

SCHILLER INTERNATIONAL UNIVERSITY



One World, One University

CAMPUSES

LARGO, FLORIDA - UNITED STATES

HEIDELBERG - GERMANY

MADRID - SPAIN

PARIS - FRANCE

**UNDERGRADUATE 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

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

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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 the 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
Campus Director	+ 49-6221-45 81 35
Financial Aid Office	Florida Campus: 727-738-6320
International Admissions	+ 49-6221-45 81 32
Library	+ 49-6221-45 81 30
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 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 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	+33 (0) 145385601

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

Applicants must have graduated from high school or have demonstrated high school equivalency by successfully completing the General Education Development (GED) test prior to the first date of enrollment.

TRANSCRIPTS

Domestic applicants must provide official academic transcripts from their high school of graduation or evidence of having successfully completed the General Education Development (GED). 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. Applicants who have earned no prior college credits or fewer than 24 college credits must arrange to provide official high school transcripts or evidence of having successfully completed the GED.

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. SUI 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 UNDERGRADUATE EDUCATION

SIU is committed to providing a high-quality 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. Students should acquire a basic foundation in liberal studies. The perspectives of the humanities, social sciences, natural sciences, and the arts should be integrated with coursework in the major to facilitate an understanding of the world at large.

This foundation for lifelong learning should provide the knowledge and skills necessary to deal with social, cultural, and technological change. Students should develop critical thinking and problem-solving skills sufficient for life in contemporary society. These skills include the ability to read critically, listen critically, ask appropriate questions, gather relevant information, and apply critical analysis to reach logical conclusions. Central to these skills are mathematical literacy and proficiency in oral and written communications. Students should attain proficiency in their major fields. This proficiency should enable them to be competitive in the job market or in admission to graduate or professional schools. Students should acquire knowledge, understanding, and an appreciation of diversity in languages, cultures, ideas, and peoples, along with a desire to work so that all individuals are treated in a manner consistent with social justice. Students should maintain a lifelong commitment to ethical behavior, responsible citizenship, and public service.

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.

UNDERGRADUATE REQUIREMENTS

Associate's degrees require the successful completion of at least 60 credit hours as specified for the program. Students may need to take more than 60 credits in order to complete the requirements of their chosen major or to remedy skill deficiencies. A minimum of 30 of these credit-hours must qualify as general education.

Bachelor's degrees require the successful completion of at least 120 credit hours as specified for the program. Students may need to take more than 120 credits in order to complete the requirements of their chosen major or to remedy skill deficiencies. A minimum of 60 of these credit-hours must qualify as general education (includes 12 credits of foreign language).

A cumulative grade-point average (GPA) of at least 2.0 is required for graduation from the University with an associate or baccalaureate degree.

GENERAL EDUCATION

All undergraduate degree programs at SIU require successful completion of general education courses. General education courses have the following fundamental goals:

- Support the mission of the University
- Emphasize the liberal arts, which are directed to general intellectual growth and development
- Integrate the various disciplines
- Offer philosophical, ethical, social, historical, literary, and/or artistic components
- Provide the tools and concepts for analyzing culture and society in an international context

In addition students are expected to gain the following competencies:

- Writing, listening, and speaking skills
- Critical thinking ability
- Quantitative and technological proficiencies
- Decision making and problem solving skills
- International and multicultural awareness
- Leadership and citizenship skills

MAJORS

Students wishing to complete a degree in more than one academic program must complete all courses and other requirements for both majors. At least 18 credits of course work which will not be used to satisfy requirements for the second major must be completed for each degree.

DOUBLE DEGREES

Students wishing to earn two degrees must complete all requirements for both degrees. General Education coursework is transferable to the second degree.

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

Bachelor 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 3.50 **Cum Laude**
- at least 3.70 **Magna Cum Laude**
- at least 3.85 **Summa Cum Laude**

DEGREE-COMPLETION TIME LIMITS

Students who are enrolled in an associate degree program must complete their work within three (3) years in course. Students enrolled in a baccalaureate degree program must complete it within six (6) 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 12 Credits per Term	Required Credit Hours	Maximum Timeframe	Total Credits Attempted	Minimum Credits That Must Be Earned to Meet SAP Standards
Associate's Degree	60	90	12	0
			24	0
			36	6
			48	18
			60	30
			72	42
			84	54
Associate in Nursing	66	99	90	60
			12	0
			24	0
			36	3
			48	15
			60	27
			72	39
	84	51		
	96	63		
	99	66		

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
Bachelor's Degree	120	180	12	0
			24	0
			36	0
			48	0
			60	0
			72	12
			84	24
			96	36
			108	48
			120	60
			132	72
			144	84
			156	96
			168	108
180	120			

GOOD ACADEMIC STANDING

At the undergraduate level, the minimum cumulative grade point average (GPA) required for good academic standing will vary according to class level. Class level is based on the number of credit hours earned. Cumulative GPA determination will include grades of: A, B, C, D, and F. To be in good academic standing, a student's cumulative GPA must be equal to or greater than the minimum for their respective class levels, as shown in the following table. If a student is not in Good Standing, the student will be placed on Academic probation or suspension.

Class Level	Total Credit-Hours Earned (including Accepted Transfer Credits)	Minimum Cumulative GPA Required for Good Academic Standing
Freshman	Fewer than 30	1.6
Sophomore	30-59	1.8
Junior	60-89	2.0
Senior	90 or More	2.0

By the end of the student's sophomore year (*i.e.*, when 60 or more credits are earned, including accepted transfer credits), the student must have achieved a

cumulative GPA of 2.0 or higher and must maintain a cumulative GPA of 2.0 or higher thereafter. If a student's cumulative GPA is below the minimum cumulative GPA required for good academic standing, 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 immediately suspended and notified of the determination in writing.

ACADEMIC PROBATION

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

ACADEMIC SUSPENSION

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

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

Class Level	Total Credit-Hours Earned (including Accepted Transfer Credits)	Cumulative GPA Cut-Off
Freshman	Fewer than 30	1.2
Sophomore	30-59	1.4
Junior	60-89	1.6
Senior	90 or More	1.8

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 the 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.

CLASS STANDING

Students who have earned at least thirty (30) credits have achieved sophomore class standing. Students achieve junior class standing when they have earned at least sixty (60) credits. Students have attained senior class status when they have earned at least ninety (90) credits.

COURSE REPEAT RULE

If a student earns a "D" or "F" in a course, the student may 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	Outstanding
A-	= 3.75	Excellent
B+	= 3.25	Very Good
B	= 3.00	Good
B-	= 2.75	Above Average
C+	= 2.25	Quite Satisfactory
C	= 2.00	Satisfactory
C-	= 1.75	Barely Satisfactory
D	= 1.00	Poor
F	= 0.00	Failed
CR	= 0.00	Pass
I	= 0.00	Incomplete
IP		In Progress
NC	= 0.00	No Credit
R		Repeat
TR		Transferred
W	= 0.00	Withdrawal
X or AU	= None	Audit

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. Undergraduate students are eligible for the Dean’s List if they have earned a grade point average of at 3.5 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 study 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

Undergraduate students must enroll in a minimum of 12 credit hours per term to be considered fulltime. The standard load per term for undergraduates is 12-15 credits. Students may enroll in more than 15 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 undergraduate student who wants to change degree programs must meet the following requirements:

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

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

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

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.

CREDIT BY EXAMINATION

Students may be granted credits by completing standardized tests, including the Advanced Placement (AP) and the College Level Examination Program (CLEP). Students interested in credit by examination should refer to the Catalog Supplement for fee information.

Students who receive a score of 3 or higher on AP examinations may receive academic credit as determined by the Registrar, in consultation with the appropriate department.

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 undergraduate work completed with a grade of “C” 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

Associate degree students may be awarded a maximum of 30 transfer credits. Bachelor’s degree candidates may transfer in a maximum of 60 credits. For students seeking a bachelor’s degree under inter-institutional agreements, a maximum of 90 credits may be accepted as transfer credit.

Students must complete their final courses for their degrees at SIU. Associate degree students must complete their last 30 credit hours at SIU. Bachelor’s degree students must also complete their last 30 credit hours at SIU.

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						
			FL	H	M	P	OL	
ASSOCIATE DEGREES								
Criminal Justice	AS	60	X					
General Studies	AA	60	X	X	X	X		
International Business	AS	60	X	X	X	X	X	
International Hospitality and Tourism Management	AS	60	X					
Medical Assistant	AS	60	X					
Nursing	AS	66	X					
Paralegal	AS	60	X					
Pharmacy Technician	AS	60	X					
BACHELOR DEGREES								
Interdisciplinary Studies	BA	120	X	X	X	X	X	
International Business	BS	120	X	X	X	X	X	
International Economics	BA	120		X	X			
International Hospitality & Tourism Management	BS	120	X				X	
International Relations & Diplomacy	BA	120	X	X	X	X	X	

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

UNDERGRADUATE PROGRAMS

ASSOCIATE DEGREE PROGRAMS

The Associate of Arts (AA) and Associate of Science (AS) degrees offer the general education core courses which provide a wide range of skills and knowledge. General education augments the specialized training students receive in their majors. Students take courses in English, History, Mathematics, Science, Sociology, Psychology, and Cross Cultural Communication. These skills can be applied to any personal, educational, or professional endeavors. Degrees can lead to entry level positions in industry or to advanced educational degrees. Students who successfully complete a two-year program of study will earn the Associate degree. Students may follow the AA degree program at SIU's campuses in Florida, Heidelberg, Paris, Madrid, or Online Learning.

