

SCHILLER INTERNATIONAL UNIVERSITY



One World, One University

CAMPUSES

LARGO, FLORIDA - UNITED STATES

HEIDELBERG - GERMANY

MADRID - SPAIN

PARIS - FRANCE

**GRADUATE CATALOG
2011 – 2012**

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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. Refer to the current Catalog Supplement for updates.

SCHILLER INTERNATIONAL UNIVERSITY

OVERVIEW

MISSION OF THE UNIVERSITY

The educational mission of Schiller International University (SIU) is to prepare students, personally and professionally, for future leadership roles in an international setting. In its undergraduate and graduate degree programs, SIU provides students with the competencies they need for professional careers as well as for further academic study. The educational process puts particular emphasis on developing international and cross-cultural competencies through foreign language training, intercampus transfer, or other international academic opportunities, and intense interaction among people with diverse backgrounds.

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.

HISTORY OF THE UNIVERSITY

Schiller International University was named for the German philosopher, poet and dramatist, Johann Christoph Friedrich von Schiller (1759 – 1805), whose work exemplifies the highest standards of ethics and the ideal of the truly educated, multilingual citizen of the world. This unique university was founded in 1964 by Dr. Walter Leibrecht for the purpose of providing American students with an educational experience in Europe while continuing their studies within the American educational model. In time, this original concept was broadened to include students from all over the world seeking an American study program in an international setting. Thus, the first semester abroad program evolved into full undergraduate and graduate degree programs.

Geographically, campuses expanded into Europe and America. Demographically, over 100 different nationalities experienced Dr. Leibrecht's vision of education. Presently, Schiller International University has campuses in Heidelberg, Germany; Madrid, Spain; Paris, France; and Largo, Florida USA. Online courses are also available for some of the academic programs.

Since its founding, the mission of the college has remained focused on the value of a globalized educational environment, recognizing that international perspectives are crucial to solving

contemporary problems and developing a globally literate, interculturally competent citizenry. The short history of the 21st Century confirms the imperative of the Schiller International University Mission: "...developing international and cross cultural competencies" via education. Schiller International University has continually evolved through decades, reflecting the growing diversity of the student body and its needs.

The corporate owners of Schiller International University are KIP SIU, LLC which is a wholly owned subsidiary of Salem International University.

DEGREES, ACCREDITATION AND LICENSURE

Schiller International University is accredited by the Accrediting Council for Independent Colleges and Schools to award Associate's, Bachelor's and Master's level degrees.

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

The University is licensed by the Florida State Commission for Independent Education (CIE) to award Associate, Bachelor, and Master degrees. The address of the CIE is 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399. Telephone: (850) 245-3200. Toll Free (US) (888) 224-6684.

Schiller International University Madrid Campus is recognized by the *Consejería de Educacion y Culturá de la Comunidad de Madrid* (local higher education authorities).

Schiller International University (Paris Campus) is registered at the *Rectorat de l'Academie de Paris* as *Etablissement d'Enseignement Superieur Prive*.

GOVERNANCE AND ORGANIZATION

Statement of Legal Control: Schiller International University is owned by KIP SIU, LLC.

BOARD OF DIRECTORS

Mr. J. William Brooks, Sugarloaf Key, Florida

Mr. Jack D. Bunce, Jackson, Michigan

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Dr. Jerry L. Gallentine, Rapid City, South Dakota

Mr. Harald Leibrecht, Berlin, Germany

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John R. Torell, III, New York, New York

NON-DISCRIMINATION POLICY

Schiller International University follows the letter and spirit of the Civil Rights Act of 1964 and the Title IX Amendment to the Education Amendments of 1972, as well as Section 504 of the Rehabilitation Act of 1973, the Florida Human Rights Act, the Americans with Disabilities Act of 1990, the Equal Employment Opportunity Act of 1972, and other applicable laws and regulations.

Schiller International University will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, gender, sexual orientation, age, national origin, or ability/disability. SIU admits students of any race, color, creed, religion, gender, sexual orientation, national origin, or ability/disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, creed, religion, gender, sexual orientation, national origin, or ability/disability in the administration of its educational policies, admission policies, employment practices, scholarship and loan programs, and other University administered programs.

Schiller International University is an Equal Opportunity Employer. If you have any questions or concerns regarding this policy, please contact the SIU Provost or the Campus Director at the applicable site in Europe.

RETENTION AND GRADUATION RATES

Information about retention and graduation rates as well as other information in compliance with the Student Right to Know and Campus Security Act are available in the Provost's office. The annual security and fire safety report is available online and in printed format.

DISCLOSURE OF STUDENT RECORDS

SIU collects, processes, and maintains student information that is germane to the institution and the students based on two criteria: enabling the University to better serve its objectives and strengthening the efforts to protect students from any damage that might result from a misuse of the information. The University will not redistribute or sell student information including, but not limited to, student lists, mailing labels, or electronic emails for any solicitation, commercial, recruitment, or any other purpose that is not directly related to the University.

SIU complies with the provisions of the Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99) and Federal Regulations related thereto concerning disclosure and dissemination of student records. The following **DIRECTORY INFORMATION** may be released as public information without prior consent: name, local address and phone number, permanent address and phone number, date and place of birth, citizenship status, number of academic hours completed, level of education, academic major, full- or part-time status, academic and

nonacademic honors, high school and other educational institutions attended, scholarship information and amount, and dates of attendance. Public information may be disclosed on an unlimited basis by University personnel in response to oral or written requests. Students who do not want to have their directory information published must submit a written request to the administration.

The procedures and policies regarding student and parent access to educational records maintained by and at the University are available upon request from the Registrar. Students may examine their educational records by submitting a written request.

THE AMERICAN SYSTEM OF EDUCATION

Many students who are from countries other than the United States have questions about the American educational system. Schiller International University's study programs conform to the academic system used throughout the United States.

Schiller International University offers programs via the semester format. However, courses are now provided on a monthly basis with classes meeting 4 days per week for 3 hours per session for one month. This intense focus per class or subject allows more breadth and depth of topics. Four courses are still required per semester: 12 credits for full time undergraduate and 9 credits for full time graduate students. Classes simply change monthly.

The national accrediting organization, known as the Accrediting Council for Independent Colleges and Schools (ACICS), requires institutions offering Associate and Bachelor degrees to provide breadth and depth in the curricular area offered. Depth is represented in Schiller Intentional University's curriculum through various academic major programs. Breadth is represented through the general education core courses. Specifically, the general education courses include Communication, Humanities, Fine Arts, Social and Behavioral Sciences, Natural Science, Mathematics and Computer Competence. This component of an undergraduate degree should include approximately 25% of the course work and is usually concentrated in the first two years of study in the Associate and Bachelor degrees.

The American system also assesses its students continuously from the beginning of the educational process. Grades are assigned at regular intervals through class work and examinations given by the instructors, who know each student's strengths and weaknesses. These are key features and practices of the American system of educational assessment that are different from some other educational practices around the globe, where external boards of examiners are used. The American system of assessment is underpinned by the philosophy that instructors who know each student's strengths or areas of need are better equipped to ensure students are continuously informed of their progress.

The American system measures this progress in **credit hours**. One credit equals 15 hours of classroom instruction. One academic hour is 50 minutes in length. One course provides 3 credits or 45 hours of classroom instruction.

CAMPUSES AND FACILITIES

LARGO, FLORIDA – US	Toll Free in US: 1-800-261-9751
8560 Ulmerton Road	Outside of US: +1 727.474.4080
Largo, Florida 33771	Fax: 1-727-734-0359

The City

SIU'S Main Campus is located in Largo, Florida, in the Greater Tampa Bay Region with a population of approximately 4 million. The campus fronts Ulmerton Road, which serves as a primary artery connecting Tampa Bay and the Gulf of Mexico. It is a ten minute drive to one of the most beautiful coastal regions in America. Famous for its mild semi-tropical climate, the area has a thriving hotel and tourism industry. Both Tampa and St. Petersburg are growing centers of high-tech industry, and Tampa, a major American port, is home to the enterprises of finance, pharmaceuticals, and film-making. Museums of art and culture, state parks with unique nature preserves, and the unparalleled fishing, sailing and swimming on Florida's Gulf Coast have drawn a cosmopolitan mixture of inhabitants to the area from all over the United States and the world. Major league baseball and football teams are centered in the area.

The Campus

Schiller International University is located at 8560 Ulmerton Road, Largo, Florida. The facility is a two story campus with approximately 30,000 square feet. State of the art technology has been installed in 12 classrooms and 2 computer labs, including Smart-board technology. The campus houses a library, two student lounges, a student break area, a bookstore, and various spacious administrative and faculty offices. This campus is accessible to all major highways and public transportation. Two parking lots provide ample space for vehicles. Further neighboring facilities include public swimming pools, tennis courts, and shopping centers. Tampa International Airport is 20 minutes east of the campus and a bus system links the area's population centers.

Programs of Study

The Florida campus offers Associate degrees in Criminal Justice, General Studies, International Business, International Hospitality and Tourism Management, Medical Assistant, Nursing, Paralegal and Pharmacy Technician; Bachelor degrees in Interdisciplinary Studies, International Business, International Economics, International Hospitality and Tourism Management and International Relations and Diplomacy; and Master of Business Administration (MBA) degrees in Business Administration, Financial Planning (a cooperative program with Kaplan College), International Business, International Hospitality and Tourism Management, Management of Information Technology, a Master of International Management (MIM) and a Master of Arts (MA) in International Relations and Diplomacy. English as a Foreign Language classes are available for those wishing to improve their English language skills during study at SIU. The MBA is

offered in residential, online, and combined formats to serve the needs of working professionals as well as part-time students.

Awards: Florida

John F. Kennedy Award: presented to an undergraduate student who has shown outstanding leadership ability and rendered service to the University and its students.

Neil Armstrong Award: presented in recognition of outstanding academic achievement to an undergraduate and a graduate student.

Hospitality Award: presented to an outstanding undergraduate and graduate student who has excelled in hotel and tourism management studies.

International Business Award: presented to an outstanding undergraduate and graduate international business student.

ONLINE EDUCATION

Schiller International University now offers its undergraduate and graduate degree programs in a completely flexible online format. Founded in 1964, with over 20,000 alumni all over the world, Schiller International University is often referred to as “The International University.” Now, via the Internet, this university is accessible from anywhere in the world. These online programs are designed for students who work full-time, manage a family, or are otherwise unable to attend classes at one of our five campuses on a regular basis. Unlike any university, you can easily shift from online to on-campus and accelerate your degree in exciting places like Heidelberg, Germany; Madrid, Spain; Paris, France; and Largo, Florida USA.

The courses offered online have the same admissions requirement as residential programming and contain the same course content and learning objectives as those offered in a traditional format. The textbooks are the same as are the syllabi. Student learning outcomes for this program are measured by grade comparisons, and students’ comprehensive exam results. (See Academic Programs and Course Descriptions for more details.)

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>.

