site in Europe.

Students whose cumulative GPA is below the minimum GPA required for good academic standing after completing one semester on probation will be suspended. If a student's GPA is below the Cumulative GPA Cut-Off shown in the following table, he/she will be suspended *without* a probationary semester.

Page 39: Updated Grading System (Undergraduate)

The academic performance of students is reported using letter grades. Grades and their associated quality points are shown as follows:

Letter Grade	Quality Points	Description
A	= 4.00	Outstanding
A-	= 3.75	Excellent
B+	= 3.25	Very Good
B	= 3.00	Good

B-	= 2.75	Above Average
C+	= 2.25	Quite Satisfactory
C	= 2.00	Satisfactory
C-	= 1.75	Barely Satisfactory
D	= 1.00	Poor
F	= 0.00	Failed
CR	= 0.00	Pass
I	= 0.00	Incomplete
IP		In Progress
NC	= 0.00	No Credit
R		Repeat
TR		Transferred
W	= 0.00	Withdrawal
X or AU	= None	Audit

Page 42: Addition of policy for Student Degree Changes (Undergraduate)

STUDENT DEGREE CHANGES

An undergraduate student who wants to change degree programs must meet the following requirements:

- 1) The grade point average (GPA) for an undergraduate student must be a minimum of 2.0 in order to qualify for changing from one degree program to another.
- 2) The student must meet satisfactory academic progress (SAP) requirements within the current degree program.
- 3) The student must contact the Registrar's office to complete a program change request form.

The GPA will be calculated including the courses taken in the previous program. Courses taken previous to a change in major will also be calculated in the course completion percentage (according to SAP requirements).

A student is not allowed to change his/her degree program in the middle of a semester. Therefore, a program change request will only be processed at the end of a semester. Students who are receiving financial aid should contact the Financial Aid office to evaluate any potential impact that changing degree programs may have on their funding.

Page 74: Addition of information for Course Numbering System and Pre-requisites

Course Numbering System

Courses numbered in the 100s, 200s, 1000s, or 2000s are lower-division courses designed primarily for first- and second- year students. Courses numbered in the 300s and 400s are upper-division courses designed for third- and fourth-year students. The number in parentheses following the course title indicates the number of semester credits for each course.

Pre-requisites

Before registering for a course, students must have successfully completed all required pre-requisites for that course.

Page 76: Addition of course description for BA 455

BA 455 International Trade and Finance (3) Prerequisites: ECO 2013 and 2023 The course covers major theories seeking to explain international trade patterns, mechanisms for international payments, systems for determining and influencing exchange rates, major international institutions influencing trade are discussed, as well as the role of international investment and multinational corporations. (Same as EC 455)

Page 81:

- *Correct course title for HM 210 is Food and Beverage Management*
- *Deletion of course description for HM 215*

Page 82: Revised course descriptions for HM 499 and IT 103

HM 499 Internship (3) Prerequisite: Permission of advisor. This course requires a minimum of 135 hours work experience with an approved employer in the hotel management field. Supervision and a written project are required. Certain work restrictions may apply.

IT 103 Applications of Computers (3) Acquaints students with the four major applications of computers in business: word processing, databases, spreadsheets and presentation software, using Microsoft Office. Concentrates on fundamentals. “Hands-on” computer-based course. A basic review of the operational software, Windows, and introduction to the Internet Explorer and the creation of a web page document. Includes 30 hours of Lecture plus 30 hours of Lab for a total of 60 contact hours.

Page 83: Revised course description for MA 172

MA 172 Applied Mathematics (3) Prerequisites: MGF 1107. This course focuses on the reasoning and technical skills necessary for students to become proficient in applying the mathematical concepts and tools of calculus.

GRADUATE CATALOG UPDATES

Page 1: Revision of University Objectives (formerly Goals)

OBJECTIVES OF THE UNIVERSITY

The objectives of the University are to:

- Develop superior academic programs based on employer driven demands;
- Foster partnerships with industry experts to identify future career opportunities;
- Promote student learning through excellence in teaching support services and instructional delivery both online and in traditional settings in response to current industry demands;
- Promote an institutional culture that values diversity and international and cross-cultural competencies and skills identified by global industry experts.

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Netscape Communicator 6.2 (supported)

Safari 3.0 (supported for OS X)

Safari 2.0 (recommended for OS X)

Safari 1.2 (supported for OS X)

Firefox 1.x (supported)

Firefox 2.0 (supported)

Updates regarding Technology Requirements are also available on the SIU online website at <http://www.schiller.edu/student-services/tech-requirements>.

