



SAN IGNACIO
UNIVERSITY
MIAMI, USA

2017-2018 CATALOG

This catalog represents an overview of the policies, rules, regulations, and procedures of San Ignacio University at the time of publication. The School reserves the right to change any provision of this catalog at any time. Notice of changes will be duly noted in a revised catalog, addendum, supplement to the catalog, or in any other written format. Students will be notified if any changes are made in the Institution's Catalog.

Volume V

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MESSAGE FROM THE PRESIDENT

Welcome to San Ignacio University!

By choosing San Ignacio University, you are choosing an educational path that will open your world to new ideas, cultures, languages, friendships and learning opportunities.

My promise to you is that we will cultivate a supportive learning environment at all levels which will encourage each student to achieve his or her potential. San Ignacio University has a global perspective and a clear understanding of the importance of educating our students with the skills to excel in a multicultural, sophisticated workplace.

San Ignacio University prepares students to develop their leadership skills and foster their entrepreneurial spirit. Along with academic programs we provide hands-on learning experience and facilitate access to renowned international educational partners in France, Italy, Spain, and Peru – among others.

Be prepared to be challenged, to develop your creativity, your entrepreneurial spirit, your leadership skills and your passion in the professional field of your choice.

We look forward to seeing you.

Professor John Fong, PhD, MBA, BBus.

President and CEO San Ignacio University

ABOUT SAN IGNACIO UNIVERSITY
MISSION STATEMENT

Our mission is to provide our students with the tools to succeed in a competitive local, national and international marketplace by providing a high-quality education, fostering an entrepreneurial spirit and sharing experiences with competent professionals in the field of Culinary Arts and Business.

Our supportive objectives for each program are:

- Exhibit a solid knowledge of professional skills that conform to established U.S. professional practices.
- Establish and maintain high standards that conform to and exceed requirements set forth by the best practices and governmental agencies.
- Develop problem-solving techniques in real world applications and demonstrate the ability to act as a team member.
- Conform to established code of ethics and of professional standards in appearance, attitude and performance.
- Demonstrate good presentation techniques and working knowledge of the factors involved in setting up and operating a facility.
- Establish a commitment to the profession through activities such as attending food shows, seminars, continuing education programs, and professional association memberships.
- Use microcomputers for information management.
- Develop a career portfolio with an Entrepreneurial Spirit.

The main attributes that characterized our institution and support our mission statement are:

- **Leadership and Teamwork:** Today's professional world requires people that are able to interact, work with, and make decisions with other people; respecting and appreciating other people's points of view, their cultural background as well as strengths and weaknesses. These attributes will help them become more competent professionals and adapt to different circumstances and workplaces.
- **Globalization:** We want our students to think of the world as their marketplace and not only their hometown or country. They must be prepared to adapt to different work environments and cultures and also to seek opportunities in different parts of the world.
- **Entrepreneurial Spirit:** We want our students to understand what happens beyond the kitchen so they can have a more holistic understanding of the Food industry and develop the skills to be

capable of starting a business of their own such as a restaurant, a catering company and others.

HISTORY

San Ignacio University in Miami is registered in the State of Florida and it was founded by Raul Diez-Canseco, who started the San Ignacio de Loyola Organization in Lima, Peru. Mr. Diez-Canseco has a strong commitment towards fostering education and providing opportunities for young entrepreneurs. He has successfully established educational institutions in several countries. The San Ignacio educational organization has over 18,000 students in several countries.

Mr. Diez-Canseco, a Peruvian entrepreneur, founded the preparatory academy “San Ignacio de Loyola” in 1968 and became its Executive Director in 1970. In 1995, he co-founded the “Universidad San Ignacio de Loyola” and was elected Chairman of the Board of the holding organization: “Organización San Ignacio de Loyola.” In 1983, Mr. Diez-Canseco co-founded the “Instituto Superior Tecnológico”, and in 1990 founded “San Ignacio de Recalde” school covering elementary, middle and high schools.

The organization expanded internationally, and in 1993 “San Ignacio de Loyola School” was established in Asuncion, Paraguay. Raul Diez-Canseco’s passion and commitment to education was a decisive factor in bringing the “Junior Achievement” organization to Peru in 1996. Mr. Diez-Canseco is currently a shareholder of the Junior Achievement organization and sits on its Board of Directors.

In 2008 Mr. Diez-Canseco decided to embark a new educational project in the United States, and together with Luciana De La Fuente, selected Miami to establish what is known today as San Ignacio University. Ms. Luciana De La Fuente became the first president of San Ignacio University. Later in 2014, a new building adjacent to previous campus was inaugurated and now host Business and Educational programs at the Associate, Bachelor, and Master Degrees.

San Ignacio de Loyola University in Lima, Peru, has a Culinary Arts School that has been preparing professionals for over 10 years. Its excellent reputation, outstanding professionals, and facilities have made it possible to partner with internationally recognized culinary schools as “Paul Bocuse Lyon Culinary Arts Institute”, “Ecole Le Notre” of France and “Hofmann School of Hotel Management” of Barcelona, Spain. These international partnerships allow San Ignacio students to participate in culturally diverse experiences and expose them to the highly competitive business world. The Culinary

Arts School in Lima had opened a first student run restaurant in Peru, “Restaurant Don Ignacio”. At Don Ignacio Restaurant, students were able to prepare and present international cuisine plates under the tutelage of highly trained chefs in the business.

Over the past 30 years, Raul Diez-Canseco has been a pioneer in bringing world famous restaurants and entertainment franchises to Peru, including Chili’s, Señor Frog’s, Carlos & Charlie’s, Cosmic Bowling, Pizza Hut, Kentucky Fried Chicken, and Burger King. He was also the first entrepreneur to bring the concept of “home-delivery” to Peru.

The University in Lima offers around 20 different bachelor’s degrees in different fields such as Business, Hospitality Management, International Business, Law, Economics, Marketing, Industrial, Civil, Agro-industrial, and Systems Engineering, Tourism Management, Communications, Psychology, Gastronomy, Education, and Arts & Graphic Design.

Raul Diez-Canseco, besides his entrepreneurial endeavors, was also involved in the political arena. He served as a political advisor for several years before being elected vice-president of the Republic of Peru in 2001. Besides having written several books on politics, to this date, he continues to contribute articles to major Peruvian newspapers. Above all, Raul Diez-Canseco is a dedicated advocate for global economic and cultural advancement, and a firm believer that education and entrepreneurship are the only paths to upward mobility, both, individually, and as a society. He can recite countless stories of triumphant students from a variety of social and economic status who have become successful professionals, politicians, business owners, and educators, all working to raise the standard of living of people around the world.

GENERAL INFORMATION

STATE LICENSE

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

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

ACCREDITATION

The Accrediting Council for Independent Universities and Schools accredits San Ignacio University. Additional information regarding this institution may be obtained by contacting the Commission at:

Accrediting Council for Independent Universities and Schools
750 First Street NE
Suite 980
Washington, DC 20002-4223
Tel: 202.336.6780
Fax: 202.842.2593

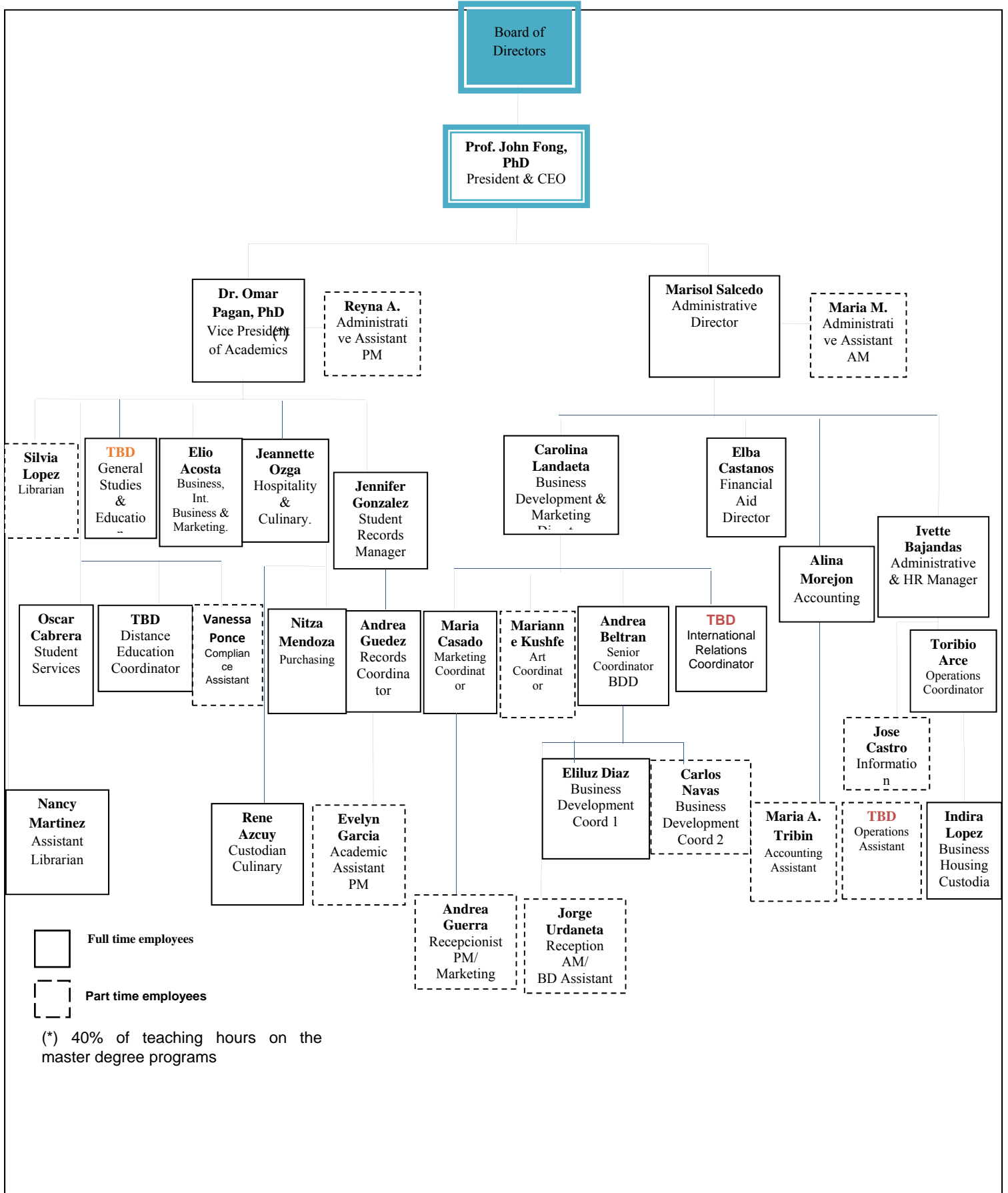
** All this information is available upon request in Building # 2*

SCHOOL FACILITIES

San Ignacio University is strategically located in the City of Doral, two miles west from the Miami International Airport and 12 miles from downtown Miami, at 3905 NW 107th Avenue, Suite 301, Doral FL 33178 (Business Building) and its Satellite Location 10395 NW 41st Suite 125, Doral, FL 33178 (Culinary Building). San Ignacio University with its facilities and strategic location offers a learning environment in which students can develop their skills. For example, in our Culinary Arts program, every student's workstation includes a complete set of equipment accompanied by theoretical classes, essential in the creation of forming professionals with the highest level of Culinary Arts. At the same time, the Business Building has six additional classrooms, library, administrative offices, student lounge, and a conference room.

ORGANIZATION AND ADMINISTRATION
BOARD OF DIRECTORS

- Luciana de la Fuente – President
- Raul Diez-Canseco Terry– Director
- Juan Manuel Ostoja– Director
- Dr. Federico J. Martinez–Director
- Luis Lauredo– Director



MAIN AREAS AND FUNCTIONS

ADMINISTRATION

The President and CEO manages the operation of the University as a whole. The President supervises activities planned in the Institutional Effectiveness Plan (IEP) and how the strategic plan of the University is achieved, as well as the daily flow of operations, for the benefit of students, faculty, staff, and community.

STUDENT SERVICES

The school strongly believes that students who feel comfortable, safe, and have easy access to staff, for academic help or personal counseling, are ultimately more productive professionals. To this end, the Student Services Officer is available to provide guidance and advice to the students, inside and outside the classroom, through the Student Services Office.

The series of services offered, supports the students in a broad range of activities that promote student engagement and professional development. This is achieved by continuously monitoring students' academic progress, ensuring they are receiving a quality education, and by helping students who fall below 2.0 Student Academic Progress (SAP). In addition, counseling and assistance with job placement is offered for graduate and current students who would like to gain experience while completing their studies, by reaching out to different organizations. Organizing of community involvement activities such as attending conferences, events, and community services so that students can enhance their educational experience with more exposure in the industry and the community.

CAREER PLACEMENT

The Student Services office aims to assist students in finding rewarding employment upon graduation. Career placement is achieved in collaboration with many local, national, and international businesses in industries related to the programs at the school.

Students nearing graduation will receive support in writing their resumes, identifying employment opportunities and sources, and interviewing with prospective employers. Although the University makes every effort to help interested students find employment, it is clearly understood that the Student Services Office at San Ignacio University does not guarantee employment for graduates or enrolled students. A number of commercial businesses have ties with the University, but they are under no obligation to hire San Ignacio University graduates.

Student Services offers continuous follow up on graduates, and performs employer satisfaction surveys, and continuous monitoring of the results of alumni in the work field.

LIBRARY

The library offers students necessary learning resources such as textbooks, books for general reading, and periodicals. Online databases provide a wide range of materials for research projects, including full-length articles of periodicals and professional journals. The San Ignacio University Library Catalog,

linked to the University website, details the library's holdings and is available online at all times for faculty, staff, and student use. Additionally, through San Ignacio University's agreement with Universidad San Ignacio de Loyola (USIL) in Lima, Peru, students at San Ignacio University may access that institution's catalog as well its online databases.



ACADEMIC DEPARTMENT

The Academic Department is comprised by the Vice-President of Academics and Academic Coordinators who are responsible for quality assurance of classes of each College in order to guarantee the fulfillment of student learning and outcomes. The Academic Coordinator works closely with Faculty to enrich course content and teaching methodology to enhance the students' experience. Each College is actively involved in coordinating between appropriate professionals in the field and the faculty to keep up with the dynamics of changing trends and current market demands. The faculty is encouraged to use academic freedom to customize the classroom lecture by aligning the course syllabus. Faculty and Field Professionals are also involved in recommending appropriate textbooks and other learning materials in order to improve the quality of the courses. Each College also reviews the programs as a whole to strengthen San Ignacio's programs in response to current demands and monitors students' performance by following the SAP.

REGISTRAR

The registrar organizes and administers the Student Records, starting with the verification of the admissions record and is the responsible of send the acceptance letter to all new students, registration, graduation audits, and transcripts. The registrar ensures the integrity and security of all academic records for current and former students. Entering course schedules into the Advantage system, as well as student ratings and attendance are also responsibilities of the registrar. In addition, the registrar manages the efficient use of classrooms, and manages and maintains the Advantage and Engrade systems. The student Academic Records Manager supervises the processes related to the F1 and J1 Visas for all international students. The registrar also counsels and advises Faculty and Staff on academic matters, policies, and regulations specified in this Catalog.

BURSARS/ACCOUNTING

The bursar/accounting department is in charge of the financial aspects of the students and maintaining each student's ledger. It coordinates student payment of tuition with reimbursements and refunds, when applicable, and issues invoices and account statements. The bursars/accounting department provides direction and leadership in Financial Management, reviews fiscal policies and changes whenever necessary, and also ensures the university's compliance with State and Federal Education Standards and Procedures. It also performs all billing and receivables, cashiering functions of the university, as well as overseeing the operations of Financial Aid.

FINANCIAL AID

The financial aid department works with a variety of financial aid programs, such as federal, state and institutional. Various forms of financial assistance are available to students who demonstrate financial need, exhibit superior academic performance, or fulfill other criteria through the Title IV student financial aid programs: Pell Grants, Stafford Loans and Plus Loans. In addition to file review, needs analysis, and financial aid packaging, the department also provides financial aid counseling to students and parents regarding application procedures and eligibility requirements, and assists students and their families in the completion of application forms. The department also represents the Office of Enrollment Services at various student recruitment functions, financial aid information sessions, orientation programs, and Federal Direct Stafford Loan Entrance and Exit counseling sessions.

BUSINESS DEVELOPMENT (ADMISSIONS)

The Business Development Department functions as the student advisor during the entire recruitment process for local and international students. This department advises prospective students about their career choice and it provides information about the institutions' proposal and its benefits, information about tuition and fees, and it guides prospective local and international students with the entire admissions and visa process.

HUMAN RESOURCES

The HR department produces the personnel handbook and manages the files of the staff and faculty as well as professional training and development, job performance evaluation, organizational climate, and payroll. This department works closely with the Academic Department to coordinate Professional Development for all Faculty and Staff, in addition to the recruitment of qualified University Faculty and Professional Staff.

COMPLIANCE AND ACCREDITATION

The compliance and accreditation department main responsibility is to ensure that the University maintains full compliance in keeping its stated program objectives. San Ignacio University, committed to the highest quality of education evaluates program outcomes and develops plans of actions to ensure the University appropriately meet the requirement set by the State and the accrediting bodies. Special consideration is given to the following areas: Management and Administrative Operations, Requirements for Residential and Distance Education Programs, Educational Administration and Faculty Qualifications, Student Recruiting and Advertising, Admissions Policies and Practices, Student Services, and Student Achievement.

ONLINE EDUCATION

Online delivery supports the delivery of the objectives as they can dedicate the necessary time at the convenience of their homes or time without restriction of an specific hour during the day. Students can watch assigned videos, presentations, and complete discussions threads and case studies at their convenience and/or repeat the video as many times as they prefer. The students have sufficient materials available in order to achieve the objectives stated by each program in terms of knowledge and abilities.

San Ignacio University students studying Online will only require the authorization from the Florida Department of Education as the Licensing agency and the accreditation body to operate the program. Students do not need to present additional documents if they are not physically studying in the USA. Policies and procedures are the same for a domestic student than for an out-of-state student.

On the other hand, International students have different procedures and requirements if they decide to attend our physical facilities in Florida as the government regulations have set that foreign students must come to study to the USA with a student visa, either an F-1 or a J-1.

San Ignacio University offers the same level of education regardless of the methodology used, traditional or Online. Program objectives are identical as well as courses and syllabus. Program objectives of each program are found in the each program section.

TECHNOLOGY AND EQUIPMENT REQUIREMENTS FOR ONLINE EDUCATION

HARDWARE/SOFTWARE REQUIREMENTS FOR STUDENTS:

The material needed for students (syllabus, PPT'S, PDF'S, links, tailor-made activities, etc.) are posted on the platform once the course begins.

The distance learning platform requires specific features in order to “carry out” different tasks. Thus, students and teachers should have a device that meets the following standards:

Hardware	Software
Pentium D or higher. 1 GB Memory RAM or higher. [1024x728] Video resolution Fixed or wireless Internet Access (1Mb). Microphone and Audio Headphones. Camera	Browser Mozilla Firefox v.22 or more recent. Operating Systems: Windows XP or more recent Mac OSX 10.5 "Leopard®" Acrobat Reader (Free software). Macromedia Flash Player. Microsoft Office or Open Office.

TECHNICAL SUPPORT FOR ONLINE EDUCATION:

Technical support on the use of the platform at students' and teachers' request is available throughout the course and provides information about course activities and how to use the platform tools. We seek

to acknowledge our student's inquiries as soon as possible, being 4 hours the maximum time our technical support contacts our students.

In addition, our platform enables users to address any technical concerns they may have related to the Virtual Classroom.

In the event that users were unable to access our platform or cannot complete an activity; they can request technical support by contacting technical support via E-mail at soporte@usilmiami.com from Monday to Sunday 24/7. Additionally, a Technical Support Hotline is available by calling (786) 533-8569.

LEGAL CONTROL

Don Ignacio Culinary Arts School, Inc. is a Florida corporation registered and operating under the laws of the State of Florida to do business as San Ignacio University.

CAMPUS SAFETY AND SECURITY

San Ignacio University buildings are equipped with a full fire alarm and security system. The University has the utmost concern for the safety of every student, faculty member, and staff. The Institution recognizes that it must develop and maintain a safe and secure environment for its students, faculty, and staff and has adopted the Health and Safety Policy below, as well as policies to discourage discrimination, alcohol and drug abuse, hazing and sexual harassment, and to promote academic freedom, honesty, and academic integrity. The University is in full compliance with all county and state health and safety regulations.

San Ignacio University does not currently have a health center. However, selected faculty and staff are trained in basic first aid and CPR. First Aid Kits are kept in the secretarial station, classrooms, and Labs, for first aid such as minor bruises and cuts. For serious injuries or illness, students will be directed to their own personal physician or helped to the nearest medical 911 emergency center.

All students, employees, and visitors should promptly report crimes in progress, accidents, and other emergencies to local law enforcement authorities, or corresponding agencies. Dialing 911 is the preferred method of reporting an emergency. San Ignacio University has developed a formal Emergency Management Plan, to ensure the safety of all the students and personnel. This emergency plan is derived from the components of the National Incident Management System (NIMS). The policies and procedures are to be followed by all personnel while in San Ignacio University campus emergency situations.

Campus Safety and Security emergency plans and reports will be published on the San Ignacio University's website.

CLASSROOM CAPACITY

San Ignacio University understands the importance of providing the best infrastructure to accommodate our students and has always invested to ensure we maintain our facilities in optimal conditions for our students and collaborators.

The Business Building is comprised of six classrooms with a maximum capacity of:

ROOM #	CAPACITY
Classroom 1	37
Classroom 2	37
Classroom 3	37
Classroom 4	33
Classroom 5	26
Classroom 6	17

The Culinary Building is comprised of two classrooms and two kitchens with a maximum capacity of:

ROOM #	CAPACITY
Classroom 1	35
Classroom 2	35
Kitchen 1	18
Kitchen 2	13
Kitchen 3	10

SPECIAL CAREER REQUIREMENTS AND LIMITATIONS

All companies in the private sector have their own specific requirements and guidelines for hiring employees. Many companies have specific rules concerning people with criminal records. San Ignacio University cannot possibly discern every special requirement for every company. However, we disclose all requirements and/or limitations set forth by national or state law, as well as any by-laws

or generally accepted guidelines set forth by the food service industry, the Food and Drug Administration (FDA), the United States Department of Agriculture (USDA), and/or other relevant regulatory agencies, to all students concerning potential careers or employment opportunities. Students are not required to have any license upon graduation.

HANDICAP ACCESS

San Ignacio University does not discriminate against any type of disability or handicap. The campus, wherever possible, strives to accommodate students with specific disabilities. Building 1 is located on the first floor and is equipped with a handicap restroom. Building 2 has fully functional elevators, parking and handicap restrooms. Students with disabilities are encouraged to enroll and efforts will be made to meet their needs.

ADMISSIONS FOR DEGREE PROGRAMS AT SAN IGNACIO UNIVERSITY

STUDENT CLASSIFICATION FOR ADMISSION

Students who plan to enter the University for the first time will be classified as follows:

- **Freshmen Students:** Domestic students who have earned less than 12 semester credit hours following graduation from high school. (See Admission as freshmen)
- **Transfer Students:** Students who have earned at least 12 semester credit hours following graduation from high school and who have not received a bachelor's degree. Students who want to transfer undergraduate and graduate credits from another institution.
- **International Students:** Students who wish to come to the United States under an educational visa or who are already in the United States under visas that would allow educational pursuit. Students who are in the process of applying for Permanent Residency status, but have not yet received the Permanent Residency card.

Requirements for Domestic Students

- Application Form for students on an F-1 visa.
- Application fee of USD \$80.00 (non-refundable) made payable to San Ignacio University.
- Copy of valid Government Issued Picture Identification (upon admission)

Requirements for International Students

In order to complete the international admissions process, the candidate must meet the following requirements:

- Application Form for students on an F-1 visa.
- Application fee of USD \$80 (non-refundable) made payable to San Ignacio University.

- Payment of the first month of studies or student package (for Culinary Students).
- Financial statements or certified bank letter in English demonstrating funds to cover a minimum of one year of tuition and fees, books and supplies, living and any other necessary expenses. (USD \$23,000) (Amounts must be in or converted to USD currency).
- Affidavits of support form if there is a sponsor.
- Proficiency in English:
 - PTE (54)
 - TOEFL (70 - IBT)
 - IELTS (60)
 - OXFORD (B1)
- Copy of a valid passport (upon admission)
- Copy of SEVIS / I-901 Receipt <https://www.fmjfee.com>

For Undergraduate Programs:

- High School diploma translated into English. For undergraduate transfer students, transcripts and educational credentials; if they are not in English, these must be translated and evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES). For a complete list of accepted evaluation services, please visit: www.naces.org

For Graduate Programs:

- Bachelor's diploma translated into English. For graduate transfer students, transcripts and educational credentials; if they are not in English, these must be translated and evaluated by companies that are members of the National Association of Credential Evaluation Services (NACES). For a complete list of accepted evaluation services, please visit: www.naces.org

Important: Failure to produce this documentation will result in the student not being able to continue their first semester.

When must the fee be paid?

The fee must be paid in time to ensure that the payment can be deposited and recorded in SEVIS prior to the scheduled visa interview. The interviewing consular officer will confirm that the fee has been paid by accessing SEVIS. To allow adequate processing time, the fee must be paid:

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

How will the payment be verified?

- The payment will be recorded in the SEVIS system. However, it is recommended that the paper I-797 or the Internet-generated receipt be brought to the visa interview.

- DHS will issue an official paper receipt (I-797) for every payment received.
- Individuals who file electronically will be able to print an electronic receipt immediately at the time of payment.

Re-Admission

Readmission applies to students who have been previously fully admitted, were in good academic standing prior to leaving the University, and seek to return to the institution after an absence of two consecutive semesters (not including summer sessions). Students must have official transcripts submitted from all schools attended during their absence from the University. Importantly, all students re-entering the University are bound by the policies dictated by the current catalog.

TUITION, FEES, AND OTHER EXPENSES

Tuition and other registration fees are due on or before the last day to register for any given semester. Students should consult the Academic Calendar regarding the registration deadline. Students will not be officially enrolled in San Ignacio University until all fees are fully paid. Any students owing money to San Ignacio University, regardless of the debt, will not be permitted to register. Students will be granted a tuition deferment in anticipation of receipt of financial aid funds. Tuition and registration fees are charged in the following manner:

Associate of Science in Culinary Arts

Tuition and Fees	Cost (US\$)
Unit Credit Cost	\$264.78
Application Fee	\$80
Student Package	\$1,600
Graduation Fee	\$120
Total Cost including Tuition (71 credits) and Fees	\$20,600

Associate of Arts in International Business and Hospitality Management

Tuition and Fees	Cost (US\$)
Unit Credit Cost	\$340
Application Fee	\$80
Graduation Fee	\$120

Total Cost including Tuition (60 credits) and Fees Florida Residents	\$20,600
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Bachelor of Arts in Business, International Business, Marketing, Hospitality Management

Tuition and Fees	Cost (US\$)
Unit Credit Cost	\$340.00
Application Fee	\$80
Graduation Fee	\$120
Total Cost including Tuition (120 credits) and Fees	\$41,000

Master of Business Administration

Tuition and Fees	Cost (US\$)
Unit Credit Cost	\$510
Application Fee	\$80
Graduation Fee	\$120
Total Cost including Tuition (42 credits) and Fees	\$21,620

Master of Arts in Hospitality Management and Master in Education

Tuition and Fees	Cost (US\$)
Unit Credit Cost	\$510
Application Fee	\$80
Graduation Fee	\$120
Total Cost including Tuition (36 credits) and Fees	\$18,570

INSTITUTIONAL SCHOLARSHIPS

San Ignacio University offers students the following scholarships, for those who qualify:

Scholarships for the Associate of Science in Culinary Program:

- The Raul Diez Canseco Terry Scholarship (\$3,720 tuition scholarship)
- The Founders Scholarship (\$11,800 tuition scholarship)
- The Entrepreneurial Scholarship (\$6,800 tuition scholarship)
- The San Ignacio Scholarship (\$5,600 tuition scholarship)
- The San Cristobal Scholarship (\$4,000 tuition scholarship)

Scholarships for Associate of Arts in International Business, Marketing, Hospitality Management, Programs:

- The Raul Diez Canseco Terry Scholarship (\$20,400 tuition scholarship/100% Scholarship)
- The Founders Scholarship (\$18,360 tuition scholarship/90% Scholarship)
- The Social Responsibility Scholarship (\$16,320 tuition scholarship/80% Scholarship)
- The San Ignacio Scholarship (\$14,280 tuition scholarship/70% Scholarship)
- The Luciana de la Fuente Scholarship (\$10,200 tuition scholarship/50% Scholarship)
- The Globalization Scholarship (\$6,120 tuition scholarship/30% Scholarship)

Scholarships for Bachelors of Arts in Business, International Business, Marketing, Hospitality Management.

