



July 26, 2019

Mr. Herman Bounds Jr., Ed.S
Director, Accreditation Group
United States Department of Education
Office of Postsecondary Education
400 Maryland Avenue, SW
Washington, DC 20202

Subject: Accrediting Council for Independent Colleges and Schools (“ACICS”) Department of Education June 19, 2019 Inquiry Response

Dear Mr. Bounds:

As requested in your June 19, 2019 letter, we provide the following responses. In your letter, you reference that the Chronicle of Higher Education and Inside Higher Ed both published articles that raised concerns about ACICS. I can assure you that ACICS is fully compliant with the recognition standards. Since our most recent submission, there have been no reportable changes to our budget or finances. Additionally, contrary to the assertions in the article, we continue to critically analyze and review all potential applicants for accreditation. We address these issues in depth below but want to provide you full assurance that our administrative capacity and ability to meet our accrediting responsibilities remains intact. We further appreciate the opportunity to provide context to, and clarification on, our public testimony to the Council on Higher Education Accreditation (CHEA) of June 2, 2019, and to respond to the assumptions in the news articles published soon thereafter. The articles raise concerns about our financial stability and the “...pressure to recruit new members.”

In response to the first concern, the testimony was taken out of context and does not properly represent our comments. Our budget has been impacted in recent years by numerous legal challenges and a declining membership. As we noted in testimony, however, we continue to draw from our reserve fund and maintain a robust budget to support our accrediting functions and operations. In the testimony, we specifically described the underlying expenditures and legal fees that contributed to the current shortfall. Many of these are one-time expenses that are not anticipated in 2019 or beyond. With regards to our administrative capability, I would point to the evidence cited below in which we discuss our current staffing plans and our strategic plan.

In light of the agency’s budgetary challenges, the Chronicle of Higher Education article quotes two individuals who raise concerns that ACICS is under “financial pressure to recruit new members” which poses a “moral hazard” with the worry of “possible shoddiness” in our oversight. On the contrary, since formally reopening its initial application process in March 2019, ACICS has received inquiries of interest from more than 30 institutions, both domestic and international. However, to date, only four new applicants have been formally invited to apply (See public notice:

<http://www.acics.org/commission%20actions/content.aspx?id=2820>). Of these 30 inquiries of interest, only ISDI, MingDao University, Quest Nursing Education Center and San Diego University of Integrative Studies have been invited to apply since 2015. It is important to recognize that ACICS is actually the only agency that formally extends an invitation to an institution prior to commencement of the application process. This step ensures that, at a minimum, institutions meet ACICS eligibility standards set forth in Section 1-2-100 of the *Accreditation Criteria*, prior to their making a substantial financial commitment. Of the 30 inquiries of interest, a number of institutions were advised that ACICS would not consider an application (See Exhibit 1, Rejection of Consideration; Exhibit 2, Executive Committee Meeting Minutes). As evidenced by Exhibit 2, pages 2, 4-6, ACICS presented a number of institutions seeking consideration to its Executive Committee (EC) for review and feedback. The inclusion of the EC in the preliminary review process affirms ACICS' commitment to what led to the hiatus on initial applications in 2016 - time for introspection and to make and critical changes to policies and procedures necessary for quality improvement. If the assertions in the article were correct, ACICS would not process new applications in this manner and would instead accept applications and fees together on the front end.

We further note that even institutions that were previously accredited and voluntarily withdrew under a current grant, were denied reinstatement of accreditation because of the Council's concern regarding academic quality (Exhibit 2, pages 2, 7-8). Again, since the institution was previously ACICS-accredited, an assumption of ongoing compliance could have been made at that time by ACICS without an in-depth review (which would have led to continue revenue generation through sustaining fees, a renewal application, the site visit, etc.). Instead, ACICS chose not to reinstate the institution.

ACICS also presents the following narrative, with supporting documentation as appropriate, in response to your specific requests:

Audited Financial Statements for fiscal years 2017 and 2018 & Current Budget FY 2019 and projections through FY 2023

34 C.F.R. § 602.15(a)(1) -- Administrative and Fiscal Responsibilities:
Adequate Staff and Financial Resources

The agency must have the administrative and fiscal capability to carry out its accreditation activities in light of its requested scope of recognition. The agency meets this requirement if the agency demonstrates that— (a) The agency has—(1) Adequate administrative staff and financial resources to carry out its accrediting responsibilities ...

The operational capacity of ACICS to effectively review the quality and integrity of its 74 institutions, which encompass 117 main and branch campuses serving more than 50,000 students enrolled in more than 250 different programs, is supported by a strong professional staff and financial resources.

Regarding financial resources, ACICS operates under a current FY 2019 budget of \$3.5 million. See Exhibit 3, FY 2019 Budget. Sources of operating funds come from annual accreditation sustaining fees, fees paid by member institutions for specialized services, educational activities, and investment income. Financial data are derived from an integrated financial system, which facilitates the effective management of ACICS' financial condition through timely and appropriate review. Additionally, the Council requires an annual certified audit of the organization's financial activities which is reviewed by Board of Directors. The audited financial statements for each of the last two fiscal years contain

unqualified opinions regarding ACICS' financial condition (See Exhibit 4, FY 2017 and 2018 Audits) and its Fiscal Year 2019 budget show an agency recovering from its large legal expenditures over the past 36 months. Additionally, the rapid loss of membership in FY 2019 due to institutional closures and institutions seeking alternative accreditation resulted in a significant financial loss. The agency has been cutting expenses, including facilities, and relocated on July 1, 2019, to realize a 50% annual savings on rent expense. ACICS also, at its recent Board of Directors meeting, approved its budget for FY2020. See Exhibit 5, FY 2020 Budget Worksheet. The agency will continue to sustain losses for the next 2-3 years as cost cutting measures are realized. The Executive Committee, on a monthly basis, and the Board of Directors, at its scheduled meetings, review current financials, investment account balance and activities, and forecasted budgets through 2023. See Exhibit 2, pages 3, 10. The Board of Directors will review the proposed draft budgets through 2023 at the upcoming meeting in August. See Exhibit 6, FY 2021-2023 Preliminary Budget.

Through careful budgeting and administration, ACICS is able to cover costs with the above identified revenue resources and retains a reserve account of approximately \$9.8 million to assist in maintaining financial viability during its rebuilding period. Financial reserves consist of short- and long-term investments, which are reviewed by the Board's Investment Committee on a recurring basis. See Exhibit 7, June 2019 BMO Statement.

Directory of Accredited Institutions

Institutional details, displayed independently by main and branch campus, as well as a complete list of programs approved by the Council, are publicly disclosed in the ACICS' online Member Directory at <http://personify.acics.org/Default.aspx?TabId=204>. A printed directory has also been provided for your convenience. Exhibit 8, Membership Directory.

Schedule of accreditation reviews (site visits, commission meetings, etc.) and an indication of any that have deferred or moved and the reason for the change

§602.19 Monitoring and reevaluation of accredited institutions and programs.

(a) *The agency must reevaluate, at regularly established intervals, the institutions or programs it has accredited or preaccredited.*

The schedule of accreditation reviews for the third and final cycle of 2019 can be found here on the ACICS web site: <http://www.acics.org/commission%20actions/content.aspx?id=6263>.

Accreditation reviews, because they are conducted during the final year of the institutional grant of accreditation, cannot be deferred unless a grant extension is approved by the Council. None of the institutions scheduled for a review during the upcoming Fall 2019 (September – October) review cycle were deferred but a number were moved from one review cycle to another for different reasons, identified below.

Name (main or branch campus)	Change in assignment with narrative
Bethesda College of Health Sciences, Boynton Beach, FL (Main)	<i>Originally assigned to the Winter 2019 review cycle. Request for reassignment due to medical emergency of key administrator was approved.</i>
California Miramar University, San Diego, CA (Main)	<i>Originally assigned to the Spring 2019 review cycle. The institution requested a reassignment following the untimely and sudden death of its president, its intent to close its branch in Kenya, and its ongoing initial accreditation process with the Distance Education Accrediting Commission (DEAC). The institution successfully achieved initial accreditation with DEAC at the Commission's June 2019 meeting.</i>
Eastwick College, Hackensack, NJ (Main)	
Eastwick College, Ramsey, NJ (Main)	
Gwinnett College, Lilburn, GA (Main)	
Gwinnett Institute, Orlando, FL (Branch of Gwinnet College)	
Lincoln University, Oakland, CA	
Living Arts College@ School of Communication Arts, Raleigh, NC (Main)	
Living Arts Institute@ School of Communication Arts, Winston Salem, NC (Branch)	
Merit University, Los Angeles, CA	
Metro Business College, Cape Girardeau, MO (Main)*	<i>Originally assigned to the Spring 2019 review cycle. A request for reassignment was approved in light of ongoing institutional changes that impacted the leadership's ability to submit the application for the three campuses.</i>
Metro Business College, Rolla, MO (Branch)*	
Metro Business College, Jefferson City, MO (Branch)*	

Name (main or branch campus)	Change in assignment with narrative
National Latino Education Institute, Chicago, IL*	<i>Originally assigned to the Winter 2019 review cycle, this review was postponed to the spring because the institution missed the Council's previous communication about the assignment. Their request for reassignment was approved to ensure that the application materials submitted were appropriately completed. Prior to the team's visit in the Spring, the institution advised the ACICS staff that one of their two programs did not have current enrollment but would have a class in Fall 2019. To ensure that the evaluation visit incorporated all areas of the institution, to include the thorough review of the program's curriculum and students (this would not have been possible in the spring).</i>
Oregon Culinary Institute, Portland, OR (Branch of Pioneer Pacific College)	
Pioneer Pacific College, Springfield, OR (Branch)	
Pioneer Pacific College, Wilsonville, OR (Main)	
Process Work Institute, Portland, OR (Main)	
Reagan National University, Sioux Falls, SD (Main)	
San Diego Global Knowledge University, San Diego, CA (Main)	
Suncoast College of Heath, Bradenton, FL(Main)	<i>Originally assigned to the Spring 2019 review cycle. The institution informed ACICS in February 2019 that it would not be renewing its grant of accreditation but would rather, let it expire at the end of 2019. Since that time, the institution was directed to show-cause why its accreditation should not be withdrawn after the Council's review of the institution's quarterly reported identified that there was no current enrollment. In its initial response to requested information, the institution provided a copy of an Intent to Purchase by a new owner. Given that upcoming transaction, the institution notified ACICS of its intent to renew its grant. A renewal of accreditation visit is scheduled to take place during the fall 2019 cycle.</i>

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** ACICS was notified by the president that the institution will be closing at the end of the year so has chosen to not renew its accreditation. Expiration is automatic on December 31, 2019.*

The additional accreditation reviews, as scheduled for the remainder of 2019, are outlined below:

Intermediate Review Committee:	July 15-18, 2019
Council Meeting:	August 5-8, 2019
Fall 2019 Travel Cycle:	August 19, 2019 – October 11, 2019
Intermediate Review Committee:	November 12-15, 2019
Council Meeting:	December 9-12, 2019

Staff directory, to include major job responsibilities for each employee

34 C.F.R. § 602.15(a)(1) -- Administrative and Fiscal Responsibilities:

Adequate Staff and Financial Resources

The agency must have the administrative and fiscal capability to carry out its accreditation activities in light of its requested scope of recognition. The agency meets this requirement if the agency demonstrates that— (a) The agency has—(1) Adequate administrative staff and financial resources to carry out its accrediting responsibilities ...

ACICS meets the requirements of 602.15(a)(1) by means of adequate administrative staff and financial resources to carry out its accrediting responsibilities as detailed below.

Regarding staffing, the accrediting mission of the Council is carried out by 10 full-time and one part-time staff members, and one contract employee, who are delegated the authority to express and interpret the Council's expectations regarding quality and integrity. All but one staff member (91%) hold a baccalaureate or higher degree. Employees have access to in-house and external training resources to support their mastery of knowledge necessary to effectively carry out their roles and responsibilities.

ACICS recognizes the vital importance of adequate and trained administrative staff to perform its accreditation functions. The sufficiency of agency staff, with appropriate credentials and qualifications, to administer the agency's accreditation activities and finances in an effective manner is integral to the development and application of its standards.

Agency Staff: A complete and current ACICS organizational chart is attached. See Exhibit 9, ACICS Org Chart. In addition, resumes and signed job descriptions for all ACICS staff as of July 2019 are provided in Exhibit 10, Staff Resumes and Job Descriptions.

The Executive Staff includes President and CEO, Michelle Edwards; Vice President of Operations, Steven Gelfound; and Vice President of Accreditation, Perliter Walters-Gilliam.

Ms. Edwards joined ACICS in her current role in July 2017. She served as a Commissioner and Board member since 2015 and was the Chair of the Board from January 2017 through her appointment as President and CEO. Ms. Edwards holds an MBA and a bachelor's degree in Business Administration from Saint Leo University. She is highly qualified, having been engaged in proprietary education for the previous nine years, serving most recently in the official capacity as Dean of Academics. During that

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period, she served on over 50 ACICS on-site team visits, offering the clearest demonstration of a mission-focused work ethic committed to accreditation in service to the mission of ACICS.

Mr. Gelfound has been with the agency since 2013. He holds several industry certifications (ITIL, MCSE, PMP, and Six Sigma, among others) and a bachelor's degree in Management from the University of Phoenix.

Ms. Walters-Gilliam, has been with the agency for more than 10 years, progressing through the ranks to gain significant experience in all areas of accreditation and compliance. She has expert knowledge of the *Accreditation Criteria* and their application and enforcement. She holds an MBA from the Robert Smith School of Business at the University of Maryland, College Park and bachelor's degrees in International Business and Spanish from SUNY Plattsburgh.

The core administrative staff are listed below with a strikethrough to denote the most recent staffing adjustments. Job descriptions and resumes for each staff member are also provided to evidence major responsibilities. See Exhibit 10, Staff Resumes and Job Descriptions.

Staff Listing: *There have been no layoffs since October 2017.*

~~**Ms. LaToya Boyd, Accreditation Coordinator**~~
~~Accreditation and Institutional Development~~
Resigned, May 2018

Ms. Michelle Bonocore, Compliance Analyst
Accreditation and Institutional Development
Contract Employee, Hired June 2018 to assume duties of LaToya Boyd

Ms. Diane Durham, Accounting Manager
Operations
Hired, February 2019 to replace three (3) PT Contract employees

Ms. Terri Jelinek, Senior Program Analyst
Accreditation and Institutional Development

Ms. Cathy Kouko, Senior Coordinator, Accreditation Compliance
Accreditation and Institutional Development

~~**Ms. Linda Lundberg, Accreditation Content Editor,**~~
~~Accreditation and Institutional Development~~
Retired, September 2018

Mr. Andre McDuffie, HR Generalist/Accreditation Coordinator
Operations

~~**Ms. Katie Morrison, Accreditation Content Editor**~~
~~Accreditation and Institutional Development~~
Resigned, July 2019 to attend graduate school

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Mr. David Moser, *Accreditation Content Editor*
Accreditation and Institutional Development
Hired July 2019 to assume duties of Katie Morrison

Ms. R. Kay Ropko, *Senior Systems Manager*
Operations

Ms. Shaniqua Smith, *Program Analyst*
Accreditation and Institutional Development

Ms. Karly Zeigler, *Manager of Policy and Institutional Compliance*
Accreditation and Institutional Development

As shown above, at the time of Ms. LaToya Boyd's resignation, she was replaced by a contract employee, Ms. Michelle Bonocore. Additionally, at the time of retirement, Ms. Linda Lundberg was replaced internally by Ms. Katie Morrison. Finally, at the time of her resignation, Ms. Katie Morrison was replaced by Mr. David Moser. ACICS staff have the credentials, experience, and qualifications necessary to administer the agency's accreditation activities and finances in an effective manner.

At least annually, and as necessary, in preparing and adjusting the operating budget, senior management reviews the level of resources needed to effectively carry out the Council's activities. As the number of member institutions changes, ACICS employs staff at commensurate levels. ACICS employed 60 staff in 2016 when it had accreditation oversight of more than 900 main and branch campuses. Its current staffing is in line with the oversight of 117 campuses.

It is important to note, that while the articles reference reductions in staff, those comments were used out of context as there have been no layoffs since October 2017 as indicated above and the staffing levels have not changed, even as our membership has been significantly reduced. ACICS last appeared before the CHEA committee on recognition in early 2017 and was speaking to changes that have occurred since that date.

Accreditation actions on and significant correspondence to Virginia International University, to include any inquiry into the allegations by the State

§602.19(b) The agency must demonstrate it has, and effectively applies, a set of monitoring and evaluation approaches that enables the agency to identify problems with an institution's or program's continued compliance with agency standards and that takes into account institutional or program strengths and stability. These approaches must include periodic reports, and collection and analysis of key data and indicators, identified by the agency, including, but not limited to, fiscal information and measures of student achievement, consistent with the provisions of §602.16(f). This provision does not require institutions or programs to provide annual reports on each specific accreditation criterion.

On March 20, 2019, the news article concerning the intent of the State Council of Higher Education for Virginia (SCHEV) to revoke Virginia International University's certificate to operate was published. ACICS staff immediately reached out to Ms. Sylvia Rosa-Casanova, Director of Private Postsecondary Education at SCHEV, for additional information on the State's intent and the process of review.

Consistent with the objective of the At-Risk Institutions Group (ARIG), the matter was presented to the Executive Committee of the ACICS Council for action. The recommended show-cause directive was approved and the institution was directed to do so in person at a special meeting of the Council in May 2019. The institution was also directed to submit, as part of the show-cause, an institutional teach out plan. See Exhibit 11, VIU Review, page 21. Following its review of the institution's response, the testimony of its leadership, and the pending follow-up from SCHEV, the Council acted to continue the show-cause directive for subsequent review at its August 2019 meeting.

Shortly thereafter, ACICS received notice from the State that a consent agreement had been reached. While the agreement indicates that the institution's certificate to operate is no longer in jeopardy, the Council chose not to take any subsequent action on the show-cause directive but await the review of the institution's response at its August meeting. Given that the institution has agreed to eliminate its online activities, the Council needs to see evidence that the students affected are appropriately advised.

See Exhibit 11 for the chronology of accreditation review and action against VIU.

Any correspondence between ACICS and the State Council for Higher Education in Virginia regarding Virginia International University

As noted above, ACICS staff communicated with Ms. Casanova at SCHEV upon receipt of the State's intent to revoke the institution's certificate to operate. This correspondence was instrumental in ARIG's recommendation to the Council concerning the subsequent show-cause directive that was issued. Recognizing and respecting the due process afforded the institution by the State, ACICS remained in communication with Ms. Casanova to ensure consistency in the actions taken.

After the institution's hearing before the ACICS Council at a special meeting in May, and following the conclusion of the Informal Fact-Finding Conference (IFFC) by SCHEV, staff was informed by Ms. Casanova that a consent agreement had been signed by the two parties.

There was also additional follow up from the state concerning the institution's distance education activity and its review of the information provided by the institution in its most recent response. The State is aware that ACICS will be doing a follow up review at its August 2019 meeting. See Exhibit 12, VIU Comm with SCHEV.

Accreditation actions on and significant correspondence to San Diego University for Integrative Studies, to include the institution's application for accreditation

In November 2015, San Diego University of Integrative Studies (SDUIS) indicated its interest in the ACICS initial accreditation process when its founder, Dr. Cristina Versari, submitted the online registration and information required for consideration. Following its review of the submitted information, including the identification of the institution that it was not currently accredited (Exhibit 13, Institutional Information), an invitation to apply was extended on February 5, 2016. The institution was subsequently directed to submit a response to information received by ACICS as part of its review of the institution's eligibility and compliance with standards. See Exhibit 14a, 14b, and 14c, SDUIS Application and Communication. Based on the institution's response to the concerns and ACICS' ability to conduct its own onsite review, the initial resource visit was scheduled for June 30, 2016. See Exhibit 15, Confirmation of Receipt and Scheduling. This resource visit is consultative in nature during which a number of areas needing attention by the institution was identified. However, prior to receipt of the

institution's response to the Resource report which is required prior to the submission of its Initial Self-Study to host the full onsite evaluation visit, ACICS placed a moratorium on the acceptance of new applications and began the process of winding down applicants currently in the process. The executive decision was made to only consider those institutions that had already hosted the onsite team. Consequently, SDUIS' application was withdrawn in fall 2016.

Following notice that ACICS had reopened its initial accreditation process, Dr. Versari met with ACICS staff in March 2019 to discuss the institution's application, its ability to continue with the process, the separation of the language center, and the status of doctoral programs that would not be open for consideration by ACICS. The institution was advised at that time that all materials previously submitted would need to be made current and evidence of ongoing compliance with all applicable laws and regulations demonstrated. Formal communication from the Council inviting the institution to continue with the accreditation process was forwarded on March 7, 2019 and included specific expectations of the revised procedures for initial review. The institution responded on May 2, 2019. See Exhibit 16, Communication Re Continuation. ACICS' review is ongoing as updated application materials have not yet been received.

Any correspondence between ACICS and ACCET regarding San Diego University for Integrative Studies

San Diego University for Integrative Studies (SDUIS) is not accredited by ACCET. USA English Language Center, an independent language entity that is owned by San Diego University of Integrative Studies, is accredited by ACCET as an avocational, non-title IV language school. This distinction is critical in ACICS' review of an applicant for initial accreditation because the accrediting body of currently accredited institutions are routinely contacted once an invitation has been extended by ACICS.

In this case, information was not solicited from ACCET because the institution being invited to apply for accreditation is not, and cannot be, accredited by the agency (i.e. SDUIS' program offerings are beyond ACCET's scope of recognition). As noted above, SDUIS did not identify ACCET as its accreditor on the institutional information submitted to ACICS (Exhibit 13, Institutional Information). Additionally, documentation has been provided to evidence the separation of the two entities as understood to be the case by ACICS (Exhibit 17, Evidence of Independence).

