



**One World, One University**

**CAMPUSES**

**TAMPA BAY, FLORIDA - UNITED STATES**

**HEIDELBERG - GERMANY**

**MADRID - SPAIN**

**PARIS - FRANCE**

**CATALOG SUPPLEMENT**

**2017 – 2018**

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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.

**FLORIDA AND DISTANCE EDUCATION ADMINISTRATION**

<u>Name</u>	<u>Title</u>	<u>Phone</u>
<b>Main Campus/Largo FL</b>	727-736-5082	855-787-2262
Dr. Manuel Alonso	President	
Fabian Fernandez	Campus Director, VP Operations	727-738-6350
Dr. Carlos T. De Aquino	Provost/Academic Dean	727-738-6377
Tara Augustine	Director of International Admissions	727-738-6384
Jane Parker	Director of Accreditation & Compliance	727-736-5082
Darlene Moore	Director of Nursing	727-738-6332
Dr. John Parker	Program Lead, MBA & MBA IB	727-738-5082
Dr. Russell Wright	Program Lead, MBA IT	727-738-5082
Gerald Heideman	Program Lead, Bachelor Degrees	727-738-5082
Jeannette Espinal	Corporate Registrar	727-736-3812
Diego Angel	Assistant Director of Admissions	727-738-6367
Sairam Raghunayakula	Admission Representative	727-738-6385
Andre Sergejev	Sr. Financial Aid Advisor	727-738-6348
Gloria Moranski	Career Services Advisor	727-738-5082
Dale Markham	Registrar	727-738-6355
Carl Wyatt	IT Systems Administrator	727-738-6381
Barbara Lundi	Librarian	727-738-6329
Gil Mulrooney	Bursar/ Bookstore coordinator	727-738-6327
Paula Vricos	Student Services Advisor	727-738-6356
Tracy Cook	Administrative Assistant	727-738-5082

## HEIDELBERG ADMINISTRATION

Name	Title	Phone
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Dr. Nicolle Macho	Academic Dean	+49 (0) 6221 45 81 15
Dr. Matthew Hartman	Program Lead of International Relations & Diplomacy/Advisor	+49 (0) 6221 45 81 35
Dr. Hubert Hieke	Program Lead of International Economics/Advisor	+49 (0) 6221 45 8129
Sanja Stevic	Program Lead of International Business	+49 (0) 6221 45 8122
Dawn Brlecic	Registrar	+49 (0) 6221 45 81 14
Maryam Kazemi	Bursar/Office Manager	+49 (0) 6221 45 81 18
Ana Tomsic	Financial Aid Advisor	+49 (0) 6221 45 81 23
Leili Erfanian	Librarian	+49 (0) 6221 45 81 13
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James Sorenson	Associate Director Admissions	+49 (0) 6221 45 81 32
Sazzad Hosain	Recruitment and Admissions Manager	+49 (0) 6221 45 81 17
Heidi Harrison	Immigration Services/ Reception	+49 (0) 6221 45 81 11
Michael Reynon	Director of LMS & Data Analysis	+49 (0) 6221 42 64 74 21

**MADRID ADMINISTRATION**

<u>Name</u>	<u>Title</u>	<u>Phone</u>
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Dr. Manuel Alonso	President	+34 91 448 2488 ext 3111
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Dr. Chris Kostov	Academic Dean	+34 91 448 2488 ext 3113
José Pinto	Program Lead, Masters International Relations & Diplomacy	+34 91 448 2488 ext 3113
Gour Saraff	Program Lead, Associate and Bachelor International Business, Bachelor International Economics	+34 91 448 2488 ext 3114
Dr. Fernando de Vicente	Director of UK Operations/Full time Professor	+34 91 448 2488 ext 3105
Alexandra Aaron	Registrar	+34 91 448 2488 ext 3101
Juda Zaballos	Admissions Representative	+34 91 448 2488 ext 3115
Alexandre Chernavin	Bursar/Business Manager	+34 91 448 2488 ext 3107
Andrea Colloca	Associate Director of Admissions	+34 91 448 2488 ext 3103
Pablo Cubero	Systems Administrator (external contract)	+34 91 448 2488 ext.3115
Paloma Mesonero	Campus Secretary/Housing/Student Services/Career Services	+34 91 448 2488 ext 3104
Beatriz Ovejero	Librarian/Web Master	+34 91 448 2488 ext 3108
Beatrice Torres	Administrative Assistant to the President/Financial Aid Advisor	+34 91 448 2488 ext 3111