General Requirements: Associate Degree Programs

- Students must earn a minimum of 60 semester credits, composed of General Education and program specific courses
- A cumulative grade point average of 2.00 (C) or above must be earned.
- The final 30 credits must be completed at Schiller International University.

BACCALAUREATE DEGREE PROGRAMS

The SIU International Business curriculum is designed to give students a firm foundation in both the practical and theoretical aspects of globalized business in the 21st century. Students study a wide range of subjects which can be tailored to the individual interests of the student. Acquisition of the Bachelor's degree can lead to management level positions in the specialized discipline studied or continued education on the graduate level.

General Requirements

- Students must earn a minimum of 120 semester credits including all required courses.
- A cumulative grade point average of 2.00 (C) or above must be earned.
- The final 30 credits must be completed at Schiller International University.
- Completion of two (2) beginning level and two (2) intermediate level courses of one foreign language is required.

ASSOCIATE OF SCIENCE in CRIMINAL JUSTICE

The objective of the Criminal Justice Associate of Science degree program is to provide students with the knowledge and skills necessary to pursue entry-level positions in the criminal justice field. The Schiller International University Criminal Justice program is an academic program that includes coursework in both criminal justice and general education, which provides the students with a solid foundation in theory, technology, and criminal justice skills.

Graduates of the Criminal Justice program will be able to:

1. Identify and explain the basic structures and functions of the criminal justice system.
2. Interpret the basic concepts and functions of criminal law.
3. Integrate multidisciplinary theories which constitute the basis for understanding criminality and victimization.
4. Apply constitutional principles that protect the rights of individuals and regulate criminal justice practices and procedures.
5. Discuss the importance of social and ethical issues confronting the criminal justice systems.

Core Course Requirements

Credits

CJ 100	Introduction to Administration of Justice	3
CJ 205	Criminal Law	3
CJ 210	Criminal Evidence and Procedure	3
CJ 215	Police Operations	3
CJ 220	Corrections Systems and Operations	3
CJ 221	Juvenile Corrections	3
CJ 230	Criminal Investigation and Forensics	3
CJ 240	Technology in the Criminal Justice System	3
CJ 280	International Perspectives in Criminal Justice	3
CJ 299	Criminal Justice Externship	3

General Education Courses

Credits

IT 103	Applications of Computers	3
EN 111	English Composition: Expository Writing	3
EN 112	English Composition: Persuasive Writing	3
EN 200	Cross-Cultural Communications	3
MGF 1107	College Mathematics	3
PSY 1021	General Psychology	3
SO 137	Science and Society	3

PS 221	Introduction to Political Science	3
HI 225	European History to 1815	3
HI 226	European History: Napoleonic Period to the Present	3

Total Credits Required:

60

ASSOCIATE OF ARTS in GENERAL STUDIES

Students who successfully complete a two-year program of study will earn the Associate of Arts (AA) degree. Candidates for the AA degree take courses in all the General Education Core as noted below. Students may follow the AA degree program at any of the five SIU campuses.

Graduates of the General Studies program will be able to:

1. Exhibit college-level knowledge and skills in critical thinking, quantitative analysis, and written composition.
2. Demonstrate college-level mastery of information literacy and technology literacy.
3. Communicate effectively in-person and through media-based interactions with individuals and within groups.
4. Apply methods and modes of inquiry specific to traditional and contemporary areas of knowledge in the humanities and arts, natural and physical sciences, mathematics, and the social sciences.
5. Understand the global society and processes of globalization from a multicultural perspective.

Core Course Requirements

Credits

AR 222	Art History	3
ECO 2013	Principles of Microeconomics	3
ECO 2023	Principles of Macroeconomics	3
EN 111	English Composition: Expository Writing	3
EN 112	English Composition: Persuasive Writing	3
EN 200	Cross-Cultural Communication	3
EN 373	Public Speaking	3
HI 225	European History to 1815	3
HI 226	European History: 1815 to Present	3
IR 221	Introduction to International Relations	3
MA 172	Applied Mathematics	3
MGF1107	College Math	3
PS 221	Introduction to Political Science	3
PSY 1021	General Psychology	3
SO 137	Science and Society	3

Required International Business Courses **Credits**

IT 103	Application of Computers	3
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Required Foreign Language Courses **Credits**

FL 101	Beginning 1	3
FL 102	Beginning 2	3
FL 201	Intermediate 1	3
FL 202	Intermediate 2	3

Total Credits Required: **60**

ASSOCIATE OF SCIENCE in INTERNATIONAL BUSINESS

The rapidly increasing volume and complexity of international business offers a wide range of opportunities for those trained in business administration in an international context. The SIU business curriculum is designed to give students a firm foundation in both the practical and theoretical aspects of the main areas of business administration. Business administration studies are offered at all SIU campuses. SIU offers programs in business administration leading in two years to an Associate of Science (AS) degree or in three to four years to a Bachelor of Science (BS) degree.

Graduates of the International Business program will be able to:

1. Analyze how international trade, finance policies and relations affect business decisions.
2. Adapt strategies for international markets, construct management practices and processes in an international environment.
3. Apply ethical codes of conduct for global business operations.
4. Recognize global differences and apply sensitivity to cultural diversity issues.
5. Have significant dexterity with the use of computers and computer applications in business as related to the global economy.
6. Uses effective communication strategies including writing, listening, speaking, negotiating and persuading skills.

Core Course Requirements

Credits

IT 103	Applications of Computers	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
BA 261	Principles of Business Law	3
BA 322	International Marketing	3
BA 370	Business Communication	3
GEB 1350	Introduction to International Business	3
MAR 2011	Principles of Marketing	3

Required General Education Courses

Credits

ECO 2013	Principles of Microeconomics	3
ECO 2023	Principles of Macroeconomics	3
EN 111	English Composition: Expository Writing	3
EN 112	English Composition: Persuasive Writing	3
HI 225	European History to 1815	3

HI 226	European History: Napoleonic Period to Present	3
MA 172	Applied Mathematics	3
MGF1107	College Math	3

Required Foreign Language Courses**Credits**

FL 101	Beginning 1	3
FL 102	Beginning 2	3
FL 201	Intermediate 1	3
FL 202	Intermediate 2	3

Total Credits Required:**60**

**ASSOCIATE OF SCIENCE in
INTERNATIONAL HOSPITALITY AND TOURISM MANAGEMENT**

Students in this two-year program, offered at SIU's Florida campus have to take a combination of required General Education and specific Hospitality and Tourism Management courses as well as participate in SIU's internship program which gives them valuable practical training. Courses include language instruction and practical experience in food service, kitchen operations and computerized front desk service.

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

1. Understand and describe the geographic, economic, and cultural factors of tourism and how they influence hospitality, leisure, travel, and recreational activities.
2. Develop an understanding and appreciation of sustainability in tourism.
3. Demonstrate strong interpersonal skills pertaining to customer and guest services.
4. Display visual literacy and proficiency with computer skills, including the use of application software such as word processing, reservation systems, spreadsheets, webpage design, and internet research.

Core Course Requirements**Credits**

IT 103	Applications of Computers	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
GEB 1350	Introduction to International Business	3

Required International Hospitality & Tourism Courses**Credits**

HM 103	Introduction to Tourism & Hospitality	3
HM 187	Front Office Management	3
HM 210	Food and Beverage Management	3
HM 499	Internship	3

Required General Education Courses**Credits**

ECO 2013	Principles of Microeconomics	3
ECO 2023	Principles of Macroeconomics	3
EN 111	English Composition: Expository Writing	3
EN 112	English Composition: Persuasive Writing	3
HI 225	European History to 1815	3

HI 226	European History: 1815 to Present	3
MA 172	Applied Mathematics	3
MGF1107	College Math	3

Required Foreign Language Courses**Credits**

FL 101	Beginning 1	3
FL 102	Beginning 2	3
FL 201	Intermediate 1	3
FL 202	Intermediate 2	3

Total Credits Required:**60**

ASSOCIATE OF SCIENCE in MEDICAL ASSISTANT

The Medical Assistant program provides students with the knowledge and technical skills required to pursue entry-level positions in the medical field. The program concentrates on helping students acquire knowledge and develop skills in performing clinical, laboratory and medical office procedures. It also provides a broad education that helps prepare the student to develop advanced technical and communication skills. Job responsibilities for graduates from this program may include performing routine laboratory tests such as venipuncture, blood work, urinalysis and electrocardiograms. They may also assist the doctor in patient preparation, examination and other patient relations. Competence in the field also requires that a medical assistant display professionalism, communicate professionally and provide instruction to patients.