- The Raul Diez Canseco Terry Scholarship (\$40,800 tuition scholarship/100% Scholarship)
- The Founders Scholarship (\$36,720 tuition scholarship/90% Scholarship)
- The Social Responsibility Scholarship (\$32,640 tuition scholarship/80% Scholarship)
- The San Ignacio Scholarship (\$28,560 tuition scholarship/70% Scholarship)
- The Luciana de la Fuente Scholarship (\$20,400 tuition scholarship/50% Scholarship)
- The Globalization Scholarship (\$12,240 tuition scholarship/30% Scholarship)

Scholarships for Master of Business Administration

- The Social Responsibility Scholarship (\$17,136 tuition scholarship/80% Scholarship)
- The San Ignacio Scholarship (\$14,994 tuition scholarship/70% Scholarship)

- The Luciana de la Fuente Scholarship (\$10,710 tuition scholarship/50% Scholarship)
- The Globalization Scholarship (\$6,426 tuition scholarship/30% Scholarship)
- The Latin American Scholarship (\$4,284 tuition scholarship/20% Scholarship)

Scholarships for Master in Education and Master of Arts in Hospitality Management: (*)

- The Raul Diez Canseco Terry Scholarship (\$18,360 tuition scholarship/100% Scholarship)
- The Founders Scholarship (\$16,524 tuition scholarship/ 90% Scholarship)
- The Social Responsibility Scholarship (\$14,688 tuition scholarship/ 80% Scholarship)
- The San Ignacio Scholarship (\$12,852 tuition scholarship/ 70% Scholarship)
- The Luciana de la Fuente Scholarship (9,180 tuition scholarship/ 50% Scholarship)
- The Globalization Scholarship (\$5,508 tuition scholarship/ 30% Scholarship)
- The Latin American Scholarship (\$3,672 tuition scholarship/20% Scholarship)

(*) Important disclosure for all scholarship applicants: For all student applicants that will transfer credits from other institutions, the scholarship will cover the transfer credit amount deduction.

Applicants, who meet the following criteria, may apply:

Student (12th Grade) or High School Graduate

Must be degree-seeking

Demonstrated leadership abilities and commitment to their community

Exhibit financial need

Required Documentation:

Scholarship Application

Updated Resume

Typed essay (300 words minimum)

- Three (03) reference letters in a sealed envelope
- Signed agreement to complete community service
- Social Security, if applicable (only for local students)
- Proof of residence, if applicable (only for local students)
- IRS Transcripts, if applicable (only for local students)

Scoring System & Selection Process for Scholarship Applications in Culinary Arts

Information regarding the scholarships offered by San Ignacio University is available in the Student Catalog and the University’s website. Interested applicants must complete and submit a scholarship application to the Admissions office. All scholarship applications will be evaluated utilizing the scoring system and evaluation process outlined below.

Criteria	Maximum Points
Student (12th Grade)	15
First place winner of any San Ignacio University sponsored Culinary Arts Competition, including the High School Top Chef Competition	20
Second through fifth place winner of any San Ignacio University sponsored Culinary Arts Competition, including the High School Top Chef Competition	15
Must be degree-seeking	10
Demonstrated leadership Abilities	10
Exemplary service to the Community	15
Exhibit financial need	15
Total Points Available	100

Consensus Scoring

Once all proposals have been reviewed individually, the evaluation committee will meet to develop consensus scores for each applicant. This process may take 2 to 7 business days, depending on the number of proposals and the scheduling of the members of the evaluation committee. Scores are averaged to come up with the top highest scoring applicants.

Evaluation Committee

The evaluation committee is comprised of the President and CEO, the Director of Administration, the Vice-President of Academics, the Culinary Academic Coordinator and the Student Services Coordinator.

Scholarship applications must be received at least 30 days prior to the start of the Semester. Packets should be mailed to:

San Ignacio University
ATT: Admissions-Scholarship
10395 NW 41 St., Suite 125
Doral, FL 33178

ESTIMATED STUDENT BUDGET

The following budget is provided to assist students in estimating the cost of attending San Ignacio University. The budget provides an *estimate* of a student's expenses based on a full-time course load for an undergraduate student in each program:

ESTIMATES OF LIVING EXPENSES FOR ONE SEMESTER 2017

AS in Culinary Arts

Expenses	
Tuition	\$4,700
Living Expenses	\$1,700
Transportation	\$200
Books and Supplies*	\$600
TOTAL	\$7,200

AA in International Business, Hospitality Management

Expenses	
Tuition	\$5,100
Living Expenses	\$1,700
Transportation	\$200
Books and Supplies*	\$600
TOTAL	\$7,800

BA in Business, International Business, Marketing, Hospitality Management

Expenses	
Tuition	\$5,100
Living Expenses	\$1,700
Transportation	\$200
Books and Supplies*	\$600
TOTAL	\$7,600

Master in Business Administration

Expenses	
Tuition	\$4,590
Living Expenses	\$1,700
Transportation	\$200
Books and Supplies*	\$600
TOTAL	\$7,090

Master of Arts in Hospitality Management; Master of Education

Expenses	
Tuition	\$4,590
Living Expenses	\$1,700
Transportation	\$200
Books and Supplies*	\$600
TOTAL	\$7,090

(*) All textbook information, ISBN numbers and estimated retailed price are posted in our website: www.sanignacioUniversity.edu

**Tuition does not include Application and Graduation Fees since these are “one time fees”.

**MAJOR POLICY STATEMENTS & APPEALS
NOTIFICATION OF RIGHTS UNDER FERPA
FOR POSTSECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) awards students certain rights with respect to their education records. These rights include: (1) the right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A

school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

HEALTH AND SAFETY POLICY

The University acknowledges that it is its duty to ensure, so far as is reasonably practical, the health, safety and welfare of the staff of the University, its students, contractors and anyone else who comes into contact with the University and its activities.

It is the policy of the University to provide and maintain, as far as is reasonably practical, a working environment that is safe and without risk to health. To this end it will allocate sufficient resources and sound management systems to the fulfillment of this policy.

In particular, the University will, so far as is reasonably practical:

- Provide and maintain safe and healthy working conditions and systems of work. Provide and maintain safe plant and machinery.
- Provide information, instruction, training and supervision to enable staff and students to perform their work safely.
- Provide suitable and appropriate protective equipment and supervise its use.
- Maintain high standards of health, safety and welfare in all University activities.

FREEDOM OF ACCESS/ NONDISCRIMINATION

San Ignacio University is open to all students who are qualified, according to its published admission standards. The University encourages applications from qualified applicants of both sexes from all cultural, racial, religious and ethnic groups. The University is committed to nondiscrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions. All University employees have a responsibility to keep the work environment free of discrimination. When the University is made aware of an act of discrimination, it is obligated by law to take immediate and appropriate action. For the purpose of this regulation, discrimination is defined as any disparity of treatment or limitation of access based on race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions. All acts of discrimination must be documented in writing, specifying the basis for discrimination. The complainant must enumerate all types of discrimination in the statement, identify the offender, and turn in the complaint to Student Services or Human Resources, as appropriate. Should a student feel discriminated by a member of the Faculty Department, the student must submit the complaint to the academic coordinator of his or her concentration, or to another University official. In absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to Student Services or Human Resources, as appropriate. Unless it is signed by the complainant, it will be an informal complaint. San Ignacio University will investigate all complaints. Investigations may include interviews, preparation of statements, reports with summary of the investigation, description of investigation process, findings, and recommendations. Reports will be kept confidential at the Department of Student Services and/or Human Resources, depending on the individual(s) involved.

The University may attempt conciliation between the parties involved. If conciliation is not achieved, the designated official from the University will issue a final report. Final reports shall be issued within 60 days of receiving the complaint. The alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered and implemented.

Claims to be found frivolous will result in appropriate sanctions against complainant, as determined by Student Services or Human Resources. Possible sanctions may include, but are not limited to, written reprimands on the student's or employee's record, restriction or loss of privileges, and suspension. Complaints may be withdrawn, but San Ignacio University reserves the right to continue investigating as it was made aware of a possible act of discrimination. Any attempt(s) at retaliation shall be treated as a separate allegation of discrimination.

By the time a determination of appropriate disciplinary action or resolution has been reached, all parties will have been contacted and circumstances will have been fully evaluated. However, individuals have five days to appeal a determination of sanctions. Such appeals shall be directed to a higher University authority, who will re-evaluate the determination as deemed appropriate.

ALCOHOL AND DRUG USE

San Ignacio University, as an institution of higher education, is dedicated to the well-being of all members of the University community--students, faculty, employees and administrators. In demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of SAN IGNACIO UNIVERSITY to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as an illness or treatable disorder, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek assistance. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and Federal laws.

San Ignacio University's alcohol and drug policies are as follows:

- While on campus or engaged in any University related-activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action, including the possibility of dismissal;
- Employees will be evaluated on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge;
- Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community who has a substance abuse problem lead a productive work and/or academic life, free of the substance abuse;
- Any member of the University community who engages in any illegal activity, such as illegal possession, use or sale of alcohol or other drugs is subject to dismissal.
- Possession and/or consumption of alcohol by individuals under 21 years of age is unlawful. Underage students caught under the influence of alcohol can be reported to local authorities for underage drinking.
- Alcoholic beverages should not be present on campus at any event or activity unless approved by the President and CEO. During such events, ID will be requested prior to serving alcoholic beverages. Events may include galas, openings, San Ignacio University anniversary celebrations, and others, as determined by the President and CEO.
- Any sanctions applied will be based upon the President and CEO's discretion and judgment of the situation. In the case of employees, the Human Resources Department will be responsible for determining the appropriate course of action. For more information, employees should also refer to the

Employee Handbook, available at the Human Resources Department and at the University's website under Publications.

- Sanctions may include written reprimands on the student or employee's record, restriction or loss of privileges, suspension, expulsion or termination of employment, and referral for prosecution. Aside from these sanctions, students will remain financially liable for institutional charges pending on the student's account, and both students and employees will be financially liable for indirect or direct charges associated with any reported incidents.
- In order to protect the professional and academic environment of the University, a University committee will evaluate petitions from students or employees that would like to be reinstated. In these cases, students or employees that have been dismissed must submit documentation that demonstrates that he/she has sought out help and has complied with treatment, or is currently in treatment showing improvement, in order to be evaluated for re- entry. Any petition for reinstatement or re-entry may be denied upon evaluation.
- Students should be aware that they are subject to losing eligibility to receive Federal Title IV Funds (Pell Grant and Direct Loans) for conviction of an offense involving possession or sale of illegal drugs. (See Notice of Federal Student Financial Aid Penalties for Drug Law Violations for penalties and process to regain eligibility. This notice is available at the San Ignacio University website under the Consumer Information section).

More information on how to prevent alcohol and drug abuse and special locations to seek help can be found in the Student Handbook.

TOBACCO USE POLICY

The University abides by and strictly enforces the Florida Clean Indoor Air Act. Designated smoking areas may be established outside University buildings as appropriate. Such designated areas must be at least 25 feet from any building entrance. Smoking will not be permitted in University vehicles. Students, faculty members or staff found in violation of this policy may be subject to disciplinary action, as deemed appropriate by the Student Services Department or Human Resources.

The University promotes a healthful and clean work environment for students, employees, staff, and visitors. In accordance with Florida's Clean Indoor Air Act (FCIAA), smoking is prohibited in all University buildings. This includes, but is not limited to, any classroom, laboratory, library, faculty office, administrative building, dining facility, housing, or any other facility owned or controlled by the University.

It is important that everyone participate in the establishment and maintenance of our tobacco-free campus. This shared enforcement responsibility will ensure a healthy environment for all of us, as well as reduce the hazards, accidental fires, and costs associated with the disposal of discarded tobacco products.

Numerous research studies have clearly shown that second-hand smoke impacts people's health, including those suffering from asthma and other respiratory conditions. Everyone has the right to work and live in environments that are free of risks and effects associated with tobacco use.

Hundreds of colleges and universities across the country have adopted tobacco-free policies in keeping with a growing movement that spans both private and public sector areas to restrict exposure to toxic and human cancer-causing substances.

POLICY AGAINST SEXUAL HARASSMENT

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance. Sexual harassment of students can be a form of discrimination prohibited by Title IX. The Office for Civil Rights has long recognized that sexual harassment of students engaged in by school employees, other students, or third parties is covered by Title IX. OCR's policy and practice is consistent with the Congress' goal in enacting Title IX -- the elimination of sex-based discrimination in federally assisted education programs. It is also consistent with United States Supreme Court precedent and well-established legal principles that have developed under Title IX, as well as under the related anti-discrimination provisions of Title VI and Title VII of the Civil Rights Act of 1964.

It is the intent of San Ignacio University to protect all employees and students from sexual harassment. Not only is sexual harassment a violation of Title VII of the Civil Rights Act of 1964, it also undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's published guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if:

- Explicit or implicit submission to sexual overtones is made a term or condition of employment;
- Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred; and
- Sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work performance.

At San Ignacio University, sexual harassment of or by employees includes the following:

- Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual;

- Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status or student status;
- Verbal abuse that is sexually oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually-oriented comments or innuendoes or actions that offend others;
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks; or
- Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions.
- Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment. At San Ignacio University, sexual harassment by employees of students 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 to appear to be a term or condition of enrollment, attendance, or participation in a class;
 - Submission to or rejection of such conduct affects academic decisions;
 - Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
 - Unwelcome physical contact, including but not limited to, patting, pinching, or touching; or
 - Offensive or demeaning sexual remarks, jokes, or gestures.
- Students aggrieved by a violation of this policy may file a grievance by reporting the conduct to any University Administrator or the Director of Human Resources. All allegations of sexual harassment of or by a student, faculty member, or any other University personnel will be promptly and thoroughly investigated by the Office of Human Resources.
- San Ignacio University recognizes sexual harassment as an insidious practice and will not tolerate sexual harassment in any manner or form. Persons sexually harassing others will be dealt with swiftly and vigorously. Any individual who violates any portion of this policy shall be subject to disciplinary action up to and including discharge.

- It is improper conduct for a San Ignacio University faculty member to engage in a romantic or sexual relationship with a student enrolled in the faculty member's class or for an employee to engage in a romantic or sexual relationship with a student that is under the employee's supervision. Romantic or sexual relationships between any faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) or between any University employee and a student enrolled in the University may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in the University environment. At San Ignacio University, romantic and sexual relationships between a faculty member or an employee and a student are subject to the prohibition against sexual harassment.
- Policy against Hazing: In compliance with Florida law, San Ignacio University defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person.
- Hazing is inherently in conflict with the purpose and goals of San Ignacio University. Therefore, such conduct will not be tolerated. Every effort will be made by San Ignacio University to guarantee that students will not be victimized by hazing.

More information on how to prevent and report sexual harassment can be found on the Student Handbook.

LIBRARY USE POLICY

Students are allowed and encouraged to borrow materials from the library's general collection and textbooks not being used for current classes for a period of two weeks. Textbooks for classes currently offered will be limited to in-house use, except when multiple copies are available, in which case the student may check out the book for a twenty-four hour period. Circulation of textbook items will be held to the library's discretion. If an item is lost, the student is charged with the replacement value up to the current value. These fees are collected before the student is allowed to register for the next semester's classes. Reference, periodical, and special collection items may not normally be circulated to students without special permission; however, special permission may be granted on occasion by the librarian for reference materials where necessary and appropriate.

COMPUTER USAGE POLICIES

San Ignacio University's computing facilities are provided for the use of registered users. All computer users are responsible for using the facilities in an effective, efficient, ethical and lawful manner. The University views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege. This policy provides

guidelines for the appropriate and inappropriate use of the computing resources of San Ignacio University. It applies to all users of the University's computing resources, including students, faculty, employees, alumni and guests of the University. Computing resources include all computers, related equipment, software, data and local area networks for which the University is responsible.

The computer resources of San Ignacio University are intended to be used to conduct the legitimate business of the University. All users must have proper authorization for the use of the University's computer resources. Users are responsible for seeing that these computers are used in an effective, ethical and legal manner. Users must apply standards of acceptable academic and professional ethics and considerate conduct to their use of the University's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights and intellectual property rights of others.

Computer hardware and software is the property of San Ignacio University and the student is responsible for taking precautions against importing computer viruses or doing other harm to the computer. It is prohibited to copy University-purchased or leased software.

EMAIL AND INTERNET USE POLICY

All email communications sent or received at the University should be considered official University correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy and consideration. The University under certain circumstances, such as an internal investigation, may retrieve emails, as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission.

Most computers at San Ignacio University have access to the Internet. It is expected that all individuals using San Ignacio University's computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.

RULES CONCERNING USE OF COMPUTERS

The following rules apply to all users of San Ignacio University's computers. Violations of any of these rules may be possibly unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these rules:

1. Computer users agree to use facilities and accounts for University-related activities only.
2. Accounts are considered the property of San Ignacio University.
3. The Librarian and Library Assistant must approve all access to central computer systems, including the issuing of passwords.
4. Authorization for the use of the accounts is given for specific academic purposes.

5. Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of the University's rules.
6. Electronic communications facilities, such as E-MAIL are for San Ignacio University related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.
7. Computer users agree to the proprietary rights of software. Computer software protected by copyright is not to be copied from, into, or by using San Ignacio University computers.
8. Computers users are required to abide by federal copyright laws and San Ignacio University policy regarding the use of all digital materials, including peer-to-peer file sharing.
9. Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents. In cases where a user violates any of the terms of this policy, the University may, in addition to other remedies, temporarily or permanently deny access to any and all San Ignacio University computing resources, and appropriate disciplinary actions may be taken.

COPYRIGHT POLICY

San Ignacio University is committed to compliance with all Federal laws (Title 17, United States Code) regarding copyright. Copyright is an essential form of protection for individuals who have developed, created, or authored literary, dramatic, musical, artistic, and certain other intellectual works. This protection is extended to both published, as well as unpublished works, and is extended to any author, regardless of their nationality or domicile.

All members of the San Ignacio University community – students, faculty, staff, and administrators – are responsible for complying with the requirements of the copyright law. It will be assumed that the copyright law applies to all material, unless one of the following applies:

1. The work is in the public domain, including works by the U.S. Government
2. The use of the work qualifies as fair use under the copyright law
3. Prior written permission from the author has been obtained, or appropriate royalties or licensing fees have been paid in exchange for usage rights

Note that all printed materials – in text or digital form - should be assumed to be copyrighted. The use of a copyrighted notice © is no longer required. The unauthorized use of copyrighted material is called infringement.

As noted above, federal copyright protection is extended to digital media accessible through the Internet. Uploading or downloading digital material or works is an infringement of the copyright owner's exclusive rights. This includes peer-to-peer file sharing.

All members of the San Ignacio University community who disregard this policy do so at their own risk and assume any liability, which may include criminal and/or civil penalties. Anyone found to have infringed a copyrighted work may be liable for statutory damages for not less than \$750 and not more than \$30,000 for each work infringed, and if willful infringement is proven by the copyright owner, that

amount may be increased up to \$150,000 for each work infringed. Criminal penalties for willful infringement can include up to five years imprisonment. These penalties can be increased by a court which can also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

In addition, the University may take disciplinary action— see section below related to cheating and plagiarism.

PHOTOGRAPHY POLICY

San Ignacio University, Department of Marketing Communications respects intellectual property rights when procuring and using photographs. We seek written permissions from photographers for the use and reproduction of their photographic art in publications, Web pages and displays. When appropriate, we purchase the copyright with respect to photographs and work out agreements for attributing authorship to the photographers.

When book cover art, newspaper masts, logos, photographs, illustrations and other art from sources off-campus are needed for a publication, San Ignacio University's Marketing Department staff members seek official permissions and releases. If the artwork is needed for a Web page, a member of San Ignacio University's Web Management and Services staff researches and completes the online process for permission and release of the works for reproduction and online use and display.

When the Department of Marketing Communications is aware that photographs taken by San Ignacio University students or faculty are being considered for use in a San Ignacio University publication, a staff member contacts the individual involved for permission to use the photograph. The photographer is asked to provide a written consent and release for the photo's reproduction and use and a mutually acceptable approach to the attribution of authorship issue is arranged.

Photo Credits

As a general rule, the Department of Marketing Communications avoids the use of photo credits in recruitment publications. Our usual agreement with our most frequently used photographers provides San Ignacio University with the ownership of the copyrights with respect to the photos from the shoots we arrange and purchase and use of the photos without printed credit. When photo credits are stipulated as a part of a purchase of photography, we include them.

Photo Release

As a condition of their employment with San Ignacio University, our faculty and staff are required to consent to being photographed and grant a perpetual, royalty-free and irrevocable license to San Ignacio University with respect to reproduction, display or other use of any photographs in connection with their employment with San Ignacio University. Students, as a condition of their enrollment and attendance at San Ignacio University, also consent to being photographed on campus and grant a perpetual, royalty-free and irrevocable license to San Ignacio University with respect to reproduction,

display or other use of any photographs depicting them on campus or in connection with their coursework at San Ignacio University.

Still or video photo shoots may be informal (candid shots of campus scenes, athletic events, performance groups, large groups or activities) or formal (planned visits to classrooms, laboratories or offices; directory shoots or athletics headshots with professional backgrounds; or video shoots on campus) in nature. All such photographic images taken by San Ignacio University faculty or staff and the copyrights with respect thereto are and/or become the property of San Ignacio University's Department of Marketing Communications.

The digital photos or video footage are added to the University's library of images, which becomes a resource for the University's Web site and publications.

Informal Photo Shoots - The Department of Marketing Communications attempts to inform the campus when informal photography projects are under way. Announcements are made through the campus newspaper, and/or in some instances signs are posted in areas of the campus.

Formal Photo Shoots - When a request is received or a need arises for images of particular individuals or settings, a Department of Marketing Communications staff member contacts the appropriate faculty member or department to schedule the photographer. Preferring a natural, realistic approach, San Ignacio University seldom stages its photographs.

Faculty members are encouraged to inform classes of the impending photo shoot. The faculty member will be supplied with an announcement to be made to the class with suggestions for making the shoot as effective as possible. The faculty member is asked to permit the photographer to make an announcement upon arrival at the classroom. The photographer will introduce himself, briefly explain his purpose and allow students who wish not to be photographed to move to a part of the room that will not be included in the photos. Students not wishing to participate must inform the photographer of their unwillingness prior to the photograph being taken.

Students participating in a photo shoot are giving their permission for the photos to be used as the University sees fit by participating in the photo shoot. Students are permitted to opt out of the photo shoot, if that is their choice; by informing the photographer in advance of the photo being taken and removing themselves from the photo shoot area.

Choice of Photos - Department of Marketing Communications staff members, in consultation with requesting departments, as possible, are responsible for choosing images on behalf of San Ignacio University for use on the University Website, University publications and in University video projects. Occasionally images are shared with outside entities making requests.

Choices for photographs are made with great sensitivity to the following:

The goal for the message(s) to be communicated, the quality of the photo, providing a truthful representation of the University, and the impact of the photo on the audience's perception of San Ignacio University.

Although we attempt to be as objective as we can in our photo choices, we recognize that making photograph selections is a subjective task. If a photo does not meet San Ignacio University's qualifications, rather than compromising the reputation of San Ignacio University by utilizing a photograph that is inadequate or inappropriate, a photo shoot will be rescheduled to obtain an appropriate photo.

Ways to Opt out of Photos Being Published, Directory Listings: Faculty and staff may choose not to publish their photos (or personal information) by making their preference known in writing to staff of the Department of Marketing Communications at San Ignacio University. Make sure to update your personal information for use in San Ignacio University's directories.

Formal Shoots: After arranging a photo shoot, the Department of Marketing Communications provides an announcement that faculty members may use to make their classes aware of the scheduled time for the shoot. The photographer will make an announcement allowing students to opt out of the shoot by informing the photographer in advance of the photograph being taken and moving to another part of the room, if that is their choice.

Procedures to Have a Photo Removed from Use - Concerns about the use of individual images on the Web site or photos in print publications may be communicated to the Department of Marketing Communications. We will try to resolve individual complaints while still meeting the important goal of visually representing the University. We ask your patience in this process. Expense is sometimes a consideration in our ability to change a photograph; sometimes an inventory of printed publications must be exhausted before the change can be put in place.

With respect to claims of copyright infringement relating to photographs shown on our Web site, we have a Designated Agent to receive notices of such claims and written procedures to deal with such claims in accordance with the Digital Millennium Copyright Act.

STUDENT CONDUCT & REGULATIONS

All regulations and policies regarding student conduct can be found in the Student Handbook.

The following list is a summary of the prohibited conducts at San Ignacio University Campus:

- Participating in unauthorized group protests or performing political or religious proselytism, or solicitation in the institution.

- Bringing alcohol or illegal drugs into the institution. Being intoxicated (under the influence of drugs or alcohol) while on the premises. See more information in the Student Handbook.
- Bringing weapons of any nature into the institution. Kitchen knives are to be used only in the Kitchen Lab, for culinary purposes and under the supervision of instructors.
- Showing disrespect, verbally, physically or in writing, towards the instructors, staff and classmates.
- Slandering or libeling the institution and/or any of its members.
- Performing acts of academic dishonesty, such as cheating, plagiarizing, impersonation, and altering of exams.
- Stealing or vandalizing property belonging to the institution, other students, instructors, staff, or visitors.
- Entering administrative offices without prior authorization.
- Eating or drinking in the classroom, with the exception of food and beverage previously designated for tasting, and any special events previously sanctioned by the Academic Director. Students may engage in the social tasting of wine and spirits through supervised and controlled tastings in the enology and cocktail preparation courses only under direct supervision of the instructor. Spitting is encouraged and spit-containers will be provided.
- Selling items or promoting services not authorized by the institution.
- Engaging in gambling games inside the institution.
- Receiving visitors on premises without prior written approval by the President and CEO or the Vice-president of Academics.
- Performing or allowing, by action or omission, any kind of activity that may cause damage to the institution, its assets, staff, students, or visitors.
- Committing any other act of an illegal, dishonest, or unethical nature that may not be on this list.

DISCIPLINARY PROCEDURES

Any such conduct will be subject to immediate disciplinary action, as determined by the Academic Director, including expulsion for cheating. Disciplinary actions could include: reprimands, suspensions, and expulsion, depending on the severity of the grievance.

The process of expulsion can only be sanctioned by the Academic Department. Expulsion may occur after a student has received one or more suspensions. However, if the severity of the grievance warrants it, the student may face expulsion without receiving any previous sanction.

Expulsion is the permanent removal of the student from the institution, handed down by the Academic Department, given for a serious fault or after the student has received a series of reprimands and or suspensions. Expulsion from the University will only occur after a full review has been done by the Academic Department and the student has been allowed to present his/her case in his/her own defense.

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

A student may appeal the decision to the President and CEO.

Emergency Disciplinary procedures may occur if the student:

- Breaks a local or state law
- Intentionally places himself/herself or others in grievous bodily danger.
- Intentionally damages school property.
- Subverts the civil rights of another person.
- Arrives to school intoxicated by alcohol or under the influence of drugs.

In such cases the Academic Director will immediately convene the Academic Department to deal with said problem in the most beneficial and fair manner.

Concerning Disciplinary Action/Appeals:

If a student feels that he or she has been subjected to an unfair disciplinary action, including expulsion from the University. The student may appeal any such disciplinary action. It is understood that all infractions or broken rules requiring disciplinary action must have been explained to the student by the Academic Department when the decision was reached. It is at the sole discretion of the Academic Department to listen to an appeal or to modify its decision.

FINANCIAL AID

A University education is one of the most important investments you can make in your future.

The Office of Financial Aid at San Ignacio University provides information outlining the financial aid process and assists eligible students in securing the necessary resources to help meet their educational expenses. Please note that eligible students are those who meet the qualifications for financial aid as outlined in the criteria below. Financial aid will only be awarded to those students who qualify.

The Office of Financial Aid will utilize electronic means to communicate with students. It is the student responsibility to keep San Ignacio University informed of any changes in their current contact information and email address and to respond promptly to messages.

HOW TO APPLY FOR FINANCIAL AID

Step 1 – Apply for admission to San Ignacio University

Only students who have successfully met the admissions criteria, and who have received official notification of admission to the University will be considered for financial aid.

Step 2 - Complete the FAFSA

All students must apply annually for financial aid by completing the Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete the FAFSA on the web at <http://www.fafsa.ed.gov>. Be sure to list San Ignacio University, federal school code 04216900, as a recipient of your information. Processing can take as long as four weeks, so students are encouraged to apply as early in the calendar year as possible. If the FAFSA is being completed on the web, the student can use the FSA ID to sign the application. Before starting the FAFSA application the student needs to create a FSA ID at the following URL <http://www.fsaaid.ed.gov>. The student may be asked to submit additional documentation to support the FAFSA. This should be sent as soon as possible. The Office of Financial Aid will not proceed with any incomplete application.

Step 3 – Complete the Initial Florida Student Financial Aid Application

All students who are Florida residents are encouraged to submit the Initial Florida Student Financial Aid Application at www.floridastudentfinancialaidsg.org. This application takes information from the FAFSA, therefore all students who apply must also complete an error free FAFSA by May 15 and complete the Initial Florida Student Financial Aid Application on or before April 1 to be considered for the current academic year.