In closing, we welcome the ongoing dialogue and appreciate this opportunity to correct the record. As noted in our testimony to CHEA, we are boldly pushing forward with a comprehensive strategic plan that has improved our organization and will ensure we can be even better in the future. The plan focuses on three key priorities over the next two years:

- Ensuring the institutional integrity of the organization and our ability to execute our mission of ensuring quality by strengthening our internal operational capacity;
- Meeting our obligations as an accreditor by enhancing our organizational effectiveness in many areas, including assessing institutional compliance with ACICS standards for student achievement in other areas; and
- Meeting the needs of ACICS schools and students through enhanced customer service that better communicate our standards and expectations.

Mr. Herman Bounds

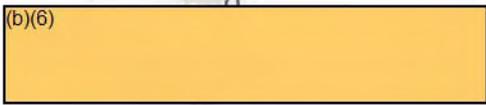
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Our strategic plan and the focus on these key priorities underscore our commitment to integrity and quality. Please let us know if you have additional questions following your review of the information we have provided.

Sincerely,

(b)(6)

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Michelle Edwards
President and CEO

Cc: Ms. Elizabeth Daggett (Elizabeth.Daggett@ed.gov)



October 15, 2019

Mr. Herman Bounds Jr., Ed.S
Director, Accreditation Group
United States Department of Education
Office of Postsecondary Education
400 Maryland Avenue, SW
Washington, DC 20202

**Subject: Accrediting Council for Independent Colleges and Schools (“ACICS”)
Department of Education June 19, 2019 Inquiry Response**

Dear Mr. Bounds:

As requested in your October 8, 2019 email, ACICS presents the following narrative, with supporting documentation as appropriate, in response to your specific requests:

- 1. The basis (facts) for the change in each budget item listed under both revenues and expenses on a year-to-year basis for 2020-2021-2022-2023. The preference is for this data to be in a table with a comparison for each year and a column for notes that would include the rationale for the change for each year-to-year.***

ACICS budgets are created for internal use. The budgets are prepared for both the short-term and long-term. Long-term forecasts are based on projections and are revised periodically throughout the process to reflect updated information and projections. The agency process to review and finalize ACICS budget information includes three levels as follows:

- February: present draft budget to Board of Directors (BOD) prior to the start of the fiscal on July 1,
- March: continue to review and refine with the Executive Committee (EC), and
- April: present to the BOD for approval at their April BOD meeting.

Each budget, with an effective date of July 1 – June 30 is reviewed, and a re-forecasted budget is presented to the EC in November of each year and to the BOD for review and adoption in December of each year.

Historically long-term forecasts to this degree have not been utilized by ACICS but due to the recent high attrition rates, it was deemed necessary to prepare and track a multi-year forecast; the budget information requested is attached. See exhibit 1.

- 2. The allocation from the reserve account to fund operating expenses on a year-to-year basis from July 1, 2015 to present. Again, the preference is for this to be in a table with a comparison for each year and a column for notes that would include any comments for each year-to-year.***

ACICS has maintained a reserve fund for many years and disbursements from our reserves are evident each year in our annual reports which are both provided to ED and published on our website.

The information you requested is attached. See exhibit 2.

- 3. The projections for the number of institutions, broken down by main and branch campuses, on a year-to-year basis for 2020-2021-2022-2023.***

ACICS projects growth by total number of campuses as sustaining fees are generated at each campus based upon revenues provided in the campus's Annual Financial Report (AFR). The preliminary budgets through 2023 predict modest increases in sustaining fees. The projections for number of campuses are broken down in exhibit 3.

Please let us know if you have additional questions following your review of the information we have provided.

Sincerely,

(b)(6)

Michelle Edwards
President and CEO

Cc: Ms. Elizabeth Daggett (Elizabeth.Daggett@ed.gov)

Account Code	Budget FY 2020 (Approved April 2019 - scheduled to reforecast in Dec. 2019)	
4100-ACICS Sustaining Fees	\$ 540,000	Campuses (main/branch) as of 6/30/18 = 255, as of 6/30/19 = 117. Budget is actual anticipated sustaining fees based on current membership at time of approval.
4190-CHANGE MISSION STATEMENT	\$ 450	Budget based on past performance
4193-CONTRACT OR PARTNERSHIP	\$ 500	Budget based on past performance
4194-PROGRAM START EXTENSION	\$ 1,200	Budget based on past performance
4205-AIBC - Branch Campus App	\$ 5,000	Budget based on past performance
4206-BTF_Reclass Branch to Main	\$ 7,500	Budget based on past performance
4210-AILS - Learning Site App	\$ 2,000	Budget based on past performance
4220-NG - New Grant	\$ 42,000	Budget based on past performance
4226-BTF - NG Program Fee	\$ 30,000	Budget based on past performance
4227-NG - Learning Site Surcharge	\$ 2,500	Budget based on past performance
4230-CO_ML - Change of Ownership	\$ 10,000	Budget based on past performance
4235-CNA - Change of Name	\$ 1,500	Budget based on past performance
4236-CLA - Change of Location	\$ 1,500	Budget based on past performance
4239-PA_NSCL - Non Sub	\$ 20,700	Budget based on past performance
4240-PA_FL - New Program All Locations	\$ 50,000	Budget based on past performance
4242-DEA_FL - Distance Ed	\$ 8,000	Budget based on past performance
4245-HF_ARB - Appeal to Review Board	\$ 10,000	Budget based on past performance
4248-NCST - Non Credit Short Term	\$ 1,500	Budget based on past performance
4249-PA_FL - Clock to Credit Hour	\$ 2,500	Budget based on past performance
4260-HF_PA - Hearing In Person	\$ 25,000	Budget based on past performance
4265-HF_IW - Hearing in Writing	\$ 28,000	Budget based on past performance
4700-LATE_FEE - AFR Late Fee	\$ 8,000	Budget based on past performance
4705-AIR_FEE - CAR Late Fee	\$ 8,000	Budget based on past performance
4707-APPEAL_CAR_REVISION	\$ 11,250	Budget based on past performance
4800-FALL VISIT CYCLE	\$ 290,400	Assumption based on anticipated team compositions for scheduled renewal visits
4800-SPRING VISIT CYCLE	\$ 237,600	Assumption based on anticipated team compositions for scheduled renewal visits
4800-WINTER VISIT CYCLE	\$ 237,600	Assumption based on anticipated team compositions for scheduled renewal visits
Annual Meeting	\$ 150,000	Budget based on past performance
Initial Applications -	\$ 75,000	
Initial Resource Visits -	\$ 36,000	Assumption based on 12 initial applications
Preliminary Visits -	\$ 15,000	Assumption based on 5 preliminary visits
4540 - Wrkshp- Initial Accreditation	\$ 19,800	Assumption based on 20 attendees annually
4550 - Wrkshp-Renewal Accreditation	\$ 23,600	Assumption based on 40 attendees annually
Other Workshops	\$ 17,700	We intend to resurrect our institutional workshops, ie. CEP, placement/retention, etc. in both webinar and in-person
Total Income	\$ 1,919,800	

Account Code	Budget FY 2020 (Approved April 2019 - scheduled to reforecast in Dec. 2019)	
5000 - Salaries & Wages	\$ 1,214,324	Exact expense
5030 - Retirement Plan	\$ 60,716	Assumes a 3% contribution to 401a
5040 - Health Insurance	\$ 189,447	Exact expense
5050 - Life Insurance	\$ 8,774	Exact expense
5060 - Dental Insurance	\$ 15,093	Exact expense
5070 - Payroll Taxes	\$ 78,199	Exact expense
5080 - State Unemployment Insuran	\$ 10,000	Exact expense
Salaries and benefits	\$ 1,570,019	
5010 - Staff Support	\$ 235,200	Previous year expense
5210 - Postage	\$ 750	Based upon previous year expenses and reduction of mailed documentation
5310 - Telephone - Mobile	\$ 8,400	Contract Amount
5320 - Telephone	\$ 27,684	Contract Amount
5420 - Equipment Leasing	\$ 22,946	Contracts
5430 - Office Supplies	\$ 600	Based on previous expenses
5431 - Office Maintenance	\$ 605	Based on previous expenses
5510 - General Insurance	\$ 152,803	Current policies
5520 - Taxes - Other	\$ 2,448	Based on previous
5660 - Miscellaneous	\$ 380	Based on previous
5710 - American Express Merchant	\$ 8,400	Based on previous
5725 - Bank Fees	\$ 18,239	Past performance indicator
5950 - Computer Maintenance & Fee	\$ 71,462	Past performance indicator
6710 - Dues & Subscriptions	\$ 700	Past performance indicator
6740 - Public Relations	\$ 60,000	Current retainer
6755 - Principal fees	\$ 33,001	Current contracted amount
6800 - Technology Consulting Support	\$ 18,123	Past performance indicator
Administration		
6610 - Legal Fees	\$ 220,000	Past performance indicator
6620 - Accounting & Audit	\$ 38,100	Current contracted amount
6730 - IT Management Fees	\$ 39,610	Past performance indicator
8010 - Legal Litigation	\$ 220,000	Past performance indicator
Legal/Accounting/IT Management		
6250 - Annual Meeting	\$ 125,000	Past performance indicator
6225 - February Policy Meeting	\$ 28,000	Past performance indicator
6220 - December Meeting	\$ 38,000	Past performance indicator
6230 - April Meeting	\$ 28,000	Past performance indicator
6210 - August Meeting	\$ 28,000	Past performance indicator
6242 - IRC Meeting - November	\$ 18,000	Past performance indicator
6240 - IRC Meeting - March	\$ 18,000	Past performance indicator
6241 - IRC Meeting - July	\$ 18,000	Past performance indicator
5460 - Offsite Storage	\$ 4,500	Past performance indicator
5900 - Rent	\$ 90,912	New lease recognizing free rent negotiations
6150 - T&E President	\$ 14,000	Past performance indicator
5800 - Visit Expenses	\$ 382,800	Estimated by scheduled renewal visits
6430 - Workshop Exp: Accred	\$ 5,000	Past performance indicator
Total Expenses	\$ 3,547,682	
Total Profit/Loss	\$ (1,627,882)	

Account Code		Budget FY 2021 (12/19 - review and reforecast) (2/20 - review and present draft to BOD) (4/20 - review and present final to BOD)
4100-ACICS Sustaining Fees	\$ 662,000	Assumption takes into account an increase in sustaining fees, an increase in tuition revenue, and the addition of new members.
4190-CHANGE MISSION STATEMENT	\$ 600	Assumption is to have one additional application from previous year.
4193-CONTRACT OR PARTNERSHIP	\$ 2,000	Assumption is to have three additional applications from previous year.
4194-PROGRAM START EXTENSION	\$ 1,500	Assumption is to have two additional applications from previous year.
4205-AIBC - Branch Campus App	\$ 12,000	Assumption is to have four branch campus applications.
4206-BTF_Reclass Branch to Main	\$ 10,000	Assumption is to have four applications.
4210-AILS - Learning Site App	\$ 6,000	Assumption is to have two additional learning site applications from the previous year.
4220-NG - New Grant	\$ 62,500	Numbers are based on the scheduled institutions scheduled for a renewal grant each year.
4226-BTF - NG Program Fee	\$ 35,000	Same as above
4227-NG - Learning Site Surcharge	\$ 7,500	Same as above
4230-CO_ML - Change of Ownership	\$ 20,000	Assumption for two additional COO applications.
4235-CNA - Change of Name	\$ 1,800	Assumption for one additional CON application
4236-CLA - Change of Location	\$ 2,000	Assumption for two COL applications
4239-PA_NSCL - Non Sub	\$ 22,500	Assumption due to fewer campuses, 75 applications.
4240-PA_FL - New Program All Locations	\$ 65,000	Assumption due to fewer campuses, 65 applications.
4242-DEA_FL - Distance Ed	\$ 12,000	Assumption is four applications over previous year
4245-HF_ARB - Appeal to Review Board	\$ 20,000	Assumption is four two appeals to the review board
4248-NCST - Non Credit Short Term	\$ 2,700	Assumption four additional applications
4249-PA_FL - Clock to Credit Hour	\$ 2,750	Assumption is 10% increase in applications over previous year
4260-HF_PA - Hearing In Person	\$ 30,000	Assumption is for one additional in person hearing
4265-HF_IW - Hearing in Writing	\$ 32,000	Assumption is for additional in writing hearings
4700-LATE_FEE - AFR Late Fee	\$ 9,000	Assumption based on modest increase in membership is one additional late fee assessment.
4705-AIR_FEE - CAR Late Fee	\$ 6,000	Assumption based on modest increase in membership is one additional late fee assessment.
4707-APPEAL_CAR_REVISION	\$ 15,000	Assumption is for five additional revision requests
4800-FALL VISIT CYCLE	\$ 333,960	Assumption based on anticipated team compositions for scheduled renewal visits
4800-SPRING VISIT CYCLE	\$ 261,360	Assumption based on anticipated team compositions for scheduled renewal visits
4800-WINTER VISIT CYCLE	\$ 273,240	Assumption based on anticipated team compositions for scheduled renewal visits
Annual Meeting	\$ 175,000	Assumption based on building up attendance at annual professional development workshop and annual meeting.
Initial Applications -	\$ 105,000	
Initial Resource Visits -	\$ 36,000	Assumption based on 12 initial applications
Preliminary Visits -	\$ 30,000	Assumption based on 10 preliminary visits
4540 - Wrkshp- Initial Accreditation	\$ 39,600	Assumption based on 40 attendees annually
4550 - Wrkshp-Renewal Accreditation	\$ 32,450	Assumption based on 55 attendees annually
Other Workshops	\$ 30,000	We intend to resurrect our institutional workshops, ie. CEP, placement/retention, etc. in both webinar and in-person
Total Income	\$ 2,356,460	

Account Code	Budget	
	FY 2021	
	(12/19 - review and reforecast)	
	(2/20 - review and present draft to BOD)	
		(4/20 - review and present final to BOD)
5000 - Salaries & Wages	\$ 1,250,754	Assumes a 3% COL increase
5030 - Retirement Plan	\$ 62,537	Assumes a 3% contribution to 401a
5040 - Health Insurance	\$ 195,130	Assumes a 3% policy increase
5050 - Life Insurance	\$ 9,037	Assumes a 3% policy increase
5060 - Dental Insurance	\$ 15,546	Assumes a 3% policy increase
5070 - Payroll Taxes	\$ 80,545	Assumes a 3% policy increase
5080 - State Unemployment Insuran	\$ 3,500	Anticipate drop in line item due to previous year's severance policies
Salaries and benefits	\$ 1,617,050	
5010 - Staff Support	\$ 225,200	Plan to continue to reduce IT support following migration to Azure
5210 - Postage	\$ 750	Based upon previous year expenses and reduction of mailed documentation
5310 - Telephone - Mobile	\$ 8,400	Anticipate new contract
5320 - Telephone	\$ 30,945	Anticipate new contract
5420 - Equipment Leasing	\$ 22,946	Contracts
5430 - Office Supplies	\$ 600	Based on previous expenses
5431 - Office Maintenance	\$ 605	Based on previous expenses
5510 - General Insurance	\$ 94,302	Assumption of reduction in D&O insurance
5520 - Taxes - Other	\$ 2,770	Based on previous
5660 - Miscellaneous	\$ 380	Based on previous
5710 - American Express Merchant	\$ 8,400	Based on previous
5725 - Bank Fees	\$ 18,239	Past performance indicator
5950 - Computer Maintenance & Fee	\$ 89,224	Past performance indicator
6710 - Dues & Subscriptions	\$ 700	Past performance indicator
6740 - Public Relations	\$ 40,000	Reduce need for PR
6755 - Principal fees	\$ 33,001	Current contracted amount
6800 - Technology Consulting Support	\$ 12,123	Past performance indicator
Administration		
6610 - Legal Fees	\$ 200,000	Past performance indicator
6620 - Accounting & Audit	\$ 38,100	Current contracted amount
6730 - IT Management Fees	\$ 39,279	Past performance indicator
8010 - Legal Litigation	\$ 200,000	Past performance indicator
Legal/Accounting/IT Management		
6250 - Annual Meeting	\$ 125,000	Past performance indicator
6225 - February Policy Meeting	\$ 30,000	Past performance indicator
6220 - December Meeting	\$ 25,000	Past performance indicator
6230 - April Meeting	\$ 35,000	Past performance indicator
6210 - August Meeting	\$ 25,000	Past performance indicator
6242 - IRC Meeting - November	\$ 10,000	Past performance indicator
6240 - IRC Meeting - March	\$ 10,000	Past performance indicator
6241 - IRC Meeting - July	\$ 10,000	Past performance indicator
5460 - Offsite Storage	\$ 4,500	Past performance indicator
5900 - Rent	\$ 245,805	5 year lease
6150 - T&E President	\$ 14,000	Past performance indicator
5800 - Visit Expenses	\$ 347,424	Past performance indicator
6430 - Workshop Exp: Accred	\$ 5,000	Past performance indicator
Total Expenses	\$ 3,569,742	
Total Profit/Loss	\$ (1,213,282)	

Account Code	Budget FY 2022 (Review and reforecast 12/19, 2/20, 4/20, 12/20) (2/21 - review and present draft to BOD) (4/21 - review and present final to BOD)	
	4100-ACICS Sustaining Fees	\$ 841,300
4190-CHANGE MISSION STATEMENT	\$ 900	Assumption is to have two additional applications from previous year.
4193-CONTRACT OR PARTNERSHIP	\$ 1,500	Assumption is to have one less application from previous year.
4194-PROGRAM START EXTENSION	\$ 1,800	Assumption is to have two additional applications from previous year.
4205-AIBC - Branch Campus App	\$ 15,000	Assumption is to have five branch campus applications.
4206-BTF_Reclass Branch to Main	\$ 12,500	Assumption is to have five applications
4210-AILS - Learning Site App	\$ 8,000	Assumption is to have one additional learning site application from the previous year.
4220-NG - New Grant	\$ 75,000	Numbers are based on the scheduled institutions scheduled for a renewal grant each year.
4226-BTF - NG Program Fee	\$ 40,000	Same as above
4227-NG - Learning Site Surcharge	\$ 10,000	Same as above
4230-CO_ML - Change of Ownership	\$ 25,000	Assumption for one additional COO application.
4235-CNA - Change of Name	\$ 2,100	Assumption for one additional CON application
4236-CLA - Change of Location	\$ 3,000	Assumption for one additional COL application
4239-PA_NSCL - Non Sub	\$ 25,800	Assumption is a 15% increase in applications
4240-PA_FL - New Program All Locations	\$ 80,000	Assumption is a 22% increase in applications
4242-DEA_FL - Distance Ed	\$ 18,000	Assumption is six applications over previous year.
4245-HF_ARB - Appeal to Review Board	\$ 20,000	Assumption is four two appeals to the review board
4248-NCST - Non Credit Short Term	\$ 3,600	Assumption is three additional applications
4249-PA_FL - Clock to Credit Hour	\$ 3,025	Assumption is 10% increase in applications over previous year
4260-HF_PA - Hearing In Person	\$ 35,000	Assumption is for one additional in person hearing
4265-HF_IW - Hearing in Writing	\$ 36,000	Assumption is for two additional in writing hearings
4700-LATE_FEE - AFR Late Fee	\$ 10,000	Assumption based on modest increase in membership is one additional late fee assessment.
4705-AIR_FEE - CAR Late Fee	\$ 7,000	Assumption based on modest increase in membership is one additional late fee assessment.
4707-APPEAL_CAR_REVISION	\$ 18,750	Assumption is for five additional revision requests
4800-FALL VISIT CYCLE	\$ 384,054	Assumption based on anticipated team compositions for scheduled renewal visits
4800-SPRING VISIT CYCLE	\$ 287,496	Assumption based on anticipated team compositions for scheduled renewal visits
4800-WINTER VISIT CYCLE	\$ 314,226	Assumption based on anticipated team compositions for scheduled renewal visits
Annual Meeting	\$ 200,000	Assumption based on building up attendance at annual professional development workshop and annual meeting.
Initial Applications -	\$ 150,000	
Initial Resource Visits -	\$ 36,000	Assumption based on 12 initial applications
Preliminary Visits -	\$ 45,000	Assumption based on 15 preliminary visits
4540 - Wrkshp- Initial Accreditation	\$ 39,600	Assumption based on 40 attendees annually
4550 - Wrkshp-Renewal Accreditation	\$ 35,400	Assumption based on 60 attendees annually
Other Workshops	\$ 35,000	We intend to resurrect our institutional workshops, ie. CEP, placement/retention, etc. in both webinar and in-person
Total Income	\$ 2,820,051	