Graduates of the Medical Assistant program will be able to:

1. Demonstrate competencies in all aspects of medical assisting clinical practice.
2. Exhibit proficiency in the clerical and administrative functions required of a medical assistant.
3. Utilize professional, ethical and legal standards in health care practice.
4. Integrate knowledge from behavioral and biological sciences as a basis for allied health practices.
5. Exemplify professional behaviors as defined by the discipline of allied health.

Core Course Requirements**Credits**

IT 103	Applications of Computers	3
MD 100	Medical Terminology	3
SC 101	Human Anatomy and Physiology I	3
SC 201	Human Anatomy and Physiology II	3
MD 101	Clinical Procedures I	3
MD 201	Clinical Procedures II	3
MD 275	Medical Coding and Billing	3
MD 280	Medical Ethics and Law	3
MD 290	Medical Office Applications and Administration	3
MD 299	Medical Assistant Externship	3

General Education Courses**Credits**

AR 222	Art History	3
EN 111	English Composition: Expository Writing	3
EN 112	English Composition: Persuasive Writing	3
EN 200	Cross-Cultural Communications	3
MGF 1107	College Mathematics	3
PSY 1021	General Psychology	3
SO 137	Science and Society	3
PS 221	Introduction to Political Science	3
HI 225	European History to 1815	3
HI 226	European History: Napoleonic Period to the Present	3

Total Credits Required:**60**

ASSOCIATE OF SCIENCE in NURSING

The AS degree in Nursing is a 66 credit hour program that prepares students to take the NCLEX_RN for licensure as a Registered Professional Nurse. This program has been approved by the Florida State Board of Nursing.

Students must complete both the theory and clinical practicum for each course before advancing to the next course. Courses follow a logical sequence to prepare students for nursing practice in a variety of settings. Classroom, lab and clinical experiences empower students to gain competencies while using the nursing process to care for infants, children and adults of diverse cultures across the lifespan.

Graduates of the Nursing program will be able to:

1. Demonstrate critical, creative and reflective thinking to guide evidenced based nursing practice decisions that maximizes health potential of the individual, family or community. **(Caring)**
2. Engage in leadership abilities emphasizing professional accountability and adherence to standards of care to guide health care delivery to clients across the lifespan. **(Integrity)**
3. Demonstrate the ability to function effectively in a multicultural environment utilizing interpersonal communication and information technologies. **(Diversity)**
4. Understands the need for life-long learning as the means to retain and expand professional/clinical skills and knowledge **(Excellence)**

Core Course Requirements

Credits

NUR 111	Basic Concepts of Nursing	3
NUR 115	Pharmacology and Medication Math	3
NUR 121	Nursing Care of Adults	3
NUR 122A	Nursing Care of Adults	3
NUR 122B	Nursing Care of Adults	3
NUR 231	Nursing Care of Family	3
NUR 232	Nursing Care of Family	3
NUR 241	Nursing Care in the Mental Health Setting	3
NUR 251	Advanced Nursing Care	3
NUR 252A	Advanced Nursing Care	3
NUR 252B	Advanced Nursing Care	3
NUR 253	Trends in Nursing	3

General Education Courses**Credits**

EN 111	English Composition: Expository Writing	3
EN 112	English Composition: Persuasive Writing	3
EN 200	Cross Cultural Communication	3
PSY 100	Psychology	3
PSY 223	Lifespan Human Development	3
SC 137	Science and Society	3
BIO 210	Anatomy and Physiology 1	3
BIO 211	Anatomy and Physiology 2	3
SC 301	Nutrition	3
SC 401	Microbiology	3

Total Credits Required:**66**

ASSOCIATE OF SCIENCE in PARALEGAL STUDIES

The Paralegal Studies program provides students with the knowledge and technical skills to understand a range of legal practice areas. The program concentrates on providing students with a fundamental awareness of the law and allows students to obtain practical hands-on skills during their externship that will assist in preparing them to meet the demands of the paralegal profession. Courses focus on the legal areas such as legal research, civil and criminal law, property law, and wills, trusts and estates. Students are also trained in legal research using online computer systems that access national legal databases.

Graduates of the Paralegal program will be able to:

1. Represent the legal profession in a professional and ethical manner.
2. Apply communication and problem-solving skills to supply needed information to supervising attorneys, colleagues, and clients.
3. Utilize oral and written communication skills through the preparation of legal documents and by conducting research, interviews, and investigations.
4. Work independently and as a team member to complete required projects and tasks effectively and within specific time frames.
5. Use technology effectively to research legal issues and cases and to prepare, edit, and transmit messages and legal documents.
6. Maintain and update legal skills and knowledge of the legal profession through continuing education.

Core Course Requirements**Credits**

PL 101	Introduction to Paralegal Studies	3
PL 200	Criminal Law and Procedure	3
PL 203	Property Law	3
PL 204	Legal Research and Writing	3
PL 205	Family Law	3
PL 206	Wills, Estates, and Trusts	3
BA 261	Business Law	3
PL 280	Civil Litigation and Tort Law	3
PL 285	Legal Ethics	3
PL 299	Paralegal Externship	3

General Education Courses**Credits**

IT 103	Applications of Computers	3
EN 111	English Composition: Expository Writing	3
EN 112	English Composition: Persuasive Writing	3
EN 200	Cross-Cultural Communications	3
MGF 1107	College Mathematics	3
PSY 1021	General Psychology	3
SO 137	Science and Society	3
PS 221	Introduction to Political Science	3
HI 225	European History to 1815	3
HI 226	European History: Napoleonic Period to the Present	3

Total Credits Required:**60**

ASSOCIATE OF SCIENCE in PHARMACY TECHNICIAN

The Pharmacy Technician program provides students with the knowledge and technical skills required to pursue entry-level positions in the pharmaceutical field. The program concentrates on helping students acquire knowledge and develop skills to enable them to fill prescriptions, assist customers, order medications, and support the pharmacist. They will also be involved with data collection on patient drug allergies, dosing of medications, potential interactions and incompatibilities. A trained Pharmacy Technician can prepare IV, compounded, and/or unit-dose medications. The entry-level Pharmacy Technician works under the direct supervision of a licensed pharmacist and a supervising technician. Pharmacy settings in which a graduate may work include retail, hospital, mail order, long-term care, and compounding pharmacies.

Graduates of the Pharmacy Technician program will be able to:

1. Demonstrate an understanding of drugs and their uses.
2. Exhibit proficiency in the dispensing and calculation of medication.
3. Utilize professional, ethical and legal standards in customer service in healthcare.
4. Integrate knowledge from pharmaceutical sciences as a basis for client education.
5. Exemplify professional behaviors as defined by the discipline of allied health.

Core Course Requirements

Credits

MD 100	Medical Terminology	3
SC 101	Human Anatomy and Physiology I	3
SC 201	Human Anatomy and Physiology II	3
PH 101	Introduction to Pharmacology	3
PH 201	Advanced Pharmacology	3
MD 280	Medical Ethics and Law	3
PH 210	Pharmacy Administration	3
PH 220	Pharmacy Dispensing	3
PH 280	Pharmacy Technician Review	3
PH 299	Pharmacy Technician Externship	3

General Education Courses**Credits**

IT 103	Applications of Computers	3
EN 111	English Composition: Expository Writing	
EN 112	English Composition: Persuasive Writing	3
EN 200	Cross-Cultural Communications	3
MGF 1107	College Mathematics	3
PSY 1021	General Psychology	3
SO 137	Science and Society	3
PS 221	Introduction to Political Science	3
HI 225	European History to 1815	3
HI 226	European History: Napoleonic Period to the Present	3

Total Credits Required:**60**

BACHELOR OF ARTS in INTERDISCIPLINARY STUDIES

With guidance from an advisor, students may develop an individualized major in Interdisciplinary Studies to suit their needs and interests. Students pursuing this major have the advantage of being able to select from all courses at the SIU campuses which offer this degree. Courses selected must relate to a major offered by SIU.

After successfully completing the freshman year, students may prepare a proposed outline of courses to submit for approval. The supervising faculty member must be an expert in at least one of the subject areas identified in the program of study.

NOTE: Many graduate institutions require a standard program of undergraduate study with a declared departmental major. Students who intend to pursue a graduate degree are advised to select a specific undergraduate major related to the graduate field of study rather than a major in Interdisciplinary Studies.

Graduates of the Interdisciplinary Studies program will be able to:

1. Understand and apply key concepts from chosen disciplines.
2. Develop effective written and oral communication skills consistent with the chosen areas of study.
3. Apply skills and concepts to problems of modern life.
4. Develop effective skills in cross-disciplinary comparison, historical and critical analysis, research, and evaluation.
5. Use computers for communication and research.
6. Demonstrate information literacy through research and resource evaluation appropriate to the chosen area of study.