Step 4 – Complete the San Ignacio University Scholarship Application

All students who are applying for a University-sponsored scholarship must apply by the published deadlines. For renewal of the scholarship, students will be evaluated at the end of every semester to establish whether they have met the terms and conditions, as stated in their initial application. Students will be informed by email if they were awarded or denied the San Ignacio University scholarship.

Step 5 – Complete a Florida residency affidavit

All students who are applying for state scholarships must document their state residency (at least 12 months). This form can be found online at www.sanignaciouniveristy.edu under the Financial Aid section. Paper copies may also be requested at the office of Student Services.

Step 6 – Submit signed worksheets, if selected for verification

San Ignacio University verifies the accuracy of financial aid applications as mandated by federal regulations. Applicants (students enrolled at San Ignacio University) may randomly be selected for verification by the Central Processing System of the Department of Education. This process requires the Office of Financial Aid at San Ignacio University to check information from the student's FAFSA application with the student and/or parent's IRS tax return transcript for the corresponding year, along with a verification worksheet filled out and signed by the student (or parent, if applicable). San Ignacio University reserves the right to request additional documentation from the student. This process must be performed prior to the student receiving their annual financial aid award package. In case any corrections should be made to a student's FAFSA, the Office of Financial Aid will perform said changes through the **Student Aid Information Gateway (SAIG)**, and will inform the student through email of how the award may have changed and the steps that must be taken.

Step 7 – Receive Financial Aid Award Notification

The Financial Aid Office will send the student a notification of award. This award is based upon the student's eligibility for financial aid, as determined by the student's Expected Family Contribution (EFC) calculated by the FAFSA.

The award letter will specify the type and amount of financial aid that is available to the student. The amount of the award will be based on the student's current enrollment. It is the student's responsibility to read the award letter carefully. Students have the right to refuse financial aid, or they may accept some types of aid, but not others (For example, a student may accept the Federal Pell Grant, but refuse the Stafford Loan). If the student wants to decline any portion of the financial aid award, the student must do so in writing. Failure to do so will result in the disbursement of the award as stated on the student's financial aid award letter. All questions and requests need to be directed via email to ecastanos@sanignacioUniversity.edu

To receive the Pell Grant, the student must begin attendance in all enrolled courses; otherwise, financial aid awards must be adjusted. To receive federal student loans, the student must be enrolled in at least 6 credits. All financial aid awards require that the students are making satisfactory academic progress. **Please see Financial Aid Warning Status due to unmet Satisfactory Academic Progress, and this Catalog for more information on the necessity of maintaining Satisfactory Academic Progress.**

If students receive financial aid in addition to that shown in the award letter, they must report it to the Financial Aid Office.

Step 8 – Follow up on your Financial Aid Award

Once the students receive the financial aid notification, they should print a copy for their records. Any change of enrollment needs to be notified to the Financial Aid Office as an award may change upon change in number of credits enrolled.

Step 9 – Disbursement of Financial Aid

Institutionally controlled financial aid (federal grants, institutional scholarships and Stafford loans transmitted by EFT) will be credited to the student's account as soon as the drop/add period has ended and an enrollment audit has been completed. At that time, aid adjustments will have been made and funds received (usually between the 3rd and 5th week of the semester). Awards will be adjusted according to the student's enrollment status.

The student may authorize the University to deduct the costs of books and other educational materials from the financial aid award from Title IV funds (Pell Grant and Stafford loans). For this, the student must go to the Office of Financial Aid to sign the Title IV Authorization form. Any credit remaining on the student's account, after tuition and other allowable charges have been applied, will be sent to the student in a check to the student's local mailing address within 14 calendar days.

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

GRANTS AND LOANS

GRANTS

Grants are supplied by the federal government, state government, or the institution, to meet the cost of your education. Grants are, generally, based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). There is no repayment obligation tied to grants.

LOANS

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

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

TYPES OF FEDERAL STUDENT AID: GRANTS, WORK-STUDY, AND LOANS

Program and Type of Aid	Eligibility and Program Information	Annual Award Amounts (subject to change)
<p>Federal Pell Grant Grant: Does not have to be repaid</p>	<ul style="list-style-type: none"> • For undergraduates with financial need who have not earned bachelor's or professional degrees; in some cases, a student enrolled in a Post-Baccalaureate teacher certification program may also receive a Federal Pell Grant. • A student can receive a Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years). 	<ul style="list-style-type: none"> • Amounts can change annually. For 2016–17 (July 1, 2016 to June 30, 2017), the award amount is 5,815 up to Amounts can change annually. For 2017–18 (July 1, 2017 to June 30, 2018), the award amount is up to \$5,920. • For Federal Pell Grant details and updates, visit StudentAid.gov/pell-grant.
<p>Federal Supplemental Educational Opportunity Grant (FSEOG) Grant: does not have to be repaid</p>	<ul style="list-style-type: none"> • For undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school. 	<ul style="list-style-type: none"> • Up to \$4,000. • For FSEOG details and updates, • visit StudentAid.gov/fseog.
<p>Federal Work-Study: Work-Study: Money that's earned while attending school that does not have to be repaid.</p>	<ul style="list-style-type: none"> • For undergraduate and graduate students; jobs can be on campus or off campus. Money is earned while attending school. 	<ul style="list-style-type: none"> • No annual minimum or maximum amounts. • For Federal Work-Study details and updates, visit: • StudentAid.gov/workstudy.

<p>Iraq and Afghanistan Service Grant</p> <p>Grant: does not have to be repaid</p>	<ul style="list-style-type: none"> • For students who are not Pell-eligible due only to having less financial need than is required to receive Pell funds; whose parent or guardian died as a result of military service in Iraq or Afghanistan after the events of 9/11. 	<ul style="list-style-type: none"> • The grant award can be equal to the maximum Federal Pell Grant amount (see above), but cannot exceed your cost of attending school. • Visit StudentAid.gov/Iraq-Afghanistan for more information.
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Loans: Borrowed Money for College or Career School. You must repay your loans, with interest. For more information on loans, visit StudentAid.gov/loans.

<p>Direct Subsidized Loans</p> <p>Loan: must be repaid with interest</p>	<ul style="list-style-type: none"> • For undergraduate students who have financial need; the U.S. Department of Education generally pays interest while student is in school and during certain other periods; student must be at least half-time. • Interest rate is 3.76% for loans first disbursed on or after July 1, 2016, and before July 1, 2017, and fixed for the life of the loan. Borrowers may not receive this type of loan for more than 150 percent of the length of their program of study; the U.S. Department of Education may stop paying interest if a student who received Direct Subsidized Loans for the maximum period continues enrollment. 	<ul style="list-style-type: none"> • Up to \$5,500, Depending on grade level and dependency status. For Direct Subsidized Loan details and updates, • Visit: StudentAid.gov/sub-unsub.
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<p>Direct Unsubsidized Loans Loan: must be repaid with interest</p>	<ul style="list-style-type: none"> • For undergraduate and graduate or professional students; borrower is responsible for all interest; student must be at least half-time; financial need is not required. • Interest rate is 3.76% (undergraduate) and 5.31% (graduate or professional) for loans first disbursed on or after July 1, 2016, and before July 1, 2017, and fixed for the life of the loan. 	<ul style="list-style-type: none"> • Up to \$20,500 (less any subsidized amount received for the same period), depending on grade level and dependency status. • For Direct Unsubsidized Loan details and updates, visit StudentAid.gov/sub-unsub.
<p>Direct PLUS Loans Loan: must be repaid with interest</p>	<ul style="list-style-type: none"> • For parents of dependent undergraduate students and for graduate or professional students; borrower is responsible for all interest; student must be enrolled at least half-time; financial need is not required. • Interest rate is 6.31% for loans first disbursed on or after July 1, 2016, and before July 1, 2017, and fixed for the life of the loan. 	<ul style="list-style-type: none"> • Maximum amount is cost of attendance minus any other financial aid received. • For Direct PLUS Loan details and updates, visit StudentAid.gov/plus.
<p>Federal Perkins Loans Loan: must be repaid with interest</p>	<ul style="list-style-type: none"> • For undergraduate and graduate students with exceptional financial need. • Interest rate is 5% and fixed for the life of the loan. Eligibility depends on the student's financial need and other eligibility criteria as determined by the school. If you have questions about Perkins Loan eligibility, please contact your school's financial aid office. 	<ul style="list-style-type: none"> • Undergraduate students: up to \$5,500; graduate and professional students: up to \$8,000. • For Federal Perkins Loan details and updates, Visit: StudentAid.gov/perkins.
<p>For more information on interest rates, visit StudentAid.gov/interest. For more information on types of federal student aid, visit StudentAid.gov/types.</p>		

STATE SCHOLARSHIPS

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

Scholarship Award	Yearly Award	Application Process and Criteria
Jose Marti Scholarship Challenge Fund		<ul style="list-style-type: none"> •Be Florida resident •US citizen or eligible noncitizen. •Be of Hispanic culture (born in or having a natural parent who was born in either Mexico, or a Hispanic country of the Caribbean, Central or South America, regardless of race). •GPA requirements: <ul style="list-style-type: none"> ◦Undergraduate scholarships: Have earned 3.0 minimum unweighted cumulative GPA by fall semester of senior year in high school. ◦Graduate level scholarship: 3.0 institutional cumulative GPA for undergraduate University work. •Enroll as a degree-seeking: <ul style="list-style-type: none"> ◦Undergraduate: for a minimum of 12 credit hours of study each term. ◦Graduate: for a minimum of 9 credit hours of study each term. •Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.
Florida Bright Futures Scholarship <input type="checkbox"/> Florida Academic	\$76 or \$101 per credit hour	Academic Merit awards - Complete the Initial Student

<p>Scholar</p> <p><input type="checkbox"/> Florida Medallion Scholar</p> <p><input type="checkbox"/> Florida Gold Seal Vocational Scholar</p>		<p>Florida Financial Aid</p> <p>Application (FFAA) during his/her last year in high school prior to graduation – can be completed on-line. Must meet academic requirements set by the Florida Legislature, which may change annually. Must complete the Florida Residency Affidavit.</p>
<p>Florida Scholarship for Children/Spouses of Deceased or Disabled Veterans</p>	<p>\$4,272 (\$2,136 per semester for 12+ credits)</p> <p>\$3,204 (\$1,602 per semester for 9-11 credits)</p> <p>\$2,136 (\$ 1,068 per semester for 6-8 credits)</p>	<p>Dependent children or un-remarried spouses of Florida veterans or service members who died as a result of service connected injuries, diseases, or disabilities sustained while on active duty OR who have been certified by the Florida Department of Veterans Affairs as having service-connected 100% permanent and total disabilities; Complete the Initial Student Florida Financial Aid Application by April 1 and ensure that the Florida Department of Veterans Affairs certifies the applicant's eligibility by April 1. Must complete the Florida Residency Affidavit.</p>
<p>Vocational Rehabilitation School to Work Program</p>	<p>Varies per Applicant</p>	<p>All Students or young people with disabilities should be encouraged to apply for VR services.</p> <p>Students who have an Individual Educational Plan (IEP)</p> <p>Students who have a 504 Plan</p> <p>Students or young people who don't need academic or physical accommodations in high school, but may need them later.</p>

Verification Process

The verification process is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires Universities to verify or confirm the data reported by students and their parent(s) on the FAFSA. The verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial aid to which they are not entitled.

a. Selection for Verification Process

Students applying for Financial Aid may be selected for verification either by the federal processor or by the Office of Financial Aid and Scholarships (OFAS). If the student is selected for verification by the federal processor, there will be an asterisk next to your Expected Family Contribution (EFC) on the Student Aid Report (SAR). Students will also be informed of having been selected for verification in the SAR acknowledgement email, which will be included with the SAR documents.

If students are selected for verification by the OFAS, they will be notified by email. Notification will inform the students of this selection and instruct them to contact our Financial Aid Officer and review the listing of the requirements. Students can be selected for verification at any time during the academic year so it is very important that students check their email on a regular basis.

b. Why are students selected for verification?

The main reasons for being selected for verification include the students' were chosen randomly, the FAFSA they submitted was incomplete, their FAFSA contains estimated information or the data provided on the FAFSA is inconsistent. Verification is a federal regulation. Students who are selected for verification are not being punished; rather, verification prevents ineligible students from receiving aid by reporting false information and ensures that eligible students receive all of the aid for which they are qualified.

c. What do students selected for verification have to submit and where do they send it?

Once students are selected for verification all requirements will be reviewed with their Financial Aid Officer:

Dependent Students

- * Copy of student's and parent's federal income tax transcript (for the tax year prior to the current aid year)
- * Dependent verification worksheet
- * Parent asset worksheet (if business income, investments and/or rental property is listed on tax transcripts)

Independent Students

* Student's (and spouse's, if applicable) federal income tax transcript

* Independent verification worksheet.

Additional documentation may be requested. If additional documents are requested, an email will be sent to the students and it is their responsibility to check their requirements and submit all documentation to the Financial Aid Officer by the due date given to them student.

d. What happens once the student submits the documentation?

Once the student submits the documents to our office, he/she can continue to check the status of the documents with the Financial Aid Officer. The status will go from "Unsatisfied" to "Documents Received and Not Yet Reviewed." Once the documents are reviewed the status will be updated to the appropriate status: "Received Incomplete" or "Received/Reviewed or Processed." If the requirement is incomplete, the student will receive an email explaining what was incomplete and how it can be resolved. It is important that the student checks the status of the requirements so he/she can make sure they all verification documents have been "Received/Reviewed or processed."

If you submit the documents to our office, please allow two to three business days for the status to be updated. There is no need to send multiple documents unless you have given it sufficient processing time.

Once all documentation required has been received, the verification process begins. This can take anywhere between six to eight weeks during the months of May through August. After the verification process is complete, the student will receive an email informing that he/she has a revised award package available. This will only occur if the office of financial aid makes a change to your financial aid package (based on the additional documents requested).

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

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

Grade Level

Annual and aggregate loan limits for federal student aid are determined by grade level and dependency status. Grade level progression is determined by number of credits successfully completed. Therefore, credits transferred to your current degree at San Ignacio University will be counted toward your grade level status.

Please refer to the table below to determine grade level.

<i>Credits completed</i>	<i>Grade Level</i>
1-30 credits	First year
31-60 credits	Second year
61 or more credits	Third Year and beyond

Impact of a Leave of Absence on Financial Aid

A Leave of Absence (LOA) is granted by the University in which the student is enrolled. A LOA is a temporary interruption in a student's program of study during which the student is considered to be enrolled.

An LOA cannot exceed 180 days in any 12-month period and may have a serious impact on a student's financial aid. Any student considering requesting a leave of absence should consult with the Financial Aid Office to determine how their financial aid will be affected. Schools may neither credit a student's account nor deliver loan proceeds to the student borrower while the student is on an approved leave of absence.

A student who is approved for a leave of absence after receiving financial aid for the semester may be required to return a portion of the aid previously received. Federal educational loan regulations state that when a student borrower ceases to be enrolled at least half time for 180 days (6 months) in any 12-month period; the borrower will be considered as withdrawn from school for loan repayment purposes. At that point, the school is required to calculate the amount of financial aid the student earned and the amount of financial aid that must be returned. These calculations are based on the time the student was enrolled. The percentage of the semester the student completed is the percentage of aid the student can keep. The percentage of the semester the student did not complete is the percentage of aid that must be returned. Once a student completes 60% of the semester, the student has earned 100% of the aid they received for that semester.

Student borrowers are given a six-month grace period on most types of federal loans starting at the date enrollment ceases. During this time, lenders will treat the borrower's loans as if the borrower were still enrolled in school full-time. Once a grace period is used on a specific loan, it will not be given again. At the end of this six-month grace period, the student will be required to enter repayment on their federal educational loans until they return to school; however, deferment or forbearance options are available if the student makes a request to their lender.

Post-Withdrawal Disbursement

If students did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, they may choose to decline the loan funds so that you don't incur additional debt.

San Ignacio University may use all or a portion of the post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees, and other allowable charges (if you had previously signed the Title IV Authorization form). However, the school needs the student's permission to use the Post-withdrawal disbursement for all other school charges. If the students do not give their permission, they will be offered the funds. It may be in the student's best interest to allow San Ignacio University to keep the funds to reduce their debt at the school. The student will be responsible for any remaining debt on the student's account.

There may be some federal student aid funds that the students were scheduled to receive that they cannot earn once they withdraw because of other eligibility requirements.

Unearned Funds

Most grants, scholarships, and loan programs offered at San Ignacio University are subject to the student's completion of the semester in addition to compliance with Satisfactory Academic Policy and other conditions to retain eligibility. Upon withdrawal, students may be subject to return unearned funds. Please see each program's terms.

Withdrawal and Return of Title IV Funds (R2t4) Policy

Federal Financial Aid (Title IV Funds) is awarded to a student under the assumption that the student will attend school for the entire period for which the aid is awarded. The term "Title IV Funds" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS loan(s) (Graduate PLUS and Parent PLUS)
- Federal Pell Grant
- Other Title IV Aid

If a recipient of Title IV funds withdraws or stops attending courses (including academic dismissal or expulsion) after beginning attendance for any reason, he/she may no longer be eligible for the full amount of Title IV Funds. A proration calculation is used to determine the amount of federal funds the student has earned based on the number of days in the enrollment period and the number of days the student actually attended. If students complete 60% or more of the semester they are considered to have earned all of their federal aid and will not be required to return any funds.

Federal law requires schools to calculate how much Federal Financial Aid a student has earned if that student withdraws in one of the following ways:

- Completely withdraws, or
- Stops attending before completing the semester, or
- Receives all non-passing grades in a semester, including but not limited to F, I, W.

Important:

The law specifies how a school must determine the amount of Title IV program assistance that students earn if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Work-Study (FWS) and Federal Perkins Loans.

When students withdraw during their payment period or period of enrollment (the school can define these for them and tell them which one applies), the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If students received (or their school or parent received on their behalf) less assistance than the amount that they earned, they may be able to receive those additional funds. If they received more assistance than they earned, the school and/or the students must return the excess funds

The amount of assistance that a student has earned is determined on a prorated basis. For example, if students completed 30% of their payment period or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Once they have completed more than 60% of the payment period or period of enrollment, they earn all the assistance they were scheduled to receive for that period.

If a student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the student Post-withdrawal disbursement includes loan funds, the student's school must get the student's permission before it can disburse them. The students may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt.

The student's school may automatically use all or a portion of the student's Post-withdrawal disbursement of grant funds for tuition, fees and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when the students enroll), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that students could schedule to receive which cannot be disbursed to them once they withdraw because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the student's program before he/she withdraws, the student will not receive any Direct Loan funds that he/she would have received had the student remained enrolled past the 30th day.

If the student receives (or the student's school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the student's school must return a portion of the excess equal

to student receives (or the student's school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the student's school must return a portion of the excess equal to the lesser of:

1. The students institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the student's Title IV program funds.

If the student's school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the student's parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return, the student (or the student's parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is the student makes scheduled payments must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with his/her school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from any refund policy that the student's school may have. Therefore, students may still owe funds to the school to cover unpaid institutional charges. The student's school may also charge the student for any Title IV program funds that the school was required to return. If the student doesn't already know what his/her school's refund policy is, the student can ask the student's school for a copy. The student's school can also provide the student's with the requirements and procedures for officially withdrawing from school.

If the student has questions about the student's Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov

*Student package is paid only once \$1,600, at the beginning of the Culinary Program --

Withdraw Date

A student's withdrawal date is the earlier date of the following:

- The last date of academically-related activity provided on the San Ignacio University calendar, or
- The date the student informed San Ignacio University of their intention to withdraw.

How the Earned Financial Aid is Calculated

Institutions are required to determine the percentage of Title IV aid ‘‘earned’’ by the student and to return the unearned portion to the appropriate aid programs. Regulations require schools to perform calculations within 30 days from the date the school determines a student’s complete withdrawal. The school must return the funds within 45 days of the calculation. A student has ‘‘earned’’ all of their aid if they complete 60% or more of the semester.

When the calculation is completed San Ignacio University will return the unearned portion of Title IV Funds that are requested from the school. If there is a portion of unearned aid that the student is responsible for returning (via the R2T4 calculation) it is the student’s responsibility to make payment arrangements within 45 days of notification. Failure to return funds as required can result in the loss of eligibility for future federal financial aid. A copy of the R2T4 calculation worksheet can be requested from the Financial Aid Office, in accordance with federal regulations.

Overpayments

An overpayment can occur when:

* A student that received Pell Grant funds withdraws from the institution before completing 60% of attendance, as required by federal regulations. · In the process of verification, there is an increase of the EFC (Expected Family Contribution) that surpasses the limit of Pell eligibility.

In all instances of grant overpayment, Pell Grant funds must be returned following the Title IV Return Policy. Students are responsible for complying with repayment in order to maintain eligibility for other Title IV aid. No further aid can be disbursed until grant overpayments are resolved.

Satisfactory academic progress (SAP) standards for financial aid recipients

Satisfactory academic progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the University to establish, publish and apply standards to monitor student progress toward completion of his/her degree program.

Financial Aid Probation

Students will be placed on financial aid satisfactory progress probation if they failed to meet SAP Standards. Students are eligible for financial aid while on probation. During the probationary term, students must attain the required cumulative GPA and cumulative completed credits percentage and must successfully follow the academic plan submitted with their AP Probation Form (completed with the Academic Coordinator for the Program). Failure to attain the required GPA and/or cumulative completed credits percentage will result in suspension of financial aid eligibility. If students do not attain required GPA and/or cumulative completed credits percentage but successfully follow the

academic plan submitted with their SAP Form, students may submit a follow-up appeal showing they have met the terms of their academic Improvement Plan.

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

ACADEMIC REGULATIONS AND PROCEDURES

UNITS OF CREDIT

Credit hours are awarded on a semester basis according to the successful completion of coursework for which the student has registered. The successful completion of one unit of credit is equivalent to the following total credit hours per semester:

1 lecture credit = 15 hours

1 laboratory credit = 30 hours

1 internship/externship or practicum credit = 45 hours

San Ignacio University is under compliance with the U.S. Department of Education which defines credit hour as: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practical studio work, and other academic work leading to the award of credit hours.

All of our courses comply with the accreditation criteria of ACICS, which states:

(a) Credit in traditionally delivered programs measured in credit hours must be calculated based on one of the following attribution formulas:

(i) One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum. The formula for calculating the number of quarter credit hours for each course is: $(\text{hours of lecture}/10) + (\text{hours of lab}/20) + (\text{hours of practicum}/30)$; or

(ii) One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is: $(\text{hours of lecture}/15) + (\text{hours of lab}/30) + (\text{hours of practicum}/45)$.

The faculty, supervised by our Academic Director, is responsible for all aspects of the curriculum and degree program requirements including credit hours associated with each.

COURSE LOAD

Full time students are those students who are registered for at least 12 credit hours in the fall and spring semester. Half time students are those who are registered for a minimum of 6 credit hours, but less than 12 credit hours in the fall and spring semester. In the summer semester, those students who are registered for at least 6 credit hours will be deemed full time students.

Students, who drop courses during a semester and reduce their course load, will be classified in accordance with their reduced course load.

COURSE NUMBERING SYSTEM

San Ignacio University uses the following course numbering system:

Coding system based on capital letters as initials for each program course, followed by a number indicating the semester, a letter indicating the type of course and another number indicating the sequential order of classes for each course type. Specific initials and numbers are represented as follows:

Culinary Arts - Baking & Pastry Programs:

CA	Culinary Arts
BP	Baking and Pastry
CUL-CU	Culinary Arts Lab Bachelor level
BAK	Baking Lab Bachelor level

01	Term One
02	Term Two
03	Term Three
04	Term Four
P	Practice Course
T	Theoretical Course
L	Language Course

A number given to a course within the course type indicates its position starting with number 1 and going in chronological order of the course title list. For example:

The code for Latin American Cuisine is CA02P4, which indicates that this class is in the Culinary Arts Program (CA), second term (02), it is a practical course (P), and it is the fourth practice course listed on the course title list (4).

Early Childhood Education - Hospitality Management - International Business - Business - Marketing

Concentration Courses per Program:

EE	Early Childhood Education
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HFT	Hospitality Management
INB	International Business
MAN	Business
MKA	Marketing

First number indicates if the course belongs to an upper or lower division:

- 1:** Lower division Courses
- 2:** Lower Courses
- 3:** Upper Courses
- 4:** Upper Courses

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

Concentration Courses per Program:

ED	Education
EB	Education
HF	Hospitality Management
MA	Business
LB	Law
FI	Finance

First number indicates if the course belongs to an upper or lower division:

- 5:** Upper division Courses Master Degree
- 6:** Upper division Courses Master Degree

ATTENDANCE POLICY

Students are expected to attend all scheduled classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily at the beginning of the class by the professor in charge.

Students enrolled in the **AS Culinary of Arts Program** are expected to attend all scheduled classes for the courses they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily. Enrolled students are permitted 1 absence per class during an 8-week term. Students missing 2 classes per course over the length of a term will receive a one-letter grade deduction from their final course grade. Missing 3 classes will result in failure of the course regardless of grade average and an automatic drop from the course. It is the student’s responsibility to provide the class instructor the proper documentation to excuse the missed day (ex. Dr.’s note if the student was ill) as well as to arrange to make up work missed due to the absence.

Students enrolled in **Business, Marketing, International Business, Education and Hospitality Management programs** are permitted no more than 2 “free” absences in one semester (13% of the total contact hours). Students missing 3-5 classes over the course of the semester will receive a one-letter grade deduction from their

final course grade; missing 6 classes will result in failure of the course regardless of grade average and an automatic drop from the course. It is the student's responsibility to arrange to make up work missed because of an absence. All homework and assignments must be delivered on the assigned day regardless of the absence.

International Students:

SEVIS outline that reasons for termination in attendance is when an F-1 Students fell below 80% (missing more than 3 classes).

STUDENT TARDINESS POLICY

A student is considered to be late if comes to class 15 minutes late after that period, students will be consider absent for that day. Three tardies will be considered as a one full absence. If the student misses half of the class period at the beginning and at the end of class it is considered a full absence. It is at the Instructors discretion whether or not the instructor will allow the student to enter class and participate in activities. The grade for the day however, will still remain a zero and an absence.

Instructors will contact the Student Services Coordinator to give an Attendance Warning for those students who have more than 3 absences.

LEAVE OF ABSENCE POLICY

Students may request a leave of absence from their academic program in cases where personal circumstances temporarily disable them from achieving progress. Leave of absences are granted with the reasonable expectation that the student will return from the leave. All students must submit the request in a written, dated and signed format to the Registrar Office. The University may grant leave of absences to a student who did not provide a request earlier due to unforeseen circumstances. In these cases, the University will determine the beginning date for the approved leave of absence, and will collect the request from the student at a later date.

Notification of authorized leave of absence will be issued to the student, including the scheduled date for return. An authorized leave of absence cannot exceed 180 days in any 12 month period and if student fails to enroll at least half-time for 180 days (6 months) in any 12-month period, the student will be considered as withdrawn from the University. After two consecutive semesters of non-enrollment, students must follow the procedures for readmission, outlined in this catalog. A student returning from a leave of absence is required to resume training at the same point of the academic program that he or she began. Students' receiving Financial Aid assistance must review the consequences with the Director of Financial Aid (for more information review the chapter of Financial Aid for our AS in Culinary Arts in this Manual).

International students must follow the regulations for their student visas, and therefore, are not eligible for leaves of absence.

TRANSFER OF CREDITS

Students seeking to transfer credits earned at another postsecondary institution to SIC, or from SIC to other institutions should note that the transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits. The policy of the University regarding the evaluation of course content from other universities to determine its equivalency with a course offered at SIC is that approximately three-fourths of the course content must match the content of the course offered at SIC if it is to be accepted for transfer. For evaluation purposes, students must provide a copy of the course description for the course to be evaluated and the school catalog for the time period during which the course was taken and Course Syllabus.

For our Associate & Bachelor Programs: San Ignacio University accepts up to 75% of transfer credits into our degree program. Decisions concerning the acceptance of transfer credits earned in any course are made at the discretion of the Academic Department.

For our Master Programs: San Ignacio University accepts up to 50% of transfer credits. Decisions concerning the acceptance of transfer credits earned in any course are made at the discretion of the Academic Department.

Students seeking transfer credits from International Colleges or Universities are required to provide an official transcript and a certified Transcript as well as a course descriptions (from catalog), and course Syllabi by a member of the Association of International Credential Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the foreign credentials to credentials awarded by institutions in the United States.

CHANGE OF PROGRAM OR MAJOR

Students who contemplate a change from one program or major to another should discuss this possibility with the Academic Coordinator to determine the effect such a change would make on the student's satisfactory academic progress. The University defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All credits attempted count toward the total program length of 1.5 times the number of semesters required for completion of the major program.

If a student changes his/her major or program, only those credits that are common to both programs will be accepted toward the new degree program.