Account Code	Budget FY 2022 (Review and reforecast 12/19, 2/20, 4/20, 12/20) (2/21 - review and present draft to BOD) (4/21 - review and present final to BOD)	
	5000 - Salaries & Wages	\$ 1,288,276
5030 - Retirement Plan	\$ 64,414	Assumes a 3% contribution to 401a
5040 - Health Insurance	\$ 200,984	Assumes a 3% policy increase
5050 - Life Insurance	\$ 9,308	Assumes a 3% policy increase
5060 - Dental Insurance	\$ 16,012	Assumes a 3% policy increase
5070 - Payroll Taxes	\$ 82,961	Assumes a 3% policy increase
5080 - State Unemployment Insuran	\$ 3,500	Anticipate drop in line item due to previous year's severance policies
Salaries and benefits	\$ 1,665,456	
5010 - Staff Support	\$ 215,200	Plan to continue to reduce IT support following migration to Azure
5210 - Postage	\$ 750	Based upon previous year expenses and reduction of mailed documentation
5310 - Telephone - Mobile	\$ 8,400	Anticipate new contract
5320 - Telephone	\$ 30,945	Anticipate new contract
5420 - Equipment Leasing	\$ 22,946	Contracts
5430 - Office Supplies	\$ 600	Based on previous expenses
5431 - Office Maintenance	\$ 605	Based on previous expenses
5510 - General Insurance	\$ 94,302	Assumption of reduction in D&O insurance
5520 - Taxes - Other	\$ 2,770	Based on previous
5660 - Miscellaneous	\$ 380	Based on previous
5710 - American Express Merchant	\$ 8,400	Based on previous
5725 - Bank Fees	\$ 18,239	Past performance indicator
5950 - Computer Maintenance & Fee	\$ 84,224	Past performance indicator
6710 - Dues & Subscriptions	\$ 700	Past performance indicator
6740 - Public Relations	\$ 30,000	Reduce need for PR
6755 - Principal fees	\$ 33,001	Current contracted amount
6800 - Technology Consulting Support	\$ 12,123	Past performance indicator
Administration		
6610 - Legal Fees	\$ 200,000	Past performance indicator
6620 - Accounting & Audit	\$ 38,100	Current contracted amount
6730 - IT Management Fees	\$ 39,279	Past performance indicator
8010 - Legal Litigation	\$ 180,000	Past performance indicator
Legal/Accounting/IT Management		
6250 - Annual Meeting	\$ 125,000	Past performance indicator
6225 - February Policy Meeting	\$ 30,000	Past performance indicator
6220 - December Meeting	\$ 25,000	Past performance indicator
6230 - April Meeting	\$ 35,000	Past performance indicator
6210 - August Meeting	\$ 25,000	Past performance indicator
6242 - IRC Meeting - November	\$ 10,000	Past performance indicator
6240 - IRC Meeting - March	\$ 10,000	Past performance indicator
6241 - IRC Meeting - July	\$ 10,000	Past performance indicator
5460 - Offsite Storage	\$ 4,500	Past performance indicator
5900 - Rent	\$ 253,179	5 year lease
6150 - T&E President	\$ 14,000	Past performance indicator
5800 - Visit Expenses	\$ 394,310	Past performance indicator
6430 - Workshop Exp: Accred	\$ 5,000	Past performance indicator
Total Expenses	\$ 3,627,409	
Total Profit/Loss	\$ (807,358)	

Account Code		Budget FY 2023 (Review and reforecast 12/19, 2/20, 4/20, 12/20, 2/21, 4/21, 12/22) (2/22 - review and present draft to BOD) (4/22 - review and present final to BOD)
4100-ACICS Sustaining Fees	\$ 1,067,495	Assumption takes into account an increase in sustaining fees, an increase in tuition revenue, and the addition of new members.
4190-CHANGE MISSION STATEMENT	\$ 1,200	Assumption is to have two additional applications from previous year.
4193-CONTRACT OR PARTNERSHIP	\$ 1,500	Assumption is to have no additional applications from previous year.
4194-PROGRAM START EXTENSION	\$ 2,250	Assumption is to have three additional applications from previous year.
4205-AIBC - Branch Campus App	\$ 18,000	Assumption is to have six branch campus applications.
4206-BTF_Reclass Branch to Main	\$ 15,000	Assumption is to have six applications.
4210-AILS - Learning Site App	\$ 10,000	Assumption is to have one additional learning site application from the previous year.
4220-NG - New Grant	\$ 87,500	Numbers are based on the scheduled institutions scheduled for a renewal grant each year.
4226-BTF - NG Program Fee	\$ 45,000	Same as above
4227-NG - Learning Site Surcharge	\$ 12,500	Same as above
4230-CO_ML - Change of Ownership	\$ 30,000	Assumption for one additional COO application.
4235-CNA - Change of Name	\$ 2,400	Assumption for one additional CON application
4236-CLA - Change of Location	\$ 4,000	Assumption for one additional COL application
4239-PA_NSCL - Non Sub	\$ 30,000	Assumption is a 15% increase in applications
4240-PA_FL - New Program All Locations	\$ 100,000	Assumption is a 25% increase in applications
4242-DEA_FL - Distance Ed	\$ 23,000	Assumption is five applications over previous year.
4245-HF_ARB - Appeal to Review Board	\$ 20,000	Assumption is four two appeals to the review board
4248-NCST - Non Credit Short Term	\$ 4,500	Assumption is three additional applications
4249-PA_FL - Clock to Credit Hour	\$ 3,328	Assumption is 10% increase in applications over previous year
4260-HF_PA - Hearing In Person	\$ 40,000	Assumption is for one additional in person hearing
4265-HF_IW - Hearing in Writing	\$ 40,000	Assumption is for two additional in writing hearings
4700-LATE_FEE - AFR Late Fee	\$ 11,000	Assumption based on modest increase in membership is one additional late fee assessment.
4705-AIR_FEE - CAR Late Fee	\$ 8,000	Assumption based on modest increase in membership is one additional late fee assessment.
4707-APPEAL_CAR_REVISION	\$ 22,500	Assumption is for five additional revision requests
4800-FALL VISIT CYCLE	\$ 441,662	Assumption based on anticipated team compositions for scheduled renewal visits
4800-SPRING VISIT CYCLE	\$ 316,246	Assumption based on anticipated team compositions for scheduled renewal visits
4800-WINTER VISIT CYCLE	\$ 361,360	Assumption based on anticipated team compositions for scheduled renewal visits
Annual Meeting	\$ 225,000	Assumption based on building up attendance at annual professional development workshop and annual meeting.
Initial Applications -	\$ 210,000	
Initial Resource Visits -	\$ 36,000	Assumption based on 12 initial applications
Preliminary Visits -	\$ 60,000	Assumption based on 20 preliminary visits
4540 - Wrkshp- Initial Accreditation	\$ 39,600	Assumption based on 40 attendees annually
4550 - Wrkshp-Renewal Accreditation	\$ 38,350	Assumption based on 65 attendees annually
Other Workshops	\$ 40,000	We intend to resurrect our institutional workshops, ie. CEP, placement/retention, etc. in both webinar and in-person
Total Income	\$ 3,367,390	

Account Code	Budget FY 2023 (Review and reforecast 12/19, 2/20, 4/20, 12/20, 2/21, 4/21, 12/22) (2/22 - review and present draft to BOD) (4/22 - review and present final to BOD)	
	5000 - Salaries & Wages	\$ 1,326,925
5030 - Retirement Plan	\$ 66,346	Assumes a 3% contribution to 401a
5040 - Health Insurance	\$ 207,014	Assumes a 3% policy increase
5050 - Life Insurance	\$ 9,588	Assumes a 3% policy increase
5060 - Dental Insurance	\$ 16,493	Assumes a 3% policy increase
5070 - Payroll Taxes	\$ 85,450	Assumes a 3% policy increase
5080 - State Unemployment Insuran	\$ 3,500	Anticipate drop in line item due to previous year's severance policies
Salaries and benefits	\$ 1,715,315	
5010 - Staff Support	\$ 205,200	Plan to continue to reduce IT support following migration to Azure
5210 - Postage	\$ 750	Based upon previous year expenses and reduction of mailed documentation
5310 - Telephone - Mobile	\$ 8,400	Anticipate new contract
5320 - Telephone	\$ 30,945	Anticipate new contract
5420 - Equipment Leasing	\$ 22,946	Contracts
5430 - Office Supplies	\$ 600	Based on previous expenses
5431 - Office Maintenance	\$ 605	Based on previous expenses
5510 - General Insurance	\$ 94,302	Assumption of reduction in D&O insurance
5520 - Taxes - Other	\$ 2,770	Based on previous
5660 - Miscellaneous	\$ 380	Based on previous
5710 - American Express Merchant	\$ 8,400	Based on previous
5725 - Bank Fees	\$ 18,239	Past performance indicator
5950 - Computer Maintenance & Fee	\$ 79,224	Past performance indicator
6710 - Dues & Subscriptions	\$ 700	Past performance indicator
6740 - Public Relations	\$ 20,000	Reduce need for PR
6755 - Principal fees	\$ 33,001	Current contracted amount
6800 - Technology Consulting Support	\$ 12,123	Past performance indicator
Administration		
6610 - Legal Fees	\$ 200,000	Past performance indicator
6620 - Accounting & Audit	\$ 38,100	Current contracted amount
6730 - IT Management Fees	\$ 39,279	Past performance indicator
8010 - Legal Litigation	\$ 160,000	Past performance indicator
Legal/Accounting/IT Management		
6250 - Annual Meeting	\$ 125,000	Past performance indicator
6225 - February Policy Meeting	\$ 30,000	Past performance indicator
6220 - December Meeting	\$ 25,000	Past performance indicator
6230 - April Meeting	\$ 35,000	Past performance indicator
6210 - August Meeting	\$ 25,000	Past performance indicator
6242 - IRC Meeting - November	\$ 10,000	Past performance indicator
6240 - IRC Meeting - March	\$ 10,000	Past performance indicator
6241 - IRC Meeting - July	\$ 10,000	Past performance indicator
5460 - Offsite Storage	\$ 4,500	Past performance indicator
5900 - Rent	\$ 260,775	5 year lease
6150 - T&E President	\$ 14,000	Past performance indicator
5800 - Visit Expenses	\$ 447,707	Past performance indicator
6430 - Workshop Exp: Accred	\$ 5,000	Past performance indicator
Total Expenses	\$ 3,693,260	
Total Profit/Loss	\$ (325,869)	

Perlter Walters-Gilliam

From: Perlter Walters-Gilliam on behalf of Initial Applicants
Sent: Monday, June 10, 2019 4:13 PM
To: [REDACTED]
Cc: Initial Applicants
Subject: Follow up on [REDACTED]

Importance: High

Hello Jay

Following my review of the registration information provided which included the 3 students in the 3 programs (one student in each), I also reviewed the BPPE Decision letter dated October 3, 2018, as part of the consideration for NIU's application for accreditation with ACICS. While you did share that the BPPE had suspended NIU's ability to enroll students in the programs, I learned from the letter (page 3) that the institution was fined and ordered to cease all instructional services. Consequently, the 3 students are really in a teach out situation and there is no "current", "ongoing" educational activity for ACICS' review.

Therefore, based on the decision by the BPPE to suspend the institution's approval to offer degree programs, the current enrollment of three students across three programs, and the teach-out status of these three students, ACICS is unable to consider NIU eligible to continue with the initial accreditation process. I can appreciate the difficulty position that the institution is in given the impact of limited enrollment on accreditation eligibility. However, ACICS, having suspended its own application process over the last 3 years, we have to be mindful of ensuring that institutions undoubtedly meet our standards to proceed. I wish you and the institution the best as you explore other options.

Sincerely,

(b)(6)

Vice President of Accreditation
Accrediting Council for Independent Colleges and Schools
Please note new address as of July 1, 2019
1350 Eye Street, NW | Suite 560 | Washington, DC 20005
www.acics.org | 202.336-6769 - P |

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CampusID	00273417
Location Name	San Diego University For Integrative Studies
Contact Name	Lisa Bulgatz
Type of Location	Main
Address Line 1	3900 Harney Street
Address Line 2	
Address Line 3	
City	San Diego
State/Province	CA
ZIP/Postal Code	92110
Country	United States
Primary Phone	619-297-1999
Fax Number	
Web Page	
Primary Contact First Name	Lisa
Primary Contact Last Name	Bulgatz
Primary Contact E-Mail	studentservices@sd uis.edu
CorporateType	Limited Liability Company
Date of Original Establishment of Institution	
Has the institution changed ownership since its original establishment?	No
If yes, Date when new ownership was established	
Date of Licensure/Registration/Charter by appropriate agency	
Name of Licensing Agency	

Is the institution currently accredited?	No
Accrediting Agency	
Date of Grant Expiration	
Does the institution participate in federal financial aid programs (Title IV)?	No
Financial Aid Programs	
Is the institution under any negative state, federal, or accreditation investigation or action?	No
If yes, Reason for Investigation	
OrderStatus	Unpaid
Main Location ID	
Title	
Application	
Effective Move Date	
IAPStatus	IAP PHASE IC
HasAdditionalLocations	No

Created at 11/24/2015 8:05 AM by System Account
Last modified at 2/26/2019 4:49 PM by Kay Ropko

Location	00273417
Title	
Corporate Type	Privately Held Corporation
Date of Original Establishment of Institution	4/1/1999
Has the institution changed ownership since its original establishment?	Yes
If yes, Date when new ownership was established	9/15/2008
Date of Licensure/Registration/Charter by appropriate agency	4/1/1999
Name of Licensing Agency	California Bureau for Private Postsecondary Education
Is the institution currently accredited?	No
Accrediting Agency	
Date of Grant Expiration	
Does the institution participate in federal financial aid programs (Title IV)?	No
Financial Aid Programs	
Is the institution under any negative state, federal, or accreditation investigation or action?	No
If yes, Reason for Investigation	
Distance Education Offered	100%
Are you offering distance education through a consortium agreement?	No
CEO Name	Cristina Versari
CEO Email	cversari@sduis.edu
Created at 12/9/2015 6:06 PM by <input type="checkbox"/> studentservices@sduis.edu	
Last modified at 2/15/2016 3:36 PM by <input type="checkbox"/> studentservices@sduis.edu	

CampusID	00273417
Location Name	San Diego University For Integrative Studies
Contact Name	Lisa Bulgatz
Type of Location	Main
Address Line 1	3900 Harney Street
Address Line 2	
Address Line 3	
City	San Diego
State/Province	CA
ZIP/Postal Code	92110
Country	United States
Primary Phone	619-297-1999
Fax Number	
Web Page	
Primary Contact First Name	Lisa
Primary Contact Last Name	Bulgatz
Primary Contact E-Mail	studentservices@sduis.edu
CorporateType	Limited Liability Company
Date of Original Establishment of Institution	
Has the institution changed ownership since its original establishment?	No
If yes, Date when new ownership was established	
Date of Licensure/Registration/Charter by appropriate agency	
Name of Licensing Agency	
Is the institution currently accredited?	No
Accrediting Agency	
Date of Grant Expiration	
Does the institution participate in federal financial aid programs (Title IV)?	No
Financial Aid Programs	
Is the institution under any negative state, federal, or accreditation investigation or action?	No
If yes, Reason for Investigation	
OrderStatus	Unpaid
Main Location ID	
Title	
Application	
Effective Move Date	
IAPStatus	IAP PHASE IC
HasAdditionalLocations	No

Created at 11/24/2015 8:05 AM by System Account
 Last modified at 2/26/2019 4:49 PM by Kay Ropko



School Detail

System Last Updated 2/9/2016

School Name: SAN DIEGO UNIVERSITY FOR INTEGRATIVE STUDIES

School Code: 3711111

Mailing Address: 3900 Harney Street, Suite 210
San Diego, CA 92110

Telephone: 619 297-1999

County: San Diego

Physical Address: 3900 Harney Street, Suite 210
San Diego, CA 92110

CURRENTLY APPROVED PROGRAMS:

(If no programs are listed below, please contact the school for a current catalog of BPPE-approved programs.)

BA BUSINESS ADMINISTRATION

BA HUMANISTIC STUDIES

CERTIFICATE IN BIOMECHANICS AND POSTURE THERAPY

CERTIFICATE IN EXECUTIVE LEADERSHIP COACHING

CERTIFICATE IN FAMILY LEADERSHIP COACHING

CERTIFICATE IN INTERNATIONAL BUSINESS ADMINISTRATION

DOCTOR OF PHILOSOPHY IN BIOMECHANICS AND POSTURE THERAPY

DOCTOR OF PSYCHOLOGY

EXPRESSIVE ARTS THERAPY

INTENSIVE ENGLISH LANGUAGE PROGRAM

MA EXPRESSIVE ARTS THERAPY

MA MARRIAGE, FAMILY & CHILD COUNSELING

MA SPORT COUNSELING

MA TRANSPERSONAL PSYCHOLOGY

MASTER OF ARTS IN BIOMECHANICS AND POSTURE THERAPY

MASTER OF BUSINESS ADMINISTRATION

PHD PSYCHOLOGY SPECIALIZATION IN EXPRESSIVE ARTS THERAPY

PHD PSYCHOLOGY SPECIALIZATION IN SPORT PSYCHOLOGY

PHD TRANSPERSONAL PSYCHOLOGY SPECIALIZATION IN TIBETAN BUDDHIST PSYCHOLOGY

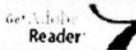
SPORT PSYCHOLOGY

TIBETAN BUDDHIST PSYCHOLOGY



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OWNERSHIP / CONTROL DISCLOSURE FORM

PRIVATELY HELD CORPORATION

Revised 10/1/2014

NAME OF INSTITUTION SAN DIEGO UNIVERISTY FOR INTEGRATIVE STUDIES ACICS ID CODE 00273417

NAME OF CORPORATE OFFICER RESPONSIBLE FOR OPERATIONS AT THIS INSTITUTION SAN DIEGO UNIVERISTY FOR INTEGRATIVE STUDIES ACICS ID CODE 00273417

NAME OF PARENT CORPORATION SAN DIEGO UNIVERISTY FOR INTEGRATIVE STUDIES

CHIEF EXECUTIVE OFFICER DR. CRISTINA VERSARI ACICS ID CODE 00273417

Note: Parent Corporations and their Chief Executive Officer must register with ACICS – instructions can be found at www.acics.org / ACCREDITATION / INITIAL ACCREDITATION

STATE OF INCORPORATION CALIFORNIA

FISCAL YEAR END DATE 12/31

1. IS THIS INSTITUTION CONTROLLED BY A SUBSIDIARY CORPORATION? YES _____ NO X
If YES, list subsidiary and CEO (add rows as needed)
Note: Subsidiary corporations and their Chief Executive Officer must register with ACICS – instructions can be found at www.acics.org / ACCREDITATION / INITIAL ACCREDITATION

SUBSIDIARY _____ CEO NAME _____

2. LIST THE NAMES AND TITLES OF ALL MAJOR STOCKHOLDERS (OVER 10%) AND THE PERCENTAGE OF STOCK HELD BY EACH.

NAME	TITLE	PERCENTAGE
DR. CRISTINA VERSARI	CEO	100%

3. LIST THE NAMES AND TITLES OF ALL CORPORATE OFFICERS.

NAME	TITLE
DR. CRISTINA VERSARI	CEO

I, THE UNDERSIGNED OFFICIAL OF THE ABOVE-NAMED CORPORATION, ATTEST THAT THE OWNERSHIP INFORMATION PROVIDED HEREIN IS COMPLETE AND ACCURATE AND INCLUDES ALL INFORMATION RELEVANT TO THE OWNERSHIP OF THE INSTITUTION. I FURTHERMORE UNDERSTAND THAT ANY CHANGE IN THE ABOVE OWNERSHIP STRUCTURE MUST BE COMMUNICATED TO THE COUNCIL IMMEDIATELY.

SIGNATURE (b)(6)

NAME (Please print) DR. CRISTINA VERSARI

TITLE CEO

DATE 2/15/16

SAN DIEGO UNIVERSITY FOR INTEGRATIVE STUDIES, INC.

Financial Statements
December 31, 2014

DANIEL S. VENNE

CERTIFIED PUBLIC ACCOUNTANT

41911 Fifth Street, Suite 300
Temecula, CA 92590
(951)694-1986 FAX(951)694-3651
dsv.cpa@verizon.net

INDEPENDENT AUDITOR'S REPORT

Board of Directors
San Diego University for Integrative Studies, Inc.
San Diego, California

Report on the financial Statements

We have audited the accompanying financial statements of San Diego University for Integrative Studies, Inc. which comprise the balance sheet as of December 31, 2014 and the related statements of income, shareholders' equity, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards general accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor

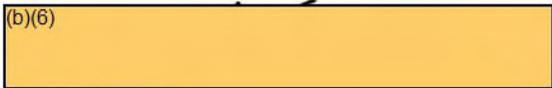
considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of San Diego University for Integrative Studies, Inc., as of December 31, 2014 and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

(b)(6)



Temecula, CA
December 8, 2015

San Diego University for Integrative Studies, Inc.
Balance Sheet
December 31, 2014

ASSETS

Cash	\$	556,758
Income Tax Receivables		<u>13,402</u>
 Total Current Assets		 <u>570,160</u>
 Property and Equipment		
Computer & Furniture		102,355
Automobiles		210,915
Accumulated Depreciation		<u>(139,186)</u>
 Total Property and Equipment		 <u>174,084</u>
 Other Assets		
Loans Receivable - ESL Staffing (Note 7)		2,532
Loans Receivable - University Staffing (Note 7)		<u>109,071</u>
 Total Other Assets		 <u>111,603</u>
 Total Assets	\$	 <u><u>855,847</u></u>

LIABILITIES & SHAREHOLDER'S EQUITY

Current Liabilities:		
Accounts Payable	\$	5,159
Deferred Income Taxes		1,165
Deferred Revenue (Note 3)		<u>193,527</u>
 Total Current Liabilities		 <u>199,851</u>
 Shareholder's Equity:		
Common Stock 10,000 shares at \$85/share		85,000
Retained Earnings / (Deficit)		<u>570,996</u>
Total Shareholder's Equity		<u>655,996</u>
 Total Liabilities & Shareholder's Equity	\$	 <u><u>855,847</u></u>

The accompanying auditor's report and notes to financial statements are an integral part of these financial statements.