Required International Business Courses

Credits

IT 103	Applications of Computers	3
BA 369	Introduction to Sustainable Development	3
BA 370	Business Communication	3
BA 374	Statistics	3
BA 384	Behavioral Aspects	3
BA 401	Human Resources Management	3
BA 437	Multinational Enterprise	3
BA 469	Entrepreneurship	3
EC 352	Economic Geography	3
EC 455	International Trade & Finance	3
GEB 1350	Introduction to International Business	3
PY 376	Industrial Psychology	3

Required International Relations & Diplomacy Courses **Credits**

EC 452	Resources & the Environment	3
EC 457	Economy of Developing Countries	3
IR 331	Modern Diplomacy	3
IR 335	American Foreign Policy	3
IR 341	Concepts of International Relations	3
IR 370	Writing for Foreign Affairs	3
IR 450	Practical Diplomacy	3
PS 370	American Political System	3

Required General Education Courses **Credits**

AR 222	Art History	3
ECO 2013	Principles of Microeconomics	3
ECO 2023	Principles of Macroeconomics	3
EN 111	English Composition: Expository Writing	3
EN 112	English Composition: Persuasive Writing	3
BA/EN 200	Cross-Cultural Communication	3
EN 373	Public Speaking	3
EN 490	Intercultural Communication	3
HI 225	European History to 1815	3
HI 226	European History: 1815 to Present	3
IR 221	Introduction to International Relations	3
MA 172	Applied Mathematics	3
MGF1107	College Math	3
PS 221	Introduction to Political Science	3
PSY 1021	General Psychology	3
SO 137	Science and Society	3

Required Foreign Language Courses **Credits**

FL 101	Beginning 1	3
FL 102	Beginning 2	3
FL 201	Intermediate 1	3
FL 202	Intermediate 2	3

Total Credits Required:**120**

BACHELOR OF SCIENCE in INTERNATIONAL BUSINESS

As more and more companies throughout the world have become multinational, they increasingly need executives who can deal effectively with organizational problems in an international framework. The International Business program offered at SIU is designed to meet these needs. As students complete this degree, they may elect to transfer from one SIU campus to another to benefit from interactions with various cultures including the social, economic and political conditions associated with business practices in different countries.

Graduates of the International Business program will be able to:

1. Apply basic business practices to resolve international business problems.
2. Assess market globalization factors and typical business strategies for competing in foreign markets.
3. Integrate culturally sensitive concepts within a global scale.
4. Analyze emerging issues facing countries or businesses in international markets.

Required International Business Courses

Credits

IT 103	Applications of Computers	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
BA 261	Principles of Business Law	3
BA 322	International Marketing	3
BA 341	Business Finance	3
BA 369	Introduction to Sustainable Development	3
BA 370	Business Communication	3
BA 374	Statistics	3
BA 384	Behavioral Aspects	3
BA 401	Human Resources Management	3
BA 427	Marketing Management	3
BA 437	Multinational Enterprise	3
BA 439	International Business Policy	3
BA 469	Entrepreneurship	3
EC 352	Economic Geography	3
EC 455	International Trade & Finance	3
GEB 1350	Introduction to International Business	3
MAR 2011	Principles of Marketing	3

PY 376	Industrial Psychology	3
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Required General Education Courses**Credits**

AR 222	Art History	3
ECO 2013	Principles of Microeconomics	3
ECO 2023	Principles of Macroeconomics	3
EN 111	English Composition: Expository Writing	3
EN 112	English Composition: Persuasive Writing	3
BA/EN 200	Cross-Cultural Communication	3
EN 373	Public Speaking	3
EN 490	Intercultural Communication	3
HI 225	European History to 1815	3
HI 226	European History: 1815 to Present	3
IR 221	Introduction to International Relations	3
MA 172	Applied Mathematics	3
MGF1107	College Math	3
PS 221	Introduction to Political Science	3
PSY 1021	General Psychology	3
SO 137	Science and Society	3

Required Foreign Language Courses**Credits**

FL 101	Beginning 1	3
FL 102	Beginning 2	3
FL 201	Intermediate 1	3
FL 202	Intermediate 2	3

Total Credits Required:**120**

BACHELOR OF ARTS in INTERNATIONAL ECONOMICS

The major in International Economics provides thorough training in economic theory and policy. While these studies examine the insights of economics from the individual and firm level, to the national, and then the international level, there is an emphasis throughout on maintaining a focus on the impact and role of international economic relations and on maintaining an internationally comparative perspective. In addition, the major includes courses in international business administration, international relations, and political science. Students completing this major often go on to careers in economic or political economic analysis within the international worlds of business, finance, or government. Others continue on to graduate studies in economics, business, international relations or law.

Graduates of the International Economics program will be able to:

1. Assess business facts and interpret them consistent with economic thinking.
2. Understanding of how decision makers allocate scarce resources to achieve economic efficiency.
3. Apply economic tools to analyze decisions made by consumers, firms, and policy makers.
4. Integrate economic models to analyze the impact of various fiscal monetary, and trade policies on a nation's economy.

Required International Business Courses

Credits

IT 103	Applications of Computers	3
BA 322	International Marketing	3
BA 369	Introduction to Sustainable Development	3
BA 370	Business Communication	3
BA 374	Statistics	3
BA 384	Behavioral Aspects	3
BA 401	Human Resources Management	3
BA 437	Multinational Enterprise	3
EC 352	Economic Geography	3
EC 455	International Trade & Finance	3
GEB 1350	Introduction to International Business	3
IR 470	International Economic Policies & Institutions	3
MAR 2011	Principles of Marketing	3
PY 376	Industrial Psychology	3

Required International Relations & Diplomacy Courses **Credits**

EC 452	Resources & the Environment	3
EC 457	Economy of Developing Countries	3
IR 331	Modern Diplomacy	3
IR 335	American Foreign Policy	3
IR 341	Concepts of International Relations	3
IR 353	The Political Economy of North-South Relations	3

Required General Education Courses **Credits**

AR 222	Art History	3
ECO 2013	Principles of Microeconomics	3
ECO 2023	Principles of Macroeconomics	3
EN 111	English Composition: Expository Writing	3
EN 112	English Composition: Persuasive Writing	3
BA/EN 200	Cross-Cultural Communication	3
EN 373	Public Speaking	3
EN 490	Intercultural Communication	3
HI 225	European History to 1815	3
HI 226	European History: 1815 to Present	3
IR 221	Introduction to International Relations	3
MA 172	Applied Mathematics	3
MGF1107	College Math	3
PS 221	Introduction to Political Science	3
PSY 1021	General Psychology	3
SO 137	Science and Society	3

Required Foreign Language Courses **Credits**

FL 101	Beginning 1	3
FL 102	Beginning 2	3
FL 201	Intermediate 1	3
FL 202	Intermediate 2	3

Total Credits Required: **120**

**BACHELOR OF SCIENCE in
INTERNATIONAL HOSPITALITY AND TOURISM
MANAGEMENT**

International hospitality and tourism is one of the fastest growing sectors in the service and business industries. The proliferation of golf courses, tennis and boating clubs, theme parks and other leisure and recreational activities has created a huge industry that provides many thousands of job opportunities. SIU's unique program offers the opportunity to study at campus locations in both Europe and the United States.

Students completing this degree must complete the Associate of Science (AS) course requirements (60 credits) in International Hospitality and Tourism Management plus the following courses:

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

1. Knowledge, skills and experience through individual and team based activities within a multi-cultural environment.
2. Ability to understand key areas of hotel operations.
3. Knowledge of management of the tourism industry.
4. Critical thinking, writing, analytical and decision-making skills.
5. Awareness and knowledge of industry trends and best practices.

Required International Business Courses**Credits**

BA 261	Principles of Business Law	3
BA 322	International Marketing	3
BA 341	Business Finance	3
BA 369	Introduction to Sustainable Development	3
BA 370	Business Communication	3
BA 374	Statistics	3
BA 384	Behavioral Aspects	3
BA 401	Human Resources Management	3
BA 427	Marketing Management	3
MAR 2011	Principles of Marketing	3

Required International Hospitality & Tourism Courses**Credits**

HM 423	Convention & Event Management	3
HM 451	Leadership & Management in Hospitality & Tourism	3

Required General Education Courses **Credits**

AR 222	Art History	3
BA/EN 200	Cross-Cultural Communication	3
EN 373	Public Speaking	3
EN 490	Intercultural Communication	3
IR 221	Introduction to International Relations	3
PS 221	Introduction to Political Science	3
PSY 1021	General Psychology	3
SO 137	Science and Society	3

AS DEGREE IN HOSPITALITY & TOURISM 60

BS Total Credits Required: 120

**BACHELOR OF ARTS in
INTERNATIONAL RELATIONS AND DIPLOMACY**

Students must earn a minimum of 120 semester credits. All students must complete the Basic Courses and Area Courses as previously described under the AA degree in the General Studies Program. A cumulative grade point average of 2.00 (C) or above must be earned. The final 30 credits must be completed in residence at Schiller International University. Completion of two (2) beginning level and two (2) intermediate level courses of one foreign language is required.