CLASSROOM BEHAVIOR & TARDINESS POLICY:

- Students are expected to arrive to class on time and stay the entire class session. Students that arrive late will not be allowed to enter class unless there is a justified reason for arriving late. Attendance will not be considered for late arrivals to class.
- Please do not disrupt class by walking in and out of the classroom.
- University policy prohibits eating in the classroom.

ACADEMIC HONESTY POLICY:

- Students are expected to adhere to the University's policies on conduct and academic honesty. Violations of these policies will not be tolerated. In particular, cheating on any test or exam will result in a zero for that grade and the zero will not be dropped or replaced. If a second offense should occur, the student will receive a failing grade for the course.
- All work presented must present the sources, citing them appropriately. Plagiarism is sanctioned with suspension or expulsion from the University. Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws. Students who commit plagiarism will obtain a grade of "Failure" on their exam or assignment.

ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to San Ignacio University until six months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses. Dismissed students for the second time due to academic dismissal may no longer matriculate at the institution. To return to the University, students may petition the Academic Department, providing a letter of intent and documentation of academic improvement. The committee will consider appeals that document mitigating circumstances.

GRADUATION POLICY

Students who have maintained at least a 2.0 GPA, 3.0 GPA for Master's Degrees, and have completed all the required coursework for their major may request permission for graduation. Application for graduation must be made to the University Registrar by the end of the third week of classes in the student's final term, paying the \$120 Graduation fee. After this application is submitted, an internal audit will be done in the Academic Department, Accounting Department, and Library to review the student's file for pending matters of clear the file. After this audit is done and signed by each department's coordinator, the student is approved for graduation.

Students who have applied for graduation but do not meet the minimum requirements will receive a letter within five (5) working days after the Application for Graduation was received. This letter will

provide the student with specific information about their progress to date and any remaining requirements that must be met.

PROCEDURE FOR GRADE APPEALS / STUDENT GRIEVANCE

The Student needs to approach the Student Services representative with their grade concern or grievance. The Student Services Department will then notify the Academics Coordinator and a meeting will be called with the student. The purpose of this meeting is to address requests for revision of academic grade(s). The Academic Coordinator along with the Student Services representative will then present their proposed decision to the Academics Director and his/her decision will be final. The Academics Department establishes its internal decision-making procedure and it will be revealed to all parties involved. The faculty member responsible for the course is the only person who may make a grade change. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions.

A challenge to a grade received in a course, comprehensive examination or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus.

A student who deems it appropriate to challenge a grade will proceed as follows:

- ✓ If the grade challenged is in a course, the student will first discuss the matter with the faculty member teaching the course in an effort to resolve the grievance informally.
- ✓ If the grievance is not settled, the student may then file the Grade Appeal Form with the Academic Department.
- ✓ The form must be filed no later than ninety (90) calendar days after the date on which the grade was due in the Registrar's Office.
- ✓ The Academic Coordinator or Academic director will make an informal investigation, hearing both the student and the faculty member, and attempt an informal reconciliation. The Academic Coordinator or Academic Director will render a decision within thirty (30) calendar days and inform the student and faculty member in writing.
- ✓ If the student wishes to appeal the decision of the Vice-president of Academics, he or she may request a decision with the President and CEO.
- ✓ The Vice-president of Academics in conjunction with the President and CEO will reach a decision within thirty (30) calendar days and notify the student and the faculty member in writing. The decision will be either that the grade will stand, or that the faculty member will change the grade as recommended by the Academic Department and President and CEO.

The student and/or the faculty member may appeal the decision of the Academic Department to the Director no later than five (5) working days after their decision. The President and CEO Decision shall be final.

If the complaint has not been resolved by the staff of San Ignacio University to the satisfaction of the student, the complaint may be referred to:

Florida Commission for Independent Education
325 W. Gaines Street Suite 1414
Tallahassee, FL 32399-0400
Ph.: (850)-245-3200 or (888) 224-6684

Accrediting Council for Independent Colleges and Schools
750 First Street NE
Suite 980
Washington, DC 20002-4223
Tel: 202.336.6780
Fax: 202.842.2593

SATISFACTORY ACADEMIC PROGRESS (SAP) OVERVIEW

Students must make satisfactory progress both in terms of cumulative grade point average and the total amount of time taken to complete the required course sequence as outlined by semester. To maintain satisfactory progress, the student must:

Complete their total program in no more than 1.5 times the number of semesters described in this catalog for the program

Undergraduate:

Establish and maintain at least a 2.0 GPA by the end of the student's second term of enrollment and all subsequent terms. (Grades for classes that were transferred from another Institution are shown as "T" on the transcript and will not be used in computing the student's grade point average.)

Graduate:

Establish and maintain at least a 3.0 GPA by the end of the student's second term of enrollment and all subsequent terms. (Grades for classes that were transferred from another Institution are shown as "T" on the transcript and will not be used in computing the student's grade point average.)

Factors that may influence satisfactory progress and that may result in extended time are:

- Deviation from the catalog requirements in the number of hours taken per semester
- Deviation in the course sequence recommended
- Withdrawal from classes
- Repeated courses
- Grades of "Incomplete"
- Changing the major or the program
- Probation or suspension
- Grade appeal process
- Earning more than one degree at a time

In calculating Satisfactory Academic Progress, Grades "A" through "C-" are considered passing grades. Grades "W" and "I" indicate that no grades were earned for the course. A "W" grade indicates that the student withdrew from the course. An "I" grade indicates that the student was passing the course, but failed to complete all the required course work. The instructor, at his/her discretion may grant an "I" grade instead of an "F", pending completion of the course work by the student within a specified time arranged by the instructor and told to the student. It is the student's responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" grade becomes an "F". For students receiving transfer credit from other institutions, a grade of "T" will appear on their transcript. Courses for which a "T" is given will not be used in computing the student's grade point average.

A student's grade point average ("GPA") is computed by dividing the sum of all grade points earned at the Institution by the total number of credits in all courses for which grades "A" through "F" were

received. Courses in which a “W” or “I” or “T” or “P” grade was received will not be used in computing a student's GPA.

DEFINITION OF SATISFACTORY ACADEMIC PROGRESS

Each student enrolled must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status, and/or termination from the program of study.

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both of these sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study.

To maintain Satisfactory Academic Progress, a student must establish and maintain at least a 2.0 or 3.0 for Masters, overall cumulative grade point average by the end of the student's second term of enrollment and all subsequent terms of enrollment. Also, to maintain Satisfactory Academic Progress, the student must complete the required percentage of coursework attempted.

Any student who fails to establish or maintain Satisfactory Academic Process must meet with the Student Services Coordinator or with the Vice-President of Academics.

A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Credit Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C-" or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher.

	Minimum Cumulative Undergraduate/Graduate:	Overall GPA	Required percentage of completion of coursework attempted:
Interval I: End of the second term:	2.0/3.0		60%
Interval II: End of the student's third and any subsequent term:	2.0/3.0		66.67%
Interval III: The total maximum for completion per the timeframe described under "Quantitative Criteria" below.	2.0/3.0		66.67%

CALCULATION OF THE CREDIT COMPLETION PERCENTAGE

The credit completion ratio or percentage is calculated by dividing the total number of credit hours successfully completed by the student in his or her program by the total number of credit hours attempted by the student. For the purposes of calculation, credit hours attempted by the student include:

- A. all courses taken while the student is enrolled in his or her program of study or
- B. a different program of study, if:
 - 1) The subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or
 - 2) If a course or courses count toward the satisfaction of any of the coursework requirement in the current program

CONDITIONS THAT MAY RESULT IN PROBATION, RESTRICTED COURSE LOAD STATUS, OR TERMINATION

The following describes the conditions under which a student may be placed on probation, restricted course load or terminated completely from a program of study.

1. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the semester, unless the student appeals the determination of the lack of Satisfactory Academic Progress in writing to the Vice-President of Academics. The Vice-President of Academics may grant the student's appeal if all the requirements specified below under Academic Probation and Restricted Course Load sections are met. If the appeal is granted, the student will be placed on probation or restricted course load status during the student's next semester of attendance. Such action is not automatic, but at the discretion of the Institution.
2. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the following semester, unless the student appeals the determination of the lack of Satisfactory Academic Progress in writing to the Vice-President of Academics. The Vice-President of Academics may grant the student's appeal if all the requirements specified below under Restricted

Course Load sections are met. If the appeal is granted, the student will be placed on Restricted Course Load status during the student's next semester of attendance.

3. At the end of following semester, if the student is not making Satisfactory Academic Progress, he or she will be terminated from his or her program of study.

CALCULATION OF OVERALL CUMULATIVE GRADE POINT AVERAGE

The calculation of a student's overall GPA in his or her program of study will include the following:

- The grade or grades earned by the student during each course in which he or she was enrolled in the program of study at the university.

- The grade or grades earned by the student during which he or she was enrolled in a different program of study at the university.

If the course or the content matter of any course taken in another program of study is substantially the same as a course in the student's current program of study, that course satisfies the coursework requirement of his or her current program of study.

QUANTITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS

All students must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (66.7% of hours attempted) each academic year. Additionally, a student must complete the degree within a maximum timeframe of attempted credit hours.

Program	Credits	Maximum Number of Attempted Credits	Credential
Education	36	54	Master of Education
Hospitality Management	36	54	Master of Arts
Business Administration	42	63	Master of Business Administration
Business	120	180	Bachelor of Arts
International Business	120	180	Bachelor of Arts
Marketing	120	180	Bachelor of Arts
Hospitality Management	120	180	Bachelor of Arts
International Business	60	90	Associate of Arts

Hospitality Management	60	90	Associate of Arts
Culinary Arts	71	107	Associate of Science

The Maximum Time Frame for the Completion of any program of study is 150% of the credit hours designated for the program. A student is not considered to be making Satisfactory Academic Progress if the university determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study or a different program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program. Authorized leave of absence periods will not be counted toward maximum time frame calculation.

**MAXIMUM TIME FRAME FOR SATISFACTORY ACADEMIC PROGRESS
SATISFACTORY ACADEMIC PROGRESS POLICY**

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn a degree.

MAXIMUM TIME FRAME (MTF) Master of Education

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Master of Education degree program in 36 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 54 credit hours.

The MTF, which is 1.5 times the normal completion time of 36 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Master of Education degree program within the 54 credit hours MTF cannot earn a Master of Education degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Master of Education degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Master of Arts in Hospitality Management

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Masters in Hospitality Management degree program in 36 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 54 credit hours.

The MTF, which is 1.5 times the normal completion time of 36 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Masters in Hospitality Management degree program within the 54 credit hours MTF cannot earn a Masters in Hospitality Management degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Masters in Hospitality Management degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Master of Business Administration

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Masters of Business Administration degree program in 42 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 63 credit hours.

The MTF, which is 1.5 times the normal completion time of 42 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the - Masters of Business Administration degree program within the 63 credit hours MTF cannot earn a Masters of Business Administration degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Masters of Business Administration degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Bachelor of Arts in Business

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Bachelor in Business Administration degree program in 120 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credit hours.

The MTF, which is 1.5 times the normal completion time of 120 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Bachelor in Business Administration degree program within the 180 credit hours MTF cannot earn a Bachelor in Business Administration degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Bachelor in Business Administration degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Bachelor of Arts in International Business

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Bachelor in International Business degree program in 120 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credit hours.

The MTF, which is 1.5 times the normal completion time of 120 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Bachelor in International Business degree program within the 180 credit hours MTF cannot earn a Bachelor in International Business degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Bachelor in International Business degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Bachelor of Arts in Marketing

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Bachelor in Marketing degree program in 120 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credit hours.

The MTF, which is 1.5 times the normal completion time of 120 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student

who does not successfully complete the Bachelor in Marketing degree program within the 180 credit hours MTF cannot earn a Bachelor in Marketing degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Bachelor in Marketing degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Bachelor of Arts in Hospitality Management

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Bachelor in Hospitality Management degree program in 120 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credit hours.

The MTF, which is 1.5 times the normal completion time of 120 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Bachelor in Hospitality Management degree program within the 180 credit hours MTF cannot earn a Bachelor in Hospitality Management degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Bachelor in Hospitality Management degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Associates in International Business

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Associate in International Business degree program in 60 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 90 credit hours.

The MTF, which is 1.5 times the normal completion time of 60 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Associates in International Business degree program within the 90 credit hours MTF cannot earn an Associate in International Business degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Associates in International Business degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Associate of Arts in Hospitality Management

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Associate in Hospitality Management degree program in 60 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 90 credit hours.

The MTF, which is 1.5 times the normal completion time of 60 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Associate in Hospitality Management degree program within the 90 credit hours MTF cannot earn an Associate in Hospitality Management degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Associate in Hospitality Management degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Associate of Science in Culinary Arts

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Associate in Culinary Arts degree program in 71 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 106.5 credit hours.

The MTF, which is 1.5 times the normal completion time of 71 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Associate in Culinary Arts degree program within the 106.5 credit hours MTF cannot earn an Associate in Culinary Arts degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Associate in Culinary Arts degree program will be multiplied by 1.5 to determine that student's MTF.

ACADEMIC PROBATION

All students enrolled must demonstrate that they are making satisfactory academic progress toward the completion of their chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These

are as follows: academic probation, restricted class load status, and/or termination from the program of study. The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both of these sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

RESTRICTED COURSE LOAD

An undergraduate student who, during the semester of probation, still does not earn a C- in every course or a 2.0 cumulative GPA is required to meet with his or her coordinator to determine whether a reduced course load may be appropriate for the student. If the coordinator determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of credit hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "C-" or better in all courses and earns a cumulative grade point average of 2.0, then the following semester, the student must register only for those courses in which he or she did not receive a "C-" or better. If, during that semester, the student still does not earn a "C-" or better for those courses, he or she will be terminated from the program of study and suspended from the Institution for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

A graduate student who, during the semester of probation, still does not earn a B in every course or a 3.0 cumulative GPA is required to meet with his or her coordinator to determine whether a reduced course load may be appropriate for the student. If the coordinator determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of credit hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "B" or better in all courses and earn a cumulative grade point average of 3.0, then the following semester, the student must register only for those courses in which he or she did not receive a "B" or better. If, during that semester, the student still does not earn a "B" or better for those courses, he or she will be terminated from the program of study and suspended from the Institution for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

INCOMPLETE GRADE IN A COURSE

If a student receives a grade of A, B, C or D in any course, the student will have successfully completed that course. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the semester following the semester in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" becomes an "F".

PASS (P) GRADE IN A COURSE

If a student receives a grade of P in any course, the student will have successfully completed that course. A grade of “P” will have no effect on the student’s cumulative grade point average. However, the grade of “P” is added to hours attempted within the specified maximum time frame.

WARNING

Warning is a warning status for students who failed to meet standards of satisfactory academic progress. Students are placed on Warning as the result of the following scenarios:

- Cumulative GPA is less than 2.0 by the end of the undergraduate student's second term of enrollment and all subsequent terms or
- Cumulative GPA is less than 3.0 by the end of the graduate student's second term of enrollment and all subsequent terms
- Completion of less than 60% of credits attempted

RESOLVING WARNING STATUS

To resolve warning status and get back into "Good Standing", students can do one of the following (depending on what caused the student to go on warning):

- Complete the next term successfully, which is defined as completing 60% of all credits for the term with a GPA above the required minimum.
- If the warning was caused by an "Incomplete" grade, have the "I" grade changed to a passing grade before the end of the warning term.

TRANSFER COURSES

Students will receive a grade of “T” for courses taken at another institution that are being transferred in for required courses at the institution. The grade of “T” has no effect on the student’s cumulative GPA or successful completion of courses. However, a grade of “T” is added to hours attempted within the specified minimum time frame.

REPEAT COURSES

A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Credits attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt.

Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

A student who earns grade of “F” in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course, but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript, however.

CHANGE OF PROGRAM OR MAJOR

Students who contemplate a change from one program or major to another should discuss this possibility with the Student Services Coordinator to determine the effect such a change would make on the student’s satisfactory academic progress. This institution defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All credits attempted count toward the total program length of 1.5 times the number of semesters required for completion of the major program. If a student changes his/her major or program only the credits that are common to both programs may be accepted toward the new degree program.

ADDITIONAL DEGREE PROGRAM

Students who wish to earn another degree must re-apply for admission. Upon acceptance, courses, which count toward the new degree program completion requirements, will be transferred. A student may only transfer courses with a final grade of “C” or higher. Credit attempted and grades earned in the student’s new program of study will count towards determining satisfactory academic progress.

WITHDRAWAL FROM A COURSE

Students may withdraw from a course during the drop/add period (the first week of class) without punitive grades or financial obligations. If the student withdraws a course after the drop/add period (the first week of class), they will receive a “W” grade in the course. The last day of physical attendance determines whether or not grades are recorded for the semester. If the last day of attendance is within the first half of the semester, a grade of “W” is given. If the last day of attendance is within the second half of the semester, the student will receive a final letter grade. The grade of “W” has no effect on the student’s cumulative GPA. However, the grade of “W” is added to hours attempted within the specified maximum time frame.

READMISSION AFTER SUSPENSION FOR UNSATISFACTORY ACADEMIC PROGRESS

If the student was not making satisfactory academic progress in his or her program of study as of the last semester enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the institution’s determination to the Vice-President of Academics and the Vice-President of Academics grants the student’s appeal. The Vice-President of

Academics will consider mitigating circumstances in addressing the appeal. If the Vice-President of Academics grants the appeal, then the student will be placed on either academic probation or restricted course load status (at the discretion of the Vice-President of Academics), as appropriate, during the student's next semester of attendance in any program of study.

If the student is given permission for readmission, the student must agree in writing to the terms for readmission outlined by the institution and must execute a new Enrollment Agreement. The student must also pay all current tuition, fees and any other costs associated with the student's program of study.

APPEALING A DETERMINATION OF UNSATISFACTORY PROGRESS

If it is determined that a student is failing to make satisfactory academic progress in his or her program of study, and an appeal in writing to the Vice-President of Academics has not been granted, the student may appeal the determination in writing to the President and CEO. The student's appeal must provide details concerning the circumstances affecting the student's academic progress (such as serious illness or injury befalling the student, the death of a close relative of the student or any other special circumstances) that may influence the institution's decision to terminate or not to readmit the student into his or her program of study.

The President and CEO will consider the appeal to determine whether the special circumstances explained in the student's written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study despite the student's failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student's appeal will be made at the discretion of the President and CEO in conformity with the principles and standards described in this catalog and will be final and binding on the student. If the President and CEO decides in favor of the student's appeal, the student will be placed either on academic probation or restricted course load status during the student's next semester of attendance in a program of study.

STUDENT RECORDS

Students should be aware that student records submitted to the University become the property of the San Ignacio University and shall not be released to third parties. Such records may be used by the University in any manner that the San Ignacio University deems appropriate.

A hold shall be placed on the records of any student that owes an obligation to the San Ignacio University. A student may not register or receive a transcript from the San Ignacio University until the obligation is paid in full to the San Ignacio University and the hold is properly removed. Removal of a hold may take approximately two (2) business days.

TRANSCRIPT REQUESTS

San Ignacio University will release the transcript to the student. Provided a hold does not exist, a student may request a transcript from the Registration Department by completing and delivering a

transcript request form. Transcript requests may be made in person or by mail. The first transcript request is free of charge. However, for any additional requests for official transcripts, San Ignacio University will charge \$15.00 per copy and \$5.00 per non-official transcript. Official and non-official transcript requests may take approximately five (5) to ten (10) business days to process.

Students' Right to Know

San Ignacio University has policies that ensure that students have access to records as provided under federal and state laws. San Ignacio University is in compliance with Student Right to Know Act (PL 101-542). The following policies describe student rights in this regard. Please contact the Registration Department for further questions regarding a student's rights to access his/her records.

Amendment of Records

A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the San Ignacio University official who maintains the records amend them. The San Ignacio University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of the San Ignacio University for further determination or confirmation. If the San Ignacio University decides to refuse to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing.

Hearing Procedures

Should the request for a change in the student's records be denied, the student may appeal the decision to the Vice President of Academic Affairs within thirty (30) days and ask for a hearing. The Vice President of Academic Affairs shall designate a hearing committee, which will include one administrator other than the one who has denied the request and two faculty members of San Ignacio University.

The decision of the Hearing Committee shall be final, except that final appeal to the President of the San Ignacio University remains open. The challenge to be considered in such hearings may extend only to the material in the respective San Ignacio University file, e.g., it may extend to the correct recording of a grade, but not to the appropriateness of the grade.

Students, dissatisfied with the results of a hearing may place a statement in the education record in question commenting upon the information therein, and/or setting forth any reason for disagreement with the San Ignacio University's decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

Maintenance of Student Records

Official academic records are maintained in the Registration Department. Included are admission applications and associated documentation, the registration forms for each semester in residence; the records of grades and credits received in courses at this institution or accepted here from other institutions; and other documents directly relating to the student's academic progress and status.

GRADING SYSTEM

The grading system for academic performance appears on the following page. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total credit hours attempted.

Letter Grade	Description	Percent Equivalent	Grade Point Average GPA	Part of Cumulative GPA
A	Excellent Work	96-100%	4.0	Yes
A-	Excellent Work	90-95%	3.7	Yes
B+	Good Work	87-89%	3.3	Yes
B	Above Average Work	83-86%	3.0	Yes
B-	Above Average Work	80-82%	2.7	Yes
C+	Average Work	77-79%	2.5	Yes
C	Average Work	73-76%	2.2	Yes
C-	Average Work	70-72%	2.0	Yes
D+	Fail	67-69%	1.7	Yes
D	Fail	63-66%	1.3	Yes
D-	Fail	60-62%	1.0	Yes
F	Fail	Below 59%	0.0	Yes
W	Withdrawn**	n/a	n/a	NO
WA	Administrative Withdrawn	n/a	n/a	NO
TC	Transfer Credit	n/a	n/a	NO
I*	Incomplete	n/a	n/a	NO

* Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total credits attempted.

** Grade not calculated in CGPA and course hours are not included in total credits attempted.

Repeated Courses

The new grade for a failed course that has been repeated will not replace the prior grade. Both the grade earned and the credits taken for the repeated course will be included in the SAP calculations.

W Grade

A student who formally withdraws from the institution before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

WA Grade

Students may be administratively withdrawn from a course at the discretion of the instructor if they are absent from the course for the equivalent of 3 weeks (Culinary Students), or 6 weeks (Business Students).

TC Grade

A grade of TC is assigned for a student's successful transfer of credits earned from an accredited institution. Neither the grade nor the credits are included in the CGPA or credits attempted calculations. The total number of credits transferred is deducted from the total number of credits needed for program completion. The maximum time frame (MTF) for a transfer student will be 1.5 times the total hours needed for program completion.

Incompletes (Grades "I")

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

CANCELLATION AND REFUND POLICY OF COURSE AND/OR PROGRAMS

Courses may be cancelled due to lack of students, lack of instructors or lack of facilitation space. In this event the school will try to provide the student with a viable alternative course. If this cannot be accommodated the school will fully refund all tuition and fees paid by the students for that specific course within 30 days from the original initiation date.

If for any reason a student should be terminated or his/her classes need to be canceled, all refunds will be made according to the following refund criteria:

- Cancellation must be made in person, by electronic mail, certified mail, or by termination notice.
- All payments received will be refunded in accordance with the tuition and fee refund table below.

The following refund policy will be applied after a student has been admitted to the University:

1. **Application fee** is non-refundable: \$80
2. **Refund Policy: Withdrawal from individual courses**

During add/drop period

Students who drop individual courses during the drop/add period specified in the Academic Calendar and below will receive a total refund for the tuition and fees for the course.

After add/drop period

Students who drop individual courses after the drop/add period specified in the Academic Calendar and in the graph below will receive a refund for the tuition and fees for the courses as specified below.

Procedure

At the University, students must obtain and filled a Change of Status Form from the Office of the Registrar. This completed form must be delivered to the Financial Department. From the Office of the Registrar. This completed form must be delivered to the Financial Department.

3. Refund Policy: Withdrawal from the University

Students who register but do not attend classes or who withdraw from the University for any reason after attending classes will receive refund or credit according to the graph below.

Procedure

Students withdrawing from the University must do so officially by obtaining a withdrawal form from the Office Student Services and Academic Affairs and by making the following arrangements:

- Take the Change of status form to their Academic Coordinator or Director for his/her signature.
- Request a Certificate of Compliance from the Library to make sure there are no pending overdue book charges, etc.
- Go to the Registrar Department to amend the records accordingly as per the Change of Status Form.
- File a Refund Petition with the Financial Department.

The effective date of withdrawal will be the date on which the Registrar receives the notice.

Tuition and fees will be refunded as follows:

Student Withdrawal – Fall/Spring/Summer	Percentage of Refund of full Semester Charge
During drop/add - first week of class	100%
Weeks 2 and 3 of the semester	60%
Week 4 of the semester	40%
Week 5 of the semester	20%
Week 6 of the semester and after	No Refund

For purposes of determining the percentage of refund, the first week of classes will be considered the start of the semester. The University hereunder shall make all refunds within thirty (30) days of the date that the University determines that the student is eligible for a refund. Student must claim refunds within one calendar year.

- Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- Refunds will be made within 30 days of termination or receipt of Cancellation notice.
- If a student reapplies within one academic school year, the student will not have to pay the application fee. However, all other fees will apply.
- If a student makes any payment in the form of a check and the check is returned to us by our Banking Institution as “Insufficient Funds”, there will be a fee of \$50.00 in addition to the amount of the Check.
- There will be a late fee penalty of \$ 50.00, when monthly tuition payments are not paid on the due date.
- If a student fails a course, he or she must retake the failed course, before being eligible to continue to the next designated class. The cost of a course retake will be 100% of the full course cost. The grade is recorded permanently on the student’s academic record. Both grades will appear on the academic transcripts.

ACADEMIC CALENDAR 2017 FOR ALL ACADEMIC PROGRAMS

Spring 2017

January 9, 2017	Spring semester starts
January 16, 2017	Martin Luther King Day (no classes)
February 17, 2017	Last day to drop classes
February 20, 2017	Presidents Day (no classes)
April 10-17, 2017	Spring Recess
April 3-8, 2017	Registration for Summer 2017 classes
April 24-29, 2017	Finals/Classes end

Summer 2017

May 8, 2017	Summer semester starts
May 29, 2017	Memorial Day (no classes)
June 12, 2017	Last Day to drop classes
July 4, 2017	Independence Day (no classes)
August 7-12, 2017	Registration for Fall 2017 classes
August 14-19, 2017	Finals/Classes end

Fall 2017

August 28, 2017	Fall semester starts
September 5, 2017	Labor Day (no classes)
October 2, 2017	Last day to drop classes
October 9, 2017	Columbus Day (no classes)
November 10, 2017	Veterans Day (no classes)
November 23-26, 2017	Thanksgiving (no classes)
December 4-9, 2017	Registration for Spring 2018
December 18-22, 2017	Finals/Classes End

PROGRAMS OF STUDY

San Ignacio University offers the following programs:

1. Associate of Science – Culinary Arts
2. Associate of Arts – International Business
3. Associate of Arts – Hospitality
4. Bachelor of Arts- Business
5. Bachelor of Arts- Hospitality
6. Bachelor of Arts- International Business
7. Bachelor of Arts- Marketing
8. Master of Business Administration
9. Master of Arts in Hospitality Management
10. Master in Education

The Academic Year is the period of time generally divided into three semesters in which a full-time student is expected to complete the coursework equivalent to at least three semesters. At San Ignacio University a full time student could complete at least 45 semester credit hours in 52 weeks.

ASSOCIATE OF SCIENCE IN CULINARY ARTS PROGRAMS OUTLINE

Duration of Program: 64 weeks /16 Months / 4 Semesters

Credential: Associate of Science in Culinary Arts

Admissions Requirements

In order to complete the admissions process, the candidate must meet the following requirements:

- A completed signed and dated application form
- Application fee \$80 payable to San Ignacio University (non-refundable)
- Enrollment Agreement
- Submit high school diploma or a GED (General Education Diploma) and official high school transcripts. Failure to meet this requirement will result in a possible start for the following semester, once the required documentation is produced we admit the student. Failure to produce the documentation, students will not be allowed to register for the semester
- Government issued picture identification (upon admissions)
- Payment of the student package

Program Goals and Objectives- AS Culinary Arts

In our Culinary Arts programs, students will learn the theory, practice and art of cooking. The comprehensive curriculum is grounded in: theory, technique, efficiency and teamwork. This approach assures that students move smoothly and thoroughly through the programs.

The programs are designed to teach specific skills, which gradually become more complex as the programs progress. We begin by training students how to taste. They learn to appreciate the subtleties of a wide variety of foods from herbs and spices to vegetables and meats. As the course continues, students are immersed in techniques, such as knife skills, dry, and moist-heat cooking methods, sauce making restaurant simulations, and pastry baking, among others. As students grow more confident, they build upon skills they have mastered in earlier classes to create increasingly complex dishes and, later, comprehensive menus.