## PARIS ADMINISTRATION

Name	Title	Phone
<b>Paris Campus</b>		+33 (0)1 45 38 56 01
Dr. Manuel Alonso	President	
Dr. James Brown	Campus Director/Academic Dean	+33 (0)1 45 38 74 55
Georgi Kosev	Admissions Manager	+33 (0)1 45 38 93 92
Dr. Brigitte Beuzamy	Program Lead, MBA and MBA-IB	+33 (0)1 45 38 56 01
Dr. Claudia Castiglioni	Program Lead, Bachelor International Relations & Diplomacy	+33 (0)1 45 38 56 01
Dr. Jean Studzinska	Program Lead, Master International Relations & Diplomacy	+33 (0)1 45 38 56 01
Natasha Williams	Program Lead, Bachelor International Business	+33 (0)1 45 38 56 01
Lisa Agneessens	Registrar	+33 (0)1 45 38 94 70
Cyril Nehmé	Bursar/Office Manager/Career Services	+33 (0)1 45 38 93 86
Maria Ferre	Financial Aid Advisor	+33 (0)1 45 38 56 01
Fabrizio Veneziano	Librarian/IT Manager	+33 (0)1 45 38 56 02
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**FLORIDA AND DISTANCE EDUCATION FACULTY**

<u>Name</u>	<u>Degree</u>
Nadia Al-Khateeb	MBA Finance and MA Accounting, Strayer University, USA
Dr. Terry Allcorn	PhD, Capella University, MA Cleveland State University MA, Ashland Theo Seminary
Shoukat Amouzagar	BSN Florida Atlantic University
Michael Cerio	MS, Science Education, Georgia State University, USA
Sherry Cooper	MA, Marriage & Family Therapy Amridge University, Alabama, USA
Dr. Kathleen Cornett	Ph.D., Walden University; MBA, The George Washington University; BS, American University
Sheri Cutter	MBA, Florida Atlantic University, BHSA, Florida Atlantic University AA, Broward College
Dr. Fernando DeVincente	Doctor in Law, ICADE, Spain; Executive MBA, IESE, Spain; BBA, Coventry University, U.K.
Dr. Michael Donovan	PhD, Organizational Behavior, Case Western Reserve, USA; MA, Saint Mary's University, USA
Dr. Carlos DeAquino	Ph.D., Universidad de Soa Paulo, Brazil, M.S., The George Washington University, BSc., Universidad Federal do Rio de Janeiro
Dr. Thomas Evans	DBA, Argosy University, MBA, Argosy University, BA, St. Leo University, AS St. Petersburg College
Dr. Ekata Godfrey	PhD and MA, University of Phoenix, USA
Vasil Hadzi-Jordanov	MBA, Schiller International University, USA
Dr. Santhosh Happy Nook	PhD, Academy of Science Uzbekistan, Uzbekistan; MBA, Schiller International University, USA; MS, State Agricultural University, Uzbekistan
Linda Harris	DBA, Argosy University, USA; MBA, Strayer University, USA; MSA, Central Michigan University, USA
William Harris	MS Agricultural Chemistry & Soil Science, State Agricultural University
Gerald Heideman	MBA Finance, Kent State University, USA; MSE Math and Engineering, University of Akron, USA
Dr. Shannon Hogan	PhD, Regent University, MA, Regent University, BS, Lee University
Dr. Warren Jahn	PhD University of Tennessee-Knoxville, MS, University of South Carolina BA, University of South Carolina
Dr. Shah Jamali	PhD, Capella University, USA; MBA, University of Phoenix, USA
Henry LaChapelle	MBA, Webster University, USA
Dan Mascari	MBA, University of Tampa, BA, USF
Susanne Odelskog	MSN, Sweden
Michael Okeefe	MBA Technology Management University of Phoenix, USA; MA, University of New Mexico, USA; MBA, New Mexico Highlands University, USA; MBA Acquisition, Strayer University, USA
Mary Ortiz	MSN, Caribbean University, Bayamon, Puerto Rico