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

1. Demonstrate an understanding of international relations concepts and ideas.
2. Demonstrate competence in oral and written communication as it relates to international relations.
3. Demonstrate analytical and critical thinking skills.
4. Demonstrate appreciation for multiculturalism and global diversity.
5. Demonstrate knowledge of international organizations, multilateral processes and the non-governmental sector that operate in international politics.

Required International Relations & Diplomacy Courses **Credits**

EC 452	Resources & the Environment	3
EC 457	Economy of Developing Countries	3
IR 331	Modern Diplomacy	3
IR 335	American Foreign Policy	3
IR 341	Concepts of International Relations	3
IR 353	The Political Economy of North-South Relations	3
IR 370	Writing for Foreign Affairs	3
IR 450	Practical Diplomacy	3
IR 481	Selected Topics in International Relations	3
PS 370	American Political System	3

Required International Business Courses **Credits**

IT 103	Applications of Computers	3
BA 369	Introduction to Sustainable Development	3
BA 370	Business Communication	3
BA 384	Behavioral Aspects	3
BA 401	Human Resources Management	3

BA 437	Multinational Enterprise	3
EC 352	Economic Geography	3
EC 455	International Trade & Finance	3
GEB 1350	Introduction to International Business	3
IR 470	International Economic Policies & Institutions	3
MAR 2011	Principles of Marketing	3

Required General Education Courses**Credits**

AR 222	Art History	3
ECO 2013	Principles of Microeconomics	3
ECO 2023	Principles of Macroeconomics	3
EN 111	English Composition: Expository Writing	3
EN 112	English Composition: Persuasive Writing	3
BA/EN 200	Cross-Cultural Communication	3
EN 373	Public Speaking	3
EN 490	Intercultural Communication	3
HI 225	European History to 1815	3
HI 226	European History: 1815 to Present	3
IR 221	Introduction to International Relations	3
MA 172	Applied Mathematics	3
MGF1107	College Math	3
PS 221	Introduction to Political Science	3
PSY 1021	General Psychology	3
SO 137	Science and Society	3

Required Foreign Language Courses**Credits**

FL 101	Beginning 1	3
FL 102	Beginning 2	3
FL 201	Intermediate 1	3
FL 202	Intermediate 2	3

Total Credits Required:**120**

UNDERGRADUATE COURSES

Course Numbering System

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

Pre-requisites

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

Art (AR)

AR 222 History of Art: Renaissance to 19th Century (3) Survey of European painting, sculpture and architecture of the Renaissance, Baroque, Rococo, and of the Romantic, Realist and Impressionist periods.

Business Administration (ACG) (BA) (GEB) (MAR)

ACG 2001 Accounting I (3) Introduction to accounting theory and practice for business students and others. Basic accounting principles and procedures, financial statements.

ACG 2011 Accounting II (3) Prerequisite: ACG 2001 Introduction to accounting theory and practice for business students and others. In-depth discussion of long-lived assets, bonds, stockholders equity, etc. Introduction to cost accounting concepts, analysis of financial statements, income taxes.

BA 200 Cross-Cultural Communication (3) Prerequisite: Intermediate level of English The different cultural norms at play when people interact. An introduction to the various factors which affect communication, particularly in an international context. Emphasis on understanding oral and non-verbal cultural differences. (Same as EN 200 Cross-Cultural Communication)

BA 261 Principles of Business Law (3) General coverage of the fundamental principles of the important areas of business law. Designed to thoroughly acquaint the student with areas of legal sensitivity engendered in professional undertakings of personal business ventures. Laws covering the business organization.

BA 322 International Marketing (3) Prerequisite: MAR 2011 Entire range of international marketing, beginning with start-up operations, continuing with new market entry considerations,

and concluding with the international issues confronting giant global marketers. Addresses the reality of the interchange between business and government by analyzing international marketing issues from both the business and policy perspective. Integration of the societal dimensions of diversity, environmental concerns, ethics and economic transformation.

BA 341 Business Finance I (3) Prerequisite: ACG 2001 Introduces students to the basics of financial management within the medium and large-sized organization. Emphasis on current problems of finance and the development of basic principles.

BA 369 Sustainable Development (3) This course is concerned with the challenges and opportunities of finding sustainable patterns and processes of development within the international community for the future.

BA 370 Business Communication (3) Prerequisites: EN 111 or 112 Aims to improve the student's ability to write concise, well-organized, effective business messages, including letters, resumes, memorandums and reports. Strategies and techniques will be analyzed for communicating in a range of typical business situations. Writing practice. (Same as EN 370 Business Communication)

BA 373 Public Speaking (3) Prerequisites: EN 111 or 112 Fundamentals of effective business and professional speaking in English. Focus on importance of communication and public speaking for careers. (Same as EN 373 Public Speaking)

BA 374 Statistics (3) Prerequisite: MGF 1107 or MA 172 The population; frequency distribution; data; graphical displays; descriptive analysis; relative and cumulative frequency distributions; population parameters; arithmetic mean, median, mode, variability, variance and standard deviation; basic definitions of probability, the addition law, conditional probability, joint probability table; the multiplication law; statistical independence, counting techniques, the factorial permutations and combinations; random variables, binomial distribution, normal distribution, sampling distributions and theory.

BA 384 Behavioral Aspects (3) Prerequisites: GEB 1350 or PSY 1021 Focuses on group behavior and leadership necessary to transform human resources into effective organizational entities. Emphasizes the theory and practice that relate to individuals interacting in the work environment. Case studies, films and guest speakers.

BA 401 Human Resources Management (3) Prerequisites: GEB 1350 and at least one upper-level BA course Familiarizes students with the activities of a human resources (HR) manager and the specific problems of managing a workforce. Cases and simulation exercises, HR planning, training and development of employees. Problems of industrial relations.

BA 427 Marketing Management (3) Prerequisite: MAR 2011 and one upper-level Marketing course Strategic marketing management concepts and their application. Includes the critical role of marketing in organizational performance, market-oriented strategic planning, the application of online marketing and the development of marketing programs.

BA 437 Multinational Enterprise (3) Prerequisites: GEB 1350 and one upper-level BA course. Comparative study of organizing and managing the multinational enterprise. Topics include: organization structure; management policy; comparative industrial relations; legal, political, and social-cultural challenges.

BA 439 International Business Policy (3) Prerequisites: GEB 1350, ECO 2023 or ECO 2013c and 4th year standing. In-depth look at the multinational corporation as it operates and competes in the international business environment. The emphasis on organizational and administrative policies of the multinational company and their development and importance of structuring these aspects of the corporation to suit the international environment in which it operates. Examines the development of the functional skills of planning, financing, marketing and personnel management unique to the international company. The analysis of major international organizations provides current information on how these companies operate and relate theory to actual practices.

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

BA 469 Entrepreneurship and New Ventures (3) Prerequisites: GEB 1350, ACG 2001-2011, MAR 2011 Disciplined and practical look at the entrepreneur and small business enterprise. Characteristics of the entrepreneur; rewards and pitfalls of new businesses; basic planning techniques for new business ventures.

GEB 1350 Introduction to International Business (3) Patterns of international trade, multinational business operations, analysis of financial structures and financing. Emphasis also on an elementary familiarization with a basic outline of international organizational administration and marketing. Aspects of the relationship between the international business organization and its environment.

MAR 2011 Principles of Marketing (3) Introduction to concepts and techniques of marketing including role of advertising, marketing functions, marketing plan and marketing mix. Practical examples and applications showing major decisions marketing managers face in balancing the organizations' objectives and resources against needs and opportunities in the marketplace.

Criminal Justice (CJ)

CJ 100 Introduction to Administration of Justice (3) Provides an overview of the criminal justice process in the United States and the world. Topics include with the roles of police, courts and correctional institutions.

CJ 205 Criminal Law (3) A study of the history and sources of criminal law coupled with an analysis of the substantive elements of specific offenses.

CJ 210 Criminal Evidence and Procedure (3) A study of criminal procedure from arrest to post-conviction remedies and laws of evidence. Laws of arrest, search and seizure, right to counsel, due process, civil remedies and other topics are discussed.

CJ 215 Police Operations (3) This course will introduce students to the basic police functions. It will include exploration of the philosophical and historical development of the police, police roles, types of patrol, community oriented policing, volunteer policing, and crime preventive techniques.

CJ 220 Corrections Systems and Operations (3) Analysis and evaluation of contemporary institutional and community based corrections systems, along with probation and parole. Topics include the basic concepts for influencing and changing human behavior; a study of correctional management, structures and operations including treatment, security, custody, and discipline of the inmates; the legal responsibilities of the state from conviction to release; pre-sentence investigations, sentencing, loss, and restoration of civil rights.