While our Culinary Arts curriculum is grounded in classical French techniques, food style and preparation techniques are decidedly international. To that end, we have designed the programs so that students work with ingredients and styles from countries around the world.

Most lessons will conclude with a group tasting and critique by the chef instructor along with the attending students for the day's work. This will enable students to continue developing their palates, identifying their successes and helping them to learn how to identify and solve problems. Homework, a crucial adjunct to any in-class learning, is assigned regularly in order to acquaint students with

upcoming future topics.

Classes are offered during the day, as well as during evening hours. San Ignacio University recognizes many students have limited time to devote to scholastic advancement. The University strives to make each student's educational experience both informative and accessible.

Completing a course or programs in a language other than English may reduce employability where English is required. Courses are offered in both English and Spanish. Course scheduling may vary depending upon language in which instruction is given. Students should check with the administration to determine class scheduling.

By the end of the Culinary Arts Program, students at San Ignacio University will have completed the following objectives:

- Exhibit a solid knowledge of cooking methodologies that conform to established U.S. professional culinary practices.
- Establish and maintain high standards of sanitation that conform to and exceed requirements set forth by U.S. law.
- Exhibit a solid knowledge of techniques for food preparation, presentation, and service, including competence in production and basic baking and pastry skills.
- Develop problem solving techniques in real world applications.
- Demonstrate the ability to act as a team member.
- Develop intermediate skills in the French language and culinary French
- Demonstrate presentation techniques as they apply to hot and cold dishes.
- Plan and present a grand buffet.
- Demonstrate working knowledge of the factors involved in setting up and operating a restaurant facility.
- Communicates in oral and written English.
- Understand the main subject areas of World History.
- Understand the main issues related to environmental effects of our actions.

PROGRAM OUTLINE ASSOCIATE OF SCIENCE IN CULINARY ARTS**

ASSOCIATE OF SCIENCE IN CULINARY ARTS PROGRAM BREAKDOWN BY SEMESTER**		
COURSE NUMBER	COURSE TITLE	CREDITS
Semester I		
CA01P1	Culinary Skills I	2
CA01P2	Culinary Skills II	2
CA01T1	Introduction to Gastronomy for Culinary Arts	2
CA01P4	Pastry Fundamentals	2
CA01T3	College Algebra*	3
CA01T4	Product Knowledge	2
CA01T5	Food Safety	2
CA01L1	French I*	2
CA04L5	English Language*	2
Semester 2		
CA02P1	Fish & Seafood Identification And Fabrication	2
CA02P2	Basic Pastry For Culinary Arts	2
CA02P3	Culinary Skills III	2
CA02P4	Latin American Cuisine	2
CA01P3	Meat Identification and Fabrication	2
CA02T2	Food & Beverage Cost Control I	2
CA02T3	Nutrition & Dietetics	2
CA02T4	World History*	3
CA02L2	French II*	2
Semester 3		
CA03P1	European Cuisine I	2
CA03P2	Asian Cuisine	2
CA03P3	Plated Desserts for Culinary Arts	2
CA03T1	Food & Beverage Cost Control II	2
CA03T2	Table Service	2
CA03T3	Introduction to Wines	2
CA02T1	Menu Development	2
CA03T5	Environmental Science*	3
CA03L3, CA03P4, CA04P4	Elective: Choose One French III, Peruvian Cuisine, North American Regional Cuisine	2

Semester 4		
CA03T4	Purchasing & Inventory Management	2
CA04P1	European Cuisine II	2
CA04P2	Garde Manger	2
CA04P3	Chocolate & Confections	2
CA04T1	Principles of Management	2
CA04T2	Banqueting & Catering	2
CA04T3	Marketing & Promoting Food	2
	Total Credits	71

***General Education Classes.**

General education classes are composed of 15 credits and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective. General education courses may include, but are not limited to, English, history, philosophy, literature, religion, art, music, sociology, foreign languages, humanities, mathematics, chemistry, biology, and psychology, when such courses are not within the area of concentration of a vocational, occupational, or professional program.

****Subject To Change**

ASSOCIATE OF ARTS IN INTERNATIONAL BUSINESS

60 credits, 60 Weeks or 4 Semesters (15 weeks in length each)

Credential: Associate of Arts in International Business

Admissions Requirements

In order to complete the admissions process, the candidate must meet the following requirements:

- A completed signed and dated application form
- Application fee \$80 payable to San Ignacio University (non-refundable)
- Enrollment Agreement
- Submit high school diploma or a GED (General Education Diploma) and official high school transcripts. Failure to meet this requirement will result in a possible start for the following semester, once the required documentation is produced we admit the student. Failure to produce the documentation, students will not be allowed to register for the semester
- Government issued picture identification (upon admissions)

Program Description:

This program allows the students to develop insights into the international business field, while learning about the concepts of commercial transactions between two or more countries and understanding the difference between a local and an international operation. The program should grant the student the necessary tools and develop the essential skills needed to understand the various factors that must be considered when launching an international operation. In addition, this program should increase the students' capability to comprehend the nature of international business at a micro and macro level. In this sense, this degree, combines specialized courses in international business, humanities, sciences, economics, accounting, and mathematics.

Program Objective:

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

ASSOCIATE OF ARTS IN INTERNATIONAL BUSINESS PROGRAM BREAKDOWN BY SEMESTER**		
Course Number	Course Title	Credit Hours
Semester 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Semester 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics	3
Semester 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MAN2604	International Business	3
Semester 4		
ECO2023	Principles of Microeconomics	3
MAR2141	International Marketing	3
MAN2614	International Trade	3
FIN2220	Finance	3
GEB2955	International Current Business Practices	3
TOTAL CREDITS:		60

***General Education Classes.**

General education classes are composed of 30 credits and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective. General education courses may include, but are not limited to, English, history, philosophy, literature, foreign languages, humanities, mathematics, and biology such courses are not within the area of concentration of a vocational, occupational, or professional degree program.

****Subject to Change**

ASSOCIATE OF ARTS IN HOSPITALITY MANAGEMENT

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

Credential: Associate of Arts in Hospitality Management

Admissions Requirements

In order to complete the admissions process, the candidate must meet the following requirements:

- A completed signed and dated application form
- Application fee \$80 payable to San Ignacio University (non-refundable)
- Enrollment Agreement
- Submit high school diploma or a GED (General Education Diploma) and official high school transcripts. Failure to meet this requirement will result in a possible start for the following semester, once the required documentation is produced we admit the student. Failure to produce the documentation, students will not be allowed to register for the semester
- Government issued picture identification (upon admissions)

Program Description:

General education courses provide a foundation in communication and personal skills while business courses develop the necessary competencies to understand management principles. Specific courses in Hospitality and Food and Beverage management allow the student to begin a career in the Hospitality industry.

Program Objective:

The Hospitality Management program provides the necessary competencies and skills to start a career in the Hospitality Industry. It aims to provide students with a broad understanding of the operational aspects in today's fast-paced and exciting hospitality and restaurant fields. By the end of the programs, students at San Ignacio University will have completed the following objectives:

- Apply and reflect on knowledge and skills acquired through academic, Craft-based learning and workplace learning activities.
- Operate at supervisory level in operational departments within the hospitality industry.
- Apply contemporary systems and theories relevant to administrative and operational management tasks in hotel departments or units.
- Exhibit solid work ethics, good inter-personal communications, cultural awareness and teamwork skills.
- Use tools for developing their career plans, setting personal goals and developing appropriate common skills.

ASSOCIATE OF ARTS IN HOSPITALITY MANAGEMENT PROGRAM BREAKDOWN BY SEMESTER**		
Course Number	Course Title	Credit Hours
Semester 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Semester 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics	3
Semester 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
HFT1101	Introduction to Hospitality Industry	3
Semester 4		
ECO2023	Principles of Microeconomics	3
FSS2251	Food and Beverage Management	3
HFT2500	Hospitality Marketing	3
HFT2600	Lodging Management	3
MNA1161	Introduction to Customer Service	3
TOTAL CREDITS:		60

***General Education Classes.**

General education classes are composed of 30 credits and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective. General education courses may include, but are not limited to, English, history, philosophy, literature, foreign languages, humanities, mathematics, and biology such courses are not within the area of concentration of a vocational, occupational, or professional degree program.

****Subject to Change**

BACHELOR OF ARTS IN BUSINESS

120 credits, 120 Weeks or 8 Semesters (15 weeks in length each Term)

Credential: Bachelor of Arts in Business

Admissions Requirements

In order to complete the admissions process, the candidate must meet the following requirements:

- A completed signed and dated application form
- Application fee \$80 payable to San Ignacio University (non-refundable)
- Enrollment Agreement
- Submit high school diploma or a GED (General Education Diploma) and official high school transcripts. Failure to meet this requirement will result in a possible start for the following semester, once the required documentation is produced we admit the student. Failure to produce the documentation, students will not be allowed to register for the semester
- Government issued picture identification (upon admissions)

Program Description:

The Business program serves students from a variety of backgrounds who (a) need to complete their undergraduate education to move up in the organizational hierarchy, (b) possess sufficient skills about specific business functions (such as information systems, finance, budgeting, operations etc), but now feel the need to supplement those skills with specialized knowledge on leadership and organizational behavior and/or (c) who want to enter or change their field of study. Members of the faculty employ a variety of instructional techniques and resources aimed at meeting the needs of student clientele. Emphasis is on advising students in course work appropriate to their interests and academic progress. The core curriculum and course work in the Business Administration curriculum reflect the needs of the industry.

Program Objective:

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

BACHELOR OF ARTS IN BUSINESS PROGRAM BREAKDOWN BY SEMESTER**		
Semester 1		Credits
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Semester 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Semester 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MAR1011	Principles of Marketing	3
Semester 4		
ECO2023	Principles of Microeconomics*	3
ACG2071	Managerial Accounting	3
ACG2011	Principles of Accounting II	3
FIN2220	Finance	3
BUL2241	Business Law I	3
Semester 5		
MA20210	College Algebra II*	3
PS20120	General Psychology*	3
WH20400	World History*	3
FR11210	French I	3
MA30720	Strategic Management	3
Semester 6		
MA30220	Human Resource Management	3
IN40320	Global Business Strategy	3
BU30220	Business Law II	3
FI30220	Financial Management	3
MA30410	Entrepreneurship	3
Semester 7		

MA30310	Operations and Supply Chain Management	3
MA30510	Organizational Behavior	3
MA30610	Leadership and Communication	3
MA30810	Marketing Research	3
IN30220	Negotiation	3
Semester 8		
MA30320	E-Marketing	3
MA30120	Business Management	3
ST30210	Statistics II	3
MKA2932	Marketing Management	3
CA40050	Business Capstone	3
TOTAL CREDITS:		120

***General Education Classes.**

General education classes are composed of 48 credits and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective. General education courses may include, but are not limited to, English, history, philosophy, literature, religion, art, music, sociology, foreign languages, humanities, mathematics, chemistry, biology, and psychology, when such courses are not within the area of concentration of a vocational, occupational, or professional program.

****Subject To Change**

BACHELOR OF ARTS IN HOSPITALITY MANAGEMENT

120 Credits, 120 Weeks or 8 Semesters (15 weeks in length each term)

Credential: Bachelor of Arts in Hospitality Management

Admissions Requirements

In order to complete the admissions process, the candidate must meet the following requirements:

- A completed signed and dated application form
- Application fee \$80 payable to San Ignacio University (non-refundable)
- Enrollment Agreement
- Submit high school diploma or a GED (General Education Diploma) and official high school transcripts. Failure to meet this requirement will result in a possible start for the following semester, once the required documentation is produced we admit the student. Failure to produce the documentation, students will not be allowed to register for the semester
- Government issued picture identification (upon admissions)

Program Description:

The Hospitality Management program is designed to address the increased industry growth and demand for professionals with advanced knowledge and business skills. The program is designed to develop professionals to understand and acquire the skills and competencies necessary to successfully manage a wide variety of operations, from hotels and restaurants to casinos and senior living facilities, with the goal of enhancing the student's career opportunities. Students would be able to enter the field as managers in Hotels, cruise lines, events, lodging, spa, operations, food & beverage, and travel agencies.

Program Objective:

The Hospitality Management program provides the necessary competencies and skills to start a career in the Hospitality Industry. It aims to provide students with a broad understanding of the operational aspects in today's fast-paced and exciting hospitality and restaurant fields.

BACHELOR OF ARTS IN HOSPITALITY MANAGEMENT PROGRAM BREAKDOWN BY SEMESTER**		
Course Number	Course Title	Credit Hours
Semester 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Semester 2		
ENC1102	English Composition II*	3
EUH1001*	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Semester 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
HFT1101	Introduction to Hospitality Industry	3
Semester 4		
ECO2023	Principles of Microeconomics*	3
FSS2251	Food and Beverage Management	3
HFT2500	Hospitality Marketing	3
HFT2600	Lodging Management	3
MNA1161	Introduction to Customer Service	3
Semester 5		
FIN2220	Finance	3
PS20120	General Psychology*	3
WH20400	World History*	3
FR11210	French I	3
MA30720	Strategic Management	3
Semester 6		
MA30220	Human Resource Management	3
FS30210	Food and Beverage Cost Control	3
FS30310	Food Sanitation Management	3
HF30720	Hotel Operations	3

HF30620	Hotel Sales Management	3
Semester 7		
FS40410	Restaurant Management	3
HF30520	Hospitality Managerial Accounting	3
MA30610	Leadership and Communication	3
MA30810	Marketing Research	3
IN30220	Negotiation	3
Semester 8		
MA30120	Business Management	3
HF30410	Systems of Accounts in the Hospitality Industry	
HF30810	Hospitality Law	3
HF40920	Strategic Hospitality Management	3
CA40030	Hospitality Management Capstone	3
TOTAL CREDITS:		120

***General Education Classes.**

General education classes are composed of 45 credits and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective. General education courses may include, but are not limited to, English, history, philosophy, literature, religion, art, music, sociology, foreign languages, humanities, mathematics, chemistry, biology, and psychology, when such courses are not within the area of concentration of a vocational, occupational, or professional program.

****Subject To Change**

BACHELOR OF ARTS IN INTERNATIONAL BUSINESS

120 CREDITS, 120 WEEKS OR 8 SEMESTERS (15 WEEKS IN LENGTH EACH TERM)

Credential: Bachelor of Arts in International Business

Admissions Requirements

In order to complete the admissions process, the candidate must meet the following requirements:

- A completed signed and dated application form
- Application fee \$80 payable to San Ignacio University (non-refundable)
- Enrollment Agreement
- Submit high school diploma or a GED (General Education Diploma) and official high school transcripts. Failure to meet this requirement will result in a possible start for the following semester, once the required documentation is produced we admit the student. Failure to produce the documentation, students will not be allowed to register for the semester
- Government issued picture identification (upon admissions)

Program Description:

Our students will develop the skills required to potentially advance in an international business career. Our Bachelor program in International Business will enable our students to understand the connections between business thinking and philosophies in an international context. Our courses include culturally sensitive communications and assessments of foreign risks to business and our students will develop the ability to create a nation-specific risk assessment, analyze the impact of globalization on large companies, and develop strategies for navigating a highly competitive global market.

Program Objective:

To prepare individuals to attain a global vision of the dynamic world of business by providing them with a foundation on the principles and processes of the economy, marketing, management, trade, government regulations, accounting, social responsibility and business ethics. This degree allows students to excel in areas such as Foreign Affairs, Public Affairs, Diplomacy, Non-Profit Organizations, International Trade Companies, Domestic and Foreign Corporations, Contracting and Consulting, International Airlines and Foundations.

BACHELOR OF ARTS IN INTERNATIONAL BUSINESS PROGRAM BREAKDOWN BY SEMESTER**		
Course Number	Course Title	Credit Hours
Semester 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Semester 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Semester 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MAN2604	International Business	3
Semester 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MAN2614	International Trade	3
FIN2220	Finance	3
GEB2955	International Current Business Practices	3
Semester 5		
ACG2011	Principles of Accounting II	3
PS20120	General Psychology*	3
WH20400	World History*	3
FR11210	French I	3
MA30720	Strategic Management	3
Semester 6		
MA30220	Human Resource Management	3
IN40320	Global Business Strategy	3
BUL 2241	Business Law I	3
FI30220	Financial Management	3

MA30410	Entrepreneurship	3
Semester 7		
MA30310	Operations and Supply Chain Management	3
MA30510	Organizational Behavior	3
MA30610	Leadership and Communication	3
MA30810	Marketing Research	3
IN30220	Negotiation	3
Semester 8		
MA30320	E-Marketing	3
MA30120	Business Management	3
IN30120	International Freight and Insurance	3
ACG2071	Managerial Accounting	3
CA40040	International Business Capstone	3
TOTAL CREDITS:		120

***General Education Classes.**

General education classes are composed of 45 credits and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective. General education courses may include, but are not limited to, English, history, philosophy, literature, religion, art, music, sociology, foreign languages, humanities, mathematics, chemistry, biology, and psychology, when such courses are not within the area of concentration of a vocational, occupational, or professional program.

****Subject To Change**

BACHELOR OF ARTS IN MARKETING

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

Credential: Bachelor of Arts in Marketing

Admissions Requirements

In order to complete the admissions process, the candidate must meet the following requirements:

- A completed signed and dated application form
- Application fee \$80 payable to San Ignacio University (non-refundable)
- Enrollment Agreement
- Submit high school diploma or a GED (General Education Diploma) and official high school transcripts. Failure to meet this requirement will result in a possible start for the following semester, once the required documentation is produced we admit the student. Failure to produce the documentation, students will not be allowed to register for the semester
- Government issued picture identification (upon admissions)

Program Description:

The marketing program aims to develop the student to become a strategic marketing professional with knowledge and tools needed to become successful marketers for today's global business environment. Our curriculum program is designed to utilize both theoretical concepts and real-world cases to develop skills in marketing decision making, problem solving, marketing processes and situations, independent thinking, and appreciation of their own and other cultures. This degree offers students to peruse their careers in the areas such as Media Coordinators, Media Buyers, Market Research, Public Relations, Advertising Sales, and Product Development.

Program Objective:

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

**BACHELOR OF ARTS IN MARKETING
PROGRAM BREAKDOWN BY SEMESTER****

Course Number	Course Title	Credit Hours
Semester 1		
ENC1101	English Composition I*	3
SPC1600	Introduction to Public Speaking*	3
EVR1009	Environmental Science*	3
MAC1105	College Algebra*	3
PHI2600	Introduction to Ethics*	3
Semester 2		
ENC1102	English Composition II*	3
EUH1001	Western Civilization I*	3
BSC1005	General Biology*	3
HLP1081	Total Wellness*	3
STA2023	Statistics*	3
Semester 3		
AML2020	American Literature*	3
ECO2013	Principles of Macroeconomics*	3
GEB1011	Introduction to Business	3
ACG2001	Principles of Accounting I	3
MAR1011	Principles of Marketing	3
Semester 4		
ECO2023	Principles of Microeconomics*	3
MAR2141	International Marketing	3
MKA1511	Advertising	3
MKA1021	Business Management and Consumer Behavior Analysis	3
MKA2932	Marketing Management	3
Semester 5		
ACG2011	Principles of Accounting II	3
PS20120	General Psychology*	3
WH20400	World History*	3
FR11210	French I	3
MA30110	Distribution Channels	3
Semester 6		
MK30220	Services Marketing	3
IN40320	Global Business Strategy	3
MA30420	Consumer Behavior	3
FIN2220	Finance	3

MK30610	Business To Business Marketing	3
Semester 7		
MA30710	Brand Management	3
MA30510	Organizational Behavior	3
MA30610	Leadership and Communication	3
MA30810	Marketing Research	3
IN30220	Negotiation	3
Semester 8		
MA30320	E-Marketing	3
MA30120	Business Management	3
MA30520	Pricing and Profitability Decision Making	3
MA40920	Promotion Management & Integrated Marketing Communications	3
CA40060	Marketing Capstone	3
TOTAL CREDITS:		120

***General Education Classes.**

General education classes are composed of 45 credits and are those University-level courses designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective. General education courses may include, but are not limited to, English, history, philosophy, literature, religion, art, music, sociology, foreign languages, humanities, mathematics, chemistry, biology, and psychology, when such courses are not within the area of concentration of a vocational, occupational, or professional program.

**** Subject To Change**

MASTER OF BUSINESS ADMINISTRATION - MBA

42 Credits, 64 Weeks or 5 Semesters (15 weeks in length each)

Credential: Master of Business Administration

Admissions Requirements

In order to complete the admissions process, the candidate must meet the following requirements:

- A completed signed and dated application form
- Application fee of \$80 payable to San Ignacio University (non-refundable)
- Enrollment Agreement
- Submit a copy of Undergraduate Degree and official Undergraduate transcripts. Failure to meet this requirement will result in a possible start for the following semester, once the required documentation is produced we admit the student. Failure to produce the documentation, students will not be allowed to register for the term.
- Government issued picture identification (upon admission)

Program Description:

The Master's Degree of Business Administration program – the Executive MBA – is a graduate program in business management whose purpose is to shape professionals and executives who hold high-level managerial positions, in order to prepare them to deal with managerial and strategic challenges presented by the changing environment.

The Master's degree program is geared toward providing high-level executives with a global outlook and integrated functional knowledge (administration, finance, marketing, operations, information technology and human resources), as well as the capacity to lead and supervise people, involving them in the management process.

Lastly, the purpose of this program is for students to fully develop their managerial talent in order for it to serve as a basis for interacting effectively and efficiently in an increasingly changing business environment. This program offers the option of a specialization with the selection of one specialization in the following areas:

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

Program Objective:

Upon completion of the Master of Business Administration and selection of one specialization in Marketing Management, International Business or Human Resource Management students will have the capacity to:

- Apply modern marketing theories and techniques related to product design, price, integral communication strategies, distribution channels and the level of service required.
- Design, analyze and evaluate marketing strategies. Prepare creative proposals that respond to organizations' needs.
- Develop a marketing and commercial plan applying a new business opportunity to a going concern, as required.
- Be prepared to develop, launch and position new products and services in the market.
- Understand the basic process of analysis of segments and segmentation, as well as market research for strategic decision-making in companies.
- Apply modern management theories for the design of strategies related to recruiting and selection, compensation and benefits, training plans and career paths, performance evaluation systems, change management and indicator-based talent.
- Analyze and evaluate human resource management strategies being implemented by the organizations to which they pertain.
- Prepare creative proposals for responding to organizations' requirements.
- Develop a strategic human resources plan for a going concern.
- Identify, plan and develop the organizational culture required for a specific strategic business model.

**MASTER OF BUSINESS ADMINISTRATION
SPECIALIZATION IN INTERNATIONAL BUSINESS
PROGRAM BREAKDOWN BY SEMESTER***

Course Number	Course Title	Credit Hours
Semester 1		
MA50000	Business Organization and Management	3
MA50100	Strategic Management and Technology	3
MA50200	Business Operations Management	3
Semester 2		
MA50300	Effective Communications Management	3
MA50400	Business Project Risk Management	3
FI50500	International Economics	3
Semester 3		
MA50600	Corporate Business Finance Management	3
MA60000	Cultural Environment of International Business	3
FI50800	Financial Accounting Management	3
Semester 4		
MA60200	International Economics Management	3
MA60300	International Trade and Investments	3
MA60400	International Capital and Private Equity Management	3
Semester 5		
MA60500	Strategic International Marketing Assessment	3
MA62000	Business Capstone	
TOTAL CREDITS:		42

*** Subject To Change**

**MASTER OF BUSINESS ADMINISTRATION
SPECIALIZATION IN HUMAN RESOURCES
PROGRAM BREAKDOWN BY SEMESTER***

Course Number	Course Title	Credit Hours
Semester 1		
MA50000	Business Organization and Management	3
MA50100	Strategic Management and Technology	3
MA50200	Business Operations Management	3
Semester 2		
MA50300	Effective Communications Management	3
MA50400	Business Project Risk Management	3
FI50500	International Economics	3
Semester 3		
MA50600	Corporate Business Finance Management	3
MA60600	Recruitment and Human Resources Information Systems	3
LB60800	Labor Law Relations	3
Semester 4		
MA60700	Human Resources Management and Compensation Issues	3
FI50800	Financial Accounting Management	3
MA60900	Legal Issues in Human Resources Management	3
Semester 5		
MA61000	Human Resources Policy Management	3
MA62000	Business Capstone	
TOTAL CREDITS:		42

*** Subject To Change**

**MASTER OF BUSINESS ADMINISTRATION
SPECIALIZATION IN MARKETING
PROGRAM BREAKDOWN BY SEMESTER***

Course Number	Course Title	Credit Hours
Semester 1		
MA50000	Business Organization and Management	3
MA50100	Strategic Management and Technology	3
MA50200	Business Operations Management	3
Semester 2		
MA50300	Effective Communications Management	3
MA50400	Business Project Risk Management	3
FI50500	International Economics	3
Semester 3		
MA50600	Corporate Business Finance Management	3
MA61100	Service Marketing Management	3
FI50800	Financial Accounting Management	3
Semester 4		
MA61400	Product and Brand Management	3
MA61200	Marketing Organizational Management	3
MA61300	Customer Relations Management	3
Semester 5		
MA61500	Marketing Business Project Management	3
MA62000	Business Capstone	3
TOTAL CREDITS:		42

*** Subject To Change**

MASTER OF ARTS IN HOSPITALITY MANAGEMENT

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

Credential: Master of Arts in Hospitality Management

Admissions Requirements

In order to complete the admissions process, the candidate must meet the following requirements:

- A completed signed and dated application form
- Application fee of \$80 payable to San Ignacio University (non-refundable)
- Enrollment Agreement
- Submit a copy of Undergraduate Degree and official Undergraduate transcripts. Failure to meet this requirement will result in a possible start for the following semester, once the required documentation is produced we admit the student. Failure to produce the documentation, students will not be allowed to register for the term.
- Government issued picture identification (upon admission)

Program Description

The Master's Degree in Hospitality program– is a graduate program in hospitality management whose purpose is to shape professionals and executives who hold high-level managerial positions, culinary, hospitality, and or restaurant administration backgrounds in order to prepare them to deal with managerial and strategic challenges presented by the changing environment and pursue a career in hospitality management.

The Master's degree program is geared toward providing high-level professionals to challenge them and build relevant skills in enhancing effective decision-making skills and human relations.

Lastly, the purpose of this program is for students to fully develop their managerial talent in order for it to serve as a basis for interacting effectively and efficiently in an increasingly changing environment. Students will gain knowledge and skills necessary for hotel, resort, restaurant, and casino industry management.

Students in the Master's in Hospitality Management program will attain the capacity to run an organization effectively and also the option to specialize by picking one specialization in the following area:

SPECIALIZATION IN HUMAN GASTRONOMY AND RESTAURANT MANAGEMENT

Program Objective:

Students will be able to learn the skills that join food and commerce. The program develops the managerial, financial, marketing and gastronomic skills needed for a successful career. It aims to provide students with a broad understanding of the operational aspects in today's fast-paced and

exciting hospitality and restaurant fields. This program builds students with a broad understanding in strategic hospitality management. This program will introduce student to the Hotel and Hospitality Business, Operations and Industry.

MASTER OF ARTS IN HOSPITALITY MANAGEMENT – SPECIALIZATION IN HUMAN GASTRONOMY AND RESTAURANT MANAGEMENT PROGRAM BREAKDOWN BY SEMESTER**		
Course Number	Course Title	Credit Hours
Semester 1		
HF50000	Hospitality Business Management	3
HF50100	Hospitality Legal Issues and Ethics	3
HF50300	Guest Service and Consumer Management	3
Semester 2		
HF50600	Operations Management	3
HF50400	Hospitality Finance Revenue Management	3
HF50500	Financial Investment Management	3
Semester 3		
HF60700	Food Nutrition and Diet	3
HF60500	Understanding Food: History and Study of Cuisines	3
HF60600	Restaurant Management and Development	3
Semester 4		
HF60800	Sustainable Purchasing and Controlling Costs	3
HF60900	Event Management	3
HF70000	Hospitality Capstone	3
TOTAL CREDITS:		36

*** Subject To Change**

MASTER OF EDUCATION

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

Credential: Master of Education

The Master's in Education program offers study of development, intervention, learning and teaching processes in preschool, kindergarten, primary grade levels and educational leadership. The program objective is to prepare students in the field of education with an entrepreneurial component. The program objective focuses in the nature of Physical, Cognitive, Emotional, Social and Moral Development of Children with implications for Learning and Teaching. The student will also learn major orientations through Minors in the study of Child Development, Special Needs and Leadership.