San Diego University for Integrative Studies, Inc.
Statement of Changes in Shareholder's Equity
For the Year Ended December 31, 2014

		Capital Stock		Additional	Retained
		Shares	Amount	Paid-In-Capital	Earnings/Deficit
Balance					
	January 1, 2014	10,000	\$85,000	\$0	\$148,116
S-Corporation					
Shareholder Contribution					
Shareholder Distribution					
					(392,322)
Current Year					
	Net Income				815,202
Balance	December 31, 2014	10,000	\$85,000	\$0	\$570,996

The accompanying auditor's report and notes to financial statements are an integral part of these financial statements.

San Diego University for Intergrative Studies, Inc.
Income Statement
For the Year Ended December 31, 2014

Income	
Tuition & Registration	4,502,295
Total Income	<u>4,502,295</u>
Operating Expenses	
Accounting	24,661
Advertising	61,369
Agent Gifts	839
Automobile	9,084
Background Checks	3,209
Bank Service Charge	3,724
Business Tax	130
Cleaning	5,728
Client Gifts	1,159
Computer Internet Service	8,205
Consulting Services	10,255
Contract Labor	4,150
Credit Card Expenses	80,960
Decorations	12,447
Depreciation Expense	55,739
Donation	319
Dues and Subscriptions	17,146
Education Costs	239,912
Employee Development	3,606
Equipment Rental	10,600
Gifts	1,365
Insurance	52,863
Investigation	8,466
IT Service	23,238
Legal	35,883
License & Accreditation	34,746
Meals & Entertainment	12,441
Miscellaneous	300
Office Supplies	25,638
Party Supplies	70
Payroll Expenses	416,700
ESL Staffing Company (Note 7)	494,468
Photography	6,820
Printing	12,854
Professional Fees	400
Property Taxes	359
Reimbursement	287
Rent Expense	775,944
Repair and Maintenance	47,755
Security	9,133
Staff Trip	184
Staff Gifts	2,562

The accompanying auditor's report and notes to financial statements are an integral part of these financial statements.

San Diego University for Intergrative Studies, Inc.
Income Statement
For the Year Ended December 31, 2014

Supplies	936
Telephone	19,347
Translation	50
Travel	49,699
Uniform	1,789
University Staffing Company (Note 7)	1,055,877
Utilities	21,232
Website	9,973
Total Operating Expenses	<u>3,674,618</u>
Net Operating Income	827,677
Other Income/(Expenses)	<u>-</u>
Net Income Before Income Tax	<u>827,677</u>
Income Taxes	
Provision for Income Taxes	<u>(12,475)</u>
Total Income Taxes	<u>(12,475)</u>
Net Income	<u><u>815,202</u></u>

The accompanying auditor's report and notes to financial statements are an integral part of these financial statements.

San Diego University for Integrative Studies, Inc.
Statement of Cash Flows
For the Year Ended December 31, 2014

OPERATING ACTIVITIES	\$815,202
Net Income / (Loss)	
Adjustments to reconcile Net Income to net cash provided by operating activities:	
Depreciation Expense	55,739
Decrease in Income Tax Receivables	10,209
Increase in Loans Receivable - ESL Staffing	(2,532)
Increase in Loans Receivable - University Staffing	(109,071)
Decrease in Payroll Liabilities	(3,105)
Increase in Accounts Payable	520
Increase in Deferred Income Taxes	12
Decrease in Deferred Revenue	(78,176)
Net Cash Provided By (Used In) Operating Activities	688,798
 FINANCING ACTIVITIES	 (392,322)
Shareholder Distribution	(392,322)
Principal Paid on Loans Payable - University Staffing, Inc.	(35,746)
Net Cash Provided by (Used In) Financing Activities	(428,068)
 INVESTING ACTIVITIES	 (34,722)
Property & Equipment Purchased	(34,722)
Net Cash Provided by Investing Activities	(34,722)
 Net Increase (Decrease) in Cash	 226,008
 Cash as of January 1, 2014	 330,750
 Cash as of December 31, 2014	 \$556,758
 Supplemental Disclosure	
Cash Paid For:	
Income Tax Paid	\$800
Interest	0

The accompanying auditor's report and notes to financial statements are an integral part of these financial statements.

SAN DIEGO UNIVERSITY FOR INTEGRATIVE STUDIES, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2014

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Business

The San Diego University for Integrative Studies (SDUIS) was founded in 1999 to provide educational services. The University provides educational services from facilities located in San Diego, California. The University is regulated by the Bureau for Private Postsecondary Education under the California Department of Consumer Affairs.

Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting under accounting principles generally accepted in the United States of America. Under the accrual basis of accounting, revenues are recorded as earned and expenses are recorded at the time liabilities are incurred.

Income Recognition

Tuition revenue is recognized at the time the related educational services are rendered. Tuition is due and payable at the time of registration each quarter. SDUIS offers quarterly deferred tuition payment plan. This payment plan allows students to make tuition payment in three equal monthly installments rather than pay the entire tuition at registration.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income Taxes

SDUIS elected to be taxed as an S-Corporation for both Federal and California income tax purposes. In lieu of federal income taxes, the shareholders of an S-Corporation are taxed on their proportionate share of the SDUIS's taxable income. Accordingly, the income tax included in these financial statements is the 1.5% imposed by the California Franchise Tax Board on S-Corporation income. 2010, 2011, 2012, 2013 and 2014 remain subject to examination by the California Franchise Tax Board.

SAN DIEGO UNIVERSITY FOR INTEGRATIVE STUDIES, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2014

Fair Value of Financial Instruments

SDUIS believes the carrying value of instruments approximates the fair value, due to their short-term nature. Financial instruments include cash and cash equivalents, accounts receivable, accounts payable and accruals.

Cash and Cash Equivalents

For the purposes of the statement of cash flows, SDUIS considers its cash accounts and liquid investments available upon demand to be cash equivalents.

Depreciation and Amortization

SDUIS' property and equipment are stated at cost at the date of acquisition. Assets are depreciated using the straight line method over the estimated useful lives of the related asset estimated at 5 or 7 years.

NOTE 2 – CONCENTRATION OF RISK

Substantially all of the Company's cash are deposited with a single major financial institution. At times during the year the cash balance exceeded the Federal Deposit Insurance limit of \$250,000. These amounts are at relatively greater risk should the financial institution fail.

NOTE 3 – DEFERRED REVENUE

Deferred revenue represents management's estimate of revenue collected but not earned as of December 31, 2014. The university's policy is to collect tuition in advance of all courses. Deferred revenue of \$193,527 was collected in 2014 for 2015 instructional periods.

NOTE 4 - SUPPLEMENTAL DISCLOSURE OF CASH FLOWS INFORMATION

Cash paid during the year for:

Income Taxes	\$ 800.00
--------------	-----------

SAN DIEGO UNIVERSITY FOR INTEGRATIVE STUDIES, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2014

NOTE 5 – LEASES

SDUIS leases its facility located at 3900 Harney St., San Diego, California. The lease will expire on May 31, 2019. Under the lease agreement, rental expense will increase 4% annually. Future minimum lease payments required under the lease are as follows:

2015	513,954
2016	534,511
2017	555,893
2018	578,129
Thereafter	<u>244,810</u>
	<u>\$ 2,427,297</u>

SDUIS leases a facility located at 2725 Congress St., San Diego, California. The lease will expire on November 30, 2016. The lease contains an option to renew for three years at a fair market lease rate. Under the lease agreement, rental expense will increase 3% annually. Future minimum lease payments required under the lease are as follows:

2015	94,462
2016	<u>89,188</u>
	<u>\$ 183,650</u>

SDUIS leases its facility located at 2505 Congress Street, San Diego, California. The lease will expire on January 31, 2019. Under the lease agreement, rental expense will increase 4% annually. Future minimum lease payments required under the lease are as follows:

2015	210,870
2016	219,305
2017	228,077
2018	237,201
2019	<u>19,830</u>
	<u>\$ 915,283</u>

SDUIS leases other facilities on a month to month basis at \$795 per month.

SAN DIEGO UNIVERSITY FOR INTEGRATIVE STUDIES, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2014

NOTE 6 - CONCENTRATIONS

SDUIS' business is conducted in the State of California. As such the Company is vulnerable to any adverse conditions that may befall that geographic region.

NOTE 7 – RELATED PARTY TRANSACTIONS

All University instructors and administrative staff are employed by University Staffing, Inc., a staffing agency, 100% owned by Cristina Versari who also owns 100% of SDUIS. English as a second language (ESL) program instructors are employed by ESL Staffing, Inc., which is 100% owned by Cristina Versari. University Staffing, Inc. and ESL Staffing, Inc. do not earn commissions or compensation from SDUIS. During 2014 SDUIS paid University Staffing, Inc. \$1,055,877 for university instructors and administrative compensation. SDUIS paid ESL Staffing, Inc. \$494,468 for ESL instructors compensation. As of December 31, 2014, the Company has outstanding loans receivable from University Staffing, Inc. \$109,071.36 and ESL Staffing, Inc. \$2,531.90.

NOTE 8 – SUBSEQUENT EVENTS

Events that occurred subsequent to December 31, 2014 have been evaluated for disclosure through December 8, 2015. Based on that evaluation, it was noted that SDUIS's audited financial statements for 2014 will be submitted late to the Bureau for Private Postsecondary Education. As such SDUIS has not been in compliance with this requirement since September, 2015 and its approval to operate may be affected. An estimate of the financial effect or range of potential loss that may occur as a result of this situation cannot be made. December 8, 2015 is the date these financial statements were issued.

Certificate of Participation

*The Accrediting Council for Independent
Colleges and Schools
presents this certificate to*

Cristina Versari

*for attending the Initial Accreditation Workshop
on October 6, 2015 in San Diego, CA.*



(b)(6)

President and CEO

**SAN DIEGO
UNIVERSITY
FOR
INTEGRATIVE STUDIES**



General Catalog

1/1/ 2016 to 12/31/2016

Updated:

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ABOUT THE UNIVERSITY

Mission Statement

The *mission* of San Diego University for Integrative Studies is to provide an educational environment that will facilitate and encourage adult learners who value and strive to pursue intellectual growth. The University provides academic and practical training utilizing a humanistic applied approach to adults who seek to grow from an interdisciplinary, integrative education in support of their personal and professional goals.

In fulfillment of its mission, SDUIS will

- *Develop students who seek to be lifelong learners*
- *Prepare students for the diverse applications of 21st century careers*
- *Create an inclusive environment that celebrates the unique backgrounds of the staff, faculty and learners*

The institutional purposes of the University’s educational programs include:

- Preparing students for academic and professional success through direct classroom or distance instruction, supervised practicum experience, and tutorial study with distinguished faculty who have demonstrated expertise in their respective fields;
- Measuring student achievement through examinations and evaluations of explicit demonstrations of academic competence with attention to professional ethical standards;
- Encouraging recognition of the rich diversity of peoples, cultures, and ideas that add to a chosen field of study through integrative educational

programs and instructional methodologies;

- Providing the community access to continuing education programs, special lectures, and multi-cultural events.

Planning for the growth of San Diego University for Integrative Studies through this century, the mission includes:

1. Expanding our distance learning programs using Internet and correspondence learning in combination with short-term residency requirements.
2. Seeking grants for research, publication, and community services.
3. Creating the SDUIS Counseling Center.
4. Expanding the University’s English Language Program (IEP).

Philosophy

Integrative education emphasizes personal development, maturity, and wisdom combined with technical and professional skills. The goal of San Diego University for Integrative Studies is to prepare a graduate who possesses the competence and the understanding to help others effectively. Learning at SDUIS is designed to cultivate competence in service to others and integrates academic and scholarly discipline with intuitive and spiritual understanding. Experience in applying the skills acquired and insights gained require intensive training, internships, and community service.

Integrative studies and Humanistic psychology emerged as a consequence of reductionist, biological, and mechanistic views of human beings. Integrative studies follow a holistic model by acknowledging

the individual's capacity for choice, self-healing, growth, and spirituality. The implementation of this model considers individuals in their many inseparable dimensions: mind, body, and spirit and in their social, cultural, and environmental contexts. The scope of integrative studies embrace areas and methods of inquiry based upon human experience and the contemporary issues men and women confront in their daily lives.

Scholastically, integrative education combines cognitive and methodological skills with affective and intuitive skills. It recognizes that maturity and effectiveness are manifestations of perspective, experience, and self-knowledge. These attributes are not only assimilated through ordinary didactic instruction but are nurtured through experiential learning. The experiential component includes small group discussion, role-playing, case studies, student presentations, simulations, clinical internships and self-assessment. Integrative education requires a commitment to change, growth, and respect for perceptual and cultural diversity.

Campus Description

The main campus for the University is located in historic Old Town San Diego, close to the Pacific Ocean and Interstate 5. The facilities available at the University include an administrative office, classrooms, student lounge, and computer lab. Old Town San Diego is considered the “birthplace” of California and is home to over 150 restaurants, shops and historical sites. Miles of oceanfront beach are within a few miles and Mission Bay, with more than 4,000 acres of bay, bike paths, grassy knolls and parks is approximately three miles north of Old Town. Within this range are the University of California, San Diego (UCSD) and San Diego State University (SDSU), where students of San Diego University for Integrative Studies can access library

facilities as well as cultural and educational events.

San Diego University for Integrative Studies is a non-residential campus serving a wide variety of students. It does not provide dormitory facilities or off-campus student housing. The school assumes no responsibility in matters of student housing and transportation.

Campus Tours

All prospective students who visit San Diego University for Integrative Studies receive a tour of the campus by the Admissions Officer. This includes a personal introduction to the administrative staff as well as available students and faculty.

Degree and Certificate Programs Offered

Bachelor of Arts Degrees

- Bachelor of Arts in Business Administration

Master Degrees

- Master of Accounting
- Master of Arts in Expressive Arts Therapy
- Master of Arts in Information Technology
- Master of Arts in Marriage and Family Therapy
- Master of Arts in Sport Counseling
- Master of Arts in Transpersonal Psychology
- Master of Business Administration
- Master of Business Administration, Specialization: Hospitality Management
- Master of Business Administration, Specialization: Marketing

Doctorate Degrees

- Doctor in Business Administration

Graduate Certificate Programs (non-degree)

- Certificate in Expressive Arts Therapy
- Certificate in Integrative Nursing Care
- Certificate in Sport Psychology
- Certificate in Tibetan Buddhist Psychology

Certificate Programs (non-degree)

- Certificate in Accounting
- Certificate in Advertising
- Certificate in Communication
- Certificate in Executive Leadership Coaching
- Certificate in Family Leadership Coaching
- Certificate in Fashion Design
- Certificate in Graphic Design
- Certificate in Hospitality Management
- Certificate in Information Technology
- Certificate in International Business Administration
- Certificate in Marketing
- Certificate in Web Design

Faculty

San Diego University for Integrative Studies takes great pride in the affiliated core and adjunct faculty. By embodying the qualities of scholar-practitioners, they bring wisdom and worldly experience to their classrooms and our curriculum. Believing in personal exchange and exposure to a variety of thinkers and doers, San Diego University for Integrative Studies seeks out specialists to

teach in each of its course areas. Input from faculty is sought at the curriculum development stage as well. Faculty members strive to pass on their knowledge and expertise so that they can have a positive influence on our collective future. Although San Diego University for Integrative Studies is a small university, its scholars are leaders and innovators in their areas of expertise. Over 90% of the faculty who teach at the graduate level hold terminal degrees in their area of expertise. The University's residential and online faculty are published, recognized scholars whose approach to teaching embraces multicultural and multinational perspectives.

A listing of the faculty, degrees earned, and areas of specialty is included in the catalog.

Instructional Methods:

Residential courses

1) All residential courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes. All instruction is provided in English.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. Upon completion of the core curriculum, students become involved in their capstone research project, the Master's Thesis. In addition, students are

required to complete fifty (50) clock hours of personal counseling provided by a licensed psychologist or therapist approved by the University. Grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

4) Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or an equally qualified mentor who is approved by the Chief Academic Officer.

5) Student learning performance outcome evaluations include essay and objective examinations, research, reports, and experiential activities.

Distance Education

1) A majority of courses offered by the San Diego University for Integrative Studies are also offered through distance education. Direct education is delivered to students via the Internet, using the learning management system NEO, which allows for the delivery, and tacking of e-learning courses and content, discussion forums, and testing.

2) Each student is provided with a syllabus that contains an outline of the course objectives, course content, weekly assignments and student performance expectations.

3) Instructors work closely with students to monitor their progress.

Institutional Status and Disclosures

San Diego University for Integrative Studies is a private degree-granting institution, which is state approved, operating in compliance with the California Education Code under the authority and regulation of the Bureau for Private Postsecondary

Education. To earn approved status in California, a degree-granting institution must undergo a qualitative review and assessment of programs offered and of all institutional policies, procedures, and operations. The assessment is conducted by a comprehensive on-site review process performed by a qualified visiting committee composed of educators and other appropriate experts. Approval to operate, however, does not imply a state endorsement.

The University's Marriage and Family Therapy program is approved by the California Board of Behavioral Sciences (BBS). The Psychology (PsyD) programs at the San Diego University for Integrative Studies are approved by the California Board of Psychology (BOP). SDUIS is a Continuing Education Provider approved by the California Board of Registered Nursing under the State of California Department of Consumer Affairs, Provider Number CEP 14193. SDUIS is also a Continuing Education Provider approved by the California Board of Behavioral Sciences. Provider Number PCE 1608. SDUIS is approved by the Student and Exchange Visitor Program under the US Department of Homeland Security. SDUIS certificate programs are also approved by the Veterans Administration.

San Diego University for Integrative Studies offers English as a Second Language training through the department USA English Language Center, which is approved by the Accrediting Council for Continuing Education and Training (ACCET). The courses in our English as a Second Language program are short-term, non-degree, non-credit courses.

SDUIS is not institutionally accredited, nor are any of the Degree programs offered, by

an accrediting agency recognized by the US Department of Education.

SDUIS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has a petition of bankruptcy been filed against SDUIS within the preceding 5 years that resulted in re-organization under chapter 11 of the US Bankruptcy code (11USCSEC1101ETSEQ).

Legal Control

This institution is owned by the San Diego University for Integrative Studies, Inc., a California Corporation.

Advisory Board

The Advisory Board Members are:
Stuart Hurwitz, JD
Randall McManus, JD
Denis Waitley, PhD

Notice to Prospective Students

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, the following will happen:

the institution must stop all enrollment in its degree programs, and

Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. , and that, if the student has received federal student financial aid funds (SDUIS does not participate in the Federal Student Financial Aid Programs), the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897. Catalogs are updated annually or more frequently as deemed necessary.

Current catalogs are available to students and the public on the University's website. A printed copy may be requested by a student from the Admissions Department.

A student or any member of the public may file a complaint about this institution with the Bureau for Private for Postsecondary Education by calling (888) 370-7589 toll free or by completing a complain form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Subject to Change/Errors and Omissions

All information, including statements of fees, course offerings, admissions and graduation requirements contained in this catalog are subject to change without notice.

The University is not liable for unintended errors or omissions or for the statements of any employee, advisor or faculty member in conflict with the contents of this catalog.

Statement of Nondiscrimination

Students of any race, color, gender, nationality and ethnicity are admitted to all rights, privileges, programs and activities available at San Diego University for Integrative Studies. The University maintains a non-discriminatory policy regarding race, color, age, gender, disability, creed, sexual orientation, and national or ethnic origin in the administration of educational policies, admissions policies, and other University administered programs.

Students

The University provides a supportive and creative environment for mature individuals who are seeking a positive change in their lives. Historically, SDUIS students have often been embarking on one of life's great transitions, such as: homemakers creating new roles and opportunities; accomplished professionals finding new directions and dimensions; recently retired professional athletes or military personnel looking for a new purpose; paraprofessionals in human services who have been counseling

peripherally while desiring enhanced techniques and the opportunity to enter private practice; licensed practitioners seeking a higher degree of competence and state of the art approaches; and, those improving the quality of their personal as well as professional lives.

Academically, the University aspires to train knowledgeable practitioners, professionals and community leaders who bring to their work a special awareness of their social, ethical, and professional responsibilities. San Diego University for Integrative Studies is proud to provide education for individuals committed to human service and personal development.

SDUIS Administration

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President
Director of Sport Psychology Program

OPEN

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Payment Center

Kristen Kirkham, M.S.
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Distance Learning Coordinator

UNIVERSITY RESOURCES

Academic Counseling

The Admissions Advisor provides the initial academic counseling to students who are registering for the first time. Each student receives an official Program Status Report (PSR), at the time of initial enrollment, which lists the sequence of the required courses for their degree program. Academic advising for continuing students is provided by the Student Services and the Dean of Academic Affairs.

The Dean of Academic Affairs remains available for on-going academic counseling throughout the year and routinely provides recommendations and offers academic assistance. Students should schedule an appointment in advance for a consultation with the Dean of Academic Affairs

Career Services

The Career Services Office assists graduates in seeking careers in their fields of education and training. The Career Services staff works with students prior to graduation to determine areas of employment interest and to explore employment options.

Although SDUIS does not guarantee employment to any graduate, the Career Services Office works to provide employment leads and to help graduates seek interviews for appropriate employment. Students seeking part-time employment are also assisted by the Career Services Office.

Career Services assistance is most effective when there is cooperation between the graduating student and the Career Services Office. To this end, it is the student's responsibility to do the following:

- Understand that SDUIS does not guarantee the employment of any graduate, and that obtaining employment is ultimately the

graduate's responsibility. While the Career Services Office will assist graduates, graduates should independently pursue employment opportunities and not rely solely on the efforts of the office.

- Complete all paperwork required by the Career Services Office and keep the Career Services Office apprised of any changes in personal or employment information.
- Attend workshops and training sessions as these become available. Attendance at these sessions will assist students in preparing résumés, cover letters, and applications, and will provide information concerning interviewing techniques.
- Attend career conferences as requested by the Career Services Office. These meetings enable the staff to better assess the career goals and needs of each student.
- Begin addressing practical employability concerns immediately. These include such issues as arrangements for child care, transportation, and wardrobe development.