Page 15: Revision of Transcripts section

TRANSCRIPTS

Domestic applicants must provide official transcripts that document completion of a bachelor's degree or equivalent from an accredited institution prior to the first date of enrollment. Official transcripts are those that are received by SIU directly from the sending institution. **If an official transcript is not received by the end of the first semester of studies, the student will be administratively dropped.**

Page 23: Revision of Career Counseling section

CAREER COUNSELING

Faculty, advisors, and career counselors on each campus advise students on career planning issues and job opportunities. Individual campuses establish a variety of programs from Career Days with speakers on various areas of interest, to workshops on resume writing and job interview techniques. Counselors are knowledgeable about the legal requirements of the host country with regard to employment. They assist qualified SIU students with information concerning internships and forming the links between academia and business life. SIU maintains a database of SIU alumni and their employers, assisting both counselors and students in locating employment opportunities in business, government and the private sector in many nations.

Page 31: Revisions to Determination of SAP and Academic Probation sections

DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS

At the end of each term, corresponding with the end of a payment period, each student's academic progress is evaluated to determine if he/she is making satisfactory academic progress. At the time of determination, the student must be in good academic standing and must not have exceeded the maximum timeframe. If the student has failed SAP, the student will be notified of the determination in writing.

ACADEMIC PROBATION

Students whose cumulative GPA is below the minimum cumulative GPA required for good academic standing will be placed on academic probation. Students on probation may continue to take classes for one additional semester (or for the next four consecutive months) based on the expectation they will improve their grades sufficiently to achieve good academic standing. A student on probation is not allowed to change degree majors.

Pages 33 – 34: Updated Grading System (Graduate)

The academic performance of students is reported using letter grades. Grades and their associated quality points are shown as follows:

Letter Grade	Quality Points	Description
A	= 4.00	Excellent
A-	= 3.75	Very Good
B+	= 3.25	Good
B	= 3.00	Standard
B-	= 2.75	Below Standard
C+	= 2.25	Adequate
C	= 2.00	Pass
C-	= 1.75	Minimum Pass
D	= 1.00	Poor
F	= 0.00	Failed
CR	= 0.00	Pass
I	= 0.00	Incomplete

IP		In Progress
NC	= 0.00	No Credit
R		Repeat
T		Thesis in Progress
TR		Transferred
W	= 0.00	Withdrawal
X or AU	= None	Audit

Page 36: Addition of policy for Student Degree Changes (Graduate)

STUDENT DEGREE CHANGES

An graduate student who wants to change degree programs must meet the following requirements:

- 1) The grade point average (GPA) for a graduate student must be a minimum of 3.0 in order to qualify for changing from one degree program to another.
- 2) The student must meet satisfactory academic progress (SAP) requirements within the current degree program.
- 3) The student must contact the Registrar's office to complete a program change request form.

The GPA will be calculated including the courses taken in the previous program. Courses taken previous to a change in major will also be calculated in the course completion percentage (according to SAP requirements). However, the GPA of graduate students does not include the grades for any undergraduate course work nor do the undergraduate courses affect course completion percentages (SAP requirements) for a graduate student.

A student is not allowed to change his/her degree program in the middle of a semester. Therefore, a program change request will only be processed at the end of a semester. Students who are receiving financial aid should contact the Financial Aid office to evaluate any potential impact that changing degree programs may have on their funding.

Page 37: Added last sentence regarding transfer credits based on articulation agreements

MAXIMUM TRANSFER CREDITS

Graduate students may be awarded a maximum of 12 transfer credits for completion of a 36 credit hour Master's program and a maximum of 15 transfer credits for a 45 credit hour Master's program. Students pursuing a 36 credit hour Master's program must complete their last 24 credits at SIU. Students pursuing a 45 credit hour Master's program must complete their last 30 credits at SIU. For students seeking a Master's degree under inter-institutional agreements, the amount of transfer credit is based on the terms stipulated in the specific articulation agreement.

Page 56: Addition of information for Course Numbering System and Pre-requisites

Course Numbering System

Courses numbered in the 500s are for Master's degree students only. The number in parentheses following the course title indicates the number of semester credits for each course.

Pre-requisites

Before registering for a course, students must have successfully completed all required pre-requisites for that course.

Pages 57 - 58: Revisions to prerequisites for BA 537 and addition of BA 589

BA 537 Production and Operations Management (3) Prerequisite: One 300-400 level management course or BA 529. Basic methods and models of production management and operations research. Inventory control and demand forecasting. Emphasis on analytical techniques of POM and modern topics such as lean production involving just-in-time systems, computer-integrated manufacturing, etc.

BA 589 Methods of Research and Analysis (3) Prerequisite: Graduate standing. Gives students experience in the whole range of methodological and fieldwork activities involved in an actual piece of research. Main stages in historical, social, science and business research. Empirical program of research involving the formulation of a research problem, theoretical background reading, research design, data collection and fieldwork and, finally, the construction and writing of a project. (Same as HM 589, IR 589, and IT 589).