Admissions Requirements

In order to complete the admissions process, the candidate must meet the following requirements:

- A completed signed and dated application form
- Application fee of \$80 payable to San Ignacio University (non-refundable)
- Enrollment Agreement
- Submit a copy of Undergraduate Degree and official Undergraduate transcripts. Failure to meet this requirement will result in a possible start for the following semester, once the required documentation is produced we admit the student. Failure to produce the documentation, students will not be allowed to register for the term.
- Government issued picture identification (upon admission)

Program Description

The Master in Education program offers study of childhood development, general education, intervention, and learning and teaching process in educational institutions. The program consists of 36 semester hours. This program offers a specialization by choosing one of the following specializations:

- Specialization in Educational Leadership

This program adds depth in philosophy, theory, and practice of classroom teaching in general education, special education, early childhood intervention and educational leadership. This program develops an understanding of the educational institutions and operations requirements of the business structure. This program focuses on planning and implementing developmentally appropriate learning environments and integrated curricula for young children; developing the rational processes by which children acquire knowledge, skills, and positive attitudes toward learning; evaluating the use of spontaneous play and hands- on activities; planned experience and instruction that provide students with opportunities to explore and manipulate ideas and concepts as they explore and manipulate the world. The specializations in this program also provide students a specific preparation in educational

leadership, special education and early childhood education.

Program Objective

The Master’s in Education program offers study of development, intervention, learning, and teaching processes in preschool, kindergarten, primary grade levels and educational leadership. The programs objective is to prepare students in the field of education with an entrepreneurial component. The program objective focuses in the nature of Physical, Cognitive, Emotional, Social and Moral Development of Children with implications for Learning and Teaching. The student will also learn major orientations through Minors in the study of Child Development, Special Needs and Leadership.

PROGRAM BREAKDOWN BY TERM MASTER IN EDUCATION SPECIALIZATION IN EDUCATION LEADERSHIP		
Course Number	Course Title	Credit Hours
Semester 1		
ED50000	History and Philosophy of Education	3
ED50100	Assessment of Individual Differences in General Education and Special Education	3
ED50200	Educational Technology in General Education and Special Education	3
Semester 2		
EB50300	Child Development and Learning in Cultural Context	3
ED50400	Curriculum Development and Implementation	3
ED50500	Education Law and Ethics	3
Semester 3		
ED50600	Basic Reading and Writing Instruction	3
ED60500	Analysis of Student and School Performance Achievement Data for Instructional Improvement	3
ED60600	Leadership for the Twenty-first Century School Leader: Theory and Practice	3
Semester 4		
ED60700	Personnel Functions and Supervision of a School Leader	3
ED60800	Managerial and Financial Functions of a School Leader	3
ED60900	School Administration and Supervision Capstone Project	3
TOTAL CREDITS:		36

Non-Credit Required Seminars		
ED50700	Substance Abuse	N/C
ED50800	Child Abuse	N/C
ED50900	School Violence Prevention and Bullying Intervention	N/C
ED51000	Child Safety, Abduction Prevention and Intervention	N/C

COURSE DESCRIPTIONS

Course N°	Name and Description	Credit
ACG2001	Principles of Accounting I Pre-requisite: College Algebra (MAC1105) This course is an introduction to accounting and its basic concepts. Students will learn how to record, understand and review financial transactions. Among the topics studied we have: financial statements, information system, accrual accounting, sales and receivables and operating assets.	3
ACG2011	Principles of Accounting II Pre-requisite: Principles of Accounting I (ACG2001) This course will help the students to understand the financial components of a business. Among the topics studied we have: budgetary control and planning, responsibility accounting, statements of cash flows, retained earnings and income reporting, investments and inventories.	3
ACG2071	Managerial Accounting Pre- Requisite: Principles of Accounting II (ACG2011) The purpose of this course is to provide students with the problem-solving skills and the knowledge to conduct economic activities as well as the knowledge to apply concepts to add value to the business they will manage. This class will give students the tools to understand and solve business issues. Among the topics studied are: Measuring product costs, strategic management of costs, quality and time, cost analysis for operating decisions and profit planning and budgeting	3
AML2020	American Literature* Pre-requisite: English Composition (ENC1101) This course covers major writers, genres and themes in American Literature from 1900 to the present. This includes fiction, poetry and drama. In addition, students will analyze the social, political and cultural context in which each writing work takes place.	3
BA31000	Advanced Baking and Pastry Hours (Lecture): 15hours (Lab): 30 Pre-Requisite: Chocolate & Confections (CA04P3) The students will incorporate all aspects of previous baking and pastry classes. This will include the creations of items such as crème filled cakes, elaborate nougat recipes, pastries and advanced techniques as molecular innovations. Students will have hands-on time tested techniques that produce a perfect product. The exploration of volume production is also applied for baking and pastry.	2
BP01P1	Introduction to Baking Science This course is an initial ingredient and its function course. The students will get to know the reactions of certain ingredients have when mixed	45 Hours

	together and applied to specific hot or cold applications.	
BP01P2	<p>Baking I</p> <p>This course is designed to give the student practical exposure to the production of pies, crusts and short dough's will be emphasized. Pie filling will be stressed. Specialty and holiday items will be practices. Production speed and skill will be developed. Understanding of basic ingredients, mixing methods and handling techniques will be emphasized</p>	45 Hours
BP01P3	<p>Baking II</p> <p>Pre-Requisite: Baking I (BP01P2)</p> <p>The course introduces students to the fundamental concepts of baking, providing the theoretical base to understand the concepts associated with the proper production of baked goods, including: dough preparation, ingredients definition and purpose, filling rations and dessert preparations. The objective is to provide the student with the skills to make quality products and meet customer satisfaction.</p>	45 Hours
BP01P4	<p>Baking III</p> <p>Pre-Requisite Baking II (BP01P3)</p> <p>The purpose of this theoretical practical course is to expand the students' knowledge of baking procedures; train the students in the proper use of equipment and cook-wear observing the basic rules of industrial safety and hygiene safety. They will learn more about specific baking ingredients, advanced dough production, grains dairy products, spices, flour, and oils used for bake.</p>	45 Hours
BP01P5	<p>Pastry I</p> <p>This course is an introduction to the principles and techniques used in the preparation of high-quality pastries, with an emphasis on fundamental production techniques and evaluation of quality characteristics. Topic will include ingredient functions, and custard ratios and preparations.</p>	45 Hours
BP01T1	<p>Introduction to Gastronomy</p> <p>This course introduces the social, historical, and cultural aspects of the culinary and baking professions. Students learn how traditions food preparation methods have evolved to meet the needs of the current food service industry. Students develop projects based on historical food production methods and professional training techniques.</p>	30 Hours
BP01T2	<p>Mathematics *</p> <p>Students will learn how to correctly read proportions, percentages and rations for recipes. They will be able to convert measurements and do a cost analysis of the finished products.</p>	15 Hours
BP01T3	<p>Product Knowledge</p> <p>Students learn how to identify quality food products related to baking, including grains, sweeteners, fruits, vegetables, dairy products, nuts, and spices through taste, smell, texture, appearance and other factors. They also learn about storage techniques and how to buy fresh or prepared foods.</p>	30 Hours
BP01T4	Food Safety	30

	This course introduces a coordinated system to confront problems of public health, reduce sanitation risks, and guarantee satisfaction of customers, professional workers and food service establishment owners. It will explain how to define and implement quality standards, cost control and risk reduction in the different food service establishments.	Hours
BP01T5	Principles of Design The course covers the study and execution of basic pastry design, shape, texture, color, scale, balance and contrast. Students will make traditional and original designs for cakes and other pastry dishes.	30 Hours
BP02P1	Pastry II Pre-Requisite Pastry I (BP01P5) This course combines theory and practice to teach students the concepts of pastry and develop more advanced pastry preparation techniques. The course includes classes such as mousses; Bavarian's and cake preparation. New techniques and styles will be introduced and learned.	45 Hours
BP02P2	Pastry III Pre-Requisite: Pastry II (BP02P1) This course is an introduction to the principles and techniques used in the preparation of high-quality pastries, with an emphasis on fundamental production techniques and evaluation of quality characteristics. Topics include ingredient functions, and custard ratios and preparations.	45 Hours
BP02P3	Patisserie I The course is designed to give the students of how to prepare a jam, by using the proper techniques for fruits, packing techniques, sterilization, etc. Students will also be taken to our agro industrial campus where they will see the industrial way of preparing a preserved product.	45 Hours
BP02P4	Patisserie II Pre-Requisite: Patisserie I (BP02P3) Students learn the different applications learned on the Basic Dough course to make different pies and tart varieties as different fillings and the basic techniques for rolling, lining a mold, mixing, and preserving dough as well as baking techniques. They learn different decoration techniques.	45 Hours
BP02P5	Patisserie III Pre-Requisite: Patisserie II (BP02P4) The student will learn the preparation and presentation of hot and cold desserts used for restaurant service. The student will prepare a variety of traditional and nouvelle desserts using hot and cold dessert sauces with the appropriate garniture for plated presentation. Classical preparation methods will be featured.	45 Hours
BP02T1	Nutrition This course focuses on the study and history of eating, nutrition science, living matter, anatomy and digestive physiology, energy systems, nutrients, food grouping, feeding, diet therapy, meal planning, calorie calculations and evaluation and quality control are also demonstrated.	30 Hours
BP02T2	Controlling Costs & Food Purchasing	30

	Pre-Requisite BP01T2 Mathematics This is a theoretical and practical course which is based on students learning about the significance of the costs and their impact in food purchases with the results of the management indicators of companies.	Hours
BP02T3	Table & Customer Service This course is a review of the principles of service and hospitality in a restaurant setting to the public. Students study the fundamentals of reservation, high quality service to all customers, and management service. The course structure includes practicum hours in events as assigned by faculty.	15 Hours
BP02T4	Menu Development The students will explore the basics of planning menus for a variety of food service establishments. Students will learn marketing and merchandising menus, menu development and costing, basic menu printing software, and will develop their own individual menus.	30 Hours
BP02T5	Bakery and Pastry Shop Operations The course focuses on purchasing and inventory principles that consist of the operational properties as they apply to a bakery and pastry shop. Theoretical applications will introduce the students to practice in regards to the costs and necessary evils necessary for operations.	30 Hours
BSC1005	General Biology* The purpose of this course is to provide students with the basic knowledge in Biology; topics will include: cell structure and function, evolution, genetics and ecology. The students are expected to use the scientific method of thinking to analyze and relate concepts to the environment.	3
BU30220	Business Law II Pre- Requisite: Business Law I (BUL2241) This course covers the latest developments in business, the law and its applications to the real world of business. The legal environment of business, contracts, commercial transactions, agency and employment law, business organizations, government regulation, property and its protection are some of the topics explore.	3
BUL2241	Business Law I Pre-requisite: Introduction to Business (GEB1011) The purpose of this course is to introduce students to business and its legal environment including the court system and the international system. Among the topics studied we have: constitutional law, administrative law, criminal law, international law, tort law, labor law and environmental law.	3
CA01L1	French I * The purpose of this course is to introduce the students to basic vocabulary and fundamental sentence structures in the present and past. Pronunciation, grammar, and everyday vocabulary are stressed as indispensable tools for comprehension and expression. French customs, culture, and everyday life are also highlighted. Students are expected to participate in open discussions and debates.	2
CA01P1	Culinary Skills I	2

	The course develops within a context of the basic concepts of culinary arts, understanding the application of the various techniques essential for preparing recipes of basic cuisine, all aimed at starting this wonderful work as Haute Cuisine Chef.	
CA01P2	Culinary Skills II Pre-Requisite: Culinary Skills I (CA01P1) or Food Safety (CA01T5) Students will learn basic to advanced cooking techniques and methods, including: roasting, braising, sautéing, poaching, grilling, and broiling. Students will learn to prepare soups, stocks, savory items, fruits, entrées, hot and cold sauces, vegetables and starches. Culinary knife skills and cuts are also learned	2
CA01P3	Meat Identification and Fabrication Pre-Requisite: Culinary Skills II (CA01P2) Students will learn basic to advanced cooking techniques and methods, including: roasting, braising, sautéing, poaching, grilling, and broiling. Students prepare products such as soups, stocks, savory items, fruits, entrées, hot and cold sauces, vegetables and starches, and practice culinary knife skills and cuts.	2
CA01P4	Pastry Fundamentals An Introduction to the principles and techniques used in the preparation of high quality baked goods and pastries, with an emphasis on fundamental production techniques and evaluation of quality characteristics. Topics include ingredient functions custard ratios and preparation.	2
CA01T1	Introduction To Gastronomy For Culinary Arts This course introduces the social, historical, and cultural aspects of the culinary and baking professions. Students learn how traditional food preparation methods have evolved to meet the needs of the current food service industry. Students develop projects based on historical food production methods and professional training techniques.	2
CA01T3	College Algebra* College Algebra includes the following topics: functions, functional notation and operations on functions; graphs of functions and relations; inverse functions; linear, quadratic, rational, absolute value and radical functions; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; mathematical modeling; and applications of the topics listed above.	3
CA01T4	Product Knowledge Students will learn how to identify quality food products including vegetables, meats, fruits, dairy products, nuts, spices etc., through taste, smell, texture, appearance, and other factors. They will learn how and when to buy fresh and prepared foods, and storage techniques. The course will be complimented by our site visits to different food markets.	2
CA01T5	Food Safety This course will enable students to coordinate systems which will identify and lead to resolving problems of public health, reducing sanitation risks, and guarantee satisfaction of customers, professional workers and food	2

	service establishment owners. It will explain how to define and implement quality standards and risk reduction in different food service establishments.	
CA02L2	French II* Pre-Requisite: French I (CA01L1) This is a lecture and practical course with a communication-oriented approach focused on intermediate knowledge of French, conducted at four levels of competencies, i.e. writing, reading, listening, and speaking.	2
CA02P1	Fish & Seafood Identification and Fabrication An overview of the principles of receiving, identify, fabricating, and storing fish seafood. Identification will involve round fish, flat fish, crustaceans, and shellfish. Topics include knife skills, yield results, quality checking, product tasting, storage of various types of fish, techniques for production cuts for professional kitchens, special storage equipment, and commonly used and underutilized of fish. Techniques will be applied by preparing several dishes. Course will include visits to fish markets.	2
CA02P2	Basic Pastry for Culinary Arts Pre-Requisite: Pastry Fundamentals (CA01P4) This course combines lecture and lab to teach students the concepts of pastry and develop the basic pastry preparation techniques. The course includes classes such as tarts, pies, waffles, crepes, cookies, cakes, profiteroles, and puff pastry classes.	2
CA02P3	Culinary Skills III Pre-Requisite: Culinary Skills II (CA01P2) The foundation of cooking techniques and theories from Culinary Skills I and II will be applied in a production setting. Emphasis is placed on individual as well as team production. Three-course menus consisting of soup, salad, and an entrée with a vegetable and a starch will be rotated throughout the class. Vegetarian and vegan menus will be introduced as well.	2
CA02P4	Latin American Cuisine Hours (Lecture): 15hours (Lab): 30 Pre-Requisite: CA01P2 Culinary Skills II This course centers around the ingredients, food culture and cuisine of Latin American countries with an emphasis on Peruvian Cuisine. Traditional recipes, flavors, and techniques will be taught and current trends will be explored	2
CA02T1	Menu Development The students will explore the basics of planning menus for a variety of food service establishments. Students will learn marketing and merchandising menus, menu development and costing, basic menu printing software, and will develop their own individual menus.	2
CA02T2	Food & Beverage Cost Control I Pre-Requisite: College Algebra (CA01T3) This is a theoretical and practical course based on the significance of the	2

	costs and its impact in the results of the management indicators of companies.	
CA02T3	<p>Nutrition & Dietetics</p> <p>This will focus on the study and history of eating, nutritional science, ‘living’ matter, anatomy, digestive physiology, energy systems, nutrients, food grouping, feeding, "Diet" therapy, meal planning, and calorie calculations where evaluation and quality control are also demonstrated.</p> <p>After this course students should be able to describe the general development of Western Civilization, and the dominant intellectual, socio-economic, political, religious and artistic trends which shaped it, from its roots in the ancient Near East to the beginning of its modern period in the seventeenth century.</p>	2
CA02T4	<p>World History*</p> <p>This course is a historical survey of Western culture from its roots in the ancient Near East to the beginning of the modern period in the seventeenth century. We will examine the socio-economic, intellectual, political and other cultural forces that have shaped Western civilization. Topics include the first civilizations of Mesopotamia and Egypt; The Greek civilization and the foundations of Western civilization and the rise of the Roman world from Republic to Empire, Europe in the Middle Ages, and the Renaissance and Reformation.</p>	3
CA03L3	<p>French III</p> <p>Pre-Requisite: FRENCH II (CA02L2)</p> <p>This is a theory and practice course with a communication-oriented approach. Basic, intermediate and advanced knowledge of French is provided within the four language competencies, i.e. writing, reading, speaking and listening.</p>	2
CA03P1	<p>European Cuisine I</p> <p>Hours (Lecture): 15 Hours (Lab): 30</p> <p>Pre-Requisite: Culinary Skills III (CA02P3)</p> <p>In this course students will learn to identify study and experience the richness and variety of culinary preparation in Europe. Traditional recipes, with an emphasis on local ingredients, flavors, and preparation techniques, are introduced from the most representative countries in the region.</p>	2
CA03P2	<p>Asian Cuisine</p> <p>Hours (Lecture): 15 Hours (Lab): 30</p> <p>Pre-Requisite: Culinary Skills III (CA02P3)</p> <p>In this course students will learn to identify study and experience the richness and variety of culinary preparation in Asia. Traditional recipes, with an emphasis on local ingredients, flavors, with preparation and presentation techniques, it will introduce from the most represented Asian countries.</p>	2
CA03P3	<p>Plated Desserts for Culinary Arts</p> <p>Hours (Lecture): 15 Hours (Lab): 30</p> <p>Pre-Requisite: Basic Pastry (CA02P2)</p>	2

	The student will learn the preparation and presentation of hot and cold desserts used for restaurant service. The student will prepare a variety of traditional and nouvelle desserts using hot and cold dessert sauces with appropriate garniture for plated presentation. Classical preparation methods will be featured.	
CA03P4	Peruvian Cuisine Hours (Lecture): 15 Hours (Lab): 30 Pre-Requisite: Culinary Skills III (CA02P3) This practical course will go through the different culinary techniques and recipes from the different regions of Peru that have made the country one of the gastronomical capitals of the World.	2
CA03T1	Food & Beverage Cost Control II Pre-Requisite: Food & Beverage Cost Control I (CA02T2) This course is a study of the principles of cost controls and their application to food and beverage operations. Emphasis will be placed upon the diverse elements of sales within a food and beverage establishment and upon cost controls needed to maintain a profitable operation. Topics will include cost and sales relationship, forecasting sales, preparing budgets, cost control systems, controlling inventory, and computer equipment and software.	2
CA03T2	Table Service This course is a review of the principles of fine service and hospitality in a restaurant setting to the public. Students study the fundamentals of reservation and point-of-sale systems, controlling inventory, merchandising products and services, managing costs, assuring high quality service to all customers, and management service	2
CA03T3	Introduction to Wines This course will acquaint students with the world of wine, introducing them to this millennial drink that has influenced and continues to influence man in art, science, literature, gastronomy, and life itself. The backbone of the course will be the constant tasting of wine in order to recognize the different varieties and styles native to the different regions that produce high quality wine.	2
CA03T4	Purchasing & Inventory Management Hours (Lecture): 15hours (Lab): 30 Pre-Requisite: Food & Beverage Cost Control I (CA02T2) This is a theoretical and practical course, which will teach purchasing and pricing techniques and its effect on business management result ratios, calculating the breakeven point, profit margins, and putting together the companies operating budgets.	2
CA03T5	Environmental Science* This is the study of the physical environment, its relationship with the biosphere, and the human impact upon natural systems.	3
CA04L5	English Language* This course focuses on developing the basic skills of composing quality academic paragraphs and essays while motivating students to engage in	2

	the writing process with creativity and skills. Students will have to develop pre-writing strategies, thesis statement formulation, identifying and using sources, editing, proofreading and supporting the evidence shown.	
CA04P1	<p>European Cuisine II Hours (Lecture): 15 Hours (Lab): 30 Pre-Requisite: European Cuisine I (CA03P1)</p> <p>In this course, students will begin to understand the relationship between history, culture, and cuisine. Students will examine how history, race, religion, environmental, geographical, and social factors all influence food, which is eaten by a specific people. We will explore cuisine in chronological progression through history and watch how the cause and effect of history influences the very food that is eaten today. By viewing cuisine in a historical fashion, students will be better able to see which events were happening in the world concurrently and to make more connections about food and events. It will delve into each influential region and explore not only its history and food but also the culture that has shaped and reinforced what is known as European cuisine</p>	2
CA04P2	<p>Garde Manger Hours (Lecture): 15 Hours (Lab): 30 Pre-Requisite: Culinary Skills III (CA02P3)</p> <p>In this course students will learn preparation and presentation techniques for appetizers served in a reception setting, including: hors-d'oeuvres, canapés, pâtés, salads, dips, cured meats, and sausages. Curing, brining and smoking techniques will be also covered.</p>	2
CA04P3	<p>Chocolate & Confections Hours (Lecture): 15hours (Lab): 30 Pre-Requisite: Basic Pastry For Culinary Arts (CA02P2)</p> <p>This course introduces students to the principals involved in tempering chocolate, creating chocolate sculptures, forming simple centerpieces, and preparing chocolates and other confections with soft, hard, and liquid centers. Learn to use both traditional and contemporary production methods in creating confections by hand and with special equipment. Efficient methods to increase productivity in this highly specialized field will be highlighted.</p>	2
CA04P4	<p>North American Regional Cuisine Pre-Requisite: Culinary Skills III (CA02P3)</p> <p>This course introduces students to the different culinary aspects in North American cooking, which varies according to the different states and regions.</p>	2
CA04T1	<p>Principles of Management Pre-Requisite: College Algebra (CA01T3)</p> <p>This is a theoretical and practical course that covers the fundamentals of business so that students may conceptualize and build their own business plan, reflect upon and analyze a variety of markets, creatively visualize opportunities and synthesize key macro and micro variables of businesses</p>	2

	and their environment. Through the application of a model business plan, this course emphasizes entrepreneurship, the management process and marketing within the framework of globalization and social responsibility	
CA04T2	<p>Banqueting & Catering This course is intended to provide the necessary knowledge for considering the important aspects of event management, such as dealing with customers, selecting and dealing with suppliers, scheduling activities, hiring personnel, supervising the event and evaluating the results.</p>	2
CA04T3	<p>Marketing & Promoting Food It is well known fact marketing affects the lives of all human beings. As a discipline, it entails the study of commercial exchange processes, with special emphasis on companies that introduce improvements in relation with these processes for the purpose of improving profitability for the companies themselves and indirectly for society. Sales are the direct consequence of a well-planned marketing strategy.</p>	2
CA40030	<p>Hospitality Management Capstone Pre – requisites: Last semester of study before graduation The capstone course is an opportunity for students to demonstrate that they have achieved the goals for learning established by their program. Students are expected to create a hospitality management plan in any specific area that the students prefer in reference to growth, creativity, sales, leadership, and innovation in the field.</p>	3
CA40040	<p>International Business Capstone Pre – requisites: Last semester of study before graduation This course provides the students with an opportunity to practice their knowledge on international business and gain feedback as well as, using international business policies and strategies. The students will be expected to keep up to date with international business news for group discussions.</p>	3
CA40050	<p>Business Capstone Pre – requisites: Last semester of study before graduation This course provides the students with an opportunity to practice their business skills by using a business simulation design. Students will be expected to develop a business plan, business analysis, and business strategies.</p>	3
CU40520	<p>Culinary Externship Hours (Lecture): 15 practicum: 90 Pre-Requisite: Restaurant Experience Back Of The House (CUL4051) To enroll in this course the student must complete all the requirements listed on the Practicum Agreement. This course will required students attend classes and also perform 90 hours of externship experience in a participating restaurant location. Every class will cover a specific skill that will help students to become excellent culinary professionals. Students should rotate within every department in the kitchen for hands-on experience. Advancement through the areas of the kitchen will</p>	2

	depend on the student's comprehension and skill technique with the approval of their appointed official. This class is monitored by the professor in charge in coordination with Student Services Department. Each student must report hours accomplished on a weekly basis.	
CA40060	Marketing Capstone Pre – requisites: Last semester of study before graduation This course provides students with the opportunity to develop and practice skills learned previously and currently while their progress is evaluated. Students are expected to show their professionalism and creativity by developing their leadership skills and integrating marketing strategies into their work.	3
CU30010	Vegetarian Cuisine Hours (Lecture): 15 Hours (Lab): 30 Pre-Requisite: CA02P3 Culinary Skills III This course introduces the traditional food preparation methods and how they evolved to meet the needs of health-conscious individuals. This course will also explore current food service trends in the industry to meet the high demand for sustainable food. Students develop projects based on current trends with advanced food production methods and professional training techniques. Innovative dishes are created to entertain the growing awareness of Vegetarian Cuisine. Students should expect to create dishes that will incorporate more vegetables, grains and produce in other applications other than the traditional methods.	2
CU30020	Mediterranean Cuisine Hours (Lecture): 15 Hours (Lab): 30 Pre-Requisite: European Cuisine I (CA03P1) The students will focus on exploring the different realms of Mediterranean Cuisine and the diversity that each region has to offer. Emphasis will be on current trends and sustainability with incorporation of ingredients. Students will have the opportunity to visit different countries, by the creation of their dishes and exploration of ingredient function.	2
CU30030	Italian Cuisine Hours (Lecture): 15 hours (Lab): 30 Pre-Requisite: European Cuisine I (CA03P1) The course develops within a context of advanced concepts of culinary arts, understanding the application of the various techniques essential for preparing recipes of Italian cuisine, preparation of regional recipes with advanced skills, authentic pasta making, diversified sauce preparation, and essential ingredients for authentic Italian Cuisine. Students will apply everyday practice into diversified Italian applications. Student will also	2

	be introduced to the different fused applications in world cuisine	
CU30040	<p>French Cuisine Hours (Lecture): 15 Hours (Lab): 30 Pre-Requisite: European Cuisine II (CA04P1)</p> <p>The students will produce simple and diverse dishes stemming from the days of Marie-Antoine Carême that focused on fewer spices by incorporating more herbs and creamy sauces. Delivering what later is to be known as modern cuisine to the teachings of Escoffier and Haute Cuisine. Students will practice and apply advanced cooking techniques and methods with precise practice of knife skills and cuts emphasized in French Cuisine, proper cooking techniques and sauce making. Students will perfect regional recipes and applications. Students learn the complexity, simple applications of urban, and country cooking.</p>	2
CU30050	<p>American Cuisine Hours (Lecture): 15 Hours (Lab): 30 Pre-Requisite: Culinary Skills III (CA02P3)</p> <p>American Cuisine is based on generations of transplanting immigrants to the staples of American and Indian heritage. America is considered a melting pot and there is no surprises that age tested recipes are constantly evolving. Students will apply principles and techniques used in the preparation of high quality American based foods. Students will consider the originality of ingredients and fused properties. Dishes created will be examined as to the sustainability of each ingredient and how it pertains to the trends of today.</p>	2
CU30060	<p>Garde Manger II Hours (Lecture): 15 hours (Lab): 30 Pre-Requisite: Garde Manger I (CA04P2)</p> <p>The students will explore advanced techniques of cold food preparation. This includes the creation of cured and smoked items to complement the advanced class of Charcuterie; as well as volume preparation of cold sauces, dressings and banquet requirements used for a service. Culinary presentations such as ice sculpturing and advanced platter presentation will be practiced and applied. Students will develop their techniques for</p>	2

	table decorations and the artistry of design with regards to food.	
CU30070	<p>Charcuterie Hours (Lecture): 15 Hours (Lab): 30 Pre-Requisite: Garde Manger I (CA04P2) Students will learn the artisanal specialty centering in cured meats, mousselines, bacon, sausages and forced meat products. The newly revived art of Charcuterie that focuses mainly in products made from pigs. Students will learn to utilize otherwise deemed expendable parts of the animal. The art of creating new flavors and combinations of seasonings and spices to each prepared meat will be explored. This course offers a look into a resurgence of interest in the recreation of a Charcuterie to modern cuisine.</p>	2
CU40000	<p>High Volume Cooking Hours (Lecture): 15hours (Lab): 30 Pre-Requisite: Culinary Skills III (CA02P3) The ability to transform and quantify a recipe will be explored and produced in class. Students will learn how this differs from creating a dish that will be prepared at the moment of service. The ease and difficulties that apply to quantify production of high volume cooking will prepare the students for such events as banquets, school lunches and industry executive lunch rooms. Students will have a better understanding of production of high volume cooking and how it should be maintained.</p>	2
CU40010	<p>Taste the Rainbow: Mixology Hours (Lecture): 15hours (Lab): 30 Pre-Requisite: Introduction to Wines (CA03T3) The complexities of the table and all dishes that are served on it with the different aspects that make our palate explode with excitement will be discovered in this course. The ability to mix and match herbs and spices with wines, spirits, and ales are explored. What do the senses reveal about our preferences, the simplicity and diversity of dishes created to fit a flavor profile and ultimately why do we have such a fascination with ingredients and their harmonies. This course is more than just another wine course it's an exploration of flavor and dimensionality in cuisine.</p>	2
CU40020	<p>Developing Your Palate Hours (Lecture): 15 Lab: 30 Mastering the senses to recognize the intricate flavors and aromas of food is an experience of time. Enhancing qualities of herbs and spices with the conquest of the ever present plate is a task that requires experimenting and tongue and cheek training. With visual stimulation</p>	2