Disabled Student Services

The University welcomes students with disabilities. Students who have special needs are encouraged to contact the Dean of Academic Affairs to make arrangements for the needed services. Such students may be entitled to receive approved modifications, accommodations, or auxiliary aids to enable them to participate in and benefit from all educational programs and activities on the campus. San Diego University for Integrative Studies is committed to providing opportunities for higher education and for making its programs, activities, and facilities fully accessible to persons with

disabilities. The University is fully compliant with the Americans with Disabilities Act of 1960 and section 504 of the Federal Rehabilitation Act of 1973.

Library Resources

Students can access the University of California, San Diego (UCSD) and San Diego State University (SDSU) libraries through the purchase of the Community or Guest card, which is valid for one year. SDUIS does reimburse for the purchase of the library card, once the student submits the receipt as proof of purchase.

Students can have access to the University of California, San Diego libraries consisting of six (6) libraries throughout the UCSD campus, providing users with access to more than 7 million digital and print volumes, journals, and multimedia materials.

San Diego State University main library is also available. The SDSU library contains over 7 million items in its collection, including books, periodicals, microfilm, and electronic subscriptions.

A professional librarian and information specialist experienced in the electronic retrieval of information is available in each library.

Distance Learning students can select a library near where they are located for the same access and privileges.

Student Activities

Student/Alumni Network

The University provides a forum of communication between former and current students of San Diego University for Integrative Studies. The University has an internet based news/discussion group, SDUIS forum, which is used as the primary tool for networking and disseminating information about the SDUIS community.

Study Groups

University students are allowed to use available classroom space during regular office hours for study groups, peer or organizational meetings, and capstone research project planning among other activities. Students make scheduling arrangements with the Administrative Office at least one (1) week in advance of the date and time being requested.

Support Groups

SDUIS support groups are established during any quarter by students who are enrolled in various courses and who want the interaction and support of their classmates.

Student Organizations

Since the majority of University students are working professionals, many have limited time for additional external activities outside school. However, student organizations evolve periodically when needed.

Workshops and Special Events

Students and members of the community are invited to attend a variety of workshops, lectures, and special events sponsored by the University throughout the year.

ADMISSIONS

Bachelor of Arts Degree

Admission to the University's degree programs is based largely on a process of personal interview(s) and evaluation of relevant academic achievement. Since the programs at SDUIS are humanistic and professional in orientation, the school seeks students who are committed to promoting compassion, personal responsibility and well-being in themselves and others.

The criteria for admission into the degree programs is based on the applicant's academic preparation and his/her apparent orientation to humanistic and integrative education. No entrance exams are required.

Prior Education Requirements:

Bachelor of Arts Degree

Students enrolling in the Bachelor's Degree program must have a High School Diploma or GED.

TOEFL Exam:

Foreign, non-English speaking students must submit minimum TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based). (Scores may be changed)

English as a Second Language instruction is provided under USA English Language Center at SDUIS. SDUIS is approved by the Student Exchange and Visitor Program (SEVP) to issue student visas.

ADMISSION PROCEDURES:

All degree applicants must complete and submit the following items:

1. Application for admission with a \$75 fee.
2. Educational intent statement (2-5 page essay or update for returning students).
3. Two (2) letters of recommendation.

4. Transferability of Units form.

5. Official transcripts from schools previously attended.

6. Transcripts from foreign, non-English speaking Universities must be accompanied by a certified official translation of the transcript.

7. SDUIS requires an original **General Report** from a credential evaluation agency of the final transcript or diploma, if earned outside of the United States. The credential evaluation agency must be a member of the National Association of Credential Evaluation Services (NACES). Member organizations may be found at www.naces.org.

A Course-by-Course evaluation is required for students applying to the Bachelor's degree program who have completed courses at another college/university and want the units to be evaluated for transfer to SDUIS.

8. All new international students are required to show proof that funds are guaranteed for the first year of study, in the form of a bank statement (savings or checking accounts only) or bank letter, dated within the last two months.

The bank statement or bank letter must be in English, or include a certified English translation.

9. Foreign, non-English speaking students must submit minimum TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based). (May include description of score between 450 to 499)

10. If applying from abroad, the prospective student is required to pay an Abroad Booking Fee in the amount of \$300, as well

as the courier fee for delivery of acceptance documents & Form I-20.

The completed and signed Final Admission Interview Documents must be mailed back to SDUIS

Students enrolling for Distance Learning follow the same admission procedure except that the Final Admissions Interview is conducted through a conference telephone call.

Students who are accepted receive a Student Handbook, ID card by request, Disabled Student Services information or financial assistance information, if appropriate.

Deadline for admission as a Full Status student is one (1) month prior to the beginning of the quarter. Applicants who have not completed the admissions process may provisionally enroll on a Conditional basis for one (1) quarter while completing and submitting the remainder of materials needed.

After the student receives the registration information forwarded by the Registrar, he/she registers for classes and is required to settle all appropriate fees prior to the deadline for the upcoming quarter.

Admissions documents submitted to SDUIS become the property of the University and cannot be returned, forwarded, copied or released to the student, other organizations or institutions, professional associates or family and friends.

CERTIFICATE PROGRAMS (non-degree)

Students enrolling in Undergraduate Certificate Program must have a High School Diploma, GED, or Bachelor's degree.

Students enrolling in a Graduate level Certificate Program must have earned a Bachelor's degree.

Foreign, non-English speaking students must also take an English Placement Test and score 75 or higher. (Scores may be changed or TOEFL TEST required)

All Certificate applicants must complete and submit the following items:

A potential Certificate student must complete the admissions packet and submit the following items:

1. Application for admission with a \$75 fee.
2. Educational intent statement (2-5 page essay or update for returning students).
3. Two (2) letters of recommendation.
4. Transferability of Units form
5. Copy of HS Diploma, HS Transcripts, GED, or Bachelor's degree Transcript.
6. If the diploma, transcripts, GED or Bachelor's degree transcript are from foreign, non-English speaking schools, the document must be accompanied by a certified official translation.
7. Must provide an original General Report from a credential evaluation agency of the official final transcript or diploma, if earned outside of the United States (no copies). The credential evaluation agency must be a member of the National Association of Credential Evaluation Services (NACES). Member organizations may be found at www.naces.org.
8. All new international students are required to show proof that funds are guaranteed for the first year of study, in the form of a bank statement (savings or

checking accounts only) or bank letter, dated within the last two months.

The bank statement or bank letter must be in English, or include a certified English translation.

9. Foreign, non-English speaking students must take the English Placement Test and score 64 or better for admission to an undergraduate level certificate program.

English as a Second Language instruction is provided under USA English Language Center at SDUIS. SDUIS is approved by the Student Exchange and Visitor Program (SEVP) to issue student visas.

Conditional Enrollment Status

A student can be admitted to SDUIS with Full, Conditional, or Extension Status:

* Full Status: Students with this classification have completed the application process, paid all fees, met all requirements, and signed a Student Enrollment Agreement form.

* Conditional Status: Students with this classification have initiated but have not completed the admissions process. These are applicants being considered for full status pending receipt and acceptance of remaining application materials. This includes, for Degree seeking students, the completion of the Final Admissions Interview. The courses taken during the first quarter will transfer into a degree program upon acceptance.

“Conditional” students must complete the admission requirements before the end of the first quarter they enroll in order to be eligible to register for the second quarter. Students who are not accepted into a program may be eligible to receive units as an extension student. “Conditional” students enrolled for classes while completing the

admissions process are not guaranteed acceptance into a degree program as a full time student. (Students on an F-1 visa do not qualify for Conditional status).

Transfer Credit Policy

When students wish to transfer units into a degree program at SDUIS, all units must be from an accredited or approved school and have not been counted towards a completed degree program, or one to be completed concurrently elsewhere. If a course is evaluated at the University as being equivalent to a course required in the student's program, it may be accepted as such. The amount of transfer credit permitted varies with each program. The following formula is used when changing semester hours to quarter hours:

1 semester hour = 1.5 quarter units
2 semester hours = 3.0 quarter units
3 semester hours = 4.5 quarter units
4 semester hours = 6.0 quarter units
5 semester hours = 7.5 quarter units

Credits eligible for transfer must be earned at institutions approved by the BPPE (Bureau for Private Postsecondary Education), public or private schools of higher education that are regionally accredited or foreign institutions recognized by the U.S. Department of Education. In determining how courses are evaluated for acceptance as transfer credits, each course will be compared with the catalog course description from the school previously attended (where transfer credits will come from) to the SDUIS catalog course description. The student will provide a copy of the catalog with course description(s) that was in use during the time the student had attended that school, in order for the evaluation to occur. Courses eligible for transfer at the graduate level must have been completed within the last 10 years, or 6 years for the licensing tract. At

the BA level, each case will be evaluated individually.

General education requirements may also be met by successful scores on CLEP exams in subjects not previously credited on transcripts.

Credits transferred into the Bachelor of Arts program are limited to 90 semester and 135 quarter units. A passing grade of "C" or better is required for courses to transfer into the Bachelor of Arts program. Master of Arts programs are limited to six (6) semester hours or eight (8) quarter units. These units must be in subjects directly related to the core courses for the degree. A passing grade of "B" or better is required for courses to transfer into SDUIS graduate programs. No more than 30 semester hours, or 45 quarter units, can be transferred into any of the Doctoral programs. These units must be in subjects directly related to the core courses for the degree.

The University does not accept undergraduate credit hours, even at advanced levels, as transfer credit in graduate programs.

This institution had not entered into an articulation or transfer agreement with any other college or university.

Residency Requirement

The residency requirement refers to the minimum number of units of formal classroom instruction that must be completed with the University to meet all course requirements. For the bachelor's degrees, the residency requirement is 45 quarter units, in all masters programs the residency requirement is 76 quarter units except for the Marriage and Family Therapy (MFT) program, which is 82 quarter units; and, Sport Counseling at 66 quarter units. The residency requirement for all Doctoral programs is 55 quarter units. The following courses cannot be transferred into SDUIS

programs and must be completed at the university:

1. CPS 605 – Clinical Counseling Skills Training
2. CPS 611 – Advanced Clinical Skills Training
3. CEX/CTR/SPO 600 – Business Principles

Residency Requirement for International Students

The residency requirement refers to the minimum number of classes an international student must register for per quarter. For the bachelors programs, the residency requirement is a minimum of three classes per quarter for three consecutive quarters; 50% of classes each quarter must be completed residentially. For the certificate, master's and doctorate programs, the residency requirement is a minimum of two classes per quarter for three consecutive quarters; 50% of classes each quarter must be completed residentially.

Residency Requirement for Online Students

Distance learning students, enrolled in Psychology program, and are required to complete the following courses in the classroom setting. These courses must be completed at SDUIS and cannot be transferred from another university. The University's ten (10) quarter unit residency requirement is offered as intensive courses in the Winter Quarter, and includes the following:

- CPS 605 – Clinical Counseling Skills Training
- CPS 611 – Advanced Clinical Skills Training

Extension Student Applicants

The University invites qualified people who are not enrolled in a degree program to take courses as extension students. Students who

later decide to enter a degree program must satisfy all admission requirements in effect at the time of their formal enrollment. The same attendance and refund policy applies for the extension student as for all enrolled SDUIS students. These courses appear on a transcript with the respective grades. Up to three courses and fees paid for credit may be applied to degree programs by extension students who later enroll (as long as courses taken apply to the degree program).

Auditing Courses

Qualified individuals (admitted students or extension students) who wish to attend a class without receiving credit may register as an auditor at 50% the cost of tuition. Alumni can audit classes and certain special events at a 20% discount. Auditors must meet all pre-requisite requirements. Some classes cannot be taken as an audit.

Classes completed as an audit do not satisfy University degree requirements, and will not appear on a transcript. Registered students can change from audit to credit status before the last class meeting by completing the appropriate forms, paying the tuition difference and completing all course requirements.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at the San Diego University for Integrative Studies is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the (degree or certificate) you earn at the San Diego University for Integrative Studies is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your

coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.

FINANCIAL INFORMATION

Tuition

Tuition is due and payable at the time of registration each quarter. Students are permitted to pay tuition and any fees using Master Card, Visa, Discover or American Express in addition to cash, check, money order, or cashier's check.

Tuition is subject to change. Students will be notified of any tuition increase(s) in the SDUIS Quarterly Schedule of Classes. The same tuition charges apply to the certificate and extension students.

The following tuition amounts and required fees (\$75 Application Fee, \$175 one-time Registration Fee, \$200 Petition to Graduate or Petition of certificate Completion fee, \$150 Comprehensive Exam Fee for applicable programs*) are effective for academic year –2016 - 2017.

Program Cost Chart	Tuition per unit (5 unit class)	Bachelor's	Master's	Doctoral	Certificate	Distance Learning
Tuition for Class Audit		(\$600)	(\$600)	(\$600)	(\$600)	(\$600)
Total Cost of Business Administration	BA \$78 (\$390) MBA/DBA/Cert. \$120 (\$600)	\$3960- \$14,490	\$10,050	\$13,650	\$5,250	Same as Residential
Total Cost Accounting	\$120 (\$600)	N/A	\$11,250	N/A	\$5,250	Same as Residential
Total Cost of Expressive Arts Therapy:	\$240 (\$1,200)	N/A	\$22,200*	N/A	\$8,850	Same as Residential
Total Cost of Information Technology	\$120 (\$1,200)	N/A	\$11,850	N/A	\$5,250	Same as Residential
Total Cost of MFT:	\$240 (\$1,200)	N/A	\$24,840*	N/A	N/A	Same as Residential
Total Cost of Sport Counseling / Psychology:	\$240 (\$1,200)	N/A	\$22,200*	N/A	\$10,050	Same as Residential
Total Cost of Transpersonal Psychology:	\$240 (\$1,200)	N/A	\$22,200*	N/A	\$8,850	Same as Residential
Total Cost Advertising	\$120 (\$600)	N/A	N/A	N/A	\$5,250	Same as Residential

Total Cost Communication	\$120 (\$600)	N/A	N/A	N/A	\$5,250	Same as Residential
Total Cost Executive Leadership Coaching	\$120 (\$600)	N/A	N/A	N/A	\$5,250	Same as Residential
Total Cost Family Leadership Coaching	\$120 (\$600)	N/A	N/A	N/A	\$5,250	Same as Residential
Total Cost Fashion Design/Fashion Business	\$120 (\$600)	N/A	N/A	N/A	\$5,250	Same as Residential
Total Cost Graphic Design	\$120 (\$600)	N/A	N/A	N/A	\$5,250	Same as Residential
Total Cost Hospitality Management	\$120 (\$600)	N/A	N/A	N/A	\$5,250	Same as Residential
Total Cost Integrative Nursing Care	\$120 (\$600)	N/A	N/A	N/A	\$5,250	Same as Residential
Total Cost Marketing	\$120 (\$600)	N/A	N/A	N/A	\$5,250	Same as Residential
Total Cost Web Design	\$120 (\$600)	N/A	N/A	N/A	\$5,250	Same as Residential
Books and Supplies		\$900 - \$3,600	\$1,600 - \$2,100	\$2,200	\$700 - \$800	Same as Residential
CEU's	\$125/day					

Estimated Costs by Program

Bachelor of Arts Degree Program

The cost of a five (5) quarter unit course in the Bachelor of Arts in Business Administration Program is \$390 or \$78 per unit. The price of the bachelor's program will vary based upon the number of units transferred in at the time of enrollment and include the required fees (\$75 Application Fee, \$175 one-time Registration Fee, \$200 Petition to Graduate). The estimated minimum cost would be \$3,960, the estimated maximum cost would be \$14,490.

The estimated cost for books and supplies will vary according to the requirements made by the course instructors. The estimated cost ranges from \$900 to \$3,600.

Master of Arts Degree Programs

The cost of a five (5) quarter unit course in the Master of Arts (Marriage & Family Therapy, Expressive Arts Therapy, Sport Counseling, Transpersonal Psychology) programs either online or on-site is \$1200, or \$240 per unit. The price will vary based on the program in which the student is enrolled and include the required fees (\$75 Application Fee, \$175 one-time Registration Fee, \$200 Petition to Graduate, \$150 Comprehensive Exam Fee for applicable programs).The estimated minimum cost would be \$22,200, the estimated maximum cost would be \$24,840.

The estimated cost for books and supplies, will vary according to the requirements made by the course instructors. The estimated cost ranges from \$1600 to \$2,100.

Master's Degree Programs

The cost of a five (5) quarter unit course in the Master's programs (MBA, MBA-Hospitality, MBA-Marketing, Master of Accounting, MA Information Technology) either online or on-site is \$600, or \$120 per unit. The price will vary based on the

program in which the student is enrolled and include the required fees (\$75 Application Fee, \$175 one-time Registration Fee, \$200 Petition to Graduate, \$150 Comprehensive Exam Fee for applicable programs).The estimated minimum cost would be \$10,050 the estimated maximum cost would be \$11,850.

The estimated cost for books and supplies will vary according to the requirements of the course instructors. The estimated cost ranges from \$1,600 to \$2,100.

Doctoral Degree Program

The cost of a five (5) quarter unit course in the Doctoral program is \$600, or \$120 per unit. The price of the doctoral program is \$13,650. Books and supplies will cost approximately \$2,200.

Certificate Programs

The cost of a five (5) quarter unit course in the following Certificate programs (Expressive Arts, Sport Psychology, Tibetan Buddhist Psychology) is \$1200, or \$240 per unit. The price will vary based on the program in which the student is enrolled and include the required fees (\$75 Application Fee, \$175 one-time Registration Fee, \$200 Petition of Certificate Completion). The estimated minimum cost would be \$8,850, the estimated maximum cost would be \$10,050.

The estimated cost for books and supplies ranges from \$700 to \$800.

The cost of a five (5) quarter unit course in the remaining Certificate programs is \$600, or \$120 per unit. The price of these certificate programs is \$5,250. The estimated cost for books and supplies is \$800.

Extension students who are not officially enrolled in a degree program, but are taking classes for personal or professional purposes, pay tuition charges according to the degree level of the courses for which they register.

Auditors pay a reduced tuition charge amounting to 50% of the cost of enrolled student tuition.

The University offers a 20% discount to all alumni interested in auditing any class and some special events.

Books

For a list of required textbooks, students can go to <http://www.sduis.edu>. Students who do not have Internet service are welcome to use the University's computer lab during regular office hours. Students have the option to buy their texts from any bookstore that best suits their needs.

Other Fees

The following is a breakdown of various fees for which students are responsible for paying based on their particular status with the University.

1. **Application Fee**: This is a non-refundable fee that must accompany the SDUIS application form to be completed and submitted by all students applying to the school. The fee is \$75.

2. **Registration Fee**: This one-time registration fee is payable at the time of initial registration. The fee is \$175. \$100 of the fee is non-refundable should a student officially withdraw from the University prior to the start of classes.

3. **Late Registration Fee**: Students who register or add classes after the registration deadline are assessed the fee of \$50.

4. **Late Tuition Payment Fee**: A late processing fee of \$50 is charged when a monthly payment is received after the 15th of the month.

5. **Added Course Fee**: Students with a tuition contract, who elect to take courses in addition to those included in their original

degree programs, will be assessed the tuition rate in effect at the time the additional courses are taken. Additional courses must be paid for at the time of registration.

6. **Dropped Course Fee**: This processing fee applies to students who drop a course. The fee is \$50 and must accompany the add/drop form. Students will also pay for actual classes attended.

7. **Retaking a Class**: Students who wish to retake a class which they have not successfully completed are able to do so by registering for it and paying the appropriate full tuition fees.

8. **Petition for an Incomplete Fee**: The petition for an incomplete, which is a twelve (12) week extension for a class, may only be used in extreme hardship cases. The petition must be submitted with the fee of \$50.

9. **Returned Check Fee or Declined Credit Card**: This fee is charged for each check that is returned by the bank or whenever a credit card payment is declined. The fee is \$25.

10. **M.A. & MFT Comprehensive Examination Fee**: Students enrolled in one of the following programs, MA Marriage & Family Therapy, MA Expressive Arts Therapy, MA Sport Counseling or MA Transpersonal Psychology, are required to take this examination. Registration for the exam and payment of the fee are due by the quarterly registration deadline. The fee is \$150.

11. **DBA Comprehensive Examination Fee**: All doctoral students are required to take this examination. Registration for the exam and payment of the fee are due by the quarterly registration deadline. The fee is \$150.

12. **Retake Fee**: This fee is charged for retaking any portion of the comprehensive

examination and is payable by the quarterly registration deadline. The fee is \$90.

13. **Transcript Fee:** To protect a student's privacy, transcripts are available upon written request and require one (1) week to process. There is a per copy fee of \$10. Rush transcript requests (within 48 hours) are assessed for each transcript requested and is \$25 per copy.

14. **Graduation Fee:** This fee must accompany the Petition to Graduate form regardless of graduation ceremony attendance. This cost includes use of a cap and gown and is \$200.

15. **Certificate Completion Fee:** This fee must accompany the Petition of Certificate Completion form regardless of graduation ceremony attendance. This cost includes use of a cap and gown and is \$200.

16. **Abroad Booking Fee:** This fee applies to all International students who are applying for admission from outside of the United States. This fee is \$300.

**Student Tuition Recovery Fund
From the CA State Code: 76215. Student
Tuition Recovery Fund Disclosures.**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the

STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code.
Reference: Section 94923, Education Code.

The current STRF amount is \$0.00 per \$1000 of tuition paid.