CAMPUS TELEPHONE DIRECTORY

DEPARTMENT	LARGO, FL USA
Admissions Office	727-736-3733
Bookstore	727-738-6327
Bursar	727-738-6327
Financial Aid Office	727-738-6320
Library	727-738-6329
Largo, Florida Campus/ Online Campus	727-736-5082
President's Office	727-738-6333
Provost's Office	727-738-6350
Main Registrar's Office	727-738-6338
Registrar's Office (Florida and Online)	727-738-6355
Student Services/ Career Services	727-738-6328
Technology Operations	727-738-6381

FACULTY

Faculty for all campuses are listed in the current Catalog Supplement. For contact information please visit our website at <http://www.schiller.edu>.

CAMPUS ADMINISTRATION**Largo, Florida USA Campus and Online Education**

Michele Geigle	President
Angela Carney	Provost

HEIDELBERG – GERMANY

Phone: 49 6221 45810

Bergstrasse 106

Fax: 49 6221 402703

69121 Heidelberg

Germany

The City

An hour's train ride from Frankfurt, the financial center of Germany; Heidelberg is the home of Germany's oldest university. Situated in the valley of the Neckar River between forested mountains and the Rhine plain, Heidelberg's beauty is matched by its significance as a center of scientific research and modern high-tech industrial firms.

The Campus

The Heidelberg Campus occupies an Art Nouveau villa located at the edge of a forest, less than 20 minutes' walk from the center of Old Heidelberg. The beautiful building, listed as a historical monument, houses administrative offices, a library, computer facilities, classrooms and two wings of dormitory rooms. With the assistance of the campus staff, SIU students are housed individually or with fellow students in rooms and apartments throughout the town, or in student rooms within the campus building or nearby.

Programs of Study

The Heidelberg campus offers AS degrees in International Business; BS degrees in International Business; AA degrees in General Studies; BA degrees in International Economics, Interdisciplinary Studies and International Relations and Diplomacy; MBA degrees in International Business, Business Administration, and in Management of Information Technology; and Master of International Management degrees. The language of instruction is English. Intensive German language courses are available at the Heidelberg Campus.

Awards: Heidelberg

Valedictorian Award: presented to the undergraduate student with the highest grade point average in the graduating class.

Friedrich Schiller Award: presented to the undergraduate student with the highest grade point average for the academic year, and named in honor of the German poet, philosopher, historian, and playwright.

International Business Awards: presented to the two graduating students who have excelled respectively in undergraduate and in graduate business administration studies.

International Relations and Diplomacy Award: presented to the graduating international relations student who has excelled in undergraduate studies.

Kurt Pinthus Award: presented to a student who has shown outstanding achievement in German language or literature. The award is named in honor of the late Dr. Kurt Pinthus, poet, eminent critic of modern German literature, and former member of the Board of Overseers.

Paul Tillich Award: presented to a graduate or an undergraduate student who has demonstrated leadership, excellent character and rendered service to the University and its students. The award is named in honor of the late Paul Tillich, philosopher, theologian, friend and benefactor of Schiller International University.

John Eggert Award: presented to a graduate student of excellent academic standing who has displayed outstanding leadership abilities and rendered service to the University. The award honors the late John G. Eggert IV, Academic Dean of the University until 1986.

Sandra and Susan Russeff Award: presented to a graduating undergraduate student of high academic standing who has contributed significantly to the University. This award honors the late Sandra and Susan Russeff, who were officers of the University until 1988 and 2009 respectively.

CAMPUS TELEPHONE DIRECTORY

DEPARTMENT	HEIDELBERG, GERMANY
Admissions Office	+ 49-6221-45 81 17
Bookstore	+ 49-6221-45 81 13
Bursar	+ 49-6221-45 81 21
Financial Aid Office	Florida Campus: 727-738-6320
International Admissions	+ 49-6221-45 81 32
Library	+ 49-6221-45 81 30
Campus Director	+ 49-6221-45 81 35
Registrar's Office	+ 49-6221-45 81 24
Student Services/ Career Services	+ 49-6221-45 81 16

FACULTY

Faculty for all campuses are listed in the current Catalog Supplement. For contact information please visit our website at <http://www.schiller.edu>.

CAMPUS ADMINISTRATION

Heidelberg, Germany Campus

Thomas Leibrecht Campus Director

MADRID – SPAIN

Phone: 34 91 448 2488

Calle Serrano 156

Fax: 34 91 445 2110

Plaza de la República Argentina

Madrid 28002

The City

The city of Madrid is made up of many cities: the cultural, with its museums, concert halls and theaters; the traditional, with its popular festivities, and neighborhoods; the gastronomical with its typical restaurants; the historical, with its monuments, churches and palaces; and the modern, with its multinational enterprises, banks, hotels, shops and international convention centers.

Madrid, the vibrant capital of the Spanish-speaking world, is historic, monumental and contemporary at the same time, overflowing with cutting edge design and cuisine. It is a vibrant metropolis that immediately adopts you, making you feel like you belong there.

In Madrid you can find large avenues and elegant boulevards alongside narrow cobblestone streets; tall and modern buildings next to old churches and plazas. Madrid is a city to discover: you can stop and enjoy its lively cafes at almost every corner, and its legendary nightlife. Madrid is bustling with life day and night - a city that never sleeps.

The Campus

Schiller's Madrid campus building, a beautiful neoclassical building that was formerly the residence of a member of the Spanish royal family, is situated on Serrano Street - considered one of the most elegant areas of Madrid - on the Plaza de la República Argentina. The campus is surrounded by restaurants, embassies, international schools and cultural centers. In the neighborhood, you'll also find everything from boutiques to the Santiago Bernabeu Stadium (home of the Real Madrid soccer team). The campus offers a full range of facilities, including computer labs, study and lounge areas, a library, and a career counseling and placement office. SIU provides administration and staff who can assist students in finding their way in the city and locating accommodations.

Programs of Study

The Madrid campus offers the following degrees: AS in International Business; AA in General Studies; BS in International Business; BA in International Economics; BA in International Relations and Diplomacy; BA in Interdisciplinary Studies; and MBA in Business Administration and in International Business. The language of instruction is English.

Awards: Madrid

Velázquez Award: presented to a student of high academic standing who has displayed outstanding leadership and rendered service to the University, its students and cross-cultural

understanding. The award is named in honor of the great 17th-century Spanish painter, Diego Velázquez.

Calderón Award: presented to the student who has shown outstanding achievement in Spanish language or literature, and named in honor of the famous Spanish dramatist.

Francisco de Vittoria Award: presented to an outstanding undergraduate in International Relations and Diplomacy, named in honor of the renowned Spanish lawyer of international law.

Ortega y Gasset Award: presented to the undergraduate student with the highest academic average for the year, and named in honor of the Spanish philosopher, writer and statesman.

John W. McGee International Business Awards: presented to an undergraduate student and to a graduate student who have excelled in the field of business administration.

CAMPUS TELEPHONE DIRECTORY

DEPARTMENT	MADRID, SPAIN
Campus Office Number	+34 (91) 4483488
Campus Fax Number	+34 (91) 4462110

FACULTY

Faculty for all campuses are listed in the current Catalog Supplement. For contact information please visit our website at <http://www.schiller.edu>.

CAMPUS ADMINISTRATION

Madrid, Spain Campus

Lynn Bergunde

Campus Director

PARIS – FRANCE

Phone: 33 0 145 38 5601

9, Rue Yvart

Fax: 33 0 145 38 5430

75015 Paris

The City

As the capital of France, Paris is one of the great thriving European and world powers. As an economic and commercial center, Paris has the sixth largest world economy and is also the fifth most populace city in Europe. Although the Paris economy is largely dominated by business services, it still remains an important manufacturing powerhouse of Europe, especially in industrial sectors such as automobiles, aeronautics, and electronics.

Several international organizations have their headquarters in Paris. They include UNESCO, the OECD, the International Chamber of Commerce, and the Financial Action Task Force (FATF). A destination visited annually by some 26 million tourists, the city offers over 150 museums including the Louvre, and exceptional sites, such as the Champs-Elysees and the Eiffel Tower. Paris also serves as a cultural center for exhibitions and conferences, fashion, luxury, and gastronomy. The city is world renown for its rich art collections, distinguished architecture, and superior entertainment, including theaters, operas and films from around the world.

The Campus

The Paris campus of SIU is centrally located in one of the liveliest areas of the city close to Montparnasse and the student district known as “Quartier Latin.” Campus resources include a computer lab, a student lounge and many other facilities. Students may also have access to the American Library of Paris and other relevant resources in the area. As an independent, international and American University in Paris, SIU offers students a multicultural environment with faculty that encourages diversity, leadership and global understanding. Studying in Paris is a great opportunity for SIU students to be immersed in one of the most important political, diplomatic, economic and cultural capitals in the world.

Programs of Study

The Paris campus offers AS degrees in International Business; BS degrees in International Business; AA degrees in General Studies; BA degrees in Interdisciplinary Interdisciplinary Studies and International Relations and Diplomacy; MBA degrees in International Business and Business Administration; MA degrees in International Relations and Diplomacy; and Master of International Management degrees. The MBA degree can be earned in Paris on either a full-time or a part-time (evening and weekend) basis. The language of instruction is English.

Awards: Paris

René Cassin Award: presented to the undergraduate or graduate student who has demonstrated superior academic ability in the field of international relations. The award is named in honor of René Cassin, recipient of the 1968 Nobel Peace Prize and former president of the United Nations Human Rights Commission.

International Business Awards: presented to an undergraduate and a graduate student who have shown outstanding ability in International Business.

Raymond Aron Award: presented to an outstanding graduate thesis (Not given every year).

CAMPUS TELEPHONE DIRECTORY

DEPARTMENT	PARIS, FRANCE
Campus Office Number	+33 (14) 5385601

FACULTY

Faculty for all campuses are listed in the current Catalog Supplement. For contact information please visit our website at <http://www.schiller.edu>.

CAMPUS ADMINISTRATION

Paris, France Campus

Souha Akiki Campus Director, Programs Advisor

ADMISSIONS

Admission to Schiller International University (SIU) is open to all qualified applicants regardless of race, color, creed, religion, gender, sexual orientation, national origin, or ability/disability. Anyone wishing to attend SIU can obtain the necessary application from the Office of Admissions or online from our website at www.schiller.edu. The completed application should be submitted to the Office of Admissions at the earliest possible date. A nonrefundable \$20 (US dollars) application fee is required of all applicants.

Applicants wishing to enroll at one of the European campuses should direct their inquiries to the admissions department at the campus of interest. This information may be found on our main website at www.schiller.edu. Fees and tuition rates vary from the amounts at the main Schiller campus in Florida but applicants may review this information with the relevant admissions representative.

SCHEDULING

The University admits students on a rolling, monthly start basis. Students complete four courses each semester by taking one course per month. Each course is four weeks (one month) in length. Course schedules take into account the students' degree requirements.

CAMPUS VISITS AND TOURS

Prospective students and their families are encouraged to visit the campuses. Guided tours are offered by appointment at the campus of interest. See campus contact information in this catalog and on the website at www.schiller.edu.

DOMESTIC ADMISSIONS: FLORIDA CAMPUS - UNITED STATES

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.**

TRANSFER APPLICANTS

Any person who has attended another post-secondary institution will be classified as a transfer student regardless of how many or how few credits may have been earned. Domestic transfer

students must arrange to provide official transcripts from all previously attended postsecondary institutions, whether they earned any credits.