## Schiller International University

Dr. John Parker	DBA, Argosy University, Master of Professional Accountancy (MPAcc), Arizona State University, MBA, University of Phoenix B.S.B.A., University of Southern California
Dr. Cynthia Parmenter	DBA, Argosy University, MBA, Lake Forest Graduate School of Management, BA, University of Missouri, PMP Certificate
Dr. Mohammad Sumadi	PhD, University of Southern Mississippi, USA; DBA, Argosy University, USA; MS, Strayer University, USA; MA, University of Florida, USA
Gour Saraff	MBA and BA, New York University, Stern School of Business
Melissa Scotch	MS, Walden University BA, USF
Dr. James Vricos	JD, Touro Law School, USA; LLM Litigation, George Washington Law School, USA
Dr. Tomi Wahlstrom	DM, Colorado Technical University, MA in HRM, Hawaii Pacific University, BA in Psychology, Hawaii Pacific University
Shelly Wanta	BSN, Valparaiso University, MSN Azusa Pacific University
Dr. Ulysses Weakley	PhD, California Southern University, USA; PhD, Capella University, USA; MBA, Keller Graduate School of Management, USA; MSCJA, Chaminade University, USA; MA, Hawaii Pacific University, USA; MSIS and MSA, Strayer University, USA
Dr. Russell Wright	PhD and MS IT, Capella University, USA
Maria Wyatt	MA, University of South Florida, USA

## HEIDELBERG FACULTY

<u>Name</u>	<u>Degree</u>
Dr. Natalya Babkova,	PhD - Crimean Humanitarian University, Yalta, Ukraine MA Theory & Methodology- Mykolayiv State University, Mykolayiv, Ukraine
Yashasvini Balachandra	MBA Finance, Visveswaraiiah Technical University Bangalore, India; Bachelor of Commerce, Bangalore, India
Kerstin Bettioui	MA Liberal Studies, University of Miami, FL
Dr. Gerhard Bleifuss	Dr. Philosophy, University of Mannheim, Germany, Staatsexamen, University of Mannheim, Germany
Barry Lee Denison	Diplom Mathematiker (MA Math's) University of Heidelberg, Germany BS, Mathematics, St. Andrews College
Dr. Zlatko Bars-Dimitroff	PhD (SJD) Institute Legal Studies, Bulgarian Academy for Science – Sofia, Bulgaria; MA, Tufts University Fletcher School of Law and Diplomacy, USA; MA Law, Moscow State Institute of International Relations, USSR
Dr. Patrick Dua	Dr. Phil. Political Science, University of Heidelberg, Germany MA Political Science, University of Heidelberg, Germany
Dr. Marius Gartner	PhD Technische University Vienna, Austria, MA Technische University Karlsruhe, German



Kathleen Graham	MBA in HR & Operations Mgt., Benedectine College, BSBA, University of Illinois at Urbana-Champaign
Dr. Matthew Hartman	PhD, The Johns Hopkins University; BA, University of California at Berkeley
Dr. Hubert Hieke	PhD Economics, University of Tennessee, MA Economics, Western Illinois University Certificate Economics, University of Mannheim, Germany
Steve Hughes	Microsoft Certified Professional; Microsoft Administration Active Directory, Administrative SQL Database Programming Network
Dr. Klaus Käfer	PhD, Theoretical Physics, Karlsruhe University, Germany; Dipl. Phys., Karlsruhe University, Germany
Ekaterina Kechler	MA, University of Heidelberg, Germany; BA, People's Friendship University, Moscow, Russia
Dr. Nicolle Macho	PhD, University of South Carolina, USA; MBA IB, Schiller International University, Strasbourg, France; MA and BA, State University of New York at Sony Brook, USA
Gianni Martin	MA Sec. Studies Middle East, South Asia, Sub-Saharan Africa
Rodrigo Rojas	MA - Dept. Economic & Social Sciences - concentration European Political Studies, University of Heidelberg, Germany
Jane Rösel	BA (Hons) - German, History, University of QLD, Australia Accredited technical translator English/German
Dr. Eyden Samunderu	PhD - Strategic Management, Universidad Carlos III, Madrid, Spain; MSc Marketing and BA Marketing Management, University of London Southbank Business School, U.K.
Dr. Michael Schuetz,	JD, University of Wisconsin - Madison , BA, University of Wisconsin at Stevens Point
Gabriele Anna Smith,	MBA, University of Mannheim, Germany
Sanja Stevic	MBA HR, Henley Business School, U.K., BSc Psychology, University of Kingston, U.K.
Jayne Traendly	MA Linguistic, San Diego State University, California, USA; BA, University of California, Berkeley, USA
Dr. Alenka Verbole	PhD - Policy and Politics of Development Cooperation and MSc - Management of Agricultural Knowledge Systems, Mansholt Social Sciences Institute, Wageningen University and Research Centre, Wageningen, Netherlands
Dr. Christopher von Basum	PhD University of Bielefeld, Germany, MBA University of Bielefeld, Germany
Angela Weil	MBA IB, Schiller International University, Strasbourg, France; MA Sociology, University of Heidelberg, Germany
Dr. Geoffrey Writes	PhD, School of Management, University of Surrey, U.K., MBA Financial Management, City University Bellevue Seattle
Patricia Zamalloa	Certificado Economista, Bachiller en Cientes Sociales, Catholic University of Peru, Peru; additional studies University of Heidelberg, Germany