Equipment Costs

Students at SDUIS are able to use the computers available in the computer lab at no charge. Students are encouraged to respect the planet by minimizing printing and submitting assignments via email. However, printing services are available for a nominal fee.

Housing and Transportation

The cost of housing and transportation is assumed by all SDUIS students and will vary depending upon the individual's living situation and mode of transportation to and from the school. There are no dormitory or apartment buildings designated for SDUIS students. There are several apartment buildings in the Old Town area and surrounding neighborhoods, with rental costs ranging from \$750 for a studio to \$1300 for a two bedroom apartment per month, plus applicable fees. Short-term rental properties are also available at a range from \$800 to \$1000 per month

Our students commute to the school to attend classes and all special events or seminars. Students can take a bus, train, taxi, shuttle, car pool, bicycle, or drive their own vehicles to get to the campus. Students assume the cost(s) for the form of transportation used.

Financial Assistance

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

The following options are available for those students seeking financial assistance:

Independent Loans: Many financial institutions offer loans to those individuals with good credit. They can also suggest ways to secure a loan.

Employee Reimbursement: Many companies offer tuition reimbursement or tuition assistance to employees completing their college degrees. Students should contact their personnel office for their company's policy regarding continuing education.

Residential Quarterly Deferred Tuition

Payment Schedule: This payment plan allows students to make quarterly tuition payments in three (3) equal monthly installments during a particular quarter instead of paying the entire tuition at registration. Students wishing to utilize this plan must submit the following: 1) a "Pay As You Go" Monthly Tuition Payment contract, obtained from the Registrar; 2) a course registration form; 3) the first installment payment; and 4) the \$5 Deferred Payment Plan Processing Fee. This \$5 processing fee is due with each of the monthly payments. There will be no interest charged for this deferred tuition payment plan if payments are made on schedule. Students who register late are not eligible for this three-month payment plan. Payments are due by the fifteenth of each month; when

received after the 15th of the month, a late tuition payment fee of \$50 is assessed.

CANCELLATION AND REFUND POLICIES

Student’s Right to Cancel:

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

The University shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through your attendance at the first class session (or before the first lesson and materials are received for Distance Education courses), or the seventh day after signing this enrollment agreement, whichever is later.

There is no penalty or obligation from the date the student cancels their enrollment agreement. The institution shall pay or credit refunds within 45 days of a student’s cancellation or withdrawal.

If the school has given a student any equipment, she/he must return it within 10 days of the cancellation notice. If it is not returned within this time, SDUIS may keep an amount out of the fees paid that equals the replacement cost of the equipment. The school will refund any amount over that and the student may keep the equipment.

Refund Policy

The refund policy of SDUIS for the unused portion of tuition costs follows the appropriate guidelines of the Veteran’s Administration and California Education Code. Drop/add forms are available in the Administrative Office. The amount of a refund is determined by the date that the student last attended class. The ratios remain

the same for Certificate, MA and Doctoral programs. Refunds are mailed to the student within 45 days. See the following example:

Refund Policy Example for a five-unit \$600.00 master’s or certificate level course meeting 12 times. The formula is: Total Amount paid minus Registration Fee equals Adjusted Amount paid. The Adjusted Amount times Hours of Instruction paid for but not received divided by Hours of Instruction paid for, minus the drop fee equals final Refund Amount.

Hours Of Instruction	Class Meeting(s)	Refund Amount
4 h 10 m	1	\$600
8 h 20 m	2	\$500
12 h 30 m	3	\$450
16 h 40 m	4	\$400
20 h 50 m	5	\$350
25 h	6	\$300
28 h 10 m	7	\$250
32 h 20 m	8	\$200
36 h 30 m	9	\$150
40 h 40 m	10	\$100
44 h 50 m	11	\$ 50
50 h	12	\$ 0

For example, a student may attend a class for 20 hours 50 minutes, but then elect to drop. The refund would be prorated as follows:
 $\$600 - (\$600 \times 20\text{hrs } 50 \text{ mins} / 50\text{hrs}) = \400
 $- \$50 \text{ drop fee} = \350

University Initiated Class Drop

An administrative drop occurs when a student fails to attend 80% of a class. A prorated refund will be provided to the student that is based on the amount of the unused portion of the tuition charges, effective based upon the last date of attendance. A drop fee will be charged for processing purposes.

To maintain regular status at SDUIS, students must:

- Attend classes (at least 80%)
- Maintain minimum passing grades (BA – C, MA – B, MBA – B, , DBA – B,)
- Complete all courses and not have N/C (No Credit)
- Be current with payments.
- Take and pass at least 4 courses a year.
- Not fail to enroll in a course for 2 consecutive quarters.
- If coursework has been completed, register every quarter for BA (Senior Project), MA (Thesis/Project Writing) and DBA (Dissertation/Project Writing) until project has been completed.
- MA must be completed within 5 years from the time of enrollment.
- MBA must be completed within 5 years from the time of enrollment.
- DBA must be completed within 8 years from the time of enrollment.

ADMINISTRATIVE AND ACADEMIC POLICIES

Appeal of Academic Policies

If a student wishes to question a policy or procedure of the University, he or she must submit a “Request for an Exception to an Academic Regulation” form (available in the administrative office and SDUIS website) to the Exceptions Review Committee.

Notification with response is sent by mail within 30 days of the request. Exception to SDUIS policies can only be approved by the Exceptions Review Committee. Individual staff members are not authorized to grant student requests for exceptions to SDUIS policy or procedures.

Attendance Policy

The University requires a minimum of 80% class attendance and individual instructors

may require more. A student who has missed more than 20% of a class (8 hours 20 minutes of a 5 quarter unit class, or 4 hours 10 minutes of a 2.5 quarter unit class) will be administratively dropped.

Students who have missed nearly 20% of a class will receive a "Drop Warning" letter in the mail, which states that if they miss one (1), more class they will be administratively dropped from that class. If a student misses one (1) more class after the receipt of the Drop Warning, they will then receive a "Drop Notice" letter stating they will be administratively dropped from that class. Refunds for administrative drops are prorated and based on the last date of attendance.

SDUIS requires that students sign the "Class Attendance Sheet" provided in each class in order to receive credit for attending the class.

Under certain circumstances, a student may have missed more class hours than permitted due to reasons beyond their control. The student can request permission to arrange a plan with the instructor to complete the required course work they had missed. The instructor has the right to approve or deny the student's request. All work must be completed by the end of that quarter.

Distance Learning students are required to log on a minimum of five (5) times per week or 30 days every 6 week session. Students who fail to log on the required number of times will receive a “Drop Warning” email the week following the failure to log on. The next week that the student fails to log on a “Drop Notice” will be emailed and the student should not log on after receiving this notice, as the refund, if due, would be prorated based upon the date of the last time the student logged on.

ONLINE SDUIS RESPONSE POLICY

SDUIS will respond to student submissions and questions within 48 hours of receipt.

Final grades will be posted within 3 weeks of the quarter end date.

Leave of Absence

The Exceptions Review Committee will consider a request for a leave of absence from studies due to financial, medical and other emergency reasons. Students must submit a "Request for Leave of Absence" form detailing the reasons for requesting the leave. Leave of absence must be approved each quarter and should not exceed 1 year per degree program. A leave of absence will not be granted to students who have completed coursework and are all but dissertation or thesis.

A leave of absence does not extend the deadline for an incomplete grade nor does it extend the time limit for completion of a degree. Current outstanding financial obligations must be paid; under normal circumstances, an unpaid balance precludes re-entry into a program and institutes a Hold on Records.

Course Numbering

All courses numbered 499 and below are undergraduate classes. Courses numbered 500 to 599 are graduate (MA) level classes. Courses numbered 600 to 699 are Masters level classes; and courses numbered 700 and above are post-masters and doctoral level classes, but may occasionally be used in Masters Programs.

Definition of a Quarter Credit

A quarter unit of credit is comprised of at least 10 hours of academic engagement and 20 hours of preparation. Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the institution; contributing to an academic online discussion; initiating contact with a faculty

member to ask a question about the academic subject studied in the course and laboratory work, externship, or internship. Preparation is typically homework, such as reading and study time, and completing assignments and projects.

During the course of their studies at SDUIS, students have regular contact with faculty members in a variety of settings and venues. The SDUIS model recognizes the independence of the adult student but also provides tremendous opportunity for support.

Students have direct contact with their faculty as they give feedback online, mentor students, and evaluate the student's work product for each course. While students work independently as they read original sources and write the required discussion posts, their faculty are available for assistance and/or discussion at the student's request. Meeting requests may also initiate from faculty who recognize that a student needs additional support, for example, if a work product is late or does not meet minimum standards.

Other academic engagement activities include assigned group discussions on specific academic topics and relevant audio/video presentations.

Definition of an Academic Year

An academic year is defined as 3 quarters of instruction.

Ethical Conduct and Academic Honesty

San Diego University for Integrative Studies embraces a high standard of integrity of performance for students, administrators, faculty, and staff members. All members of the campus community have the responsibility to foster a standard of conduct which reflects credit on themselves and on the University, while preserving a climate that respects the dignity and integrity of each individual. San Diego University for Integrative Studies expects and requires that all students maintain the ethical standards of

the professions and careers for which they are training. Plagiarism, or presenting the ideas, words, or views of another, as if they were one's own, is considered unethical conduct by the University. Failure in maintaining such standards or engaging in actions that are deleterious to San Diego University for Integrative Studies may result in disciplinary action, including dismissal. (See dismissal policy page)

Academic Honesty

Plagiarism occurs whenever a person presents the words, ideas, or views of someone else as if they were his or her own, as well as recycling of your own work without acknowledgment (e.g. submitting the same paper for different classes). The use of another's published or unpublished ideas, words, or views on a paper, report, or oral presentation must be accompanied by specific citations and references. The consequence of plagiarism and other forms of academic dishonesty may include non-acceptance of the work submitted by the student to the faculty member (failure of the assignment), failure of the course, or dismissal from the University. The Dean of Academic Affairs handles all matters involving academic dishonesty.

Grading Standards

The University will use a combination of letter and pass/fail grades. Grades, along with written feedback from the instructor, will be used to accurately inform students of their progress, areas of strengths or need for improvement(s). The grading system at SDUIS was designed to accurately reflect students' performance relative to generally recognizable professional and educational standards for a given degree level. It is an individual's performance, rather than effort, experience, or mere attendance that are the substantial basis for assigning a grade. Requirements and performance expectations increase with the level of degree sought, from bachelors to masters to doctorate.

Academic and personal accomplishment is recognized and expected at SDUIS. It is the intention of the administration and faculty that all students attain a high level of proficiency in their course work and make satisfactory progress in their degree program, or individual educational pursuits.

Letter Grades

Letter grades are awarded for courses by the instructor using a university approved objective measure. The instructor also has the option of using a plus or minus system to further distinguish degrees of achievement.

Student will receive a copy of this evaluation along with written comments for each class by e-mail.

* The Thesis, Dissertation Writing and Senior Project courses (699, 800, 801) do not receive a letter grade but receive credit upon satisfactory completion. Course in progress (IP) will be assigned for Thesis, Dissertation and Senior Project courses, until completed.

Grades are assigned on the following basis:

- A** - Excellent achievement and high scholarship.
- B** - Above average work for undergraduates. Average graduate student work.
- C** - Average performance for undergraduates. Below the average performance expected from graduate students. Graduate students must repeat the course if it is required in their degree program.
- D** - Minimally passing performance for undergraduates. For graduate students, work does not meet graduate student standards. All students must repeat a course if it is required in their degree program.
- F** - Unsatisfactory work for all students. All students must repeat a course if it is required in their degree program.

Inc - Incomplete, course requirements not completed.

NC - Student's work did not meet course requirements. Equivalent to a grade of **C** or below for graduate students, and **D** or below for undergraduates.

For coursework not completed by the student the following designations may appear on a student transcript:

IP- Course in progress

W- Withdrew from class in good standing.

WF- Withdrew from class with failing grade or administrative drop from class due to failure to meet attendance requirement.

Incomplete-Students who, for extenuating circumstances, need to receive an incomplete in any of their courses, must submit a "Petition for Incomplete" (obtained from the Registrar or SDUIS website, approved and signed by the Instructor) and pay a \$50 a processing fee. The petition must be submitted no later than the last day of the quarter. If he or she successfully resolves the incomplete, the instructor will assign the appropriate grade. A grade of PH or A cannot be assigned under these circumstances. Work must be submitted to the instructor no later than 12 weeks after the end of class.

Grade Point Scale

SDUIS uses a 4.0 scale in assigning grade points. The grading policy/scale is as follows:

Grade	Description	Percentage Breakdown	Quality Points per Credit Hr.
A	Superior achievement	92-100	4.0
B	Commendable achievement	85-91	3.0
C	Satisfactory achievement	78-84	2.0
D	Not passing and less than satisfactory achievement	70-77	1.7
F or NC	Unacceptable achievement	69 or below	0
INC	Incomplete coursework		Not computed
W	Withdrew from class in good standing.		Not computed
WF	Withdrew from class with failing grade or administrative drop from class due to failure to meet attendance requirement.		Not computed
TR	Credit granted through transfer		Not computed
AU	Course audited—no credit awarded		Not computed

1. The following sample calculation outlines how CGPA is determined:

Course	Grade	Credit Hours Attempted	Credits Earned	Quality Points	=	Quality Points Earned
Writing Skills & Research	B	5	5	3.0	=	15.0
Finance & Environmental Accounting	A	5	5	4.0	=	20.0
Quantitative Methods in Business	F	5	0	0		0
Academic English Skills	W		0	Not computed in GPA		
Total		15	10	35		

Cumulative Grade point average (CGPA) = 35 (sum of quality points earned) divided by 15 (sum of computed credit hours attempted included in CGPA) = 2.33 CGPA.

Student Evaluations

Instructors will evaluate the strengths and weaknesses of students in their classes at the end of each quarter. Confidential, written feedback will be provided to each student with personalized, constructive criticism of his or her performance. Students are evaluated in mastery and application of course content, oral and written communication skills, and class participation. Three levels of feedback are described below. Student's with Serious Concern feedback are required to meet with the Dean of Academic Affairs, and may be subject to academic probation. Categories of overall performance feedback are:

No Concern - Student's are performing at or above expected level(s).

Some Concern - Student's need to improve the identified knowledge and/or skill(s).

Serious Concern - Student's are not prepared to proceed.

Tutorials

Although the majority of students complete their course work in regular classroom settings and/or online, provisions can be made, under extenuating circumstances, for the completion of courses as tutorials. A tutorial is an independent study course conducted under the guidance of an approved faculty member. Tutors should be recognized in their fields. It is not recommended that students use the same tutor more than once.

The following steps must be taken to successfully complete a tutorial:

1. Obtain a tutorial packet from the Registrar or SDUIS website and select the course you want to fulfill by tutorial. The course can be from SDUIS catalog

or in an area you wish to study that is part of your chosen degree program.

2. Select a tutor knowledgeable in your area of study. Tutor must be appropriate to your degree level. Hold a Ph.D. for a Ph.D. level tutorial. Hold a Ph.D. for a Masters level tutorial and at least a Masters for a B.A. or a Certification program.
3. Complete the study plan.
 - a. Guided by a conference with the tutor and/or course description in the SDUIS catalog the student writes a 50-100 word paragraph on the intent of the learning and complete all required information(see study plan). The tutor then approves it.
 - b. Student gives the tutor the following:
 - Instructor Sheet for Tutors
 - Instructor's Personal Data Form
 - Grade Report Form
 - c. The tutor approves and signs the Study Plan, and returns it to the student with their Personal Data Form.
4. Submit **Study Plan**, completed **Registration Form**, and **Personal Data Form**; to the Registrar for approval by the Exceptions Review Committee no later than the end of the second week of the quarter. ***Submission of the necessary forms is the responsibility of the student.***
5. When approved, the student will be notified, and registered in the course. Tutorials must be approved before coursework starts and must be completed by the end of the quarter.

6. Read the entire Tutorial Packet including Instructions for Tutors. Carry out Study Plan to completion with the tutor.
7. Keep Time Log as a running record of your activities. This includes time with tutor, reading, research, writing, experiential work, etc.
8. Submit Copy of Final Project and Time Log to the Instructor for grading. Keep copies in your files until after graduation.
9. Final Grade: The tutor is responsible to get the completed grade sheet to the Registrar with a copy of Final Project and Final Log.
10. All forms submitted to the Exceptions Review Committee and the Final Project must be typewritten.

Examination Policies and Procedures

1. University regulations require that all students enrolled in the following Master of Arts programs (Expressive Arts Therapy, Marriage and Family Therapy, Sport Counseling and Transpersonal Psychology) successfully complete a comprehensive graduate examination. The exam functions to assess students' mastery of core and specialty curriculum content central to their respective degree program, which is deemed necessary for graduate level scholarship.

2. The comprehensive examination is administered when a student has completed all of the required courses in their degree program. A student must register for the comprehensive examination by the quarterly registration deadline, with the \$150 fee, or \$90 re-take fee. If a student registers after the quarterly registration deadline, a \$50 late fee will apply. The Registrar's Office will only accept registrations up to two-weeks prior to the comprehensive exam administration date.

3. The comprehensive examination consists of two (2) components: an objective format designed to measure the students' knowledge of the basic science and theoretical foundations of Psychology; and, a written essay component comprised of practice based clinical vignettes designed to measure the students' applied knowledge of assessment and intervention strategies, psychodiagnosis, treatment planning, and the utility of various therapeutic modalities.

4. The objective component of the comprehensive examination for the University's Master of Arts degree programs in Expressive Arts Therapy, Sport Counseling, Transpersonal Psychology, and Marriage & Family Therapy consists of questions generic to the University's Graduate Core Psychology Course Requirements. These multiple-choice items are sampled from: CPS 601; CPS 603; CPS 604; CPS 605; CPS 610; CPS 611; CPS 612; CPS 613; CPS 614; and, CPS 615

In addition to questions based on the content of the above courses, faculty members contribute to a pool of exam questions based on the content of specialty-specific course requirements:

Expressive Arts Therapy— CEX 600; CEX 631; CEX 632; and CEX 633

Sport Counseling— SPO 600; SPO 651; SPO 652; SPO 653; SPO 665; and SPO 668

Transpersonal Psychology—TRP670; TRP 671; TRP 672; and TRP 673

Marriage and Family Therapy—CPS 616; CPS 617A; CPS 617B; CPS 618; CPS 619; CPS 620; 622A; CPS 624B; CPS 628; and CPS 704

In all objective (multiple-choice) exams the items vary from one administration to the next. There is no implication that each course area is represented by the same number of items, and there is no implication that a particular version of the exam must include items from every course area that is

eligible to be included. Objective exams ordinarily consist of 150 items. However, the University reserves the right to alter the number of items in any particular administration, as necessary.

For the written essay component of the University's Master of Arts level comprehensive exam, students are presented with practice based clinical vignettes to test their knowledge and professional skills, as well as the ability to make judgments about appropriate techniques and methods as applicable to their scope of practice. Ordinarily, the written essay exam consists of three vignettes, of which the student is required to select and respond to two. However, the University reserves the right to alter the number of items in any particular administration, as necessary.

5. Students are encouraged to prepare for the comprehensive exams months in advance of their scheduled administration date. Routine reviews of course textbooks and other required reference materials, lecture notes, and copies of previously administered course examinations are recommended. For students who perceive objective tests as particularly challenging, develop a multiple-choice test taking response set through frequent self-administrations of objective tests that cover the various core content areas in Psychology. There are several resources that are useful for this purpose. These can typically be found in university bookstores or online resources that sell similar materials. Also check the appropriate professional licensing boards or their websites for additional useful information about their licensing exams, which typically cover similar content areas (in California, www.bbse.ca.gov for marriage and family therapy licensing).

6. During the comprehensive exam, the test proctor provides the examinee with the necessary materials. The use of supportive adjuncts, such as a Dictionary, is prohibited. The use of cellular phones during the course

of the exam is not permitted. Brief breaks are taken, one examinee at a time, as per need.

7. Comprehensive examination test items are revised for all degree program specialty areas from one administration to the next.

8. Examination performance is documented and reported in terms of a Total Correct Raw Score. Currently, students must achieve a minimum correct raw score of 70% of the items correct to pass the exam.

9. Comprehensive exam scores are determined and reported in writing to the student within 30 days from the date of the examination.

10. Students have three (3) trials to achieve a passing score. If the third attempt is unsuccessful, academic probation is assigned and the student must: submit a request for a fourth and final attempt to the Exceptions Review Committee; and, prepare a detailed comprehensive examination study the Dean of Academic Affairs for review and approval. Additional academic advising will be required. Students do not review their completed examination protocols or their incorrect items.

11. Master's level students are required to register for the comprehensive exam during the quarter that they enroll in their capstone research project, be it a thesis (699).

12. The comprehensive examination is administered on a quarterly basis. Generally, the exam is scheduled for the second month of the quarter on the second Friday of the month. The University Catalog includes a schedule of examination dates for the next several calendar years. Verify exam dates with the Registrar's office, as schedule changes are occasionally necessary, and the University is not bound to the dates announced in the Catalog.

Grievance Procedure

If students have a complaint or protest regarding University procedures, policies, academic decisions, faculty, staff, or other students that they wish to formally submit, they are advised to file a grievance. San Diego University for Integrative Studies is committed to resolving all student grievances in a fair and timely manner. Students are encouraged to first seek guidance from the Registrar, Dean of Academic Affairs, the President or designee, regarding their concerns. When such concerns cannot be initially resolved, the following grievance procedure is followed:

Informal Review: A student with a grievance should first schedule an appointment with the Dean of Academic Affairs. If the Dean of Academic Affairs is the subject of the grievance, then the student should contact the President. The Dean of Academic Affairs, or the President, tries to resolve the matter to the satisfaction of all parties. If this informal review does not result in resolution, the student may file a formal grievance with the Grievance Review Committee.