INTERCAMPUS TRANSFER

Students wishing to transfer to another SIU campus must complete an Intercampus Transfer Form by the middle of the preceding semester (four months). Transfers are normally approved if the program and course are offered at the location of interest. The student must be in good academic standing and have no outstanding fees. **Transfers cannot occur in the middle of a student's term** (during a particular 4 month semester) or if a student's required course would not be available at the destination campus in the first month when the student plans to transfer.

INTERNATIONAL ADMISSIONS TO THE FLORIDA CAMPUS

SIU is authorized under Federal law to enroll non-immigrant alien students. In order to take classes on campus, a student must have a valid F-1 visa. SIU is required to have official documentation that certifies that the applicant has completed the equivalent of an American high school education and is prepared to undertake university-level work in English.

Although there is no application deadline, SIU strongly advises applicants who require visas to apply at least four (4) months before the beginning of the term for which they wish to enroll. International students are also subject to a \$60 courier fee if such service is required.

International applicants who are granted a visa to attend SIU must commit to an enrollment of at least two academic semesters (representing eight months of continuous enrollment) in order to be admitted to SIU and to be eligible for an international student scholarship. If an international student withdraws or transfers prior to the completion of the minimum two semesters, the tuition and fees are non-refundable. Applicants must complete the following steps prior to enrollment:

- Submit copies of official documents in the original language and certified English translations of these documents. Specific documents required vary from country to country but generally include a copy of high school diplomas or certificates, transcripts, and examination scores. The student will arrange to have the official documents evaluated by World Education Services (WES) or Educational Credentials Evaluator (ECE) and the cost of the evaluation will be borne by the student.
- Submit proof of financial support. Verification must be provided to Schiller International University that the student has the necessary funds to cover the costs for one academic year of full-time study before SIU can issue a Form I-20. The amount of funding may vary depending upon the duration of stay. International students are required to submit an advance deposit of up to two semester's tuition and fees prior to enrollment. Students may enroll in classes for a full 12 months per year, which is three semesters. If a student plans to enroll for 12 months per year, he/she must be prepared to pay for tuition, fees, textbooks, personal expenses, and so forth, for the third semester.
- Submit evidence of English fluency. This requirement can be satisfied by a TOEFL (Test of English as a Foreign Language) score of at least 500 (written version) or 173 (computer version), or an IELTS (International English Language Testing System) score

of 5.5 or better. This requirement may be waived for students who have graduated from a secondary school where English is the language of instruction.

Please note that students must have their official TOEFL or IELTS scores sent directly to the Admissions Office at SIU from the Educational Testing Service prior to registration. SIU's TOEFL number is 0835.

INTERNATIONAL ADMISSIONS TO EUROPEAN CAMPUSES

Transfer students or applicants applying to study at any of the European campuses are required to submit the same official academic documents as applicants applying to the Florida campus. But each campus may have other specific requirements, in accordance with local visa and immigration rules. All applicants should consult directly with the admissions representative at their campus of interest to confirm these details, in addition to the university's standard requirements above. The rules and regulations in Europe for student visas are subject to change without notice so it is important that all applicants review these for current information. Typically the immigration authorities will require an applicant to pay tuition fees in advance for two semesters as well as show proof of financial support for one year. These requirements will vary by country.

READMISSION

Former students who were in good standing in the last attended semester and who have not been enrolled for one semester or longer must reapply. Upon readmission these students will be subject to the requirements set forth in the current catalog at the time of readmission. Registration deposits must be remitted in the same manner as required for new students.

A student who has been suspended from SIU will not be considered for readmission until the period of suspension has elapsed. A student who has been suspended must submit a request for readmission in writing to the Provost.

AUDITING

A student who wishes to attend classes in residence at SIU without receiving credit will be classified as an auditor and must file an application for admission and pay the nonrefundable \$20 application fee and the applicable tuition and fees. Applications can be obtained from the Office of Admissions.

An auditor is expected to attend class regularly and participate in class activities but is not required to take examinations. Any auditor who wishes to become a student for credit must apply for that credit and satisfy University entrance requirements before the mid-point of the course in which the student is enrolled as an auditor.

INSURANCE

Students are required to carry health and accident insurance. This insurance is issued either through the University or through an independent provider. Coverage by an independent provider must be similar to the insurance available through the University. The insurance policy must remain in effect during the entire time a student is enrolled in SIU courses. Schiller International University is not responsible for students' lost or stolen personal property. Students are encouraged to take out insurance to cover the loss of personal belongings.

Students at European campuses may register with the National Health Insurance department in each respective country. Students enrolled on European campuses are also encouraged to take out insurance to cover the loss of personal belongings. Applicants should consult with the campus of interest for more information.

TUITION, FEES, AND FINANCIAL AID

TUITION AND FEES

Refer to the SIU Catalog Supplement for the current Tuition and Fee schedule available from the Admissions Office and on the website at www.schiller.edu.

HOUSING AND MEALS

Housing and meal expenses are the responsibility of each student and are not included in the cost of tuition and fees. The costs students can expect to incur for housing and meals may vary greatly with individual student preferences as well as with each campus. Each Campus should be contacted for current information on this subject.

TERMS OF PAYMENT

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. Payment may be made in cash; by check; by wire transfer; or by VISA, MasterCard, American Express or Discover Card. European campuses may not accept all credit cards. Students should check with the respective campus for details on which credit cards are accepted. Questions regarding payment should be directed to the Bursar's Office.

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.

UNITED STATES FEDERAL FINANCIAL AID

Schiller International University provides U.S. Federal Financial Aid to qualified and eligible students. In order for a student to be eligible for Federal Financial Aid, the student must be a United States Citizen, file a Free Application for Federal Student Aid (FAFSA) form, and be eligible to receive U.S. federal dollars. Some students may be selected for additional verification to establish their eligibility.

Students may direct inquiries to this Financial Aid Office by calling (within the US: 1-800-261-9751 / outside the US: 1-727-474-4087) or sending an email to financial_aid@schiller.edu.

UNITED STATES FEDERAL WORK-STUDY PROGRAM

Students who qualify for U.S. Federal Financial Aid are eligible for work-study employment at the University. Students in the work study program compete for jobs and are hired to perform work as assigned by the University. Work-study employees may be paid compensation to their maximum amount of the award. The University conforms to Federal guidelines for work-study employees.

FLORIDA STATE AID

The university is recognized by the State of Florida as an eligible institution to participate in the Florida Student Assistance Grant Program (FSAG) and the Florida's Bright Futures Scholarship Program, (The Florida Academic Scholars Award, The Florida Merit Scholars Award and The Florida Gold Seal Vocational Scholars Award). The FSAG is a grant program that allows Florida undergraduate residents who never received a prior bachelor's degree to obtain state assistance. Eligible students must be classified as an undergraduate student in a degree program, Florida resident, and full-time student. The applicant must complete the Free Application for Federal Student Aid (FAFSA). The Florida Academic Scholars Award, The Florida Merit and the Florida Gold Seal Vocational Scholars Awards are for eligible high school graduates from the state of Florida. High School seniors must obtain their application from their High School Guidance Office. Applications must be mailed to the Florida Department of Education, Office of Student Financial Assistance State Programs, 325 W. Gains St., Collins Building #255, Tallahassee, Florida 32399-0400 by April 1st (postmark). For further information about these programs contact the Florida campus Financial Aid Office.

VETERANS AFFAIRS

SIU has a Veterans' Certifying Official in the Financial Aid Office who can provide forms, information, and a point of contact to assist Veteran's in receiving Veterans' benefits. For additional information, call (within the US: 1-800-261-9751 / outside the US: 1-727-474-4087) or send an email to financial_aid@schiller.edu.

UNIVERSITY SERVICE GRANTS

University Service Grants may be awarded to students who possess a good academic record (either from a secondary or postsecondary institution) and who exhibit useful skills and financial need. Recipients serve part-time as library assistants, office assistants, building and grounds assistants, etc. Compensation is given for hours worked and will be applied to tuition owed.

FINANCIAL AID AND SATISFACTORY ACADEMIC STANDING AND PROGRESS

A student may qualify for continuing financial aid if he/she is in good academic standing, is not on academic probation, and meets all other eligibility requirements for federal financial aid.

REFUND POLICIES

Withdrawal

It is the responsibility of the student to inform the Campus Registrar **in writing** that he/she wishes to withdraw from the University. All students who are withdrawn from the University will be required to pay the Withdrawal Fee.

Any refunds which may be due to students who are citizens of the United States will be made within fourteen (14) calendar days of the student's official withdrawal date, which is the date on which the student notifies the Campus Registrar. Refunds to students who fail to notify the University of their withdrawal status will be processed within the earlier of fourteen (14) calendar days from the day the University determines that the student has withdrawn or fourteen (14) days from the end of the term during which the student withdrew. Any refund due to Federal Title IV funds will be made within thirty (30) calendar days of the student's withdrawal date either official or not official.

European Campuses: Withdrawal and Refund Policies

The following policy applies to all Schiller International University students studying in Europe, except those who are recipients of United States financial aid assistance [for example but not limited to: Title IV Federal Funds, US Veterans or military benefits, etc.].

Students who officially withdraw will be eligible to request a refund of tuition and fees, less any withdrawal fees or non-refundable deposits, should these be applicable:

- If a student is accepted at a European campus, begins his/her classes, then withdraws or is dismissed prior to the end of the semester (four-month term), refunds will be calculated as follows:
 - If a student withdraws or is dismissed within the first three days of scheduled classes, in the first month of the student's semester, the University will refund 50% of the semester's tuition amount, less any applicable withdrawal fee.
 - Students who withdraw or are dismissed after the 3rd scheduled class date will not be eligible for a refund.

Adjustment of Charges for United States Citizens

In accordance with University policy, if a student withdraws, the University will earn tuition and fees based on the week in which the student withdraws: If the student is not accepted, all advanced money shall be returned. If the student is accepted and then cancels before classes begin, all tuition paid in advance shall be refunded. Any student who begins classes and then withdraws prior to the end of the semester will be obligated on the following basis. If the last date of attendance is during the:

- First day of classes through the first three (3) weeks of class: pro rata
- After the above time period: 0%

Refunds are issued through the Financial Aid Office when a student withdraws from the University. The student's last date of attendance (LDA) "or date of determination" is used to determine the refund due. Refund provisions apply only to complete withdrawal from the University. Students who withdraw from the University should contact the Financial Aid Office for advising information concerning loan repayment. During a refund procedure, the Registrar reports withdrawals to the Financial Aid Office and the Bursar's office. The Financial Aid Office calculates refunds as appropriate to policy.

The University will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the semester of withdrawal to get the Adjusted Amount Paid. Then the University will calculate how much of the charges can be retained based on the University's policies. The amount that can be retained will be subtracted from the Adjusted Amount Paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student or, with the student's written authorization, to Federal Loan from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, and PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under University policy, refunds will be made in this order, to programs from which funds were received: Subsidized Stafford Loan, PLUS Loan, other loans, other aid (if required), student.

Return of Federal Title IV Aid

A percentage of Federal Title IV aid will be returned if the student withdraws during the first 60% of the semester. The amount retained will be based on the percentage of days remaining in the semester. The University will determine the calendar days completed in the semester divided by the total number of calendar days in the semester. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, National Smart Grant, SEOG, other.