	and hands on experiences, students reconsider what they inherently know about the taste of food and experience it in a new direction	
CU40030	<p>The Presentation Plate Hours (Lecture): 15 Hours (Lab): 30</p> <p>The Mise en place is done; the masterpiece is cooked and ready to be served. Ok so now the really hard questions. What plate do I serve my masterpiece on? How do I serve it? What will be my edible garnish?</p> <p>Making the student the Van Gogh of the culinary generation, paint on a plate that will electrify and stimulate even the dullest of patrons. Students will learn how to plate their food creations and make it profitable, marketable and of course visually appealing to all who choose to dine at their establishment.</p>	2
CU40040	<p>Food Styling & Photography Hours (Lecture): 15 Hours (Lab): 30</p> <p>This course focuses on the ingredients, food culture and finished products and how their inanimate presence is transformed in a magazine cover, insert and video screen. What makes someone interested in purchasing or recreating something they see on a piece of paper? The student will learn how to capture the essence of a dish by mastering the techniques of food stylists and photography experts. Students will use cameras and digital presentations to create a visual conception of trendy plates, ingredients and learn the tricks that master photographers use in creating the pages of a book, magazine or video that entice our appetites.</p>	2
CU40050	<p>Sugar Work and Pastillage Hours (Lecture): 15 Hours (Lab): 30 Pre-Requisite: Chocolate & Confections (CA04P3)</p> <p>The art of Sugar work has recently resurfaced and intrigued interest in novice bakers and chocolatier's around the world. It is often put on the back burner because of the skilled precision and hand work necessary to assemble pulled work pieces. In this course students will learn that Sugar work and the preparation of Pastillage is not a thing of the past. They will be able to create showpiece centerpieces incorporate sugar, chocolate and different aspects of desserts. Producing innovative landscapes and décor to create a themed presentation in sugar work with a skilled hand set to delight an audience of spectators.</p>	2
CU40500	<p>Restaurant Experience Front of the House Hours (Lecture): 15hours (Lab): 30 Pre-Requisite: Table Service (CA03T2)</p> <p>This course introduces the student to the front of the house experience in relation to a full operational restaurant. Preparation and service</p>	2

	techniques are learned as well as extraordinary situations as customer service, reservations, and required materials for a restaurant seating. Students will rotate roles and learn the proper preparation for service; as silverware, table placement and positions held that the front of the house personnel must assume on a day to day basis. This course is designed to give students an express training in restaurant front of the house conditions, emergencies, and proper procedures as well as reinforce all trainings given in other courses.	
CU40510	<p>Restaurant Experience Back of the House Hours (Lecture): 15hours (Lab):30 Pre-Requisite Culinary Skills III (CA02P3)</p> <p>This course will enable students to put into practice all previous training and course material explored in different cuisines, cultures, and recipe creations to prepare for work as chefs, line cooks and prep cooks in any restaurant</p>	2
EB50300	<p>Child Development and Learning in Cultural Context</p> <p>The purpose of this course is to help students understand the significance of the way in which culture impacts development. Students will benefit from the ability to think globally about human development in our culturally diverse world. Among the topics covered are: personalized learning, understanding and engaging cultural diversity, and improved critical thinking and research.</p>	3
EB61000	<p>History and Philosophy of Special Education</p> <p>The purpose of this course is to offer students insight into teaching and learning history in the elementary and middle grades. Students will examine the socio-cultural context for studying history. The course will also survey connections and controversies in world history.</p>	3
EB61100	<p>Introduction to Special Education</p> <p>This course will focus on the methods that research has proven most effective in the challenging field of special education. Students will inspect contemporary professional practices, trends and research in this field.</p>	3
EB61200	<p>Teaching Mathematics, Science, And Technology In General And Special Education</p> <p>This course will study effective methods to teaching across the disciplines of math, science, and technology. Among the topics to be covered is the reasoning behind standards-based instructions, the interdisciplinary approach, and the applications of STEM education in Elementary grades.</p>	3
EB61300	<p>Curriculum Development and Classroom Management for Students with Disabilities</p> <p>The purpose of this course is to analyze strategies for the education of students with mid to high incidence disabilities. Students will be exposed to such topics as elementary and secondary teaching strategies, curriculum development for teaching in specific content areas, culturally responsive practices, and technology based solutions.</p>	3

EB61400	<p>Special Education Capstone Project Pre – requisites: Last semester of study before graduation This course will examine the factors involved in developing effective policies and resolving problems as education leaders. Among the topics to be covered are legal, practical, logistical considerations and issues relating sensitivity, fairness, empathy and parental perceptions</p>	3
EC32000	<p>Early Childhood Education Practicum I Pre – requisites: Last semester of study before graduation This course provides the students with a Practicum in the field of Early Childhood Education as well as contact hours in classroom where early childhood intervention theories will be review. Students are expected to utilize the knowledge obtained from previous classes and the new guidelines and theories that go with this course. Among the topics studied during the classroom contact hours we have: Developing experiences, Advance practicum competencies, authentic practicum placements, Dynamic development, and integrating topic modules.</p>	3
ECO2013	<p>Principles of Macroeconomics* The purpose of this course is to study production, employment, prices, the aggregate expenditures and the aggregate levels of economic activity. Students are expected to analyze monetary and fiscal policies with respect to unemployment and inflation</p>	3
ECO2023	<p>Principles of Microeconomics The purpose of this course is to study the different economic models, the relationship between consumers, firms and markets. In addition, the students will understand how the government regulates the economy and how it intervenes in the market.</p>	3
ED20400	<p>Education Psychology This course offers the necessary knowledge on educational psychology today and the understanding of the importance of educational psychology research on learning, teaching, and the implementation of the appropriate educational practices. Among the topics studied we have: Cognitive development, culture, diversity, learner differences, and learning needs</p>	3
ED20500	<p>Childhood Growth, Development, and Learning The purpose of this course is to provide the students with the knowledge in the process of childhood growth with its developmental stages, and the process of learning. Among the topics studied we have: History of child development, Theories, Methods, Infancy, Early Childhood, and Middle Childhood.</p>	3
ED22700	<p>Legal, Ethical, and Safety Concerns of Children This course offers students an understanding of the relationship between the legal aspect in early childhood, the ethical aspect in early childhood, and the safety concerns of children that contribute to the optimal development and wellness of children. The students will be expected to analyze case studies and to develop possible solutions using legal standards that are ethical to assure the safety of young children</p>	3

ED50000	<p>History and Philosophy of Education</p> <p>This course will provide an examination of philosophies and major figures in education thought major movements in world history. Students will discuss the lives of prominent educators and the ideologies that resulted from their work. The study of these primary topics and figures are aimed towards a better understanding of the social and historical conditions that inform the contemporary field of education.</p>	3
ED50100	<p>Assessment of Individual Differences in General Education and Special Education</p> <p>The purpose of this course is to provide a variety of assessment procedures for special and general education. Students will learn the latest curriculum and performance –based assessment measures with connections to practical instruction. Topics will include how to construct, administer, and score assessments and results for diverse subject comprehension and screening objectives.</p>	3
ED50200	<p>Educational Technology in General Education and Special Education</p> <p>This course will introduce students to approaches methods, and procedures for the integration of new media and technology into the curriculum. Students discuss how to continuously facilitate technology and media-supported learning experiences. The appropriate assimilation of course topics are design to lead to knowledge-based lesson planning that will broaden the classroom experience.</p>	3
ED50400	<p>Curriculum Development and Implementation</p> <p>This course will examine the latest in creative strategies and curriculum ideas. Students will be exposed to accounts of innovative learning experiences and new approaches in the practice of effective curriculum development. Among the topics covered by the course are: the nature and politics of curriculum, processes, management, and trends.</p>	3
ED50500	<p>Education Law and Ethics</p> <p>This course will prepare students with an awareness of legalities, ethical considerations, and other necessary leadership skills in education. Topics discussed will demonstrate how changes in law and society factor into decision-making and how to place situations into ethical frameworks for facilitating the best possible outcome.</p>	3
ED50600	<p>Basic Reading and Writing Instruction</p> <p>The purpose of this course is to learn to detect, assess, and address the needs of students developing reading and writing skills in primary classrooms. Students will be equipped with the knowledge of research, classroom-proven strategies, and samples form classroom. Among the topics covered are: meeting the need of struggling readers, English language learners, and ideas for adaptation within lesson plans.</p>	3
ED50700	<p>Substance Abuse</p> <p>This course surveys the field of substance abuse through key concepts and applied case examples. Students will learn about the neurobiology of addiction and programs and practices in place for treatment and prevention</p>	N/C

ED50800	<p>Child Abuse</p> <p>The purpose of this course is to provide an understanding of the abuse and neglect of children. Students will discuss recognizing and reporting maltreatment, the perpetrators of abuse, the psychological and physical impact, and methods of prevention and intervention.</p>	N/C
ED50900	<p>School Violence Prevention and Bullying Intervention</p> <p>This course will survey research on school bullying behaviors and suggestions for intervention and prevention. Students will examine the environmental context, individual characteristics, family influence, and classroom dynamics that affect or are affected by bullying.</p>	N/C
ED51000	<p>Child Safety, Abduction Prevention, and Intervention</p> <p>The purpose of this course is to comprehend the basics of knowledge-based prevention and identification methods in child safety. Among the topics covered are preventing sexual abuse and child abduction, responsible childcare, and dealing with bullies and Internet safety.</p>	N/C
ED60500	<p>Analysis of Student And School Performance Achievement Data For Instructional Improvement</p> <p>This course will investigate the techniques and importance of effective data management n schools. Discussions will range from Key concepts to useful data resources. Among the topics covered are: Targets, surveys, key performance indicators, and the assessment of learning and student achievement.</p>	3
ED60600	<p>Leadership for the Twenty-First Century School Leader: Theory and Practice</p> <p>This course will offer a comprehensive guide for thinking, acting, planning, prioritizing, and generally managing leadership obligations and decisions in schools. Students will learn effective school management through practical examples and structural strategies.</p>	3
ED60700	<p>Personnel Functions and Supervision of a School Leader</p> <p>This course will examine the major challenges influencing public education and human resources in the United States. Student will focus on the value of personnel in the achievement of educational goals and objective. Topics to be covered will be grounded on the most current concerns in the field.</p>	3
ED60800	<p>Managerial and Financial Functions of a School Leader</p> <p>The purpose of this course is to introduce students to the considerations involved in the management of human and financial capital in education. Students will examine the societal implications of educational needs, legal and social frameworks, the rising cost of education, patterns for school financing, and sources of revenue.</p>	3
ED60900	<p>School Administration and Supervision Capstone Project</p> <p>Pre – requisites: Last semester of study before graduation</p> <p>This course will investigate the methodology behind effective administration of schools in a rapidly evolving environment. Students will</p>	3

	discuss educational standards, common practices, and assessment of leadership style.	
EE10200	<p>Early Childhood Curriculum Planning and Methods</p> <p>This course provides the students with the knowledge to teach by providing a solid foundation of the concepts that will be applied as well as, the importance of child centered curriculum that integrates social, cognitive, physical, and emotional components to assure that children will get developmentally appropriate practices</p>	3
EE21400	<p>Teaching Strategies for Guiding and Recording Student Behavior</p> <p>The purpose of this course is to equip students with the necessary skills to assess, understand and teach students with behavior problems. Among the topics studied we have: Approaches to learning, Response to Intervention, Managing Behavior, Collaborating with families, and assessing behavior problems.</p>	3
EE23600	<p>Introduction To Education *</p> <p>This course offers students an introduction to early childhood education that ranges from ages 0 to 8 years old. The students will learn about the importance of appropriate practices accordingly to the stage of development, the guidelines to meet the educational needs of children, and develop a curriculum that is design in accordance to the stage of development.</p>	3
EE24800	<p>Childcare Management for Early Childhood Learners</p> <p>The purpose of this course is to provide students with the tools to be successful managers in the area of early childhood. Among the topics studied we have: The roles of a director, Program components, Understanding regulations, managing personnel, and Budgeting.</p>	3
EE60000	<p>Education of Young Children: Principles and Methodology</p> <p>This course will prepare students with broad, fundamental understanding of issues influencing contemporary early childhood education. Students will discuss real-world examples, with an emphasis on diversity, families, and children with special needs. Among the topics to be covered are: History, Theories, Diverse Programs, Technology and Professionalism</p>	3
EE60100	<p>Early Literacy Instruction Birth – Grade 3</p> <p>The purpose of this course is to teach students how to facilitate the early exploration and exchanging literature and language experiences for children. Students will discover the effects and mechanics of engaging and developmentally-appropriate activities. Topics to be covered will be based on language arts theories and practices for acquisition, visual literacy, listening, speaking, reading and writing.</p>	3
EE60200	<p>The Study of Disabilities in Infancy and Early Childhood</p> <p>This course will present students with neuroscience and development-based, theoretical information underlying disabilities. Students will also learn the behavioral characteristics of these disabilities and guidelines to address sensory processing deficiencies manifested in regulatory disorders.</p>	3

EE60300	<p>Patterns of Parenting and Child Care in Relation to Early Education and Intervention</p> <p>This course presents models for routine-based, professional, family-centered intervention. Methods discussed will provide a fuller understanding of family environments and implementations of service to empower and support children and their family ecology.</p>	3
EE60400	<p>Early Childhood Education Capstone Project</p> <p>Pre – requisites: Last semester of study before graduation</p> <p>Students will take practical view of the issues they will confront in the classroom and acquire the skills they need to foster developmentally and culturally appropriate practices. Among the topics to be covered are: collaborative teaching, observation and assessment, diversity, and professionalism.</p>	3
EEC3410	<p>Teaching Education Methods, Assessments, and Strategies</p> <p>This course will prepare the students to appropriately use and understand educational methods in Early Childhood, Assessments of young children, and the use of Strategies in early childhood. Among the topics studied we have: Observations, Narratives, Sampling, Charts representations, Scales Representations, Media Techniques, Portfolios, Responding to Findings, Screenings, and Assessments.</p>	3
EEX3345	<p>Young Children with Special Needs Inclusion</p> <p>The purpose of this course is to give students the tools to understand and applied the inclusion approach in children with special needs. Students are expected to apply the knowledge acquired during class into case studies to analyze and create a specific plan to maintain Classroom Management, Learning Goals, and Lesson Modification.</p>	3
ENC1101	<p>English Composition I*</p> <p>In this course students will learn how to write clearly, correctly and effectively. The purpose of this course is to teach students the use of grammar and organizational skills to write an effective essay. The students will learn a general introduction to the principles of writing with emphasis on writing process, thesis, context, purpose and audience.</p>	3
ENC1102	<p>English Composition II*</p> <p>Pre-requisite: English Composition I (ENC1101)</p> <p>This course aims to explore the value of studying literature and language. Through the reading of short fiction and poetry, there will be a concentration on the various ways that literature has articulated meaning for its readers. This course will help explore the different characteristics that give rise to our engagement with literature, whether it is for self-recognition, knowledge, or enchantment. We will examine a variety of standard approaches to literary interpretation, including ways of looking at form, culture and history, and ideology. The exploration of these areas will facilitate students to articulate their own comprehension and interpretations of texts. Prerequisite: ENC1001</p>	3
ESL 110	<p>Beginning Grammar 1</p> <p>Designed to provide the beginner with the foundation of English grammar</p>	40 Hours

	and enable the student to function at least minimally (both orally and in writing) in common English language.	
ESL 111	Introductory Reading 1 Designed to provide the beginner with the foundation of English reading and enable the student to function at least minimally in common English reading situations.	40 Hours
ESL 112	Conversation 1 Designed to acquaint the beginning-level student with the basics of oral skills and listening comprehension to enable the student to function at least minimally in common English-speaking situations.	40 Hours
ESL 113	Writing Level 1 Designed to provide the beginner with the foundation of English writing and enable the student to function at least minimally in common English writing situations.	40 Hours
ESL 114L	Language Lab I Pre- Requisites: ESL 110 This course reinforces English language skills through contact with the teacher and other students and includes practical applications of material taught in ESL classes	20 Hours
ESL 210	Intermediate Grammar Pre- Requisites: ESL 110 This course reinforces English language skills through contact with the teacher and other students and includes practical applications of material taught in ESL classes.	40 Hours
ESL 211	Intermediate Reading Pre- Requisites: ESL 111 Designed to provide the intermediate-level student with a basic foundation in phonetic word attack skills, vocabulary development, comprehension skills and basic study skills.	40 Hours
ESL 212	Intermediate Writing Pre- Requisites: ESL 113 Designed to provide the intermediate-level student with the foundation of English writing and enable the student to function at intermediate level in common English writing situations	40 Hours
ESL 213	Intermediate Conversation Pre- Requisites: ESL 112 Designed to provide advanced beginning to early Intermediate-level verbal and listening skills	40 Hours
ESL 214L	Language Lab II* Pre- Requisites: ESL 114L This course reinforces English language skills through contact with the teacher and other students and includes practical applications of material taught in ESL classes.	20 Hours
ESL 311	High-Intermediate to Advanced Grammar Pre- Requisites: ESL 210 Provides the intermediate-level student with grammatical structures	40 Hours

	presented in a context. Emphasis is on self-expression and conveyance of meaning.	
ESL 312	High-Intermediate to Advanced Reading Pre- Requisites: ESL 211 Designed to provide the intermediate-level student with further study in vocabulary development and to increase reading comprehension through the development of specific reading skills.	40 Hours
ESL 313	Advanced Conversation Pre- Requisites: ESL 213 Provides the student with advanced ESL verbal and listening skills, as well as skills development in individual speech delivery and criticism.	40 Hours
ESL 314	High-Intermediate to Advanced Writing Pre- Requisites: ESL 212 Designed to teach the student how to write paragraphs, using the various rhetorical modes.	40 Hours
ESL 315L	Language Lab III Pre- Requisites: ESL 214L This course is designed to enhance the preparation of advanced non-native speakers of English for successful communication as required in college-level courses. Emphasis is placed on the writing and editing of compositions for grammatical accuracy and clarity through the use of supplementary learning media and materials. Upon completion, students should be able to converse and write in various organizational formats.	20 Hours
ESL 410	Advanced Grammar-Vocabulary Pre- Requisites: ESL 311 Advanced grammar designed to teach sentence-level grammar, as well as a review of tense system and parts of speech.	40 Hours
ESL 411	Academic Reading and Writing I Pre- Requisites: ESL 313 This combined Reading and Writing course aims at providing international students with the writing and reading skills essential to their successful undertaking of academic work at a university in the United States. Strategies will be learned to improve reading and writing skills and a variety of activities will be completed to improve performance (extensive and intensive reading, journal writing, compositions in a variety of rhetorical styles, etc.).	40 Hours
ESL 412	Academic Listening and Speaking Pre- Requisites: ESL 313 In this course, students develop academic listening skills and participate in small group and whole class discussions based on articles, lectures and multi-media sources. Students will learn grammar and vocabulary in the context of the materials used for listening, speaking, reading, and writing activities.	40 Hours
ESL 413	Advanced Conversation Pre- Requisites: ESL 313 In this course, students will practice conversation while considering	40 Hours

	elements of American culture. Conversations in class will focus on everyday topics, as represented in newspapers, magazines, books, blogs, and other media. Students will enhance and refine their conversation, listening and pronunciation skills, and build higher level vocabulary and expressions. The cultural and strategic aspects of oral communication will also be explored.	
ESL 414L	Language Lab IV Pre- Requisites: ESL 315L This course is designed to enhance reading and comprehension skills for advanced non-native speakers of English. Emphasis is placed on understanding academic texts and developing effective note taking skills through the use of supplementary learning media and materials	20 Hours
ESL 511	TOEFL Pre- Requisites: ESL 411 This course is designed to help the student to improve their score on the TOEFL using academic language skills and test taking strategies. The class will practice for specific sections of the test.	40 Hours
ESL 512	Academic Reading And Writing II Pre- Requisites: ESL 411 This is a continuation of academic reading and writing course aims at providing international students with the writing and reading skills essential to their successful undertaking of academic work at a university in the United States. Strategies will be learned to improve reading and writing skills and a variety of activities will be completed to improve performance (extensive and intensive reading, journal writing, compositions in a variety of rhetorical styles, etc.).	40 Hours
ESL 513	English for Academic Purposes Pre- Requisites: ESL 411 This course is to improve academic skills in writing. The topics that will be addressed include register, structure, clarity, coherence and cohesion, and the use of MLA and APA style and referencing.	40 Hours
ESL 514	Academic - TOEFL Listening And Speaking Pre- Requisites: ESL 412 Listening Purposes - To demonstrate basic comprehension, such as understanding the main idea, key points, structure, purpose, conclusion, important facts and relevant details. To learn from listening, such as understanding various relationships between ideas and tracing the development of ideas or events throughout the recordings. To make inferences about an author's opinion and what is implied in a recording. Speaking Purposes - Information Processing – The ability to synthesize and summarize what you have read in your textbooks and heard in and outside of the class. Viewpoint Formation. In some of the speaking tasks, students need to form your own opinion in response to the information you have processed. Delivery - Speech should be clear and have a well-paced flow with only minor lapses in pronunciation or intonation patterns. Language use responses should demonstrate effective use of grammar and	40 Hours

	vocabulary. Topic Development responses should be sustained and sufficient for the task. They should be coherent and well developed with details and examples.	
ESL 515L	Language Lab V Pre- Requisites: ESL 414L This course is designed to continue to enhance reading and comprehension skills for advanced non-native speakers of English. Emphasis is placed on understanding academic texts and developing effective note taking skills.	20 Hours
EUH1001	Western Civilization I* The purpose of this course is to analyze the main events in human civilization from ancient times to modern times. Students will be able to understand the relationship between the past and the present. Students are expected to analyze the way Western society has change over time and how major events and ideas shaped our society. Geography, religions, customs, wars and ideologies are examined in order to understand Western Civilization.	3
EVR1009	Environmental Science* The purpose of this course is to provide students with the scientific principles, concepts, and methodologies to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, and to evaluate the risks associated with these problems and examine alternative solutions for resolving and/or preventing them.	3
FI30220	Financial Management Pre- Requisite: Principles of Accounting II (ACG2011) This course will provide the students with the tools to take the necessary actions that as a manager they should take to increase the value of the firm. Among the topics studied we have: Concepts of corporate finance, Fixed income securities, Stocks, Projects and their value, Cash distribution, capital Structure, Managing global operations, and Financial decisions.	3
FI50500	International Economics The purpose of this class is to provide the students with the concepts that are essential for understanding international economics and its challenges. Among the topics studied we have: International trade theory, international trade policy, international resource movement, multinational corporations, exchange rate determination, the international monetary system, the income adjustment mechanism, and open economy macroeconomics.	3
FI50800	Financial Accounting Management This course will teach students how accounting affects businesses in order to prepare them to be good decision makers as financial accounting managers. Among the topics studied we have: accounting as a form of communication, financial statements, income measurement, cost of goods sold, long term liabilities, stockholders' equity, and internal control.	3

FIN2220	<p>Finance</p> <p>The purpose of this course is to introduce students into the finance discipline by providing the knowledge for different financial parts: institutions, corporations, tools, investments and derivatives.</p>	3
FR11210	<p>French I</p> <p>The purpose of this course is to introduce the students to basic vocabulary and fundamental sentence structures in the present and past. Pronunciation, grammar, and everyday vocabulary are stressed as indispensable tools for comprehension and expression. French customs, culture, and everyday life are also highlighted. Students are expected to participate in open discussions and debates.</p>	3
FS22510	<p>Food and Beverage Management</p> <p>The purpose of this course is to provide students with the knowledge about food service operations and the tools needed to manage those operations. Among the topics studied we have: food safety, production, service, facilities, human resource and performance improvement.</p>	3
FS30210	<p>Food and Beverage Cost Control</p> <p>The purpose of this course is to provide students with the necessary knowledge to control food and beverage costs effectively with a modern and focused treatment. The students will be expected to combine the concepts learned in the class about service methods, sanitation, principles of accounting, marketing principles, and technology applied globally.</p>	3
FS30310	<p>Food Sanitation Management</p> <p>This course seeks to provide the students the knowledge and understanding of food sanitation management system. Students will learn how these systems are integrated by different factors and procedures to ensure food will not endanger human's health. The students will be familiarized with the requirements, guidelines and standards established to successfully pass the health inspections.</p>	3
FS40410	<p>Restaurant Management</p> <p>Pre-requisite: Food and Beverage Management (FS22510)</p> <p>The purpose of this class is to prepare students by giving them the right tools to be effective managers who are able to meet financial goals and keep up with the quality standards. The students will be expected to make and implement professional development plans to apply to different case studies presented in class.</p>	3
GEB1011	<p>Introduction to Business</p> <p>The purpose of this course is to provide students with the introductory knowledge in Business and the role it plays in today's economy. Among the topics studied are: finance, personnel, management and marketing. Students are expected to keep themselves informed and up today with local and global economic news.</p>	3
GEB2955	<p>International Current Business Practices</p> <p>Pre-requisite: Introduction to Business (GEB1011)</p>	3

	The purpose of this course is to provide students with current business practices with focus in the international market. Students are expected to stay informed and ready for open discussions in class. Among the topics studied we have: International organization design and control, international strategic alliances, new strategies for entering foreign markets, international business operations and global market places.	
HF30410	<p>Systems of Accounts in the Hospitality Industry</p> <p>The purpose of this course is to help students to advance as professionals in the hospitality industry by giving them the necessary tools to understand the system of accounts. This course also serves as a foundation for other courses because it provides the very latest trends and case studies. The students are expected to use critical thinking throughout identification and analysis of system of accounts.</p>	3
HF30520	<p>Hospitality Managerial Accounting</p> <p>Pre- Requisite: Principles of Accounting II (ACG2001)</p> <p>The purpose of this course is to provide students with the knowledge in managerial accounting techniques in the hospitality industry. The students will be applying the new information in familiar settings to help them develop the skills needed to succeed as professionals in the area of hospitality managerial accounting. Among the topics studied we have: Accounting fundamentals, financial statements, management of revenue and expense, and accounting information for planning.</p>	3
HF30620	<p>Hotel Sales Management</p> <p>Pre- Requisite: Hospitality Marketing (HFT2500)</p> <p>This course will provide the students with the necessary tools to close sales, generate revenue, attract customers, develop plan, sells promotions, the use of public relations and marketing. The students will be expected to create a sales plan that integrates all the aspects that a hotel can offer with creative and innovation</p>	3
HF30720	<p>Hotel Operations</p> <p>Pre-requisite: Introduction to Hospitality Industry (HFT1101)</p> <p>This course provides the student an overview of all hotel departments and their specific functions. The student will be able to analyze a variety of viewpoints on the duties, responsibilities, problems, and opportunities encountered there. The course links theory with real-world problems and solutions. Students will be challenged to identify the main issues of hotel management, understand the structure of department resources, and harness those resources to solve problems in the workplace.</p>	3
HF30810	<p>Hospitality Law</p> <p>The purpose of this course is to provide students the necessary tools to manage a facility legally, safely, and securely.</p> <p>In the day-to-day operation of a hospitality facility, it is the manager, not the company attorney, who will most influence the legal position of the</p>	3

	operation. Rarely will the students find a hospitality manager who is also a licensed attorney. However, professional hospitality managers make decision every day based on their own interpretation of the law. The quality of these decisions will ultimately determine whether lawyers and the expense of fees, trial, and potential judgments may become necessary. This class will prepare a student in today's litigious society with sensible decision-making by being well informed of the law.	
HF40920	<p>Strategic Hospitality Management Pre-requisite: Strategic Management (MA30720)</p> <p>This course will provide the students with relevant theory and models in the approach to strategic hotel management. This course seeks to link useful strategies to up to date case studies. Among the topics studied we have: Strategic management, The environment and external stakeholders, organizational resources, Strategies for entrepreneurship, knowledge based resources, strategic direction, Corporate level strategy, Strategy implementation through management of functional resources, Strategy implementation through organizational design and control, and Global strategic management.</p>	3
HF50000	<p>Hospitality Business Management</p> <p>This course will prepare the students with the most up to date development in the hospitality business management and with the necessary knowledge to understand the great demand for competent managers that are capable to oversee operations in the hospitality industry. Among the topics studied we have: The hospitality industry as a business, cultural environment, political system, economic system, hospitality management functions, human resource management and future development opportunities.</p>	3
HF50100	<p>Hospitality Legal Issues And Ethics</p> <p>The purpose of this course is to provide the students with an overview of the legal and ethical aspects of the hospitality industry. The students are expected to relate topics discuss during class to legal case studies and decision making legal scenarios. Among the topics studied we have: Prevention philosophy, legal management, ethics and the law, government agencies that impact the hospitality industry, preventative legal management and contracts, contracts basics, and legal responsibilities in travel and tourism.</p>	3
HF50200 (elective)	<p>Hospitality Marketing Management</p> <p>This course prepares the student to make marketing decisions that hospitality marketing manager's face by relating cases to theory. Understanding the hospitality marketing process opportunities and strategies will give the students the tools to succeed in the hospitality industry. Among the topics studied we have: The marketing environment, the role of marketing in strategic planning, marketing information systems and marketing research.</p>	3
HF50300	<p>Guest Service And Consumer Management</p> <p>This course provides the students with a deep understanding in guest</p>	3