**MADRID FACULTY**

<u>Name</u>	<u>Degree</u>
Alexandra Aaron	Master in Financial Markets IEB, Spain BBA in International Business and Economics, Schiller International University
Edgar Barroso	MBA Lake Forest Graduate School of Management; BBA in International Business & Marketing, Schiller International University
Nicolle Boroumand	MS Engineering California Polytechnic, BS Engineering California Polytechnic
Benita Cadenas	Masters in Sustainable Development, Universidad de Comillas, Spain Bachelors in Economics, UNED Madrid, Spain Bachelors in Environmental Science, Universidad Europea, Spain
Dr. Jorge Colvin	PhD International Business Administration, Universidad Nebrija, Spain Master’s Degree in Financial Markets Complutense, Madrid, Spain Bachelor’s Degree in Business Administration Universidad San Pablo CEU, Spain
Dr. Fernando DeVicente	Doctor in Law, ICADE, Spain, Executive MBA, IESE, Spain; BBA, Coventry University, UK
María Félix	MS Statistics, University of Kentucky, BA Mathematics, University of Missouri
Dr. Jorge Fernandez-Santos	PhD, Cambridge University M.Phil Cambridge University, BA Cornell
Joan Fulton	MBA, Columbia University, USA; BA, History Stanford University, USA
Dr. Galvan Jesus	PhD. Telecomunicaciones, Universidad Politécnica de Madrid, Spain Bachelor in Telecommunications, Universidad Politecnica de Madrid, Spain
Dr. Chris Kostov	PhD, University of Ottawa (Canada), M.Phil. University of Ottawa(Canada), Bachelor Degree - Varna University (Bulgaria)
David McCredie	MA in Literature, Open University, Post-Graduate Certificate in Education, Manchester Metropolitan University, UK BA in Language and Literature, Manchester University, UK
Paloma Mesonero	Licenciatura, Universidad Autónoma, Madrid, Spain
Angela Moore	MA and MA ESOL, University of Illinois, USA; BA, Drake University, USA
Dr. Aranzazu Narbona	PhD, Institut d’etudes politiques de Paris and the University of Alcalá, Spain; DEA, Universidad de Alcalá, Spain; Licenciatura, Universidad de Alcalá, Spain
Grace Obado	Licenciatura, Universidad Complutense, Madrid, Spain; Doctorate in progress, Universidad Complutense, Madrid, Spain
José B. Pinto	MA Political Science, University of New York BA Political Science, Tel Aviv University, Israel
Dr. Maria Dolores Romero	PhD, Universidad Complutense, Spain, MA, American University, USA Bachelor degree, Universidad de Extremadura, Spain

Gour Saraff	MBA, New York University, Stern School of Business; BA, New York University, Stern School of Business
Dr. David Shaw	PhD, University of London, U.K.; BA (Hons), University of Leicester, U.K.