CJ 221 Juvenile Corrections (3) This course will cover the corrections system portion of the juvenile justice system within the United States and around the world. Students will learn about juvenile lockup facilities, probation, and intermediate sanctions such as residential treatment, wilderness/challenge programs, and intensive outpatient programs.

CJ 230 Criminal Investigation and Forensics (3) A study of the logical and scientific principles necessary for the detection and investigative analysis of criminal activities. Topics include wiretaps, undercover operations, use of informants, video surveillance and extradition. The study of elements of microscopy, spectroscopy and basic chemistry as they apply to the study of firearms, hair, fibers, blood, paint, tools, glass, documents, and other materials that comprise physical evidence.

CJ 240 Technology in the Criminal Justice System (3) A study of the many uses of modern technology in criminal justice today. Included are the uses of technology in the areas of crime prevention, criminal prevention, criminal investigation, rehabilitation, and incarceration.

CJ 280 International Perspectives in Criminal Justice (3) This course serves to introduce and familiarize undergraduate students with general criminal justice and legal traditions of the world. This course includes an exploration of police, courts, and corrections and provides a basic explanation of the four main legal traditions found in the world. Students will learn how those legal traditions transform into different criminal justice systems.

CJ 299 Criminal Justice Externship (3) This course provides students with a supervised 144 hour work experience in a non-remunerated, approved setting. The externship is accomplished with a criminal justice related agency. Students become acquainted with the practical aspects of a criminal justice career.

Economics (EC) (ECO)

EC 352 Economic Geography (3) Prerequisites: ECO 2013 – 2023 . Examines economic activity and production as a function of geographical location. Economic models to explain how

economic activities are located, primary, secondary and tertiary production; services; a comparative analysis of global demography; rise and roles of the city and the metropolis; effects of technology; national, regional and strategic political and commercial alignments and realignments; natural resources; less developed, more developed, and developing countries, core and periphery, multinational cooperation and the global village.

EC 353 The Political Economy of North-South Relations (3) Prerequisites: ECO 2013 and ECO 2023 The profound and increasing economic divide between north and south is examined within the historical, political and social perspective. Particular attention is given to investment and trade conditions, population, urbanization and social and political instability. A special ecological study is included. (same as IR 353)

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

EC 457 Economics of Developing Countries (3) Prerequisites: ECO 2013 and 2023 Provides students with a first understanding both of the economic development and actual problems of Third World countries. Theories that try to explain the economic mal-development and discussions of practical attempts to escape from its vicious circles. Specific problem areas are analyzed more in depth, among them: questions of population growth, capital demand, foreign trade imbalance, foreign investment, and the agrarian sector.

ECO 2013 Principles of Microeconomics (3) Production; specialization and the move-from the barter economy; concept of cost; organization of industry; private and public sector; economies of scale; consumption vs. capital goods; location of industry. Supply and demand: function of the price mechanism in a market economy (comparison with centrally planned economies); price, income and cross elasticity. Theory of the firm: price determination in perfect and monopoly markets: other forms of imperfect competition.

ECO 2023 Principles of Macroeconomics (3) Money and financial institutions: nature and functions of money; value of money and its measurement; inflation and deflation (introduction); savings and investment; use of credit; the capital market. National income and expenditure: national income, its measurements; flow of money income between households, firms and government; aggregate supply and demand; savings and investment; the multiplier and the accelerator; productivity; economic growth and economic indicators. Public finance: the budget; main sources of central government income and types of expenditure; monetary and fiscal policy.

English (EN)

EN 111 English Composition: Expository Writing (3) Review of grammatical and syntactical elements, paragraph and theme development. Expository writing aimed to enhance students' capacity to formulate, organize, and express thoughts logically, clearly and effectively. Students write short essays and read selected prose models.

EN 112 English Composition: Persuasive Writing (3) Emphasizes persuasive writing. Designed to enhance students' capacity to formulate, organize and express their thoughts

cogently, as well as logically and clearly. Students evaluate, and revise short persuasive essays, and read selected practical prose models. Introduction to standard research and bibliographical techniques. Short research paper. Class discussion of both model texts and student writing.

EN 200 Cross-Cultural Communication (3) Prerequisite: Intermediate level of English. The different cultural norms at play when people interact. An introduction to the various factors which affect communication, particularly in an international context. Emphasis on understanding oral and non-verbal cultural differences (Same as BA 200 Cross-Cultural Communication).

EN 370 Business Communication (3) Prerequisites: EN 111 or 112. Aims to improve the student's ability to write concise, well-organized, effective business messages, including letters, resumes, memorandums and reports. Strategies and techniques will be analyzed for communicating in a range of typical business situations. Writing practice. (Same as BA 370 Business Communication)

EN 373 Public Speaking (3) Prerequisites: EN 111 or 112. Fundamentals of effective business and professional speaking in English. Focus on importance of communication and public speaking for careers. (Same as BA 373 Public Speaking)

EN 490 Intercultural Communication (3) Intercultural communication is the study of the ways in which social structuring, social assumptions, and intercultural language usage bears on interactions between members of different cultures. This course is the culmination of foundational principles presented in the core General Education coursework expressed in terms of intercultural contexts. The emphasis is on interdisciplinary activities in the fields of communication, sociology, psychology, technology, and research. Students employ critical thinking and analytical skills to evaluate and integrate diverse ideas within various cultural backgrounds.

FOREIGN LANGUAGES

French (FR) French Language

FR 101 Elementary French I (3) Gives students a sound introduction to the basics of spoken and written French. Basic grammar and vocabulary, reinforced with the use of audio and video.

FR 102 Elementary French II (3) Prerequisite: FR 101. Using the same French method as FR 101, the course continues to develop the students' ability to understand, speak and write in French.

FR 201 Intermediate French I (3) Prerequisite: FR 102 or equivalent. This course intensifies the study of grammar and syntax in order to improve writing and speaking in French. Emphasis in reading and comprehension of spoken French as well as on pronunciation.

FR 202 Intermediate French II (3) Prerequisite: FR 201. Continues to intensify the study of grammar and syntax in order to improve writing and speaking in French. Emphasis on reading and comprehension of spoken French, as well as on pronunciation.

German (GE) German Language

GE 101 Elementary German I (3) Basic vocabulary, pronunciation and elementary grammar (genders, cases, negative and interrogative sentences, pronominal structures, prepositions, conjugation of present tense verbs, word order of main and subordinate clauses). Practice of different structures using various pattern drills.

GE 102 Elementary German II (3) Prerequisite: GE 101. Continues basic vocabulary, pronunciation and elementary grammar. Practice of different structures using various pattern drills. Language of communication is German.

GE 201 Intermediate German I (3) Prerequisite: GE 102 or equivalent. Enhances the students' capacity to formulate, organize and express their thoughts in German. Also, using various pattern drills, systematic discussion of selected grammatical difficulties is stressed (declension of nouns, article words and adjectives, use of prepositions, sentence structure, etc.) Intermediate composition, readings of simple prose and verse and modern topics.

GE 202 Intermediate German II (3) Prerequisite: GE 201. This intermediate course consolidates the students' knowledge of basic German structures and usage. Grammar patterns discussed are, in particular, verb forms, sequence of tenses, active and passive voice, conditionals and "wish", direct and indirect question, reported speech by using various pattern drills and exercises, intermediate composition, readings in German literature and modern topics.

Spanish (SP)

Spanish Language and Literature

SP 101 Elementary Spanish I (3) Introduction to basic grammar, vocabulary, phonetics, and writing. By the end of the course students will be able to manage every day situations, maintain a simple conversation and read simple texts.

SP 102 Elementary Spanish II (3) Prerequisite: SP 101. Focuses on oral language, basic grammar, vocabulary, phonetics, and writing. By the end of the course students will be able to manage everyday situations, maintain conversations, read non-complex texts and write short compositions.

SP 201 Intermediate Spanish I (3) Prerequisite: SP 102 or equivalent. Consolidates students' knowledge and use of basic Spanish structures. Provides further instruction and practice in grammar and vocabulary.

SP 202 Intermediate Spanish II (3) Prerequisite: SP 201. Emphasizes practice of the most complicated grammar structures and vocabulary acquisition. The focus is on written language Syntactic approach. Mastery of subjunctives.

History (HI)

HI 225 European History to 1815 (3) Survey of European History from the medieval era to 1815. Familiarizes students with the mainline political, socio-economic and cultural developments in this time period; to show students how Europe evolved from the fall of the Roman Empire through the Early Modern Era.

HI 226 European History: Napoleonic Period to the Present (3) Survey of European History from the Napoleonic Wars to the Post-World War II Era. It deals with significant new institutions and trends arising during the climax of Europe's development and importance in the world.

Hospitality Management (HM)

HM 103 Hospitality Management (3) Historical development of the lodging industry from early inns to modern hotels and motels. Review of the organization of hotel operations. The function of each department. Exploration of management processes in the hospitality industry.