If Federal Title IV funds have been given to the student, and if the student withdraws during the 60% of the semester, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

ACADEMIC SUPPORT SERVICES AND STUDENT LIFE

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.

TUTORING

Students may request assistance for classes in which they are experiencing difficulty. Contact the Student Services Office for additional information.

LIBRARY SERVICES

The library plays a central role in the higher education model. All SIU campuses house their own libraries where professional librarians are available to guide students through the on-ground and online catalogs. All libraries house both regional and international publications representing titles of all subject areas with special emphasis on material which will support academic work in current degree programs. Globally, SIU has partnered with some of the world's most prestigious libraries to provide a rich resource for student research. Please visit the website at www.schiller.edu for links and contact information regarding specific campus and country offerings.

STUDENT GOVERNMENT ASSOCIATION

Student Services works closely with the Student Government Association (SGA) to provide the best possible guidance to our students. The SGA is the student governing body at SIU. It advocates student rights and responsibilities at the University.

The SGA is directed by student government members. SGA officers are elected twice a year and participation in SGA is available to all students. The Student Council holds regular meetings that are open to all students.

STUDENT ACTIVITIES

Student activities are coordinated by the Director of Student Services. Activities may include student involvement with community projects, cultural events, educational programs, sporting events, etc.

PARKING: FLORIDA CAMPUS

Students are responsible for knowing and obeying the on-campus parking policies. Limited parking is available on a first-come, first-served basis. Parked vehicles cannot block access to doors, to parking entrances, or otherwise impede access.

Parking a vehicle on campus constitutes an agreement to abide by all parking rules and regulations. Students are encouraged to secure their vehicles. SIU is not responsible for lost, stolen or damaged property or vehicles.

CAMPUS SECURITY: FLORIDA CAMPUS

SIU employs a part-time security guard that provides for the security, safety, and welfare of the University. To contact emergency services such as police, fire, or ambulance, call 911.

The presence of campus security does not eliminate the need for students to take precautions to safeguard their persons and their valuables. For example, personal property should be marked securely with the owner's information and a list of serial numbers should be kept separately.

Pursuant to the Student Right to Know and Campus Security Act (known as the Clery Act), SIU publishes an Annual Campus Security Report and a Fire Safety Report. The combined report is available in the offices of Student Services, Financial Aid, Admissions, and the Provost as well as online at: <http://www.schiller.edu>.

STATEMENT ON HARASSMENT

Rationale: State and federal laws protect employees and students from discrimination and harassment based on certain characteristics, such as race, age, gender (sex), religion, disability and national origin. In its *Guidelines on Discrimination Because of Sex*, the Equal Employment Opportunity Commission states that sexual harassment is an unlawful practice. The purpose of

this policy is to unequivocally set forth SIU's position regarding sexual and other forms of illegal harassment, and the procedures to be implemented in order to carry out this policy. SIU prohibits any conduct on a student's part that subjects other students or employees to illegal harassment, including **sexual harassment**.

Definitions: Illegal harassment consists of comments or behaviors that are directed at a person's race, gender, age, disability, religion, national origin, or veteran status. Sexual harassment is defined as **unwelcome** sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Policy: SIU's continuing policy is to provide an environment free from any form of illegal harassment. Sexual harassment in any manner or form is expressly prohibited.

Retaliation against anyone exercising a legal right, such as filing a complaint in good faith or providing information during an investigation, is also expressly prohibited, will not be tolerated and will result in disciplinary action, regardless of the disposition of the underlying complaint.

Procedures: A student who feels that he or she has been subjected to sexual or other illegal harassment by fellow students, employees, vendors, visitors, and/or guests should report the incident in writing to the Office of the Provost.

Complaints will be promptly and thoroughly investigated by an appropriate person or persons. Investigations will be designed to protect the reasonable privacy interests of all parties concerned. Disciplinary and corrective action will be taken dependent upon the circumstances and as appropriate.

SIU will not tolerate verbal or physical conduct by any employee or student that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile work environment.

Harassment of any kind will not be tolerated, including harassment on the basis of race, color, creed, religion, sex, sexual orientation, national origin, ability or disability.

All violations of the Student Code of Conduct, which include complaints of harassment, should be brought to the attention of the Office of the Provost immediately.

ACADEMIC POLICIES

GOALS OF GRADUATE EDUCATION

SIU is committed to providing a high-quality graduate education to all students without regard to race or color, sex, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation. The goals of graduate education are:

- 1) To provide effective educational experiences leading to marketable graduates, skilled in their respective areas.
- 2) To design and maintain a unique environment conducive to developing an international citizen.
- 3) To select, support, and develop human resources consistent with excellence in leadership, scholarship, and work and life skills.
- 4) To promote the acquisition of competencies that lead to the development of leaders in the world.
- 5) To provide opportunities for professional growth and development.
- 6) To develop skills that allow the graduates to conduct research, integrating theory and practice.

STUDENT LEARNING OUTCOMES ASSESSMENT

SIU is committed to academic quality and has developed a plan for a assessment of student learning outcomes. The purpose of the student outcomes assessment program is to provide a process of continuous evaluation of all available information concerning the students, the educational programs, and the educational environment. The data are used to help the institution ascertain the degree of change in students' learning and to form valid judgments about the students' growth, the effectiveness of the educational programs, and the environment. The ultimate goal of student outcomes assessment is to improve teaching and learning and the quality and effectiveness of the overall SIU experience.

STUDENT RESPONSIBILITY

Students are responsible for knowing their scholastic standing as it relates to the published regulations and standards of SIU. This responsibility includes knowing the regulations of the college or school and the department or division in which a degree is being earned.

GRADUATE REQUIREMENTS

Master's degrees require the successful completion of at least 36 or 45 credit-hours, depending on the chosen discipline, composed of courses outlined in subsequent sections of this catalog. There is no general education requirement. A cumulative grade-point average (GPA) of at least 3.0 is required for graduation. Graduate students must also successfully complete a final oral comprehensive examination or, subject to the decision of the Program Dean or Campus Director, a thesis requiring a formal oral defense in lieu of the comprehensive examination. The thesis is in addition to the credit hour requirement. Online students may petition to take their comprehensive examination online.

Comprehensive Examinations and Master's Thesis

All Master's degree candidates at SIU must pass a final comprehensive examination. The examination for students pursuing a program of study with a thesis option will consist of the oral defense of the thesis. Uniform Comprehensive Examinations for students in a program of study without a thesis shall be given and shall be administered and graded Pass or Fail by the Graduate Committee of each campus.

Students must complete their comprehensive examinations at least two weeks before the end of the final semester in residence. Any student who fails to pass this examination may request a re-examination during the following semester by written application to the campus Registrar. It may be repeated only once.

The Master's thesis is to consist of a preliminary design, the thesis itself of between 10,000 and 15,000 words and an abstract.

The completed thesis may be presented to the Graduate Committee at any time during the academic year, but in order to graduate in any given semester, the thesis must be submitted at least 6 weeks before the end of the semester. The thesis must be defended in person. The oral defense, which serves as a comprehensive examination for the thesis author, will take place on a date specified by the Graduate Committee after approval of the thesis. The Graduate Committee and the Thesis Advisor will approve the thesis and pass or fail the oral defense. For detailed information, please refer to SIU's Graduate Regulations Brochure.

GRADUATION

Students are responsible for satisfying the requirements for graduation in their specific program and for observing the academic policies of Schiller International University. Petitions for graduation should be submitted at least one month before the proposed graduation date. The Main Registrar's Office will approve these petitions if all degree requirements will have been completed before the proposed graduation date and if all required documents have been submitted.

Graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted. Degrees may be awarded in absentia only after the graduation ceremonies are held.

A student may be dropped from candidacy for serious academic or personal misbehavior by decision of the Provost. The student may appeal this decision by written application to the President within two weeks of the termination.

GRADUATION WITH HONORS

Master degree candidates may qualify for honors distinction on their diploma if they have completed three consecutive terms at SIU prior to receiving their degree and have successfully completed all courses for which they have registered with the following grade point averages:

- at least 3.70 **Cum Laude**
- at least 3.85 **Magna Cum Laude**
- at least 4.00 **Summa Cum Laude**

DEGREE-COMPLETION TIME LIMITS

Students who are enrolled in a 36 credit Master's degree program must complete their work within three (3) academic years in course. Students completing a 45 credit Master's degree program must complete their work within three and one half (3.5) academic years in course.

Note: Visa students at the European campuses may be subject to local immigration regulations as well. Please consult with the Registrar at your local campus to confirm if other time limits are applicable if you require a student visa.

PARTICIPATION IN GRADUATION CEREMONIES

All students in good standing who meet all requirements for completion of their degrees are eligible to participate in the graduation ceremony. Students participating in the commencement event must indicate their intention by completing an order for academic apparel and submitting it to the Registrar by the announced deadline. Online students should contact the Registrar's Office by phone or email for additional information.

ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT

Academic integrity is highly valued and expected at Schiller International University. If a student uses the ideas or words of another without giving a proper citation, the student will be found responsible for committing plagiarism. Plagiarism is a serious example of academic dishonesty. Academic dishonesty also includes, but is not limited to, cheating on assignments or assessments, using unauthorized materials, sharing test questions or answers, intentionally and unintentionally falsifying a document or assignment, assisting another student to cheat, to plagiarize, or to falsify assignments also are considered academic dishonesty. Documented plagiarism will result in a minimum penalty of failure for the assignment, but it can result in more severe sanctions. Additional sanctions for academic dishonesty include probation, suspension, expulsion, and dismissal from the University.

ACADEMIC HONESTY POLICY

Honesty and integrity are essential to Schiller International University's academic standard to educate ethical, global citizens. A violation of the academic honesty policy undermines the fundamental values inherent in SIU's mission. Violations include but are not limited to the following:

- Cheating: Intentionally using unauthorized material. Infringing on academic rights of others.
- Fabrication: Intentional or unintentional invention or falsification.
- Plagiarism: Intentionally or unintentionally representing the words or ideas of another as one's own.
- Facilitation: Knowingly helping another to commit an act of academic dishonesty

The risk of plagiarism can be avoided by clearly indicating the source of any major or unique idea or wording that one did not arrive at on one's own. Sources must be given regardless of whether the material is directly quoted or paraphrased. Students who breach the policy will be subject to penalties: *First offense*: you will receive a zero for the assignment with NO opportunity for making it up. The Program Director and the Campus Registrar will be notified that you have cheated in the course. *Second offense* will result in receiving an "F" for the course. There will be absolutely NO EXCEPTIONS to this policy.

STANDARDS OF CONDUCT

Students accepted at Schiller International University are considered mature enough to value the educational and cultural opportunities that study in a multicultural environment affords. SIU students are expected to behave responsibly, to exercise good judgment, to respect the rights and feelings of others, and to consider the customs and manners of the host country. Any kind of harassment including hazing will not be tolerated. Experience has demonstrated that such a basic attitude is essential to succeeding in, and enjoying, life and study in a foreign country.

SATISFACTORY ACADEMIC PROGRESS

SIU requires students to make satisfactory academic progress. The following sections describe the components of satisfactory academic progress that apply to all students.