**PARIS FACULTY**

<b>Name</b>	<b>Degree</b>
Fereshteh Barei	Master, International Management, Université de Paris XII, France
Ludmilla Barrand	Master (DEA), History of Art, Université de Paris IV – Sorbonne, France
Dr. Brigitte Beauzamy	PhD, Sociology, Ecole des hautes études en sciences sociales (EHESS), MA, in Sociology of Organizations, Université de Paris IX Dauphine, France
Dr. Albana Canollari Baze	PhD, Psychology, Oxford Brookes University, UK
Dr. Claudia Castiglioni	PhD, History of International Relations, University of Florence, Italy
Marc Chapuis	Master of Business Consulting Project Management, ESCP, France
Dr. Bernard-Marie Dupont	PhD in Law, University of Keele, England; PhD in Law, Université du Maine, France
Dr. Juan-Lorenzo Estrada	PhD Economics, Université de Paris III Sorbonne Nouvelle, France
Maria Ferré	MSc, Mathematics, Open University, UK
Daniel Hirsch	MBA, INSEAD, France
Dr. Iva Hristova	PhD, Economics, Université de Paris IX Dauphine, France
Rafe Jabari	Masters in International Affairs, Institut d’Etudes Politiques de Paris, France
Stuart Krusee	Masters in English Language and Literature, Université de Paris VII Denis Diderot, France , MFA, Brown University, USA
Roman Krysz	Masters International Affairs, Columbia University, USA
Xiaoyu Li	MSc International Marketing and Business Development, SKEMA Business School, France, Masters International Human Resources Management, Université de Paris II Panthéon-Assas, France
Dr. Regis Maubrey	PhD, Education, Université Paris VIII, MSc Environmental Science, University of Virginia, USA
Meryl Maussire	Master, Language Sciences, French Language Teaching, Université de Paris 3 - Sorbonne Nouvelle, France
Jocelyn Ngabala	MIM,ESSEC, France; MSc Optics/Optical Sciences and MSc Electrical & Electronics Eng. Université de Paris X1 Orsay, France
Dr. Christine Pidancet	PhD, Information and Communication Science, Université de Paris IV - Sorbonne, France
Dr Mahamadou Lamine Sagna	PhD, Sociology, Université de Caen, France

Dr. Jean Studzinska	PhD, International Relations, University of Innsbruck, Austria, MA, Romance Linguistics, University of New Orleans
Fabrizio Veneziano	MA, Philosophy, University of Genoa, Italy, Library Diploma University of Genoa.
Natasha Williams	JD, Wake Forest University, USA, MBA, EM Lyon, France

## TUITION AND FEES: Tampa Bay, Florida and Online

This Bulletin is an integral part of the University's Academic Catalog. The tuition changes published herein become effective May 22, 2015.

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**Undergraduate Programs, except Core Nursing Courses:**

Tuition – per credit hour /per course..... \$590.00/\$1770.00

**\*Undergraduate Core Nursing Courses – RN:**

Tuition – per credit hour /per course..... \$715.00/\$2145.00

**Graduate Programs - MBA:**

Tuition – per credit hour /per course..... \$775.00/\$2325.00

**Other Fees:**

Application Fee .....	\$20.00
Student Activity Fee per month/per semester.....	\$25.00 Month or \$100.00 Semester
Transcript Fees – Official Transcripts .....	\$10.00
Credit by examination fee – UG as per field of study – per credit hour .....	\$590.00 / \$715.00
Credit by examination fee – Graduate as per field of study – per credit hour .....	\$775.00
Auditing Fee – UG as per field of study – per credit hour .....	\$590.00 / \$715.00
Auditing Fee – Graduate as per field of study – per credit hour .....	\$775.00
Withdrawal Fee – official and unofficial student withdrawals .....	\$100.00
Courier Fee – International students (base cost) .....	\$65.00
Thesis Fee .....	\$750.00
Diploma Reprint Fee.....	\$150.00
Administration Processing Fee.....	\$250.00

**\*Note: Certain programs have additional fees.**

Tuition includes course materials both undergraduate and graduate. Effective July 1, 2016 the U.S. Department of Education updated their regulations to include students may choose to opt out of this program and purchase their own course materials. U.S. Department of Education regulation).

**Nursing students will be responsible for costs associated with Physical Exam and Immunizations and Professional Liability Insurance.**

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

**TUITION AND FEES: Heidelberg, Madrid, Paris**

**Undergraduate Programs:**

Tuition – per credit hour /per course..... € 459/€ 1,377

**Graduate Programs:**

Tuition – per credit hour /per course ..... € 574/€ 1,722

**Other Fees:**

Application Fee ..... € 50  
 Student Activity Fee per Month/ per Semester..... € 40 / Month or €160 / Semester  
 Transcript Fees – Official Transcripts ..... € 20  
 Credit by examination fee – UG as per field of study – per credit hour ..... € 459 UG  
 Credit by examination fee – Graduate as per field of study – per credit hour ..... € 574 G  
 Auditing Fee – UG as per field of study – per credit hour ..... € 459 UG  
 Auditing Fee – Graduate as per field of study – per credit hour ..... € 574 G  
 Withdrawal Fee – official and unofficial student withdrawals ..... € 81  
 Courier Fee – International students (base cost) ..... € 87  
 Diploma Reprint Fee..... € 130  
 Thesis /Thesis Fee..... € 650  
 Student Insurance..... (Consult each campus for details)

**Additional Germany Fees**

Graduation Fee €81  
 Re-Examination Fee €100  
 Cancellation Fee (due to Visa Denial) €100

Tuition includes course materials both undergraduate and graduate. Effective July 1, 2016 the U.S. Department of Education updated their regulations to include students may choose to opt out of this program and purchase their own course materials. U.S. Department of Education regulation).