Formal Review: The grievant must complete a "Student Request" form (available in the administrative office) and submit it to the Registrar. Students may have witnesses and other administrative, faculty, or student support at the grievance hearing. In most cases, the Grievance Review Committee makes a decision within five (5) working days unless external consultation is necessary. Normally, the student is notified by mail of the decision of the Committee within two (2) weeks.

Final Review: If the grievant remains dissatisfied, he or she may appeal the decision with the San Diego University for Integrative Studies Final Review Board with lawyer. All facts, issues, recommendations, supporting documentation, as well as a second "Student Request" form must be

submitted in writing. The Board notifies the students of its final decision within thirty (30) days of the final request.

Grounds for Dismissal

A student may be dismissed from the University for any of the following reasons:

- * Failure to meet financial obligations
- * Failure to complete a minimum of four (4) classes each year with passing grades or failure to enroll in any courses for two consecutive quarters
- * Failure to meet probation requirements
- * Failure to meet International Student requirements
- * Excessive absences from class(es)
- * Incomplete course work
- * Unethical and/or illegal behavior or conduct
- * Inappropriate, disruptive, or unprofessional behavior
- * Lack of reasonable or consistent academic progress
- * Drug use and alcohol abuse
- * Sexual Harassment
- * Academic dishonesty, including plagiarism
- * Damage to school property
- * Fraud

A warning letter will be mailed to the student prior to dismissal and the opportunity for consultation with the Dean of Academic Affairs will be available to discuss solutions to problems that may be remedied within 2 weeks of notification. After meeting with the Dean of Academic Affairs the student may submit an appeal letter to the University's Grievance Committee for reconsideration of the solution. If such a letter is not received within 2 weeks from the meeting with the Dean of Academic Affairs then the student will be dismissed.

Withdrawal from the University

A student may withdraw from the University at any time. The University Withdrawal and

Notice of Cancellation Form is required of the student and must be submitted to the Registrar. Withdrawal removes the student from active status, and the Notice of Cancellation terminates the Student Enrollment Agreement.

The date of the postmark on the envelope or electronic transmission will establish the date of withdrawal and be used in determining the refund amount due to the student, if any.

Upon withdrawal the student is responsible for the unpaid balance of tuition for courses completed, the non-refundable application and registration fees, and all administration fees and penalties up to the time of an official withdrawal.

A refund, if applicable, will be computed in accordance with the SDUIS Refund Policy.

Readmissions

Students who have withdrawn or been dismissed from the University can reapply for admission by doing the following:

1. Submit application for admission to the registrar.
2. Pay the \$75 application fee.
3. Submit the Educational Intent Statement

If readmitted, the student is responsible for fulfilling all requirements, policies, procedures and fees in effect at the time of re-enrollment.

Registration

Quarterly class schedules with a registration form are made available to all students (by mail and at the SDUIS website). Students are required to complete and sign the form and submit it by the registration deadline accompanied by the payment. Student may also elect to register online on the University's website www.sduis.edu. Quarterly registration deadline dates are published in the catalog, on the SDUIS website, as well as on the registration form. A late registration fee will be assessed to those students who register online after the registration deadline or whose registration form arrives after the deadline. Registration forms will only be processed if signed and accompanied by appropriate payment or credit card authorization. Registration forms received without signature or payment will not be processed.

Full time status refers to graduate and certificate students registered in at least 10 quarter units per quarter. Undergraduate students must be registered in 15 quarter units per quarter to be considered full time.

Part-time status refers to those graduate and certificate students registered in less than 10 quarter units per quarter, and undergraduate students registered in less than 15 quarter units per quarter.

A student is officially registered when she or he selects the appropriate course(s), and makes the correct tuition payment.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) is designed to measure, incrementally, that students are progressing through their program of study both academically and in a timely manner. In order to be considered to be making satisfactory progress toward a degree or certificate, a student must achieve a minimum cumulative grade point average and a specified completion rate.

To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated at the end of every quarter after grades are posted, approximately 5 days after the end of the quarter.

The minimum cumulative grade point average (CGPA) and completion rate required based on quarter progression is as follows:

For Undergraduate Certificate, and Bachelor level programs:

Quarter	Minimum Percentage of Cumulative Credit Hours Earned that were attempted	Minimum CGPA*
1	50%	1.5
2 nd and beyond	67%	2.0

For Master and Doctoral programs and Graduate Certificates:

Quarter	Minimum Percentage of Cumulative Credit Hours Earned that were attempted	Minimum CGPA*
1	50%	1.5
2 nd and beyond	67%	3.0

*A description of how CGPA is calculated, including an example, is provided in the Grading Policy/Scale section of the catalog.

Students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the credits attempted exceed 1.5 times the number of credits required to complete the program.

Academic Warning

At the end of each quarter, if the student has not earned the minimum CGPA and/or has earned less than the minimum percentage of credits that were attempted as described in the chart above he or she will be notified and placed on Academic Warning for the remainder of the current quarter (i.e. if you are placed on academic warning for your first quarter's performance, five days after the quarter ends you will be notified and placed on Academic Warning for the next quarter, quarter two). At the end of the quarter (quarter 2 in this example), either:

If a student fails to achieve satisfactory progress by the end of the quarter in which they are on Academic Warning, the student will be notified and withdrawn from the program (unless the student files and is granted an appeal as defined below), or

If the student regains SAP by the end of the quarter (by achieving the minimum CGPA and completion rate), they will be notified and removed from Academic Warning.

Satisfactory Academic Progress Appeals, Probation, and Academic Plans

A student may appeal the University's determination of withdrawal due to failure to re-establish satisfactory progress by the end of the warning period to the Dean based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the 5th day of classes in the new quarter for the student to be eligible to continue in their program.

The appeal must contain, 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Dean will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 24 hours. This decision is final. If the appeal is granted, then the student will be placed on probation for the quarter, and the Dean's notice to the student will outline the requirements of the academic plan the student must follow. The quarters of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation.

At the end of the probationary quarter, the student's progress will be evaluated based upon the academic plan. If the student is meeting the quarters of the academic plan, the student will be eligible to remain in school. In all subsequent quarters the student must again meet the quarters of the academic plan to continue in their program of study.

If the student fails to meet the requirements of the academic plan at the end of the probationary quarter, the student will be withdrawn. Second appeals in this situation will only be granted at the discretion of the Dean, and based upon very exceptional circumstances.

Procedure for re-establishing Satisfactory Academic Progress: A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be notified and removed from Academic Warning.

A student who files an appeal and is placed on Probation and re-establishes SAP at the end of the Probation period will be notified and removed from Probation.

The effect on SAP for all courses with a grade assignment (including Withdrawal and Incomplete Grades)

Grade Assignment	Description	Included as Credits Attempted	Included as Credits Earned	Included in CGPA
A	Superior achievement	Yes	Yes	Yes
B	Commendable achievement	Yes	Yes	Yes
C	Satisfactory achievement	Yes	Yes	Yes
D	Not passing and less than satisfactory achievement	Yes	No	Yes
F or NC	Unacceptable achievement	Yes	No	Yes
I	Incomplete coursework	No	No	No
W	Withdrawn, without penalty	Yes	No	No
WF	Withdrawn, with penalty	Yes	No	No
TR	Credit granted through transfer	Yes	Yes	No
AU	Course audited—no credit awarded	No	No	No

The effect on SAP for repeated courses: The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

The effect of BASICS Coursework on Satisfactory Academic Progress: Credit for remedial coursework (BASICS) will be counted when calculating the incremental completion rate and for determining the maximum time frame. However, the credits will not count in the CGPA and do not count toward the total number of credits required to graduate from any program of study.

The effect on SAP for non-punitive grades and non-credit courses: The grade assignments AU or I are non-punitive noncredit grades that do not impact CGPA or completion rate calculations.

The effect on SAP when a student seeks to earn an additional credential: If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, both in CGPA and completion rate.

The effect on SAP for Extended-Enrollment Status: A student who has failed to maintain the academic minimums outlined above and is therefore ineligible to remain in regular enrollment may apply to continue his/her studies at the College in a non-regular enrollment status. During this time, the student is not eligible to receive financial aid and must attempt to improve the deficient areas that led to the failure to maintain satisfactory academic progress by retaking courses he/she failed. Upon completion of the non-regular status quarter, a student who has re-established satisfactory academic progress may apply to return to a regular student status and reinstate his/her eligibility for financial aid. A meeting will be scheduled between the Dean and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on Academic Warning for a quarter.

The effect on SAP when student changes programs or is re-admitted to the same program:

If a student is re-admitted into the College or changes program of study, the credits and grades that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress and the appropriate evaluation level for the quarter.

The effect on SAP for Transfer Credits: Transfer credits are included as both credits attempted and earned for determining the completion rate. Credits accepted for transfer from any other post-secondary institution other than MJS College will be recorded on the student's transcript as "TR", and are not computed in the CGPA. The actual grade assigned for credits earned at MJS that apply to the current program of study are reflected on the student's transcript and included for determining the students CGPA.

Re-entry for students dismissed due to failure to meet SAP: Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary quarter upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

STUDENT AND INSTITUTIONAL RECORDS

Record Retention

In accordance with the California Education Code SDUIS has adopted the Bureau for Private Postsecondary Education record requirement standards, as follows:

Required Student Records

- (a) SDUIS shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.
- (b) SDUIS shall maintain, for each student granted a degree or certificate, permanent records of all of the following:
 - (1) The degree or certificate granted and the date on which that degree or certificate was granted.
 - (2) The courses and units on which the certificate or degree was based.
 - (3) The grades earned by the student in each of those courses.

Required Institutional Records

SDUIS shall maintain, for a period of not less than five years, at its principal place of

business in this state, complete and accurate records of all of the following information:

- (a) The educational programs offered by SDUIS and the curriculum for each.
- (b) The names and addresses of the members of the SDUIS's faculty and records of the educational qualifications of each member of the faculty.

Directory Information

All new and returning students have the right to withhold the disclosure of any or all categorical information that is provided to the University through the "Directory Information and Disclosure Prevention Request" form. Students are asked to carefully consider their decision to release information to individuals or organizations outside San Diego University for Integrative Studies. The provisions of the Family Educational Rights and Privacy Act of 1974, clearly state each student's right to refuse the release of San Diego University for Integrative Studies Directory Information and San Diego University for Integrative Studies honors each student's request to withhold or release such information. The Registrar is available to answer any questions concerning this matter.

Transcript Requests

To protect the confidentiality of students and alumni, copies of transcripts of course work completed at the University must be requested in writing and sent to the attention of the Registrar. The written request must include the following: 1) the student's signature needed for release; 2) requester's full name; 3) social security number; 4) the address where the transcript(s) should be sent; and 5) a processing fee for each transcript mailed. Although University transcripts indicate the number of units transferred from other institutions of higher education, individual courses are not listed.

It takes one (1) week to process a request for transcripts. If a week is not soon enough, the requester may put in a rush order, which is processed within 48 hours (2 business days) upon receipt of the written request and is charged a rush order processing fee for each transcript. Issuance of full transcripts may be denied when the requester has unfulfilled financial obligations to the University.

SDUIS offers two different types of transcripts:

1. "Official copies" are those containing the Registrar's signature and University seal, and enclosed in an envelope stamped "Official Transcript: Void if Seal is Broken". This can be sent directly from the Registrar's office to the respective agency or institution or to the student. This is the type normally required by potential employers, or schools.
2. "Student copies" are not sealed or signed by the Registrar, are stamped "Student Copy: Not Valid without University Seal", and can be given directly to the student. Therefore, they are considered unofficial copies.

Hold on Records

A hold will be placed on the records of any student who has unpaid obligations to the University or has failed to comply with other requirements or regulations. If the student

has made partial payment, the portion of grades or transcripts withheld would correspond on a pro-rated basis to the unpaid obligation. If the course of study consists of only one course, the grades and transcript will be withheld until the tuition or loan obligation is paid in full. Students with unpaid obligations will not be permitted to register for the subsequent quarter.

POLICIES REGARDING HEALTH AND SAFETY

The following policies and procedures are designed to establish a campus environment that is conducive to learning and to maintaining the health, safety, and comfort of all students and faculty.

Safety Information

The University provides information to the student body, administrators, supervisors, faculty, staff members, and campus visitors concerning the safety policies and procedures to be followed in the event of an on-campus incident or crime. Any questions about these safety procedures should be directed to the President.

Drug and Alcohol Use

San Diego University for Integrative Studies is committed to an environment that is free from drug and alcohol abuse. The manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited at all San Diego University for Integrative Studies work and academic meeting places. Violation of this policy will result in dismissal. Permission to serve alcoholic beverages on all other parts of the campus must be approved by the President, five (5) days prior to the event.

Smoking

The use of tobacco products is prohibited in all campus buildings. Smoking is permitted in *designated areas only*. Smokers must be greater than 20 feet from all building

entrances and operable windows while in the act of smoking.

Sexual Harassment

The University maintains a policy that prohibits any member of the campus community to sexually harass, assault, or injure another. It especially strives to maintain a study and work environment free of inappropriate and disrespectful conduct of a sexually harassing nature. If a student, faculty or staff member, or visitor to the San Diego University for Integrative Studies campus feels they have been witness to, or the victim of, an on-campus sexual assault, or subject to any form(s) of sexual harassment, they should follow the procedures set forth by the University. These procedures are posted in the administration office and other prominent campus locations. Anyone who violates this policy will be subject to disciplinary action that includes dismissal of a student and termination of employment of an employee

Reporting On-Campus Crimes

If a student, faculty or staff member, or visitor feels they have been witness to or the victim of an on-campus crime involving violence, theft, injury, destruction of property, or illegal drugs or alcohol use, they should follow the established University procedures. These procedures are posted in the administration office and other prominent campus locations. If the crime has been committed by a member of the San Diego University for Integrative Studies campus community, appropriate disciplinary action will follow. Contact the available member of the administrative staff or Faculty member to report such incidents immediately. However, 911 should first be called in emergency situations.

Animals

Except for guide-dogs for the blind or other approved animals for assistance to disabled people, animals are prohibited from all campus buildings.

Philosophy

Our belief in the inherent value and dignity of individuals formally pursuing educational goals is the philosophical foundation of the Undergraduate programs. The purpose of these programs is to educate and to prepare the individual to serve and advance the community in health, dignity, understanding and cooperation. The undergraduate programs are committed to studying values, intentions, and meaning of life, as well as history and physical data, as elements of conscious existence. In an innovative and unique orientation that asks questions first and then seeks disciplined academic understanding, the University's intent is to inspire scholarly inquiry and practical solutions.

Program Overview

SDUIS offers a Bachelor of Arts (BA) degree in Business Administration. This program is designed to provide a relevant and contemporary education to undergraduate students who wish to complete their studies at SDUIS.

Students who graduate from SDUIS must have completed at least 45 quarter units or 30 semester units of general education courses. These units must include written and oral communications, mathematics, humanities/fine arts, political/social or behavioral science, and physical/natural science classes, which must be completed prior to graduation from the University. SDUIS offers the full range of the required general education courses.

The programs consist of 180 quarter units. Students can transfer a maximum of 135 quarter units, or 90 semester hours, to SDUIS. All students must complete at least 45 quarter units at SDUIS. Overall, a total of

60 quarter units of credit in the following general education areas are required, along with the 120 units of additional coursework in Business Administration, including a Senior Research Project.

- * Written Communication (minimum of 5 quarter units)
- * Oral Communication (minimum of 5 quarter units)
- * Mathematics (minimum of 5 quarter units)
- * Humanities and Fine Arts (minimum of 15 quarter units)
- * Social or Behavioral Science (minimum of 15 quarter units)
- * Physical or Natural Science (minimum of 15 quarter units)

All courses, other than independent study, are traditionally taught in a classroom setting or online with a seminar style of instruction that includes lively discussions and in-depth reading and writing assignments. Each instructor provides students with a syllabus containing an outline of the course objectives, content, student performance expectations, textbooks and related study materials, and any activities and evaluation methods used for grading purposes. Demonstrations and experiential components may also be required. Students' papers, examinations, and projects are discussed at the beginning and during the course.

Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or equally qualified mentors who must be approved by the Exception Review Committee.

BACHELOR DEGREE PROGRAMS

Bachelor of Arts in Business Administration

Program Objectives:

This program is designed to provide the student with a foundation and marketable skills in business administration, organization, management, and communication guided by international and multicultural applied perspectives. A logically sequenced curriculum presents a practical orientation for developing and implementing effective entrepreneurial systems and administrative strategies targeting the needs, issues, and trends of the 21st Century global marketplace.

By the end of the program graduates will be able to:

Define components of the strategic management process

Demonstrate effective business communication both orally and in writing

Select appropriate accounting tools and techniques to make decisions about both day-to-day operations and long-term strategies

Apply basic statistical concepts and tools in order to assist in interpreting the results of statistical analyses.

Describe the tools and methodologies needed to solve marketing problems and to gain competitive advantage.

Complete a business plan

Demonstrate professional communication skills in writing through organizing, thinking critically, and

communicating ideas and information in documents and presentations.

Graduation Requirements:

The Bachelor of Arts in Business Administration degree program requires the completion of one hundred eighty (180) quarter units at the undergraduate level. The student completes one hundred five (105) quarter units in basic collegiate education and seventy-five (75) quarter units in Business Administration. This includes twenty-one (21) lower and upper division courses logically sequenced from the University's approved undergraduate curriculum and fifteen (15) specialty courses in Business Administration. Completion of this program also requires the student to fulfill a capstone Senior Research Project relative to applied topics in Business Administration and allied fields such as international marketing and finance, for example. Students majoring in Business Administration have the option of pursuing additional specialty instruction in either Communications or Information Technology Systems, and each specialty curriculum consists of thirty-five (35) quarter units, which is the equivalent of seven (7) courses beyond the minimum graduation requirement of one-hundred eighty (180) quarter units. As such, students fulfilling either Specialization course sequence complete a total of two-hundred fifteen (215) quarter units in completing all graduation requirements.

Students having earned an Associate of Arts degree, or the equivalent, from a state approved or regionally accredited institution may transfer a maximum of one hundred thirty-five (135) quarter or ninety (90) semester units. The B.A. program in Business Administration requires all transfer students to complete a minimum of sixty (60) quarter units. **Curriculum:** Course numbers, titles, and units meeting basic undergraduate education requirements (lower and upper division courses):

<u>Course</u>	<u>Units</u>
BHS 100 The Human Body	5
BHS 103 The Written Word	5
BHS 105 Mathematics: A Most Powerful Tool	5
BHS 200 Connecting Up / Getting Online	5
BHS 302 How to Start Your Own Business	5
BHS 402 The Study of Great Leaders Through Literature	5
BHS 405 The Humanistic Tradition	5
BHS 410 Introduction to Philosophy	5
BHS 451 Introduction to Political Thought	5
BHS 454 Individuals and Their Social Behavior	5
BHS 456 Contemporary International Writers	5
BHS 457 The Media as Mediator	5
BHS 464 Inventing the Modern Mind	5
BHS 465 History of the Ordinary People of the United States	5
BHS 471 The Third World	5
BHS 487 Career Counseling	5
BHS 488 Personal and Social Ethics	5
BHS 490 Leadership Development	5

Required Total Units: 90

Required Courses (15 Units)

BHS 401 Writing Skills and Research 5

BHS 455 Critical Thinking 5
 BHS 495 Senior Project 5

Course numbers, titles, and units meeting business specialization requirements (upper division courses):

Required Business Courses (75 Units)

<u>Course</u>	<u>Units</u>
BUS 401 Introduction to Business Principles & Organizations	5
BUS 402 Fundamentals of Business Administration	5
BUS 406 Business Math for Administrators	5
BUS 412 Business Information Technologies	5
BUS 416 Business Administrative Law	5
BUS 418 Essentials of Advertising	5
BUS 420 Business Communications & the Global Economy	5
BUS 424 Organizational Statistics	5
BUS 432 Production and Service Management	5
BUS 434 Organizational Entrepreneurship	5
BUS 442 Foundations in Accounting	5
BUS 449 Foundations in Marketing	5
BUS 452 Foundations in Finance	5
BUS 458 Foundations in Economics	5
BUS 466 Legal and Ethical Issues in the Global Marketplace	5
BUS 475 Cross Cultural Strategic Management	5

Required Total Units: 180

Specialty Curriculum in Communications (35 Units)

<u>Course</u>	<u>Units</u>
BSCM 400 Oral and Written Communication Skills	5
BSCM 406 Effective Public Speaking	5
BSCM 408 Advanced Public Speaking for Business Managers	5
BSCM 412 Expository and	

Technical Writing Skills	5
BSCM 430 Persuasive Communication	5
BSCM 438 Cross Cultural Communication	5
BSCM 460 World Wide Journalism and Expressive Writing	5
<u>Required Total Units:</u>	35

Business Administration degree program students who complete the specialty courses in Communications accumulate a total of 215 undergraduate quarter units for matriculation.

**Specialty Curriculum in Information
Technology Systems (35 Units)**

<u>Course</u>	<u>Units</u>
ITS 404 Survey of Information Systems	5
ITS 424 Operational System Principles	5
ITS 434 Design and Analysis of Information Systems	5
ITS 458 Web Development and Management	5
ITS 466 Global Networks and Telecommunications	5
ITS 478 Frontend and Backend Database Management	5
ITS 492 Electronic Business Principles	5
<u>Required Total Units:</u>	35

Business Administration degree students who complete the specialty courses in Information Technology Systems accumulate a total of 215 undergraduate quarter units for matriculation.