MAXIMUM TIMEFRAME

Students must complete their educational programs within 150 percent of the published length of their programs, as measured in credit-hours. To determine the percentage of completion, divide the total credit-hours attempted by the total credit-hours earned. Attempted credits include all credits earned at SIU plus all accepted transfer credits. The following tables provide illustrations:

For Students Taking 9 Credits per Term	Required Credit Hours	Maximum Timeframe	Total Credits Attempted	Minimum Credits That Must Be Earned to Meet SAP Standards
Master's Degree	36	54	9	0
			18	0
			27	9
			36	18
			45	27
			54	36

For Students Taking 12 Credits per Term	Required Credit Hours	Maximum Timeframe	Total Credits Attempted	Minimum Credits That Must Be Earned to Meet SAP Standards
Master's Degree	36	54	12	0
			24	6
			36	18
			48	30
			54	36

For Students Taking 9 Credits per Term	Required Credit Hours	Maximum Timeframe	Total Credits Attempted	Minimum Credits That Must Be Earned to Meet SAP Standards
Master's Degree	45	67.5	9	0
			18	0
			27	6
			36	15
			45	24
			54	33
			63	42
66	45			

For Students Taking 12 Credits per Term	Required Credit Hours	Maximum Timeframe	Total Credits Attempted	Minimum Credits That Must Be Earned to Meet SAP Standards
Master's Degree	45	67.5	12	0
			24	3
			36	15
			48	27

For Students Taking 12 Credits per Term	Required Credit Hours	Maximum Timeframe	Total Credits Attempted	Minimum Credits That Must Be Earned to Meet SAP Standards
			60	39
			66	45

GOOD ACADEMIC STANDING

Students must earn a cumulative grade point average (GPA) of 3.0 (or the equivalent of “B”) with no grades of “C” or lower that have not been remedied by repeating the course. If a student’s cumulative GPA falls below 3.0, then he/she will be placed on academic probation and may be suspended.

EFFECT OF INCOMPLETES, REPETITIONS, AND TRANSFER CREDITS

A grade of incomplete is not an official final grade. An incomplete is counted in credit hours attempted; however, it is not included in the calculation of the GPA or total credit hours earned. Repetition of a course increases the number of credit-hours attempted and the number of credit-hours earned, if passed. Both incomplete and repeated courses may lengthen the time to complete a degree program. All accepted transfer credits count both as attempted and as earned credit-hours. In general, transfer credits may reduce the time to complete a degree program.

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. If re-admitted, these students, working with their mentor, will

develop a learning contract for course work to assist them in establishing acceptable academic performance.

APPEALS

Students may appeal a determination that he/she is not making satisfactory academic progress to the SIU Provost or to the Campus Director on the appropriate site in Europe. A written letter of appeal must be delivered along with documentation to provide a basis for the appeal. Exceptions may be granted under extraordinary circumstances, including the death of a relative, an injury or illness to the student, or other special circumstances.

If the University determines that allowing a student to continue on probationary status for one additional semester will enable the student to meet satisfactory academic progress standards, then an academic plan will be prepared for the student that, if met, will ensure the student meets satisfactory academic progress standards by a specific point in time.

WITHDRAWAL

WITHDRAWAL FROM A COURSE

Course withdrawal through the end of the first week of the class or term results in a grade of “W” on the record. It is the student’s responsibility to complete the necessary paperwork required by the Registrar’s Office. Withdrawals are **not** permitted after the second week of the class.

If a student were to be taking only one (1) class at a time, then withdrawal from this class would be considered withdrawal from the University. This likely would have a significant effect on the student’s continuing enrollment, future graduation date, and overall financial aid status. Students always should consult the Office of Financial Aid, if applicable, before withdrawing.

WITHDRAWAL FROM THE UNIVERSITY

When a student is considering withdrawing from the University, the student should attempt to talk with his/her faculty advisor or the Provost first. The student must contact a Financial Aid Officer and the Student Accounts Office to discuss the financial impact of withdrawal. International students in Florida must meet with the SEVIS Compliance Officer before initiating the withdrawal process. All students who are withdrawn from the University will be required to pay the Withdrawal Fee.

WITHDRAWAL PROCESS

The withdrawal process begins when the student notifies Registrar of his or her intent to leave the institution. At that time the student should complete the University Withdrawal Form. The University Withdrawal Form requires the signatures from various academic and administrative offices. A student must realize that notification of intent to withdraw from the institution will begin a series of events involving the recalculation of financial aid entitlement for the term and the future registration of the student in the institution.

The withdrawal form must be processed through the Financial Aid Office where the student's eligibility for any refund of tuition and fees will be determined. If a student is receiving student aid, the Financial Aid Office will determine whether adjustments must be made to any federal, state, institutional, and/or other aid and arrange for the return of funds, if required.

DETERMINATION OF WITHDRAWAL DATE

Notification Given: When a student discusses withdrawal and/or brings the withdrawal form to the Registrar, the Registrar will note that date as the “Official Notification” date of withdrawal. If a student withdraws from the University during a course or between two courses, but not at the end of his/her semester, regulations involving the return of federal financial aid apply. If a student withdraws at the end of his/her semester, regulations involving the return of federal funds do not apply.

Notification Not Given: If a student fails to complete the withdrawal form and leaves during a course or between courses for which he/she is pre-registered, the student will be considered to have withdrawn without notification and the last day of attendance will be used as the official withdrawal date. If a student has withdrawn, the student’s registration for future classes will be cancelled and the student will be considered withdrawn from the institution as of the last date of attendance the previous term.

COURSE REPEAT RULE

If a student earns a "C", "D", or "F" in a course, the student must repeat the course. The original grade and credits earned, if any, will remain on the student’s transcript and will be included in the calculation of the grade point average (GPA). The grade and credits earned each time the course is repeated will be included in the calculation of the GPA. The grade and credits earned each time a course is repeated will remain part of the student’s official record and will appear on his/her transcript.

GRADING SYSTEM

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

Incomplete: An “I” indicates that the student was unable to complete the work or take the final examination because of illness or other causes that the student could not control. This designation must be requested in writing before the end of class by the student and must be approved by the faculty member and the Dean or Program Director. Grades of “I” will be converted to an “F” if the student does not complete the work and earn a different final grade within four (4) weeks following the end of the course. An “I” is counted in credit hours attempted; however, it is not included in the calculation of the grade point average or total credit hours earned.

DEAN’S LIST

Students named on the Dean’s list have displayed a high level of academic performance during the preceding semester. Graduate students are eligible for the Dean’s List if they have earned a grade point average of at 3.8 and have successfully completed all courses for which they have registered.

ACADEMIC COURSE SCHEDULE

SIU prepares its academic course schedule throughout the year to meet the needs of all students. Students are registered for class prior to the start of each term, and courses are offered on a regular schedule throughout the year.

CHANGE OF SCHEDULE

The University reserves the right to change instructor, classroom or class time of any class. SIU may cancel any class if enrollment, personnel or physical conditions demand such a cancellation.

CHANGE OF REGISTRATION

Students wishing to make a change in registration must complete and submit to the Registrar's office a Change of Registration form. In all cases, students wishing to register for a course after the beginning of the semester must obtain the course instructor or program advisor's written permission. Students are permitted to drop or add during the first three days of the course. U.S. students utilizing Financial Aid must meet with the Financial Aid Administer to assess the consequences of their change. International students will not be reimbursed (See Refund Policy).

CLASS ATTENDANCE POLICY

Students are expected to attend all scheduled lectures, laboratories, recitation periods, and any other class sessions. Online students are expected to log on at least 3-4 times per week and are responsible for completing all assignments on time, including online discussions. Students who do not attend class by the third class session or the third business day (online) may be administratively withdrawn from the course, which also may necessitate dismissal from the University. The University may extend the time to establish class attendance at the discretion of the Provost or Campus Director.

For on campus students, the instructor may excuse a student's absence from class for health reasons, for participation in University-sponsored activities, for attendance at an important family event, for transportation delays, or for job interviews. Documentation may be required.

A student whose absence has been excused is responsible for contacting the instructor and for making arrangements to make up the missed work. Faculty members have no obligation to permit a student to complete work that was missed due to an unexcused absence. The nature of some classes may make it impossible to do make-up work.

Students are responsible for learning the grading policy used by their instructor(s) as stated in the course syllabus. The grading policies of individual faculty members may or may not take class attendance into consideration.

Note for students at European campuses who require student visas: The immigration regulations for visa students vary by country. All visa students are responsible for understanding and

adhering to the relevant guidelines to retain their student visa status in good standing with local immigration authorities. Please consult with the Registrar at your campus to discuss these guidelines if necessary.

CREDIT-HOURS AND COURSE LOADS

Graduate students must enroll in a minimum of 9 credit hours per term to be considered fulltime. The standard load per term for graduate students is 9-12credits. Students may enroll in more than 12 credit hours in a semester only with the prior written permission of the Provost at the Largo campus or the Campus Director at the applicable site in Europe. For each three-credit course classes will maintain a minimum of 45 contact hours during the four-week course. Online courses are handled the same way.

STUDENT SCHEDULE CHANGES

Changes in program schedules due to withdrawing from courses or non-continuous enrollment will affect the time required to complete a degree and the financial aid received by a student. Therefore, it is the responsibility of students to check with the Registrar's Office to ensure that changes made in their enrollment will not negatively affect their ability to complete their desired degree in a timely manner. Student should realize that changes in enrollment that lead to a reduction in the number of credits attempted can affect financial aid.

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.

MILITARY LEAVE OF ABSENCE

Students in the U.S. Armed Forces may request a Military Leave of Absence of up to 30 days. Documentation is required and missed course work must be completed.

TRANSFER CREDIT

The decision to award transfer credit is solely at the discretion of the University. The decision will be made by the Registrar's Office based on a number of factors including, but not limited to, course descriptions, course content and equivalence to SIU courses in the student's program of study, credit-hour equivalencies, and the accreditation status of the prior institution .

Credits may be transferred that have been earned at an accredited institution of higher education. For institutions located in the U.S., the institution must be accredited by an agency that is recognized by the U.S. Department of Education. SIU may also accept credits earned at institutions offering higher education outside of the U.S., if the institution is recognized and approved by the appropriate governmental organization or an appropriate accrediting body that certifies the institution's programs.

Students seeking transfer credits from post-secondary institutions outside of the United States must follow the International Admissions procedures. The student will arrange to have the official documents evaluated by World Education Services (WES) or Educational Credentials Evaluator (ECE) and the cost of the evaluation will be borne by the student. WES and ECE evaluations are subject to final approval by the Office of the Registrar. The WES or ECE recommendation for credits will be considered as part of the decision-making process.

Transfer credit is granted for graduate work completed with a grade of "B" or above, provided it is applicable to SIU degree programs. The total number of transfer credits from other colleges and universities is listed on the student's permanent record. However, only grades in courses taken at SIU are used to compute the grade point average (GPA).

Students who have at least one year of active military service may be awarded ACE-recommended college-level credit for training and experience. Students must submit an original copy of their military transcript or DD214 for review.

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.