HM 187 Front Office Management (3) It covers organization of front office. It stresses the techniques used in maximizing the profitability of the Room Division by achieving the highest possible occupancy at the highest possible average rate. It develops front office computer skills and examines the roles of interpersonal skills needed in providing outstanding customer service and Internet in maximizing revenues. Other topics covered include security, accounting, human resources, and revenue management.

HM 210 Food and Beverage Management (3) Principles and practice of cost control. Food and beverage cost standards, budgeting, product control. Forecasting labor cost controls. Development and application of standards. Calculation of actual cost. Application of computers in this area.

HM 423 Convention and Event Management (3) Prerequisite: HM 103 or GEB 1350. Group and meetings business as it applies to the hospitality industry. Convention sales, planning and post-convention evaluation.

HM 446 Hospitality Facilities Management (3) Prerequisite: HM 103. The course outlines essential elements of management as they apply to hotel engineering problems. It provides an introduction to technical requirements established by law and need. Structural maintenance and energy conservation are also emphasized.

HM 451 Leadership & Management in Hospitality and Tourism (3) Prerequisite: HM 103. This course is designed to acquaint students with the changing nature of leadership, management, and quality issues facing today's hospitality industry. In-depth coverage of topics such as the Malcolm Baldrige National Quality Award, power and empowerment,

communication skills, goal setting, high-performance teams, challenges of diversity, managing organizational change, and strategic career planning, will provide the student with the knowledge and skills needed to lead a hospitality organization in the challenging and demanding environment.

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

Information Technology (IT)

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

International Relations and Diplomacy (IR)

IR 221 Introduction to International Relations (3) Introduces the vocabulary, concepts and theories of contemporary international relations analysis, including historical study of alliance systems, political and economic integration, international organizations, balances of power, and causes of war. Investigation of 20th century nationalism, imperialism, industrialization, modernization and revolution as they influence current international relations. Domestic policy and foreign affairs; influence of ideology on policy.

IR 331 Modern Diplomacy (3) Prerequisites: IR 221 or PS 221. Introduces students to the history and practice of diplomacy, including negotiation and conflict resolution theories.

IR 335 American Foreign Policy (3) Prerequisites: IR 221 or PS 221 Traces the history and application of American foreign policy with great emphasis on the period since World War II. American ideas of exceptionalism are discussed in the context of alternating isolationism and interventionism. The paradigms of realism and idealism are used to explain policies pursued by various American presidents and to suggest predictability for the future.

IR 341 Concepts in International Relations and Diplomacy (3) Prerequisite: IR 221 (can be taken simultaneously). The purpose of this course is to demonstrate that there is an intricate relationship between international relations theory and practice. Behind every foreign policy decision there lies a theory (or several theories).

IR 353 The Political Economy of North-South Relations (3) Prerequisites: ECO 2013 – 2023 . The profound and increasing economic divide between north and south is examined within the historical, political and social perspective. Particular attention is given to

investment and trade conditions, population, urbanization and social and political instability. A special ecological study is included.

IR 370 Writing for Foreign Affairs (3) Prerequisites: EN 111-112. Various types of political writing, including political analysis papers, position papers, press releases, and reaction papers. Surveys of persuasive writings. Research and composition.

IR 450 Practical Diplomacy (3) Prerequisite: IR 341 (may be taken concurrently). Examines the roles of ambassadors and other embassy officials including their responsibilities towards their own governments as well as their relationship with the government of the country to which they have been posted. Summit diplomacy; shuttle diplomacy. Case studies.

IR 470 International Economic Policies and Institutions (3) Prerequisites: IR 221, ECO 2013 and ECO 2023. Principle international economic institutions since World War II. Interaction among government policies and the IMF, World Bank, regional banks, GATT, EEC and other institutions are examined. Ability of organizations to achieve objectives are assessed. Development of possibilities and strategies.

IR481 Selected Topics in International Relations (3) Prerequisites: IR 221 and PS 221. Student research, discussion and reports on problems in international relations.

Mathematics (MA) (MGF)

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

MGF 1107 College Mathematics (3) Review of math fundamentals. Review of real numbers. Methodology to solve linear equations and functional linear applications. Maximization and minimization techniques and sensitivity techniques using linear programming methods. Basic concepts of probability and statistics and basic concepts of geometry in relation to characteristics of polygons and calculation of perimeters and volumes.

Medical Assistant (MD)

MD 100 Medical Terminology (3) This course is designed to acquaint students with the medical terms regarding roots, prefixes and suffixes. An introduction to the structure and function of the human body is also part of this course. Emphasis is placed on spelling, pronunciation, and definition.

MD 101 Clinical Procedures I (3) In this first semester course, medical asepsis, universal precautions, as well as accurately performing the technique of measuring vital signs are emphasized. The entire physical examination procedure is taught. All students are encouraged to complete the hepatitis B vaccination series.

MD 201 Clinical Procedures II (3) This course prepares students for assisting with specialty examinations and minor surgery in the office/clinic setting. The clinical laboratory is introduced including urinalysis testing and venipuncture. Students are also taught how to accurately perform an electrocardiogram.

MD 275 Medical Coding and Billing (3) This course is designed to give students a basic understanding in identifying ICD-9-CM codes as they apply to insurance claim preparation and CPT codes used to optimize reimbursement. The relationship of the medical facility to third parties such as Medicare, Medicaid, and health insurance providers are covered.

MD 280 Medical Ethics and Law (3) This course reviews the standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts, and other applications of law in medicine will be included. Insurance for the doctor and the patient has increased in complexity and various health care plans must be familiar to the well-qualified medical assistant.

MD 290 Medical Office Applications and Administration (3) This course is designed to prepare students to perform administrative or front office duties in a medical facility. Students receive hands-on experience using a medical office practice simulation kit as well as being introduced to computer software used to support medical office operations.

MD 299 Medical Assistant Externship (3) This is a 144 hour (36 hours per week) externship without remuneration, done in local physicians' offices or clinics during the final semester of the program. 50% of the students' time will be spent in the administrative area and 50% in the clinical area.

Nursing (NUR)

NUR 111 Basic Concepts of Nursing (Theory/Clinical) (3) This course introduces basic concepts related to the discipline of nursing. The cultural influence on all age groups is introduced as a means of understanding how individuals meet their basic needs. The concepts of health, environment, person, and nursing are presented as the supporting structure to practice. The nursing process, critical, creative, and reflective thinking, communication, evidence-based practice and professional responsibility are introduced as contributing concepts that are essential to providing health care.

NUR 115 Pharmacology and Medication Mathematics (3) Prerequisite: NUR 111. This course introduces the student to the role of pharmacotherapeutic agents in the treatment of illness and the promotion, maintenance and restoration of wellness in clients from diverse cultures and across the lifespan. Emphasis is placed on theories and principles of pharmacokinetics, pharmacodynamics, and pharmacogenetics which provide a foundation for critical thinking, the application of research findings, and the utilization of the nursing process in the use of pharmacotherapeutic agents. The focus is on assessment, client education, and evaluation of client outcomes. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 121 Nursing Care of Adults 1 (Theory) (3) Prerequisites: NUR 111 & NUR 115. This course focuses on health management, maintenance and prevention of illness; cultural

consideration for care of the individual as a whole; and deviations from the normal state of health. The nursing process and evidence-based information is utilized to meet the medical and surgical nursing needs of adults across the life span in various health care settings. The role of the nurse as a manager of care within the context of the multidisciplinary team with a focus on caring, integrity, diversity and excellence will be emphasized.

NUR 122A Nursing Care of Adults 1 (Clinical) (3) Prerequisite: NUR 121.

NUR 122B Nursing Care of Adults 1 (Clinical) (3) Prerequisites: NUR 121 & NUR 122A . This course is divided into two parts and focuses on the clinical application of the principles of health management, maintenance and prevention of illness; cultural consideration for care of the individual as a whole; and deviations from the normal state of health. The student will consider the pathophysiology of common diseases of the adult patient that will be encountered in nursing practice. The nursing process and evidence-based information is utilized to meet the medical and surgical nursing needs of adults across the life span in various health care settings. The role of the nurse as a manager of care within the context of the multidisciplinary team with a focus on caring, integrity, diversity and excellence will be emphasized in the practice setting.

NUR 231 Nursing Care of Family (Theory) (3) Prerequisites: NUR 122A & NUR 122B

This course provides a family centered approach to professional nursing practice for the childbearing family and children across the health continuum. Emphasis is placed on the collaborative care of the perinatal client and children from birth through adolescence. Nursing process and evidence-based practice serve as the framework for managing/providing nursing care to promote/maintain/restore health with consideration to multicultural influence. Safety, legal and ethical accountability as well as communication process are integrated throughout the course.

NUR 232 Nursing Care of Family (Clinical) (3) Prerequisite: NUR 231. This course is a continuation of NURS231 and provides a family centered approach to the delivery of professional nursing practice for the childbearing family and children across the health continuum. Emphasis is placed on the collaborative care of the perinatal client and children from birth through adolescence. Nursing process and evidence-based practice serve as the framework for managing/providing nursing care to promote/maintain/restore health with consideration to multicultural influence. Safety, legal and ethical accountability as well as communication process are integrated throughout the course.