	<p>service and consumer management in order to manage quality service. The students are expected to create an elaborate plan to meet guest expectations at a given hospitality destination. Among the topics studies we have: Developing the hospitality culture, motivating exceptional service, fixing service problems, and service excellence.</p>	
HF50400	<p>Hospitality Finance Revenue Management This course offers a practical understanding of the best practices for the hospitality finance revenue management. The student will learn how to assign the right price, offer it to the right customer, using the right channel at the right time. Among the topics studied we have: Strategic pricing, Differential pricing, Distribution channel management, Inventory and price management.</p>	3
HF50500	<p>Financial Investment Management This course provides the students with the foundations of financial investment management. Among the topics studied we have: The financial environment, savings and investment process, time value of money basics, securities markets, investments implications, financial data, financial analysis, evaluating business investments, and international finance.</p>	3
HF50600	<p>Operations Management This course provides the students with the knowledge in operation management and the ability to balance between quantitative and qualitative concepts. Operations strategy, developing a business strategy, developing an operations strategy, productivity, supply chain management, quality standards, quality control, and work system design are among the topics studied during this course.</p>	3
HF60000	<p>Tourism Marketing Concepts And Applications This course will give students the tools to understand the tourism marketing concepts and applications. The students are expected to applied the concepts learn in class to real life case scenarios. Challenges of tourism management, tourism marketing environment, marketing management information system, technology in tourism marketing, and competitive tourism marketing strategies, are among the topics studied during this course.</p>	3
HF60100	<p>Global Tourism Policy Among the topics studied we have: sustainable tourism standards in the global economy, tourism and sustainable development, competition and collaboration in the global tourism industry, tourist destinations, growth management, and the impacts of global tourism.</p>	3
HF60200	<p>Strategic Management for Travel and Tourism During this course students will acquire the principles of managing travel and tourism and an overview of the evolution and future development of tourism and the challenges facing tourism managers in today's economy. Among the topics studied we have: Managing the visitor and their impacts, Operating and retailing, the public sector and tourism, managing the visitor and their impacts, and visitor attractions.</p>	3

HF60300	<p>Tourism Industry Concepts and Practices</p> <p>This course will give the student an overview of the tourism industry, its politics and its responsibilities. The consumers of tourism, destination communities, environmental performance, hospitality enterprise, responsible tourism in practice, cultural heritage, and the central tenets of tourism are among the topics studied during this class.</p>	3
HF60400	<p>Communication/ Conflict Management in Tourism</p> <p>The purpose of this course is to prepare the student to assist in supporting the goals to better society by developing a global partnership and social awareness. Corporate social responsibility, the global sustainable tourism council, connecting communities to the tourism supply chain, the role of sustainable tourism in mitigating major diseases, and environmental sustainability, are among the topics studied during this class</p>	3
HF60500	<p>Understanding Food: History and Study of Cuisines</p> <p>This course makes connections between historical events and culinary traditions of different societies. The ancient agricultural revolution, from raw food to cooked food, the ancient Mediterranean, Christendom and Islam in the middle ages, new world food, the Columbian exchange, The United States and Europe, Africa and Asia, native vs. colonial cuisine, and agribusiness v. organic, are among the topics studied during this course.</p>	3
HF60600	<p>Restaurant Management and Development</p> <p>This course is created to teach the students the core competencies of restaurant management by uniting concepts from restaurant, hospitality and food service industry. Among the topics studied we have: dynamics of leadership, the planning process, effective communication, employee performance, daily operations, and compensation programs.</p>	3
HF60700	<p>Food Nutrition and Diet</p> <p>This course provides the students with an overview of the nutritional sciences that support a unique and balanced life style. Among the topics studied we have: the science of nutrition, Guidelines for dietary planning, nutritional chemistry, food safety, life cycle nutrition, nutrition matters, and body weight regulation.</p>	3
HF60800	<p>Sustainable Purchasing and Controlling Costs</p> <p>This course provides the necessary knowledge to run a safe and profitable business in the food service industry. Among the topics study we have: the importance of cost control in restaurants, restaurant forecasting and budgeting, calculating food costs, projecting restaurant revenue, determining menu prices, and controlling food costs.</p>	3
HF60900	<p>Event Management</p> <p>This course provides the principles and practices of planning, managing and staging events. Among the topics studied we have: perspective on events, event legacies and impacts, event tourism planning, strategic planning function, conceptualizing the event, project management for events, financial management and events, and marketing planning for events.</p>	3
HF7000	The Hospitality Management Capstone Master's Level is an advanced	

	<p>course focusing on contemporary operational facets within the hospitality industry. Topics include a more detailed evaluation of the hotel industry, guest services, human resources, marketing, operations, and safety measures. The course also examines enhanced business approaches such as franchising and international entry. Students are expected to analyze the factors that determine the effectiveness and success of a hospitality business within the domestic and global sectors aligned with course topics. Pre Requisite: Last semester of study of the Master degree</p>	
HFT1101	<p>Introduction to Hospitality Industry The purpose of this course is to introduce students to the hospitality industry and to provide the knowledge about its operations. Among the topics studied we have: managed services, attractions, events, entertainment and restaurant operations.</p>	3
HFT2500	<p>Hospitality Marketing The purpose of this class is to provide students with the tools needed to create successful campaigns for a hospitality business. Among the topics studied we have: factors that influence customer behavior, customer satisfaction, market segmentation and positioning, distribution strategies, marketing channels and electronic marketing.</p>	3
HFT2600	<p>Lodging Management This course will provide a theoretical perspective on service management and how service management concepts can be employed to the hospitality business. Students will gain an understanding of revenue management's key concepts and applicability of revenue maximization strategies and their operational aspect. The latest industry issues and trends affecting the aspects of the lodging industry will be discussed and analyzed.</p>	3
HLP1081	<p>Total Wellness* The purpose of this class is to provide students with the knowledge and awareness to live a balanced life. Wellness is analyzed from different points of view including, physical, emotional, mental and environmental. The students will be expected to think critically and analytically, providing feedbacks to the issues presented in class. In addition, students will analyze their lifestyles, families and environment in order to create a plan to live a total-wellness lifestyle.</p>	3
IN30120	<p>International Freight and Insurance Pre-requisite: International Trade (MAN2614) This course will provide the students the necessary knowledge to understand how nations regulate and secure international economy and financial transactions. The students will analyze different international freight insurance cases from the real international business world.</p>	3
IN30220	<p>Negotiation Pre-requisite: Introduction to Business (GEB1011) This course provides the students with the tools to become effective negotiators, by formulating goals, gathering information, understanding the role of perception, cognition and emotion, as well as acquiring the persuasion skills to convince the other party to accept an offer. Students</p>	3

	will be expected to participate in mockups throughout the duration of the class to practice their negotiation skills.	
IN40320	<p>Global Business Strategy</p> <p>Pre-requisite: Principles of Macroeconomics (ECO2013)</p> <p>This course will provide students with an engaging and up-to-date knowledge in Global business strategy to understand what determines the success and failure of firms around the globe. Among the topics studied we have: Globalizing business, Dealing with Foreign Exchange, Strategizing around the Globe, Financing, and Governing the Corporation Globally.</p>	3
LB60800	<p>Labor Law Relations</p> <p>This course introduces students to employment and labor relations law. Students will explore how labor-related disputes arise and get resolved in the courts. Among the topics to be discussed are: ethics, labor legislation, and contemporary policies and procedures.</p>	3
MA20210	<p>College Algebra II*</p> <p>Pre- Requisite: College Algebra (MAC1105)</p> <p>The purpose of this course is to help the student to understand a complex algebra. Students are expected to know the basics from college algebra I and give practical solutions to the problems presented in class just like it is done at the work place. Topics include: Exponential and Logarithmic Functions, Quadratic systems, Polynomial functions, and Linear Functions.</p>	3
MA30110	<p>Distribution Channels</p> <p>Pre-requisite: Principles of Marketing (MAR1011)</p> <p>This course will let students identify and develop an understanding of the channels of distribution in the industry, analyze the interactions between each step and the whole process of distribution and initiate the student to the influence of international commercial policies on the distribution of goods and services. Among the topics studied we have: Marketing channel systems, developing the marketing channel, Managing the marketing channel, and additional perspectives on marketing channels.</p>	3
MA30120	<p>Business Management</p> <p>This course provides the students a better understanding of small business operation, financing, the feasibility study, marketing, and management of business phases all with an entrepreneurial perspective. Topics that will be cover in this course are: the environment of business management, Business organization and management, financial management, Production and marketing management, and Human resources management.</p>	3
MA30220	<p>Human Resource Management</p> <p>Pre-requisite: Introduction to Business (GEB1011)</p> <p>The purpose of this course is to provide students with a complete understanding of the essentials in personnel management concepts and techniques. Among the topics studied we have: The manager's role in strategic human resource management, Recruitment, Placement,</p>	3

	Performance management, Compensation, Ethics, Justice, and Fair treatment in HR management.	
MA30310	<p>Operations and Supply Chain Management Pre-requisite: Introduction to Business (GEB1011)</p> <p>The purpose of this class is to provide students with the knowledge in operations management and core supply chain management, as well as the relationship between the two. The students will be expected to make connections between value operations, supply chains, operations environment, planning, controlling operations and supply chain.</p>	3
MA30320	<p>E-Marketing Pre-requisite: Principles of Marketing (MAR1011) or International Marketing (MAR2141)</p> <p>This emphasis of this course is the utilization of Web sites for marketing communication, consumer behavior, and insight data. The students will learn to utilize E-Marketing to decrease costs and to provide customers with a better customer service satisfaction by increasing the customer's benefits.</p>	3
MA30410	<p>Entrepreneurship Pre-requisite: Introduction to Business (GEB1011)</p> <p>This course will give the students an introduction to the creative and innovative managerial practices of successful entrepreneurship. Students will understand the role that Entrepreneurship plays in the economic order. This course reviews the significant economic and social contributions entrepreneurs provide to society, the intense lifestyle commitment, and the skills necessary for entrepreneurial success. Also students will be able to relate theory to actual experiences.</p>	3
MA30420	<p>Consumer Behavior Pre-requisite: Principles of Marketing (MAR1011)</p> <p>Students will be able to understand and analyze consumer buying patterns, motivation and search behavior. This course provides students with an understanding of the consumer decision-making process. Among the topics studied we have: Developing information about consumer behavior, the psychological core, the process of decision making, the consumer's culture, Consumer behavior outcomes and issues.</p>	3
MA30510	<p>Organizational Behavior The purpose of this course is to prepare students to face today's challenges in the business world by learning the ability to understand and manage people at work. Among the topics studied we have: Managing diversity, Ethical conduct, Attitudes, Job Satisfaction, counterproductive work behavior, Foundations of motivations, and Leadership.</p>	3
MA30520	<p>Pricing and Profitability Decision Making Pre-requisite: Finance (FIN2220)</p> <p>This course provides the necessary knowledge to set price levels, manage price discounts and establish price structures to maximize a company's profits. Among the topics studied we have: price setting, variances and structures.</p>	3

MA30610	<p>Leadership and Communication</p> <p>The purpose of this course is to provide the students with the tools that will help them to develop the communication skills needed to be successful leaders. The students are expected to participate in open discussions where they will put in practice the communication skills acquired in class including verbal and non verbal communication skills, understanding that they will lead through their actions and words.</p>	3
MA30710	<p>Brand Management</p> <p>Pre-requisite: Principles of Marketing (MAR1011)</p> <p>The course will present the characteristics of tangible and intangibles parts of a brand. Students will be able to define, develop and apply tactics and strategies in brand management through a systematic model and process. Students are expected to develop creative ideas to improve any given brand, as well as strategies to manage its demands.</p>	3
MA30720	<p>Strategic Management</p> <p>Pre-requisite: Principles of Marketing (MAR1011) or Hospitality Marketing (HFT2500) or International Marketing (MAR2141)</p> <p>Marketing is a value-enhancing function that identifies opportunities, develops markets, and builds brands. Consequently, good marketing enables companies to charge price premiums, sustain competitive advantage and maintain long-run profitability. To this end, the course covers the following topics: the dynamic nature of business marketing environment, customer relationship management strategies for business markets, similarities between consumer's goods and business-to-business marketing and the differences between Managerial Approaches versus Descriptive Treatment of Business Marketing.</p>	3
MA30810	<p>Marketing Research</p> <p>Pre-requisite: Principles of Marketing (MAR1011) or Hospitality Marketing (HFT2500) or International Marketing (MAR2141)</p> <p>The purpose of this course is to help students to understand existing customers, potential customers, and the marketplace by developing their research skills and its application in real world cases. Students are expected to use data provided in class to exercise their decision making skills and to analyze the effectiveness of their feedback process.</p>	3
MA40920	<p>Promotion Management & Integrated Marketing Communications</p> <p>Pre-requisite: Advertising (MKA1511)</p> <p>This course offers the knowledge in the coordination and integration of all marketing communication and promotion management. The students will learn to communicate effectively with customers and potential customers by using advertising, promotions, and marketing communications. Among the topics studied we have: Integrated Marketing Communications, Advertising Management, Media tools, Sales promotions and evaluating an Integrated Marketing Program.</p>	3
MA50000	<p>Business Organization and Management</p> <p>This course will help the students to understand the process involve in decision making an important aspect of business management</p>	3

	organization. Among the topics studied we have: Deciding what is right, the organizational culture, managing ethical and legal compliance, corporate responsibility, and ethical problems of managers.	
MA50100	<p>Strategic Management and Technology</p> <p>This course provides students with the knowledge needed in the technology and innovation management field. Among the topics studied we have: sources of innovation, formulating technological innovation strategy, defining the organization's strategic direction, choosing innovation projects, implementing technological innovation strategy, managing new product development, and protecting innovation.</p>	3
MA50200	<p>Business Operations Management</p> <p>This course will give the students the tools needed to understand business operations in order to manage and control business processes to increase profitability and lower costs. Process management and strategy, process flow measurement, inventory analysis, process flow variability, process integration, process synchronization and capability, are among the topics studied during this course.</p>	3
MA50300	<p>Effective Communications Management</p> <p>This course is design to prepare students to be effective communicators in the work place. Among the topics studied we have: basic principles of communication, evaluating and improving relationships in the workplace, conflict management, other forms of communication, communicating in public, employment interviews, communicating professionally, and intercultural communication.</p>	3
MA50400	<p>Business Project Risk Management</p> <p>The purpose of this class is to prepare the student to manage business projects risks appropriately. Among the topics studied we have: creating materials to promote the company, managing budgets, managing guides and their certifications, managing equipment, managing information requests, managing payroll records, determine costs for events, and performing statistical analyses.</p>	3
MA50600	<p>Corporate Business Finance Management</p> <p>Pre-requisite: Financial Accounting Management (FI50800)</p> <p>This course is designed to prepare students on decision making for a business from a corporate finance point of view. Financial management, financial statements analysis, the time value of money, debt valuation, interests rates, capital market theory, asset pricing, long term financing, working capital management, and financial policies are among the topics studied during this class.</p>	3
MA50700 (Elective)	<p>Global Business Strategic Management</p> <p>The purpose of this course is to prepare the students to understand what determines the success and failure of firms around the globe. Globalizing business, understanding formal institutions, trading internationally, investing abroad, capitalizing on global integration, internationalizing the entrepreneurial firm, managing global competitive dynamics, and financing the corporation globally are among the topics studied during</p>	3

	this class	
MA60000	<p>Cultural Environment Of International Business</p> <p>This course will introduce students to topics in cultural anthropology as they relate to international business. Students will discuss the societal concerns, etiquette, and issues regarding matters such as advertising, campaigning, manufacturing, structuring, and negotiating.</p>	3
MA60200	<p>International Economics Management</p> <p>The purpose of this course is to provide students with an understanding of contemporary and emerging issues in the global economy. Students will examine the theory and policy of international trade and international finances.</p>	3
MA60300	<p>International Trade and Investments</p> <p>This course will explain standard theoretical constructs and economic models of trade between countries. Students will assess real-world examples and incidents in order to review principles of trade, investment, and economics in a global context.</p>	3
MA60400	<p>International Capital and Private Equity Management</p> <p>This course will analyze value-building strategies that combine concepts of macroeconomics, incentives, and intrinsic value. Students will learn how to build capital, manage equity, and reduce risk by exploring relevant data, anticipating reactions, exploring possibilities, and employing effective incentive systems.</p>	3
MA60500	<p>Strategic International Marketing Assessment</p> <p>This course will investigate significant events and innovations that are impacting the marketing industry and global business. Students will analyze the effects of technology, history, geography, language, religion, and economics on the dynamic and ever-changing global market.</p>	3
MA60600	<p>Recruitment and Human Resources Information Systems</p> <p>This course will prepare students to confront the developing challenges of the field of human resource management. Among the topics to be discussed are: database concepts and systems considerations, structural planning, needs analysis, change management, training and performance analysis, and special topics in resource management.</p>	3
MA60700	<p>Human Resources Management and Compensation Issues</p> <p>This course will introduce strategic and tactical decision-making models regarding compensation. Students will examine contextual influences on compensation practices by examining real-world scenarios and contemporary issues in the field.</p>	3
MA60900	<p>Legal Issues in Human Resources Management</p> <p>The purpose of this course is to demonstrate the connections between law and human relations management. Students will discover the legal concerns involved in employer-employee relationships, permissible activities in handling personnel issues, and methods of preventing escalating legal problems.</p>	3

MA61000	<p>Human Resources Policy Management</p> <p>This course will provide students with the effective human resource management skills needed to gain marketplace advantage. Among the topics to be discussed are: Internal and external environment management, sustainability, technology, and globalization</p>	3
MA61100	<p>Service Marketing Management</p> <p>The purpose of this course is to assess the components and considerations of effective marketing management. Students will gain an understanding of service products, consumers, and markets. Among the topics to be covered are: Developing Customer Relationships, Service Excellence and Fundamental Elements of Competitive Marketing.</p>	3
MA61200	<p>Marketing Organizational Management</p> <p>This course will provide strategic decision-making tools for marketing management. Students will learn to assess marketing as a value-building process, analyze trends, create plans, and anticipate ethical and legal issues.</p>	3
MA61300	<p>Customer Relations Management</p> <p>This course will demonstrate the aspects of service and career achievement needed for successful customer relation's management. Students will explore such topics as internal customers, emerging technologies, and stress-reducing techniques.</p>	3
MA61400	<p>Product and Brand Management</p> <p>This course will take a broad, managerial perspective to effective and damaging practices in product and brand development. Students will assess the considerations involved in responsible and effective planning, decision-making, and implementation.</p>	3
MA61500	<p>Marketing Business Project Management</p> <p>The purpose of this course is to study the theories and practices of marketing and project management. Students will analyze the essential characteristics of Organizational Behavior, Business Relationships and Marketing Management Systems</p>	3
MA62000	<p>The Capstone Experience is the comprehensive application of the Master of Business Administration curriculum in a strategic context. The course is an in-depth study of business management strategies as they relate to the local and global marketplace. Students are required to analyze organizations in terms of a strategic business perspective. This course provides the students with an opportunity to practice their business skills by using a business concepts and analyze value-building strategies. Pre-requisite: Last semester of study of the Master degree</p>	3
MAC1105	<p>College Algebra*</p> <p>The purpose of this course is to provide students with critical thinking skills and the ability to solve mathematical functions. Topics will include: Polynomial functions, Rational functions, Exponential functions, Logarithmic functions and linear systems. Students are expected to engage in an active discovery of mathematical concepts.</p>	3
MAN2604	<p>International Business</p>	3

	The purpose of this course is to provide students with the knowledge about international business, as well as economic theories, business strategies and alliances. Among the topics studied we have: globalization, country differences, foreign exchange market, exporting, importing and countertrade.	
MAN2614	<p>International Trade</p> <p>The purpose of this course is to provide students with the knowledge about the trade in the global economy and the movement of capital between countries. Among the topics studied we have: trade resources, trade technology, international agreements, and trade labor and trade environment.</p>	3
MAR1011	<p>Principles of Marketing</p> <p>In this course we will study marketing concepts and principles and their practical application. Students will examine risks and challenges marketers encounter in the process of establishing their competitive edge. Subject matter includes economics, marketing foundations that place emphasis on selling, promotion, product and service management, pricing and distribution.</p>	3
MAR2141	<p>International Marketing</p> <p>This course will provide an overview of the unique aspects of marketing in the international business environment and provide the structure upon which the multinational marketing management can be based. Emphasis will be placed on the role of the international marketing manager in the expansion of marketing strategies for a variety of markets in diverse cultural, political and economic situations. Areas of focus will include the decision making process in the areas of foreign market analysis, target identification, product planning, promotion and channels of distribution.</p>	3
MK30220	<p>Services Marketing</p> <p>Pre-requisite: Principles of Marketing (MAR1011)</p> <p>The purpose of this course is to provide the information about specific strategies for marketing services in a variety of industries including entertainment, tourism, hospitality, health care and financial services. The students are expected to develop customer satisfaction and recovery skills for growing and maintaining customers. Among the topics studied we have: An overview of services marketing, tactical services marketing mix, assessment of successful service strategies.</p>	3
MK30610	<p>Business to Business Marketing</p> <p>Pre-requisite: Principles of Marketing (MAR1011)</p> <p>The purpose of this course provides the student with understanding and knowledge to learn the similarities between consumer's goods and business-to-business marketing. Students will be able to present a managerial rather than a descriptive treatment of business marketing.</p>	3

MKA1021	<p>Business Management & Consumer Sales Management Pre-requisite: Principles of Marketing (MAR1011) This course will prepare students to apply economic theory techniques into the real world, as well as become effective consumer sales managers. Among the topics studied we have: achieving sustainability, decision making, demand analysis, production and cost, business risk assessment and monopolistic competition.</p>	3
MKA1511	<p>Advertising Pre-requisite: Principles of Marketing (MAR1011) The purpose of this course is to provide students with the knowledge in advertisement and its key components. Students will be able to describe the roles functions and types of advertising as well as the planning and strategy behind it. Among the topics studied we have: strategic research in advertising, advertising strategy, public relations, and regulations of advertising and advertising's role in marketing</p>	3
MKA2932	<p>Marketing Management Pre-requisite: Principles of Marketing (MAR1011) This course will prepare students to become effective marketing managers, to think analytically and to be able to make better decisions. Among the topics studied we have: Economics and management, efficiency, organization of the firm, seeking and sustaining competitive advantage and demand and revenue management.</p>	3
MNA1161	<p>Introduction to Customer Service Pre-requisite: Principles of Marketing (MAR1011) The purpose of this course is to provide students with the basic knowledge and customer service techniques to exceed guest's expectations. Among the topics studied we have: communication skills, building and maintaining relationships, customer service via technology and encouraging customer loyalty.</p>	3
PHI2600	<p>Introduction to Ethics* The purpose of this course is to provide students with a clear definition of Ethics and the nature of morality. Ethics will be analyzed from different points of view this includes; cultural, socio-economic and religious influence. The students will investigate how Ethics influences one's ability to judge and make decisions.</p>	3
PS20120	<p>General Psychology * The purpose of this course is to provide the students with and engaging and hands on experience. The students are expected to find new ways to apply the knowledge presented in class from research. Among the topics studied are: Beginning Psychology, Social Psychology, Health Psychology, Developmental Psychology, Cognitive psychology, and Psychological Disorders.</p>	3
SPC600	<p>Introduction to Public Speaking* The students will learn effective ways to communicate their ideas in different types of public settings. Students are expected to participate in debates, group presentations and persuasive speech. This class will</p>	3

	provide the knowledge for effective communication and effective ways to organize a message.	
ST30210	<p>Statistics II Pre- Requisite: Statistics I (STA2023)</p> <p>The purpose of this course is to give students a wide understanding in the area of statistics and its many applications. Applications of concepts learned in class are to be expected in each session. Topics include: Descriptive statistics, Probability distributions, Means, Variances, Linear regression and statistical methods for quality control.</p>	3
STA2023	<p>Statistics*</p> <p>The purpose of this course is to provide the students with the knowledge to make intelligent judgments and informed decisions by interpreting statistics and analyzing data. Among the topics studied are: collecting data, descriptive methods, probability material and inferential techniques.</p>	3
WH20400	<p>World History*</p> <p>The purpose of this course is to help students to understand an overview of world history in a chronological way. Among the topics studied we have: The first civilizations, Patterns of civilization, the new world, Industrialization, Nationalism, World wars, and Global Civilization.</p>	3

APPENDIX A



ACADEMIC CALENDAR SPRING 2017

December 5, 2016	Registration Begin
December 16, 2016	Late Registrations Begin
January 6, 2017	New Students Orientation
January 9, 2017	Classes Begin
January 13, 2017	Last day to: REGISTER, ADD or CHANGE SECTIONS of a course without the signature of the instructor.
January 16, 2017	Holiday: Marthin Luther King Jr.
January 20, 2017	Graduation Day
January 23, 2017	Last day to CHANGE courses.
January 27, 2017	Last day to withdraw with 60% refund.
February 3, 2017	Last day to withdraw with 40% refund.
February 10, 2017	Last day to withdraw with 20% refund.
February 20, 2017	Holiday: President's Day
February 13 - 22, 2017	Midterm Exams
April 3, 2017	Summer Term Registration Begin
April 7, 2017	Last day to: WITHDRAW partially or totally from one or more courses with a W grade.
April 10 - 14, 2017	Spring Break
April 13, 2017	Holiday: Holy Thursday
April 14, 2017	Holiday: Good Friday
April, 24 - 28, 2017	Final Exams
April 21, 2017	Deadline to apply for next graduation
April 28, 2017	Classes End
May 3, 2017	Last day for instructors to post grades on Engrade.

(*) All Business/Hospitality/Marketing/Int. Business classes have 15th weeks. Review dates on your schedule to see Last day of class. Week 16th will consist on make-up exams, grade appeals and revisions if necessary.

Summer Term starts on May 8, 2017*



ACADEMIC CALENDAR SUMMER 2017

April 10, 2017	Registration Begin
April 24, 2017	Late Registrations Begin
May 5, 2017	New Students Orientation
May 8, 2017	Classes Begin
May 19, 2017	Last day to: REGISTER, ADD or CHANGE SECTIONS of a course without the signature of the instructor.
May 19, 2017	Graduation Day
May 26, 2017	Last day to CHANGE courses.
May 26, 2017	Last day to withdraw with 60% refund.
May 29, 2017	Holiday: Memorial Day
June 2, 2017	Last day to withdraw with 40% refund.
June 9, 2017	Last day to withdraw with 20% refund.
June 19 - 23, 2017	Midterm Exams
July 3 - 7, 2017	Summer Break
July 4, 2017	Holiday: Independence Day
July 31, 2017	Fall Term Registration Begin
August 11, 2017	Last day to: WITHDRAW partially or totally from one or more courses with a W grade.
August 21 - 25, 2017	Final Exams
August 25, 2017	Deadline to apply for next graduation
August 25, 2017	Classes End
August 30, 2017	Last day for instructors to post grades on Engrade.

(*) All Business/Hospitality/Marketing/Int. Business classes have 15 weeks. Review dates on your schedule to see Last day of class. Week 16th will consist of make-up exams, grade appeals and revisions if necessary.

Fall Term starts on September 5, 2017*



ACADEMIC CALENDAR

FALL 2017

August 7, 2017	Registrations Begin
August 21, 2017	Late Registrations Begin
September 1, 2017	New Students Orientation
September 4, 2017	Holiday: Labor Day
September 5, 2017	Classes Begin
September 12, 2017	Last day to CHANGE courses, ADD or CHANGE SECTIONS of a course without the signature of the instructor.
September 18, 2017	Last day to CHANGE courses.
September 18, 2017	Last day to withdraw with 60% refund.
September 22, 2018	Graduation Day
September 29, 2017	Last day to withdraw with 40% refund.
October 6, 2017	Last day to withdraw with 20% refund.
October 9, 2017	Holiday: Columbus Day
October 9-16, 2017	Midterm Exams
November 10, 2017	Holiday: Veterans Day
November 23-24, 2017	Holiday: Thanksgiving
November 27, 2017	Spring Term Registration Begin
December 8, 2017	Last day to: WITHDRAW partially or totally from one or more courses with a W grade.
December 18-22, 2017	Final Exams
December 22, 2017	Deadline to apply for next graduation
December 22, 2017	Classes End
December 27, 2017	Last day for instructors to post grades on Engrade.
December 25, 2017 to January 1, 2018	Christmas Break

(*) All Business/Hospitality/Marketing/Int. Business classes have 15 weeks. Review dates on your schedule to see Last day of class. Week 16th will consist of make-up exams, grade appeals and revisions if necessary.

Spring Term starts on January 8, 2018*