TRANSFERABILITY OF CREDITS

The transferability of credits earned at Schiller International University to another institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

RESEARCH INVOLVING HUMAN SUBJECTS

All academic courses and internships involving research will be carried forward in an ethical manner, and special attention will be given to research that involves human subjects. Human subjects may include human beings, human materials, or the use of recombinant DNA molecules.

The Institutional Review Board (IRB) must clear all research involving human subjects. The IRB will review all research proposals involving human subjects. The IRB will include the Provost, Dean of the school, and two faculty members. The purpose of the IRB is to protect the rights and welfare of individuals who serve as subjects of research and to ensure institutional compliance with those ethical considerations contained in the Code of Federal Regulations (45 CFR 46).

The researcher must submit an application and summary of the research proposal in advance to the appropriate entity for approval. No research or modification of approved research may be conducted without the review and consent of the IRB.

OFFICIAL TRANSCRIPTS

Students are entitled to one free transcript of grades earned at Schiller International University. To request an official transcript, the student must furnish his/her last date of attendance and student number. The student also must submit the full name under which he/she was enrolled and his/her date of birth. Graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses, before transcripts will be released.

Requests for transcripts must be made by written correspondence to the Registrar. The transcript request form is available as a PDF download from the web site at www.schiller.edu. Written transcript requests should be addressed to the Office of the Registrar, Schiller International University, 8560 Ulmerton Road, Largo, Florida 33771, USA. SIU cannot accept telephone requests because of the inherent security risk.

FINAL GRADE APPEALS

Students have the right to appeal their final grade in a course if they believe their grades reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The posted grade shall remain in effect until the appeal procedure is completed. The following procedure will be used to handle the appeal.

Step 1. The student shall appeal the final grade directly to their instructor within five (5) days after the grade is posted. If the student is not satisfied with the decision, he/she should proceed immediately to Step 2.

Step 2. The student shall contact the Dean or Provost to appeal their final grade by completing a Grade Appeal Form. The Dean or Provost will render a decision within five (5) days. If the student is not satisfied with this decision, he/she should proceed immediately to Step 3.

Step 3. The student may request an Academic Appeal Committee be assembled to make a final resolution. This Committee shall consist of three (3) or more faculty members including at least one outside the instructor's discipline. The Committee will advise the student of the formal resolution and render a decision within five (5) days. The decision of the Committee is final.

This procedure is to be completed within 15 calendar days. If a grade change is approved, the University will ensure the change is recorded in the student's official academic record.

GRIEVANCE POLICY

It is the policy of Schiller International University to provide appropriate grievance policy and procedures to every student. Every campus has an Academic Committee to deal with grievances and questions of misconduct in the academic area and a Rules Committee to deal with grievance questions of misconduct in the social area.

Both Committees provide the student with a procedural due process. This includes adequate notice of the charges against him/her; the right to present his/her case and any supporting evidence; and an impartial decision by the respective committee. In the event that the remedy imposed by the respective committee is exclusion from the University, the student has the right to present his/her case personally to the University Provost, who may confirm the decision of the committee or return the case to the committee for further consideration.

In all other grievance matters, the student may present his/her grievance to the Campus Director if it relates to a Campus issue, to the University Provost if it relates to an academic issue or to the University Provost if it relates to the Campus Director. The Campus Director or University Provost will provide the student with an opportunity to present his/her case, present any evidence, and shall, at the student's request, provide a decision in writing.

Students may also contact the:

Accrediting Council for Independent Colleges and Schools

750 First Street, NE, Suite 980

Washington, DC 20002-4241

Telephone: (202) 336-6780

SERVICES FOR STUDENTS WITH DISABILITIES

The University seeks to provide reasonable accommodation for students with disabilities that may negatively affect their college education. It is the responsibility of the student to contact the

Provost's Office to submit a formal request for accommodation. The student must provide official documentation of the disability that is to be accommodated. The Provost's Office will make a determination of the appropriate accommodations and will provide this determination to the student in writing. It is the student's responsibility to provide faculty with a copy of this letter during the first week of a new class and prior to any assessments listed in the syllabus. If a faculty member does not have a copy of the determination letter, he/she is not required to accommodate the student's disability.

ACADEMIC PROGRAMS

Programs by Campus

PROGRAMS	DEGREE	CREDIT						
		HOURS						
MASTERS DEGREES			FL	H	M	P	OL	
Business Administration	MBA	36	X	X	X	X	X	
Financial Planning*	MBA	45	X				X	
International Business	MBA	45	X	X	X	X	X	
International Hospitality and Tourism Management	MBA	45	X				X	
Management of Information Technology	MBA	45	X	X			X	
International Management in International Business	MIM	36	X	X		X	X	
International Relations and Diplomacy	MA	36				X		

*MBA in Financial Planning is in cooperation with Kaplan University

FL: Florida; **H:** Heidelberg; **M:** Madrid; **P:** Paris; **OL:** Online

GRADUATE PROGRAMS

The Master's Degrees are offered throughout the global Schiller family campuses providing access to regional and world headquarters of numerous multinational corporations and international organizations. These advanced degrees provide the detail and depth for graduates to enter into mid to upper level management positions in industry, government, and educational institutions.

General Requirements

- Admission requires completion of a Bachelor's degree or equivalent in a related field. Pre-requisites may be required.
- Students must earn a minimum of 36 or 45 credits, depending on the chosen discipline, composed of the courses outlined in subsequent sections of this catalog.
- Students must complete a final oral comprehensive examination or, subject to the decision of the Program Dean or Campus Director, a thesis requiring a formal oral defense in lieu of the comprehensive examination. The thesis is in addition to the credit hour requirements. Online students may petition to take their comprehensive examination online.

The MBA Preparatory Courses:

These courses are for those candidates who have completed a Bachelor's degree or the equivalent in fields other than the one in which they want to pursue their MBA. This is applicable to the MBA in International Business, MBA in Business Administration, the MBA in International Hotel and Tourism Management, and the MBA in Management of Information Technology.

Required Preparatory Courses		Credits
BA 513	Managerial and Financial Accounting	3
BA 575	Statistics	3

MBA
BUSINESS ADMINISTRATION

This 36-credit MBA program is offered at Schiller’s Florida, Paris, Madrid, and Heidelberg campuses, and online. Coursework concentrates on managerial aspects of finance and accounting, marketing, and management.

Admission

Completion of a bachelor’s degree or equivalent in business administration **or** completion of a bachelor’s degree or equivalent in a related field such as economics, including Microeconomics, Statistics, Business Law, Marketing, Management, and Accounting.

Note: Students who have not completed required prerequisite courses will take MBA Preparatory Courses. See the requirements for the MBA in International Business for more detailed information on this.

Graduation Requirements:

A minimum of 36 semester credits at the graduate level, composed for courses listed as follows with a GPA of 3.0 or higher. A final oral comprehensive examination or, subject to the decision of the Program Advisor, a thesis requiring a formal oral defense in lieu of the comprehensive examination. The thesis is in addition to the 36 credit requirement. Online students may petition to take their comprehensive exam in written form.

Graduates of the MBA in Business Administration program will be able to demonstrate:

1. Extended knowledge base.
2. Ability to foster diversity and multicultural perspective in business.
3. Ability to drive and foster change and innovation.
4. A honed sense of ethical standards, law, and lives of service.
5. Critical thinking and well-developed analytical and decision making skills.
6. Refined management leadership skills.
7. Advanced use of information technology.
8. Development of highly effective communication skills.

Required Business Core Courses

Credits

BA 501	Organizational Behavior	3
BA 510	Business Economics	3
BA 512	Managerial Accounting	3
BA 515	Managerial Finance	3

BA 529	Multinational Business Management	3
BA 537	Production and Operations Management	3
BA 542	Comprehensive Business Management Seminar	3
BA 589	Methods of Research and Analysis	3
IT 576	IT Applications in Business	3

Required Business Core Courses**Credits**

BA 522	International Marketing	3
BA 544	Human Resources Management	3
BA 560	International Business Law	3

Total Credits Required:**36**

MBA
FINANCIAL PLANNING

The MBA with a concentration in Financial Planning includes five online courses with Kaplan College which are part of Kaplan's Certificate in Financial Planning program. Five designated and successfully completed Kaplan courses (15 credits) will be accepted in transfer. Students take all other required MBA courses (10 courses, 30 credits) from Schiller. These courses are offered online in a web-based format. Students also have the option of taking them in a traditional classroom setting on any SIU campus offering an MBA program.

Students who complete this program will have an MBA in Financial Planning from Schiller International University as well as the designation, Registered Financial Consultant (RFC) upon completion of the Kaplan portion of the program. The Kaplan Certification in Financial Planning program prepares for the prestigious CFP® Certification Examination. With this impressive combination of credentials students will have an edge in finding positions in the financial services industry. NOTE: Students must apply separately to Kaplan.

Admission:

1. Completion of a Bachelor's degree or equivalent in business administration.
2. Completion of a Bachelor's degree or equivalent in related fields, such as Economics, including completion of the following courses: Microeconomics, Statistics, Business Law, Marketing, Management and Accounting.

NOTE: Students who have not completed required prerequisite courses will take MBA Preparatory Courses. See the requirements for the MBA in International Business for more detailed information on this.

Graduation Requirements:

- Students must successfully complete the courses listed as follows (a minimum of 45 credits) with a GPA of 3.0 or higher.
- Students must take an oral final comprehensive exam. Online students may petition to take the exam in written form.
- Students must have completed the Kaplan College Certificate in Financial Planning program.

Graduates of the MBA in Financial Planning program will be able to demonstrate:

1. Knowledge of accounting principles and practices.
2. Understanding of professional auditing methods.
3. Use of information technology to evaluate financial information.
4. Application of financial regulations in business.
5. Understanding of financial planning on a global level.

Required Business Core Courses

Credits

BA 501	Organizational Behavior	3
BA 512	Managerial Accounting	3
BA 515	Managerial Finance	3
BA 529	Multinational Business Management	3
BA 537	Production and Operations Management	3
BA 542	Comprehensive Business Management Seminar	3
BA 589	Methods of Research and Analysis	3
IT 576	IT Applications in Business	3

Required International Business Courses

Credits

BA 522	International Marketing	3
BA 541	International Corporate Finance	3

Required Financial Planning Courses (Kaplan)

Credits

FP 102	Insurance and Employee Benefits	3
FP 103	Investment Planning	3
FP 104	Income Tax Planning	3
FP 105	Planning for Retirement	3
FP 106	Estate Planning	3

Total Credits Required:

45

MBA
INTERNATIONAL BUSINESS

The 45-semester-credit program leading to the MBA degree in International Business may be completed in a minimum of one year and a half. Students may transfer from one campus to the other and complete their degree requirements. Students with bachelor's degrees in other fields may complete MBA preparatory courses. This program may also be completed online.

Admission

1. Completion of one of the following: a Bachelor of Science in Business Administration (BS) degree or its equivalent **or** a Bachelor's degree, or its equivalent, with a major in business studies or economics, provided that core courses in the following areas have been completed: Economics, Statistics, Business Law, Marketing, Management, and Accounting
2. **or** a Bachelor's degree, or its equivalent, in a non-business field, followed by a postgraduate diploma in business, which fulfils the requirements of the MBA preparatory program at Schiller or its equivalent elsewhere, or by undergraduate or graduate core courses in the above listed areas.