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

**\*Note: Certain programs have additional fees.**

1) Tuition includes course materials both undergraduate and graduate. Students may choose to opt out of this program and purchase their own course materials. To opt out, email [coursematerials@schiller.edu](mailto:coursematerials@schiller.edu) for further instructions. (Effective July 1, 2016, as per U.S. Department of Education regulation).

**This Catalog Bulletin is an integral part of the University’s Academic Catalog. The information published herein is effective January 1, 2016.**

## Catalog Changes in Polices

### Associates of Science- Registered Nursing Program

Effective 4/3/2017 Schiller International University Tampa Campus is no longer accepting enrollment in this program. Transfer of Credit: ITT Nursing Students wishing to attend SIU will be given special consideration for Transfer of Credit.

### Masters – Financial Planning

Effective 6/22/2017 Schiller International University Tampa Campus is no longer accepting enrollment in this program.

### SEVP

Effective March 2017 Schiller is no longer approved to accept I-20 through SEVP. Schiller is in the process of re-applying for approval.

**Graduate** – Maximum transfer of credit – The statement has been removed - Specific to Military Service Member, the maximum transfer of credit is 75% for their respective program.

### Standard Period of Non-Enrollment (SPNE)

In the event a course is not offered for a student to attend, the student will be placed on a Standard Period of Non-Enrollment. A Standard Period of Non-Enrollment may not exceed one full scheduled course consecutively without prior approval from the office of the Provost.

### FOREIGN LANGUAGE COURSES WAIVER POLICY

Students can be waived from taking Foreign Language Basic Level courses if they can document they are proficient in one of the foreign languages accepted by Schiller International University. For that purpose, they should submit official documents confirming they are proficient and that the examinations results have been completed within the last ten (10) years. The decision of accepting those exams to waive foreign language mandatory courses are to be made by the Campus Academic Deans. However, **students must take two extra courses to account for the 6 (six) credits being waived as part of the academic requirements for graduation in an undergraduate program.**

### UNDERGRADUATE CREDIT HOURS AND COURSE LOADS

Undergraduate students must enroll in a minimum of 12 credit hours per semester to be considered a full-time student. Students may enroll in more than 12 credit hours in a semester only (Maximum credit hours possible) with prior approval of the Campus Academic Dean, according to the parameters listed as follows. 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. Students will have to meet with Financial Aid to assure additional funds are available to exceed 12 credit hours per term.

Undergraduate Course Load	Prior Term GPA	Cumulative GPA
15 credits per semester	2.5 or higher	2.5 or higher
18 credits per semester	3.0 or higher	3.0 or higher
21 credits per semester	3.5 or higher	3.5 or higher

## GRADUATE CREDIT HOURS AND COURSE LOADS

Graduate students must enroll in a minimum of 12 credit hours per term to be considered a full-time student. Students may enroll in more than 12 credit hours in a semester only with prior approval of the Campus Academic Dean, according to the parameters listed as follows. 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. Students will have to meet with Financial Aid to assure additional funds are available to exceed 12 credit hours per term.

Graduate Course Load	Prior Term GPA	Cumulative GPA
15 credits per semester	3.25 or higher	3.25 or higher
18 credits per semester	3.5 or higher	3.5 or higher
21 credits per semester	3.75 or higher	3.75 or higher

## 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. A final grade appeal request from a student will be considered only within 5 days following the conclusion of the course.

The following procedure will be used to handle the appeal.