NUR 241 Nursing Care in the Mental Health Setting (Theory/Clinical) (3) Prerequisite: NUR 232. This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs. Therapeutic use of self, utilization of effective communication techniques and the role of the nurse in providing client care in health care settings is emphasized.

NUR 251 Advanced Nursing Care (Theory) (3) Prerequisite: NUR 241. This course provides an expanded focus on health management, maintenance and prevention of illness; cultural consideration for care of the individual as a whole; and common complex alterations in health. The nursing process and evidence-based information is utilized to meet the medical and surgical nursing needs of the adult across the life span. The role of the nurse as a manager of care within the context of the multidisciplinary team with a focus on caring, integrity, diversity and excellence will be emphasized.

NUR 252A Advance Nursing Care (3) (Clinical) Prerequisite: NUR 251.

NUR 252B Advance Nursing Care (3) (Clinical) Prerequisites: NUR 251 & NUR 252A.

This course is divided into two parts and has a twofold purpose: provides an expanded focus on the clinical application and to facilitate transition from student to graduate nurse. Application of nursing principles and skills will consider the cultural variations as it influences the principles of health management, maintenance and prevention of illness. The student will consider the pathophysiology of the diseases of the patient that will be encountered in nursing practice. The nursing process and evidence-based information is utilized to meet the medical and surgical nursing needs of clients across the life span in various health care settings. The role of the nurse as a manager of care within the context of the multidisciplinary team with a focus on caring, integrity, diversity and excellence will be emphasized in the practice setting.

NUR 253 Trends in Nursing (3) Prerequisites: All NUR courses. A study of nursing - past, present, and future. Legal, ethical, and political responsibilities and issues are included. The role of governing boards and nursing organizations as they relate to registered nursing is covered. Strategies for coping with conflict and stress as a new graduate will be explored. Roles and responsibilities of the registered nurse that are anchored to lifelong learning are discussed which include professionalism, communication, delegation, leadership, organization, time management, and critical, creative and reflective thinking.

Paralegal (PL)

PL 101 Introduction to Paralegal Studies (3) This course offers a brief overview of the purposes, training, and functions of paralegals, ethical principles, federal and state court structure, litigation, sources of law, legal analysis, and reasoning. Course topics include investigation and interviewing, basic legal terminology, legal research, review of discovery techniques, regulation, and law office management. Writing assignments provide opportunity for paralegal experience. Emphasis is placed on opportunities as well as the skills necessary to succeed.

PL 200 Criminal Law and Procedure (3) This course will serve as a general overview and introduction to criminal law and procedure. Emphasis will be placed on crimes and their elements as well as major issues involving criminal procedure. Topics presented include homicide, assault, battery, kidnapping, arson, and constitutional aspects of criminal procedure, especially search and seizure.

PL 203 Property Law (3) This course covers the general principles of property ownership and transfer with emphasis on real estate. Students work with documents concerning title searches and abstracts, mortgages, taxation, insurance, and deeds. They will draft closing and leasing agreements and are taught skills needed to work with clients. The binding nature and penalties of certain agreements will be stressed as well as various aspects of personal property.

PL 204 Legal Research and Writing (3) This course is designed to expose students to a wide variety of legal research tools and methods through the use of statute reporters, digests, treatises, legal encyclopedias, and periodicals, as well as form books and practical manuals. Emphasis will be placed on developing strategies for researching legal questions. Students will further be exposed to the mechanics of legal writing with a basic application of legal analysis. Students will also receive basic instructions with computer-assisted legal research.

PL 205 Family Law (3) This course introduces students to all aspects of family law: marriage, divorce, separation, adoptions, guardianships, annulments, cohabitation, custody, Ad Litem appointments, community property, and others. Emphasis will be placed on developing skills for working with clients and drafting the necessary documents.

PL 206 Wills, Estates, and Trusts (3) This course offers an introduction to probate law with emphasis on wills and trusts. The course includes the organization of the probate court, the laws of intestate succession, preparation and execution of wills, guardianships, the more common form of trusts, and their administration. Federal and state tax considerations are also discussed.

PL 280 Civil Litigation and Tort Law (3) This course provides students with a comprehensive overview of civil procedure and practice at both the federal and state levels. Emphasis will be placed on personal injury actions from initial complaint through discovery, trial, and possible appeal. Topics presented will include intentional torts, negligence, and alternative dispute resolution. Students will be exposed to a wide variety of litigation documents.

PL 285 Legal Ethics (3) This course is an in-depth study of the Code of Professional Responsibility, legal ethics and necessary requirements for the paralegal to properly function in the modern law office. Emphasis will be upon legal ethical consideration, disciplinary rules for attorneys, and the relationship of the paralegal to the supervising attorney, the client and the community.

PL 299 Paralegal Externship (3) This course provides students with a supervised 144 hour work experience in a non-remunerated, approved setting. The site may include law firm offices, corporations, banks, unions, federal, state or local agencies or courts. Students become acquainted with the practical aspects of a paralegal career.

Pharmacy Technician (PH)

PH 101 Introduction to Pharmacology (3) Introduction to Pharmacology is the study of medications, drug classes and applicable body systems through the nervous system. This study will help the student to understand why certain drugs are used in particular disease states. This background will help the student make informed, intelligent decisions when assisting the pharmacist to dispense drugs thus enabling the technician to play an active role in avoiding errors.

PH 201 Advanced Pharmacology (3) Advanced Pharmacology is the study of medications, drug classes and applicable body systems beginning at the blood and concluding with the reproductive system. This study will help the student to understand why certain drugs are used in particular disease states. This background will help the student make informed, intelligent decisions when assisting the pharmacist to dispense drugs thus enabling the technician to play an active role in avoiding errors.

PH 210 Pharmacy Administration (3) This course provides the student with the necessary techniques and procedures to prepare and dispense medications in community and institutional pharmacy settings. Use of sterile and non-sterile techniques to count, measure, and compound

will be explored. The student will learn to read prescriptions in the community pharmacy and medication orders in the hospital pharmacy environment.

PH 220 Pharmacy Dispensing (3) This course covers proper aseptic technique when compounding non-sterile and sterile preparations. Students will prepare solids, semi-solids, liquids, capsules, and other medication delivery systems.

PH 280 Pharmacy Technician Review (3) This course will discuss the categories of over the counter medications, explain the types and use of home monitoring equipment, explain durable medical equipment and discuss herbs and vitamins. This course will expose students to written and oral communications as well as using computer software as it applies to pharmacy. This course discusses policy and procedure, purchasing, inventory control, drug recalls, drug returns, insurance billing and merchandising.

PH 299 Pharmacy Technician Externship (3) This is a 144 hour (36 hours per week) externship without remuneration, done in local approved pharmacy sites during the final semester of the program.

Physical Sciences (SC)

SC 101 Human Anatomy and Physiology I (3) The structure and function of the human body is studied with specific emphasis on cells. Topics include protoplasm, cellular anatomy and physiology, metabolism, mitosis tissues, organs and organ systems, membranes and glands, skeletal, muscular and nervous systems, and sensory organs.

SC 201 Human Anatomy and Physiology II (3) This course is a continuation of SC 101. Emphasis is given to fluid, electrolyte and acid-base balance, and the circulatory, respiratory, digestive, urinary, endocrine, and reproductive systems.

Political Science (PS)

PS 221 Introduction to Political Science (3) Scope and methods of political science; political behavior; process and machinery of government, including elections, parties and pressure groups; types of political systems and governments in the 20th century; classical theories of politics.

PS 370 The U.S. Political System (3) Introduction to modern American politics. Topics include sources of American political culture, the political theory underlying the Constitution, the evolution of national political institutions such as the Presidency, Congress and the Supreme Court, the role of political parties, the role of interest groups, and the theories of critical realignment and political power.

Psychology (PY) (PSY)

PSY 1021 General Psychology (3) Introduction to the scientific study of motivation, perception, meaning, learning, emotions, feeling and the psychological basis of behavior. Examinations of Freudian and post-Freudian theories of personality.

PSY 223 Lifespan Human Development (3) This course has been designed to acquaint the student with a developmental picture of growth and psychosocial development from birth to death. This life-span approach places special emphasis on age appropriate developmental tasks, as well as the role that significant others and culture play in healthy development. Emphasis is placed on psychomotor, cognitive, and social development throughout the lifetime.

PY 376 Industrial Psychology (3) Prerequisite: PSY 1021 or BA 384. Introduction to the main concepts in psychology applicable to “industry” and “employment”. Emphasized are psychological principles as they relate to management, labor and public relations as well as perspectives for technology, education and leisure time.

Sociology (SO)

SO 137 Science and Society (3) Science and its effects on society as a whole. Introduces energy requirements, production, conservation, population growth, disease prevention, world food shortage, conservation of resources, information technology and changing lifestyles, genetic engineering, radiation, chaos theory etc.