Philosophy

Since its inception, the University and the programs in psychology have explored a broad spectrum of approaches that expanded the range of options for dealing with psychological, psychosocial and psycho-spiritual confrontations of the human psyche. The psychology curricula not only focus on the needs of individuals struggling with behavioral issues, but also the aspirations of the healthy and curious who are desirous of exploring greater human potential. The Business curricula center on the needs of a society moving toward globalization and integration. The curricula focus is on applied knowledge that students can utilize immediately in their personal and professional lives. San Diego University for Integrative Studies is committed to upholding a responsible approach to scholarship and research and practice. Basic to each of these is development of personal competence and a true sense of responsibility and growth.

The programs in psychology address differing focal points and means of enhancing psychological health, creativity, and respect for the interaction of the body, mind and spiritual essence of individuals. The philosophical, integral or holistic approaches to human consciousness demand conviction to and respect for human existence.

Program Overview

The College of Graduate Studies offers the following degrees:

- Master of Accounting
- Master of Arts in Expressive Arts Therapy
- Master of Arts in Information Technology

- Master of Arts in Marriage and Family Therapy
- Master of Arts in Sport Counseling
- Master of Arts in Transpersonal Psychology
- Master of Business Administration
- Master of Business Administration, Specialization: Hospitality Management
- Master of Business Administration, Specialization: Marketing

Various emphasis areas are available to students in each program. The scope and intent of each emphasis area are described separately in each degree program. The graduate programs at SDUIS provide academic, scientific, and practitioner training in preparation for multifaceted professional roles as change agents for individuals, families, and organizations. Humanistic values such as diversity, inclusiveness, personal and professional education, centrality of relationships, and responsible use of power and authority are emphasized. The mastery of professional knowledge, skills, ability, and the capability for compassionate intervention and preparation for life-long learning are expected outcomes of the programs. Students entering masters programs must have completed a bachelor's degree which includes certain prerequisite courses. See the description of each degree program for specific entrance requirements. All doctoral applicants must have completed a relevant master's degree, again with certain prerequisite courses that are listed with the specific degree program. A maximum of 9 quarter units may be transferred into the Master's program, and 45 quarter units into a doctoral program from a regionally

accredited or California State Approved University. Credit is not given for work or life experience in any of the programs offered.

Master's students in psychology programs other than the Marriage and Family Therapy program must complete a written thesis. Master's students enrolled in the MBA, MBA with specialization in Hospitality Management, MBA with specialization in Marketing, Information Technology, and Accounting must complete the course BUS 695 Comprehensive Business Project at the end of their program. All doctoral students must complete a dissertation. Thesis and dissertation students are required to meet with the Director of Research to have their proposal approved before beginning their research.

Licensing as a Marriage and Family Therapist in California

The Marriage and Family Therapy program satisfies the academic course requirements of the State of California Board of Behavioral Sciences, for the Marriage and Family Therapy license. However, Students must also meet the Board's post-masters experiential requirements before they are eligible to sit for the licensing exam.

Students in the MFT program are required to pass a Masters Comprehensive Examination. This exam is partially modeled after the State exam, and consists of two parts: multiple choice questions on theory and clinical vignette essays on practice. The exams are offered once each quarter and dates are noted in the SDUIS quarterly schedules. Students have three opportunities to pass the exams, after which additional course work is required.

All MFT students will enroll in a 225 hour practicum sequence during the last half of their studies. Students must have their practicum sites approved by the University before beginning training hours. All students must contact the SDUIS Registrar for information and forms. Students should enroll in CPS 622 for supervision during the first 112.5 hours, and in CPS 624 during the second 112.5 hours, for direct face to face counseling hours and supervision.

Masters Thesis

<p>It is the student's responsibility to remain informed of the Board of Behavioral Science's licensing requirements. All licensing forms and documents must be obtained directly from the Board.</p>
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Students enrolled in the Master of Arts programs in Expressive Arts Therapy, Sport Counseling and Transpersonal Psychology must complete a thesis. The thesis is the capstone project to complete the Master's degree program. The topic should emerge from the field of the student's Master's degree studies. Investigational methodologies will be determined by the nature of the student's interest but may include an experimental study, a study using surveys and questionnaires, a case study, or a literature review with summarizations and novel conclusions. While of a high standard, generally the thesis requires somewhat less demanding originality, scope and depth than the dissertation, and it usually takes a shorter time to complete.

Students are expected to use the research of others and provide their own analysis on their discoveries, in order to demonstrate their level of critical and analytical thinking, as well as their knowledge acquired through their program. The process is supervised by

the student's Thesis Instructor, Thesis Chairperson, and the Director of Research, and culminates in the Final Oral Defense of the Thesis. Details of this process are available from the Registrar's office in the syllabus manual entitled *San Diego University for Integrative Studies Dissertation and Thesis Guidelines*.

Doctoral Dissertations

All doctoral students complete a dissertation. All dissertations are expected to make a novel contribution to the literature in their respective fields based on research completed by the student. Doctoral dissertations tend to focus on research and analysis of theoretical issues related to the student's doctoral research topic. Methodology may be either quantitative or a mixture of quantitative and qualitative designs. **Prior to beginning capstone research projects, all students must meet with their Research Instructor to have their topic approved.** Dissertations are supervised by a three member faculty committee that is selected by the student and approved by the Exceptions Review Committee.

The dissertation process includes forming a committee, a comprehensive literature review, an in-depth research project, writing a scholarly text, an Oral Qualifying Examination, and a Final Oral Defense of the dissertation. The process is supervised by the student's Dissertation Instructor, Dissertation Chair, Committee and the Director of Research. Details of this process are available from the Registrar's office in the syllabus manual entitled *San Diego University for Integrative Studies Dissertation and Thesis Guidelines*.

Students working on their dissertation, master thesis, or senior project must be

registered for the respective course each subsequent quarter until the project has been completed. The dissertation, master thesis, or senior project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson, Research Instructor, SDUIS Director of Research, and Dean of Academic Affairs.

Personal Counseling

SDUIS faculty and staff consider growth through therapy an essential tool in becoming an effective therapist or counselor. The personal counseling requirement is designed to provide the student with the existential experience of being counseled and to deal with personal issues that could interfere with student becoming an effective therapist.

Masters students in all psychology programs must complete 50 hours of personal counseling within three years of enrollment at San Diego University for Integrative Studies. All therapists must be approved in advance by the University. Forms for therapist approval and documentation of hours are available from the Registrar.

What kind of counseling qualifies?

- At least 25 hours must be one-on-one therapy.
- Up to 25 hours (maximum) can be in a group therapy context.
- Educational training, self-help seminars, and workshops cannot be used for the personal counseling requirement.
- Therapy hours must be completed face-to-face. Therapy conducted via Email, telephone, webcam, IM or

any other means of distance or online mechanisms cannot be used for the personal counseling requirement.

What kind of license is needed for the therapist?

- The therapist must be licensed as an MFT, or Psychologist.

Can therapy done prior to enrollment qualify?

- Up to 25 hours of individual therapy may be completed before enrollment.
- Previous therapy must meet the above qualifications and date from within two years prior to enrollment.

How is the therapist selected?

- The student is responsible for selecting and engaging his or her own therapist.
- The administrative staff will maintain a list of local therapists with student discount prices.
- SDUIS instructors will not be approved as therapists to SDUIS students.
- The entire 50 hours do not have to be completed with the same therapist.

Procedures for meeting the requirement

- After selecting the therapist, please fill out the Request for Psychotherapist Approval form and submit the signed form to the Registrar. This will ensure that the therapy done will qualify for the requirement.

- Keep track of the hours on the Documentation of Personal Counseling Hours form.
- When all the hours have been completed with the therapist, have the therapist sign the form and mail directly to San Diego University for Integrative Studies Administrative Office.

Regulations

The “Academic and Administrative Policies” Section of this catalog apply to all Degree and Certificate Programs. Please review the complete listing of these policies which address such policies as Attendance, Satisfactory Academic Progress, Grading, etc.

Admissions- Master Degree Programs Admission to the University's Master degree programs is based largely on a process of personal interview(s) and evaluation of relevant academic achievement. Since the programs at SDUIS are humanistic and professional in orientation, the school seeks students who are committed to promoting compassion, personal responsibility and well-being in themselves and others.

The criteria for admission into the degree programs is based on the applicant's academic preparation and his/her apparent orientation to humanistic and integrative education. No entrance exams are required.

Prior Education Requirements

Students enrolling in the University's Master's degree programs must have earned a Bachelor's degree in addition to specific prerequisite courses, which must be completed in the first year of study.

TOEFL Exam

Foreign, non-English speaking students must submit minimum TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based).

English as a Second Language instruction is provided under USA English Language Center at SDUIS. SDUIS is approved by the Student Exchange and Visitor Program (SEVP) to issue student visas.

ADMISSION PROCEDURES:

All applicants must complete and submit the following items:

1. Application for admission with a \$60 fee.
2. Educational intent statement (2-5 page essay or update for returning students).
3. Two (2) letters of recommendation.
4. Official transcripts from schools previously attended.
5. Transferability of Units form.
6. Transcripts from foreign, non-English speaking Universities must be accompanied by a certified official translation of the transcript and evaluation by a degree evaluation service to determine equivalency of credits.
7. Declaration of finances for International students is required.
8. Foreign, non-English speaking students must submit minimum TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based).

After all admissions materials have been received and evaluated, a Final Admissions Interview will be scheduled. The applicant is notified within two weeks of this interview on the status of his or her candidacy. During the Final Admissions Interview, the degree plan is reviewed with the applicant and the Student Enrollment Agreement form is completed.

Students enrolling for Distance Learning follow the same admission procedure except that the Final Admissions Interview is conducted through a conference telephone call.

Students who are accepted receive a Student Handbook, ID card by request, Disabled Student Services information or financial assistance information, if appropriate.

Deadline for admission as a Full Status student is one (1) month prior to the beginning of the quarter. Applicants who have not completed the admissions process may provisionally enroll on a Conditional basis for one (1) quarter while completing and submitting the remainder of materials needed.

After the student receives the registration information forwarded by the Registrar, he/she registers for classes and is required to settle all appropriate fees prior to the deadline for the upcoming quarter.

Admissions documents submitted to SDUIS become the property of the University and cannot be returned, forwarded, copied or released to the student, other organizations or institutions, professional associates or family and friends.

Conditional Enrollment Status

A student can be admitted to SDUIS with Full, Conditional, or Extension Status:

* Full Status: Students with this classification have completed the application process, paid all fees, met all requirements, and signed a Student Enrollment Agreement form.

* Conditional Status: Students with this classification have initiated but have not completed the admissions process. These are applicants being considered for full status pending receipt and acceptance of remaining application materials. This includes, for Degree seeking students, the completion of the Final Admissions Interview. The courses taken during the first quarter will transfer into a degree program upon acceptance.

“Conditional” students must complete the admission requirements before the end of the first quarter they enroll in order to be eligible to register for the second quarter. Students who are not accepted into a program may be eligible to receive units as an extension student. “Conditional” students enrolled for classes while completing the admissions process are not guaranteed acceptance into a degree program as a full time student.

Transfer Credit Policy

When students wish to transfer units into a degree program at SDUIS, all units must be from an accredited or approved school and have not been counted towards a completed degree program, or one to be completed concurrently elsewhere. If a course is evaluated at the University as being equivalent to a course required in the student's program, it may be accepted as

such. The amount of transfer credit permitted varies with each program. The following formula is used when changing semester hours to quarter hours:

1 semester hour = 1.5 quarter units
2 semester hours = 3.0 quarter units
3 semester hours = 4.5 quarter units
4 semester hours = 6.0 quarter units
5 semester hours = 7.5 quarter units

Credits eligible for transfer must be earned at institutions approved by the BPPE (Bureau for Private Postsecondary Education), public or private schools of higher education that are regionally accredited or foreign institutions recognized by the U.S. Department of Education. In determining how courses are evaluated for acceptance as transfer credits, each course will be compared with the catalog course description from the school previously attended (where transfer credits will come from) to the SDUIS catalog course description. The student will provide a copy of the catalog with course description(s) that was in use during the time the student had attended that school, in order for the evaluation to occur. Courses eligible for transfer at the graduate level must have been completed within the last 10 years, or 6 years for the licensing tract. At the BA level, each case will be evaluated individually.

General education requirements may also be met by successful scores on CLEP exams in subjects not previously credited on transcripts.

Credits transferred into the Bachelor of Arts program are limited to 90 semester and 135 quarter units. A passing grade of “C” or better is required for courses to transfer into the Bachelor of Arts program. Master of Arts programs are limited to six (6)

semester hours or eight (8) quarter units. These units must be in subjects directly related to the core courses for the degree. A passing grade of "B" or better is required for courses to transfer into SDUIS graduate programs. No more than 30 semester hours, or 45 quarter units, can be transferred into any of the Doctoral programs. These units must be in subjects directly related to the core courses for the degree.

The University does not accept undergraduate credit hours, even at advanced levels, as transfer credit in graduate programs.

This institution had not entered into an articulation or transfer agreement with any other college or university.

Residency Requirement

The residency requirement refers to the minimum number of units of formal classroom instruction that must be completed with the University to meet all course requirements. In all masters programs the residency requirement is 76 quarter units except for the Marriage and Family Therapy (MFT) program, which is 82 quarter units; and, Sport Counseling at 66 quarter units. The following courses cannot be transferred into SDUIS programs and must be completed at the university:

4. CPS 605 – Clinical Counseling Skills Training
5. CPS 611 – Advanced Clinical Skills Training
6. CEX/CTR/SPO 600 – Business Principles

Residency Requirement for International Students

The residency requirement refers to the minimum number of classes an international

student must register for per quarter. For the master's programs, the residency requirement is a minimum of two classes per quarter for three consecutive quarters; 50% of classes each quarter must be completed residentially.

Residency Requirement for Online Students

Distance learning students, enrolled in Psychology program, and are required to complete the following courses in the classroom setting. These courses must be completed at SDUIS and cannot be transferred from another university. The University's fifteen (15) quarter unit residency requirement is offered as intensive courses in the Winter and Summer Quarters, and includes the following:

- CPS 605 – Clinical Counseling Skills Training
- CPS 611 – Advanced Clinical Skills Training

Auditing Courses

Qualified individuals (admitted students or extension students) who wish to attend a class without receiving credit may register as an auditor for a reduced fee of \$600. Alumni can audit classes and certain special events at a 20% discount. Auditors must meet all pre-requisite requirements. Some classes cannot be taken as an audit.

Classes completed as an audit do not satisfy University degree requirements, and will not appear on a transcript. Registered students can change from audit to credit status before the last class meeting by completing the appropriate forms, paying the tuition difference and completing all course requirements.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at the San Diego University for Integrative Studies is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree or certificate) you earn at the San Diego University for Integrative Studies is also at the complete discretion of the institution to which you may seek to transfer. If the

(credits or degree, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.

MASTER DEGREE PROGRAMS

Master of Accounting

Program Objectives:

This program is designed for finance and accounting professionals wishing to extend their skills or for those just entering the accounting profession. The program is intended to provide a broader understanding of accounting principles and business applications by offering graduate exposure to the traditional areas of accounting (financial accounting, managerial accounting, income tax, and auditing). Participants will learn how accounting functions within organizations and a wide variety of businesses, ranging from startups to global corporations, by building the conceptual, analytical and communications skills necessary to succeed in the accounting profession.

By the end of the program graduates will be able to:

Apply accounting theory, principles, practice, and ethics to business decisions

Demonstrate the use of generally accepted accounting principles and practices using emerging technologies

Compare and contrast national and international accounting concepts

Evaluate fraud examination concepts and processes

Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

Complete a thesis or final project

Graduation Requirements:

The Master of Accounting program requires the participant to successfully complete a total of 90 quarter units of graduate-level coursework. The student must complete 5 units from the Graduate Course Requirements, 40 units from the Graduate Core Accounting Course Requirements, , select 40 units (8 courses) from the Graduate Core Business Course Requirements. In addition, students must pass course BUS 695 Comprehensive Business Project.

Students working on their Comprehensive Business Project must be registered for the respective course each subsequent quarter until the project has been completed. The capstone project is complete when the final draft of the students' Comprehensive Business Project has been completed, evaluated, and formally approved by the Comprehensive Business Project Instructor.

Curriculum:

Course titles that satisfy degree requirements:

Graduate Core Required Courses: (5 Units)

<u>Course</u>	<u>Units</u>
CPS 501 Writing Skills & Research	5

Graduate Core Required Accounting Courses: (40 Units)

<u>Course</u>	<u>Units</u>
ACT 614 Financial Statement Analysis	5
ACT 618 Cost Accounting	5
ACT 630 Intermediate Accounting	5
ACT 631 Fraud Examination & Forensic Accounting	5

ACT 633 Federal Income Tax	5
ACT 635 Taxation for Business Decisions	5
ACT 636 Advanced Auditing	5
ACT 640 Fair Value Accounting: GAAP & IFRS	5

Graduate Core Required Business Courses: (40 Units)

<u>Course</u>	<u>Units</u>
BUS 602 Quantitative Methods in Business	5
BUS 610 Leading & Managing People & Organizations	5
BUS 614 Marketing Strategies & Tactics	5
BUS 616 Social Responsibility: Business Law & Ethics	5
BUS 617 Financial Planning & Investing	5
BUS 618 Information Technology Strategies for Entrepreneurial Business	5
BUS 625 Bargaining & Negotiating Skills: Asia, the US, Internationally	5
BUS 650 Advanced Marketing Strategies: Successes & failures	5
BUS 656 Special Topics in Business Management	5
BUS 657 International Economics	5

Capstone Course (5 units)

<u>Course</u>	<u>Unit</u>
BUS 695 Comprehensive Business Project	5

Required Total Units: 90

Master of Arts in Expressive Arts

Program Objectives:

This program was designed to give the student a sound base in Expressive Arts Therapy. The Expressive Arts Therapy Master's Degree is designed to provide participants with a holistic and culturally enriched perspective about facilitating health, emotional growth, and human potential. The personal integration of a host of experiences and techniques is intended to contribute to the development of greater personal health and increased therapeutic options.

By the end of the program graduates will be able to:

Describe current counseling and psychotherapy theories and practice standards

Demonstrate assessment and appraisal techniques

Apply multiple approaches in expressive arts therapy

Evaluate appropriate indicators for the use of play therapy

Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

Complete a thesis or final project

Graduation Requirements:

The Master of Arts degree requires the completion of 90 quarter units at the graduate level. The student will develop an

Therapy

individualized program of study by completing the core Psychology requirements (55 units), and selecting 30 additional Master's units from the Expressive Arts curriculum. Students are required to write a Master's Thesis/Project (5 units). In addition the students must complete 50 hours of personal counseling with licensed professionals. Successful passage of the MA Comprehensive Exam is also required.

Curriculum:

Course titles that satisfy degree requirements:

Prerequisite Courses (20 units)

<u>Course</u>	<u>Units</u>
CPS 400 Introduction to Psychology	5
or	
CPS 401 History & Systems of Psychology	5
CPS 402 Abnormal Psychology	5
CPS 403 Theories of Personality	5
CPS 404 Quantitative Perspectives	5

Graduate Core Psychology Course Requirements (55 units)

<u>Course</u>	<u>Units</u>
CPS 501 Writing Skills & Research	5
CPS 601 Counseling Theories & Strategies	5
CPS 603 Developmental Psychology	5
CPS 604 Introduction to Psychological Research	5
CPS 605 Clinical Counseling Skills Training	5
CPS 610 Psychopathology	5
CPS 611 Advanced Clinical Skills Training	5
CPS 612 Legal & Ethical Issues in Counseling	5

Graduation Requirements:

Each student must complete 95 quarter units of Information Technology coursework. The student will complete the Required Core Course Requirements (5 units), Information Technology requirements (75 units), and select (10) additional units from the Elective Information Technology courses. In addition, students successfully complete the capstone course, BUS 695 Comprehensive Business Project.

Curriculum:

Course titles that satisfy degree requirements:

Prerequisite Courses: (5 Units)

<u>Course</u>	<u>Units</u>
AES 502 Academic English Skills (If required)	5
ITS 145 Introduction to Information Systems	5

Graduate Core Course Requirements (5 Units)

<u>Course</u>	<u>Units</u>
CPS 501 Writing Skills & Research	5

Graduate Core Information Technology Course Requirements (75 Units)

<u>Course</u>	<u>Units</u>
ITS 621 Advanced Information Technology	5
ITS 622 Database Design	5
ITS 623 Database Development & Management	5
ITS 625 IT Project Management Skills Training	5
ITS 626 Object Oriented Modeling	5
ITS 627 Voice Communication Networks	5
ITS 628 Software Design	5

ITS 629 Computer Network Design	5
ITS 631 LAN, WAN & Wireless Networks	5
ITS 632 Legal Aspects of Information Technology	5
ITS 634 Information Technology Security	5
ITS 635 Advanced Operating Systems & Distributed Systems	5
ITS 637 Architecture of Computer Hardware	5
ITS 649 Web Standards & Search Engine Optimization	5
ITS 652 Web Design	5

Elective Information Technology Courses (10 Units)

<u>Course</u>	<u>Units</u>
ITS 641 Computer Aided Design	5
ITS 642 Java Programming	5
ITS 643 C# Programming	5
ITS 645 .Net Framework	5
ITS 647 Telecommunication Systems	5
ITS 648 User Interface Design	5
ITS 650 C++ Programming	5
ITS 651 Systems Engineering & Analysis	5

Capstone Course (5 units)

<u>Course</u>	<u>Unit</u>
BUS 695 Comprehensive Business Project	5

Required Total Units: **95**

**Master of Arts in Marriage and Family
Therapy**

Program Objectives:

This program is designed to provide professional training as well as personal