- **Step 1.** The student shall obtain a grade appeal form from the Registrar's Office. Once the form is completed, student will submit the appeal via email directly to his/her instructor within five (5) days after the grade is posted and copy Registrar. If the student is not satisfied with the decision, he/she should proceed immediately to Step 2.
- **Step 2.** The student shall contact the Program Lead to appeal his/her final grade for by submitting the appeal along with the instructors reply via email and copy Registrar. The Program Lead 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 shall contact the Dean for further review of the appeal request. The Dean will notify the student of a decision within five (5) days.) The decision of the Dean is final unless the appeal refers to a University of Roehampton (Or) mark. In this case, the students will have the right to go through the appeal system. At the discretion of the Dean, the appeal can be referred to the Provost for final review. At the discretion of the Provost, a review panel may be formed to render a decision independently.

This procedure is to be completed within 20 calendar days. If a grade change is approved, the University will ensure the change is recorded in the student's official academic record.

## Course Description Change June 2017

### CA497 Capstone (3) Prerequisites: Course taken in year 3

A capstone course is required of all bachelor degree candidates. The Capstone is a course focused on developing the necessary skills to help students to develop their thesis, including both the theoretical and practical aspects of the thesis proposal. The purpose of the course is to assist students through the proposal writing processes including the problem statement, conceptual and theoretical framework, literature review, research design and methodology. The topic of the thesis is originally discussed in this course, defined by the student, approved by an Academic Counselor, and completed under the supervision and guidance of an appointed faculty member. Analytic,



integrative, and decision-making skills will be exercised through the use of examples and decision making that will involve the different dimensions of academic writing.

**Incomplete Grades:** An incomplete grade can only be issued under extenuating circumstances and if the student had completed at least 67% of all activities in the course. A grade of incomplete (I) is not an official final grade. An incomplete is counted in credit hours attempted; however, it is not included in the calculation of the CGPA or total credit hours earned. If not completed, the “I” becomes an “F” and is then included in the calculation of the CGPA. If a student receives an Incomplete, he/she must complete all work no longer than 30 days or before that, by the due date noted by faculty member in the written agreement. Students are responsible for this deadline. Any extension of the period to finish the remaining work has to be approved by the Campus Dean, provided relevant documentation has been submitted. In situations in which all missing work is not submitted in due time, incomplete (“I”) grades are to be changed permanently by the registrar’s office into an F grade.

### **BACHELOR RESEARCH PROJECT (THESIS)**

All Bachelor degree candidates that started their degrees at SIU after August 31, 2016 must submit a Research Project (Thesis). The Thesis will be a continuation of the research proposal from the Capstone course (CA497) in the baccalaureate programs. A mentor will be assigned to each and every student after they have a thesis proposal approved by the University. The thesis must be submitted and presented by the same time all other academic requirements are fulfilled. The Thesis will be submitted to the appointed faculty that will grade the Thesis as **Pass** or **Fail**. The Provost will have the final grade approval. The Thesis should consist of table of contents, introduction, theory section, review of the literature, methodology section, analysis, discussion, conclusion, appropriate graphs and charts, and reference pages. APA formatting and reference citation style must be used.

### **MASTER’S RESEARCH PROJECT (THESIS)**

All Master’s degree candidates that started their degrees at SIU must submit a Research Project (Thesis). The Thesis will be a continuation of the research proposal from the Research Methods and Analysis course (BA589) in the graduate programs. A mentor will be assigned to each and every student after they have a thesis proposal approved by the University.

The Thesis will be submitted to the appointed faculty that will grade the Thesis as **Pass** or **Fail**. The Provost will have the final grade approval. The Thesis should consist of table of contents, introduction, theory section, review of the literature, methodology section, analysis, discussion, conclusion, appropriate graphs and charts, and reference pages. APA formatting and reference citation style must be used.

The Thesis may be presented to the appointed faculty at any time during the academic year, but in order to graduate, the research project must be submitted by no later than six months after the scheduled graduation date. Any student who fails to pass this Thesis may appeal the decision following the Grade Appeal Procedures defined in this catalog. The Thesis may be repeated; however, must be completed by no later than six months after the scheduled graduation date.

### **Disclosures for Associate of Science-Registered and Bachelor International Hospitality and Tourism Programs:**

The Associate of Science-Registered Nursing program at Schiller International University Tampa Bay, Florida has been placed on student achievement show-cause by our accreditor, the Accrediting Council for Independent Colleges and Schools (ACICS) due to material noncompliance with its licensure pass rate standard of 60%.

The International Hospitality and Tourism Management Bachelor program at Schiller International University Tampa Bay, Florida has been placed on student achievement show-cause by our accreditor, the Accrediting Council for Independent Colleges and Schools (ACICS) due to material noncompliance with its retention rate standard of 60%.