Graduates of the MBA in International Business program will be able to:

1. Apply general business skills and practices to international markets.
2. Demonstrate the communication skills needed in today's business environment.
3. Demonstrate the ability to work cooperatively with others in the workplace.
4. Research and analyze secondary data related to the international business environment.

Required Business Core Courses**Credits**

BA 501	Organizational Behavior	3
BA 510	Business Economics	3
BA 512	Managerial Accounting	3
BA 515	Managerial Finance	3
BA 523	Marketing Management	3
BA 529	Multinational Business Management	3
BA 537	Production and Operations Management	3
BA 542	Comprehensive Business Management Seminar	3
BA 589	Methods of Research and Analysis	3

IT 576	IT Applications in Business	3
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Required International Business Courses**Credits**

BA 522	International Marketing	3
BA 541	International Corporate Finance	3
BA 544	Human Resources Management	3
BA 560	International Business Law	3
BA 570	Managerial Communications for International Business	3

Total Credits Required:**45**

MBA

INTERNATIONAL HOSPITALITY AND TOURISM MANAGEMENT

This program is offered at SIU's Florida campus and also online for those in the fields of business, hospitality management, and tourism or related areas who wish to earn an advanced business degree.

The 45-semester-credit program leading to the MBA degree in International Hospitality and Tourism Management may be completed in a minimum of one year and a half. Students may transfer from one campus to the other and complete their degree requirements. Students with bachelor's degrees in other fields may complete MBA preparatory courses. This program may also be completed online.

Admission:

1. Completion of a Bachelor's degree or equivalent in business administration, hospitality, or hotel and restaurant management, provided that the courses listed in paragraph 2 below have been completed.
2. Completion of a Bachelor's degree or equivalent in related fields, such as economics, including completion of the following core courses: Microeconomics, Statistics, Business Law, Marketing, Management and Accounting.

Note: Students who have not completed required prerequisite courses will take MBA Preparatory Courses. See the requirements for the MBA in International Business for more detailed information on this.

Graduation Requirements: In addition to the graduation requirements for all graduate students, candidates for the MBA in International Hospitality and Tourism Management degree must complete the following requirements:

A minimum of 45 semester credits at the graduate level composed of the courses listed as follows with a GPA of 3.0 or higher.

A final oral comprehensive examination or, subject to the decision of the Program Advisor, a thesis requiring a formal oral defense in lieu of the comprehensive examination. The thesis is in addition to the 45 credit hour requirement. Online students may petition to take their comprehensive exam online.

Graduates of the MBA in International Hospitality and Tourism program will be able to:

1. Analyze and interpret the impact of global issues facing hospitality managers.
2. Assess the potential impact of hospitality operations on the operating environment.
3. Demonstrate multicultural sensitivity and awareness to global issues, opportunities and sustainability.
4. Create an appropriate strategic plan for a hospitality enterprise
5. Demonstrate understanding of other businesses operating within the broader tourism context and hypothesize their impact upon hospitality enterprises.

Required Business Core Courses

Credits

BA 501	Organizational Behavior	3
BA 512	Managerial Accounting	3
BA 515	Managerial Finance	3
BA 523	Marketing Management	3
BA 529	Multinational Business Management	3
BA 589	Methods of Research and Analysis	3
IT 576	IT Applications in Business	3

Required International Business Courses

Credits

BA 522	International Marketing	3
BA 544	Human Resources Management	3
BA 560	International Business Law	3

Required IHTM Courses

Credits

HM 510	Food and Beverage Control	3
HM 531	International Travel and Tourism	3
HM 541	Tourism Planning and Marketing	3
HM 572	Hotel and Restaurant Accounting Information Systems	3
HM 582	Case Studies in IHTM	3

Total Credits Required:

45

MBA
MANAGEMENT OF INFORMATION TECHNOLOGY

This specialized MBA program is designed to meet the emerging market demand for IT management professionals. The MBA concentration in Management of Information Technology is offered at SIU's Heidelberg and Florida campuses and online. Students must complete a total of 15 courses including five concentrated IT courses.

The 45-semester-credit program leading to the MBA degree in Management of Information Technology may be completed in a minimum of one year and a half. Students may transfer from one campus to the other and complete their degree requirements. Students with bachelor's degrees in other fields may complete MBA preparatory courses. This program may also be completed online.

Admission:

Admission requires completion of a Bachelor's degree or equivalent in business administration.

Completion of a Bachelor's degree or equivalent in related fields, such as economics, including completion of the following core courses: Microeconomics, Statistics, Business Law, Marketing, Management and Accounting.

Note: Students who have not completed required prerequisite courses will take MBA Preparatory Courses. See the requirements for the MBA in International Business for more detailed information on this topic.

Students without sufficient computer literacy and IT background may be required to take one or more basic computer courses over and above the 45 credit requirement.

Graduation Requirements: In addition to the graduation requirements for all graduate students, candidates for the MBA in Management of Information Technology degree must complete the following requirements:

A minimum of 45 semester credits at the graduate level composed of the courses listed as follows with a GPA of 3.0 or higher.

Completion of a final oral comprehensive examination or, subject to the decision of the Program Advisor, a thesis requiring a formal oral defense in lieu of the comprehensive examination. The thesis is in addition to the 45 credit hour requirement. Online students may petition to take their comprehensive exam in written form.

Graduates of the MBA in Management of Information Technology program will be able to:

1. Develop and lead teams of technical people toward the achievement of established goals, and manage the development of their product.
2. Identify ways in which technology can be applied to solve both existing and new or anticipated problems.
3. Leverage technology to realize strategic management goals and opportunities.
4. Assure the quality of information as well as its value to those who will ultimately use it for decision making.

5. Think, write and speak cogently and persuasively about ongoing or anticipated work with colleagues, end-users and corporate leadership, and listen carefully to feedback.

Required Business Core Courses **Credits**

BA 501	Organizational Behavior	3
BA 512	Managerial Accounting	3
BA 515	Managerial Finance	3
BA 529	Multinational Business Management	3
BA 537	Production and Operations Management	3
BA 542	Comprehensive Business Management Seminar	3
BA 589	Methods of Research and Analysis	3
IT 576	IT Applications in Business	3

Required International Business Courses **Credits**

BA 522	International Marketing	3
BA 544	Human Resources Management	3

Required IHTM Courses **Credits**

IT 500	Management of Information Systems	3
IT 510	Database Management	3
IT 520	Management of Networks	3
IT 530	Information Technology Project Management	3
IT 540	Systems Analysis, Design and Implementation	3

Total Credits Required: **45**

MIM

MASTER of INTERNATIONAL MANAGEMENT in INTERNATIONAL BUSINESS

The MIM program has been designed to prepare students who have already completed a course of study in a non-business field specifically for positions in international management. The 36-semester-credit program leading to the MIM degree may be completed at the Heidelberg or Florida campuses, or online. The course work spans a variety of topics relating to business administration, including management, marketing, accounting communications, business law, and economics. Upon successful completion of the program students will have the solid basis of knowledge which will qualify them to enter managerial positions in a broad range of careers in international business.

Admission: The MIM program is open to qualified applicants who have earned a Bachelor's degree or its equivalent. No particular field of undergraduate specialization is required for admission to the program, but a year of undergraduate mathematics is strongly advised.

Graduation Requirements: In addition to the graduation requirements for all graduate students, candidates for the Master of International Management degree must complete the following requirements:

A minimum of 36 semester credits (12 courses) at the graduate level, composed of the courses listed as follows, with a GPA of 3.0 or higher.

A final oral comprehensive examination or, subject to the decision of the Program Advisor, a thesis requiring a formal oral defense in lieu of the comprehensive examination. The thesis is in addition to the 36 credit requirement. Online students may petition to take their comprehensive exam in written form.

Graduates of the MIM program will be able to:

1. Demonstrate foundation knowledge in the functional areas of a global/international business.
2. Examine and demonstrate comprehension of the complexities of global/international businesses.
3. Select strategies and tools for solving complex problems posed by managing global businesses, and demonstrate understanding of the associated challenges.

Required Business Core Courses**Credits**

BA 501	Organizational Behavior	3
BA 510	Business Economics	3
BA 515	Managerial Finance	3

BA 529	Multinational Business Management	3
BA 589	Methods of Research and Analysis	3
IT 576	IT Applications in Business	3

Required International Business Courses**Credits**

BA 522	International Marketing	3
BA 544	Human Resources Management	3
BA 560	International Business Law	3
BA 570	Managerial Communications for International Business	3

Required MIM Courses**Credits**

BA 513	Managerial and Financial Accounting	3
BA 575	Statistics	3

Total Credits Required:**36**

MA
INTERNATIONAL RELATIONS AND DIPLOMACY

SIU's graduate program in International Relations and Diplomacy, offered at its Paris campus, is a professional program which prepares students for careers in foreign affairs, with their own governments or with international organizations, in journalism or in business. It combines a traditional theoretical approach to the study of international relations with practical training in the mechanics of contemporary diplomacy and international negotiations. Central to the program is a two-semester laboratory course in diplomacy which introduces students to the structure and functions of diplomatic missions and trains them in the skills of diplomacy.

This MA program may be completed at the Paris campus. Students may transfer from one campus to the other, affording them maximum access to the diplomatic agencies in both capitals.

Admission:

The Bachelor of Arts degree or its equivalent, with a major concentration in either political science or international relations and diplomacy, and with one year of undergraduate economics and at least the intermediate level of one foreign language. Students lacking economics, international relations or political science courses will be required to complete these courses at SIU. Students who do not have the requisite proficiency in a foreign language must complete this requirement before graduation from the MA program.

Note: students lacking courses in Economics, Politics, International Relations, or Foreign Language may have to take extra courses to complete all graduation requirements.

Graduation Requirements:

In addition to the graduation requirements for all graduate students (see "Graduate Academic Regulations" in Appendix), candidates for the Master of Arts in International Relations and Diplomacy must complete the following:

A minimum of 36 semester credits (12 courses) at the graduate level composed of the courses listed as follows, with a GPA of 3.0 or higher.

A basic one-year undergraduate course in economics for undergraduate credit or BA 510 Business Economics (only for those who have not already completed such a course).

The intermediate level of a foreign language.

A final oral comprehensive examination or, subject to the decision of the Program Advisor, a thesis requiring a formal oral defense in lieu of the comprehensive examination. The thesis is in addition to the 36 credit requirement.

Graduates of the MA in International Relations and Diplomacy program will be able to:

1. Demonstrate working knowledge of several subfields of the discipline.
2. Utilize strong research skills.
3. Critically analyze international events and issues.
4. Apply theories of international relations to the practice of international affairs.
5. Demonstrate effective written and online communication skills.
6. Develop the requisite skills to seek employment relevant to the field.

Required Business Core Courses

Credits

BA 589	Methods of Research and Analysis	3
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Required International Business Courses

Credits

BA 544	Human Resources Management	3
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Required IRD Courses

Credits

IR 501	Workshop on Diplomacy: Practical and Historical	3
IR 502	Workshop on Diplomacy: International Negotiation	3
IR 511	Current Issues in IR: Theories	3
IR 512	Current Issues in IR: Historical Context	3
IR 542	International Organizations	3
IR 544	Conflict and Peace Strategies	3
IR 545	International Economic Problems	3
IR 546	International Law	3
IR 567	International Management of Resources	3
IR 571	International Human Rights	3

Total Credits Required:

36

GRADUATE COURSES

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.

Business Administration (BA)

BA 501 Organizational Behavior (3) Prerequisite: Graduate standing. Impact that individuals, groups, and structure have on the behavior within organizations. Practical examples. Methods related to problem-solving within organizations.

BA 510 Business Economics (3) Prerequisite: Graduate standing. Emphasis on applicability of economic theory to both the business/internal dynamics of business and the external circumstances under which businesses operate. Course provides necessary knowledge, tools, and understanding of economic discourse as a basis for the study of business as well as a background of the basic economic principles relevant to business. (Same as EC 510 Business Economics)

BA 512 Managerial Accounting (3) Prerequisite: Two undergraduate accounting courses or BA 513. Builds upon the student's basic understanding of financial and managerial accounting by exploring in more depth the essential concepts of managerial accounting, including ratio analysis, budgeting and cost measurement.

BA 513 Financial and Managerial Accounting (3) Prerequisite: Graduate standing. This course is designed for the MIM and MBA prep student who has little or no previous background in accounting. The course consists of two parts: financial accounting and managerial (management) accounting, to include cost accounting and budgeting.

BA 515 Managerial Finance (3) Prerequisite: Two undergraduate accounting courses or BA 513. Function of managing business funds, mobilizing cash and credit and planning their use to further the objectives of the firm.

BA 522 International Marketing (3) Prerequisite: Graduate standing. Developing international strategies in planning market research and control with regard to legal, cultural and economic factors involved in crossing borders.

BA 523 Marketing Management (3) Prerequisites: One course in both marketing and management. Provides students with a basic understanding of the marketing concept and the strategic aspects of marketing management. Special attention is focused on the techniques and tools for effective decision making, with practical case examples.

BA 529 Multinational Business Management (3) Prerequisite: Graduate standing. Emphasizes specific techniques utilized by a multinational firm; its strategy, marketing, finances, decision-making, organization, communication, planning and control.

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 541 International Corporate Finance (3) Prerequisite: One course in finance. Basic issues arising out of the financial needs and techniques of business operating in the international environment. Alternative policies for international financial control. Different systems for organizing and controlling transitional operations. Case studies.

BA 542 Comprehensive Business Management Seminar (3) Prerequisites: At least 18 credits of graduate level business courses including one 500-level management course. Focuses on how managerial thinking influences strategy formation and implementation. Importance of change and the need for managerial dynamic thinking and the importance of organizational learning. Case study approach integrates the various disciplines associated with management such as accounting, finance, human resource utilization, and organization behavior. Capstone course.

BA 544 Human Resources Management (3) Prerequisite: Graduate standing. Familiarizes the student with the role and function of human resource professionals and their impact on organizations. Practical examples. Methods related to problem-solving as it relates to human resource management within organizations, changing role and enlarged functions of human resource management. Emphasis on international business.

BA 560 International Business Law (3) Prerequisite: Graduate standing. This course aims at providing a general understanding of the legal problems arising from transnational business transactions.

BA 570 Management Communication for International Business (3) Prerequisite: Graduate standing. Reflects the vital importance of effective communication skills to success in management. Exposition of basic business communications principles, focusing on communicating economically, accurately, and cogently. Communications strategies to meet business situations that managers encounter. Students analyze cases and compose appropriate business communications.

BA 575 Statistics for Business (3) Prerequisite: Graduate standing. Intensive introduction to statistical methodology in business and economics. Use of computers in conducting statistical analysis. Topics include probability concepts, hypothesis testing, correlation analysis, and quantitative business forecasting.

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).

BA 599 Thesis for Business Prerequisite: Permission of program advisor. Completion of relevant research, writing and submission of the thesis. (Not for credit)

Economics (EC)

EC 510 Business Economics (3) Prerequisite: Graduate standing. Emphasis on applicability of business/ economic theory to both the internal dynamics of business and the external circumstances under which businesses operate. Course provides necessary knowledge, tools, and understanding of economic discourse as a basis for the study of business as well as a background of the basic economic principle relevant to business. (Same as BA 510 Business Economics)

EC 545 International Trade and Finance (3) Prerequisite: One economics course. Introduces students to the international economy with emphasis on post-war developments. Classical theories of trade; new trade theory; globalization; finance and currency regimes; and models of economic growth. (Same as IR 545 International Economic Problems)

Information Technology (IT)

IT 500 Management Information Systems (3) Prerequisite: Graduate standing. A comprehensive overview of information systems and the management of these functions. Emphasis on introducing computer hardware, software, procedures, systems, and human resources. The course includes discussions and readings on conceptual and practical foundations of information processing systems support for management. Topics include decision-making functions, computer system project management, economic, ethical, and legal considerations of management information systems, system implementation, and evaluation.

IT 510 Database Management (3) Prerequisite: IT 500. A comprehensive overview of database systems and database management. Emphasis on advanced concepts of database administration, models depicting various forms of database organization, and planning for disasters involving database files. The course includes discussions and readings on conceptual and practical foundations of database administration and support for management. Topics include relationship models, SQL, data modeling, data storage, data integrity, and data administration.

IT 520 Management of Networks (3) Prerequisite: IT 500 (may be taken concurrently with permission of instructor). The course includes discussions and readings on conceptual and practical foundations providing a comprehensive overview of network software and hardware selection considerations including routers, hubs, and couplers from a conceptual, needs-oriented perspective. Also included is an extensive discussion of network design concentrating on the physical environment and influences on design of applications goals. The focus is on PC networks within the wider context of mainframe connectivity, local-area and wide-area networking.

IT 530 Information Technology Project Management (3) Prerequisite: IT 500 (may be taken concurrently with permission of instructor). This course presents an examination of the impact of information technology (IT) upon organization structure and strategy, along with concepts on how to manage IT projects. It discusses the pertinent issues of effective management of IT activities and focuses on the application areas of greatest promise for IT. The course is organized as a management audit of information services activities. This audit identifies the questions that should be raised in determining if a firm is properly using and managing IT.

IT 540 Systems Analysis, Design and Implementation (3) Prerequisite: IT 500 (may be taken concurrently). This course presents an introduction to systems analysis and design with an in-depth presentation of the most up-to-date tools of structured analysis while at the same time presenting traditional techniques such as interviewing and forms design.

IT 576 Information Technology (IT) Applications in Business (3) Prerequisite: Graduate standing. Introduces students to electronic data processing systems and techniques in the context of organizational management information systems. Types of hardware and software for information needs and problem solving, source-document preparation, flow-charting and system design.

IT 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 BA 589 Methods of Research and Analysis).

International Hospitality and Tourism Management (HM)

HM 510 Food and Beverage Control (3) An advanced and thorough treatment of the principles of food and beverage control. Dynamics of food and beverage operations, relevant control techniques, major areas of profit improvement.

HM 531 International Travel and Tourism (3) Prerequisite: Graduate standing. Provides an overview and introduction to the broad subject of international travel and tourism. Aspects covered include: an overview of the travel industry, government roles and policy, tourism development, selling travel, transportation, and hospitality-related services.

HM 541 Tourism Planning and Marketing (3) Prerequisite: Graduate standing. Develops the interrelation and interdependence of tourism planning and marketing. The course provides an understanding of the importance of planning and management in tourism development and the vital role of marketing in both public and commercial sector tourism.

HM 544 Human Resource Management (3) Prerequisite: Graduate standing. Aims to develop students' understanding of the role of Human Resources Management in developing and sustaining hospitality organizations. (same as BA 544 Human Resources Management)

HM 572 Hotel and Restaurant Accounting Information Systems (3) Prerequisite: Graduate standing. Familiarizes students with property management systems, POS restaurant systems, menu management systems, inventory systems, and the accompanying hardware and software used within the hospitality industry. A project involving the complete analysis of an in-use system and field trips.

HM 582 Case Studies in Hospitality and Tourism Management (3) Prerequisite: Graduate standing. Through the use of case studies students are exposed to real problems in a variety of scenarios. They will develop their analytical skills, their flexibility of thinking, and their ability to apply theoretical knowledge to practical situations.

HM 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 BA 589 Methods of Research and Analysis)

International Relations and Diplomacy (IR)

IR 501 Workshop in Diplomacy: Practical and Historical Aspects (3) Prerequisites: Graduate standing. Practical aspects of diplomacy, including policy formulation, reporting and analysis, persuasion, consular protection and services, public affairs and administration. Approach historical and practical.

IR 502 Workshop in Diplomacy: International Negotiation (3) Concentrates on international negotiation in theory and practice. Readings, case studies, position and scope papers. Negotiation exercises.

IR 511 Current Issues in International Relations: Theories (3) Two semester seminar focusing on current issues in the news put into the context of history and international relations theory.

IR 512 Current Issues in International Relations in Historical Context (3) Prerequisites: Graduate standing. Two semester seminar focusing on current issues in the news put into context of history and international relations theory. Student oral presentations. Written weekly reports, term paper. Students required to stay current with news.

IR 542 International Organizations (3) Prerequisite: Graduate standing. Origins, development, structure, organization, administration and aims of selected international organizations, with particular emphasis on the United Nations. Particular attention is paid to the peace-keeping role of the UN and the reform program. The changed role of international organizations within the context of the post Cold War era, with special emphasis on NATO and the European Union.

IR 544 Conflict and Peace Strategies (3) Prerequisites: Graduate standing. Examines conflict from ancient times to the era of total war, with emphasis on the theoretical concepts of warfare, from classical to current strategic thought. The nuclear age and mutually assured destruction are also studied, along with superpower confrontation and the strategic situation in the post Cold War era. Specific studies of proliferation, technology and computer warfare, as well as limited struggle and civil breakdown. Examination of peace strategies in an unstable political environment, both internationally and within the state.

IR 545 International Economic Problems (3) Prerequisite: One economics course. Introduces students to the international economy with emphasis on post-war developments. Classical theories of trade; new trade theory; globalization; finance and currency regimes; and models of economic growth. (Same as EC 545 International Economic Problems)

IR 567 International Management of Resources (3) Prerequisites: Graduate standing. Basic concepts and issues that company managers will deal with. Theoretical and political background of environmental concerns, specific problems now current, and strategic approaches that can be taken by businesses and society. The basic issues of scarcity, abundance, depletion, stocking, technological change and substitution, private vs. state ownership as well as equity principles versus efficiency arguments in the allocation of the benefits of resource exploitation are considered within the context of the historical evolution of the resource markets.

IR 571 International Human Rights (3) Prerequisites: Six 300-400 level PS or IR courses or IR 500. Meaning, scope and utilization of human rights in international relations and diplomacy. The historical and ideological background of human rights, the content and interpretations of internationally recognized human rights, principles and norms, institutions and procedures, the protection of human rights and specific human rights issues in our contemporary world.

IR 589 Methods of Research & 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 BA 589 Methods of Research and Analysis)

IR 599 Thesis for Business (3) Prerequisite: Permission of program advisor. Completion of relevant research, writing and submission of the thesis.