



TRANSCRIPT

Sl. No. : CC 207639

PROVISIONAL CERTIFICATE

566681849312

HTNO: 04K61A0232

PC.No: 0830789

This is to certify that Mr/Miss



Son / Daughter/ wife of shri

passed the B.Tech. (**ELECTRICAL & ELECTRONICS ENGINEERING**)

Examination of this University held in **May, 2008** and that he / she was placed in

******* FIRST CLASS *******

He / She has satisfied all the requirements for the award of the B.Tech. degree of the Jawaharlal Nehru Technological University.

Hyderabad - A.P.

(b)(6)



(b)(6)



Transcript

Issue Date : April 9, 2009

CONTROLLER OF EXAMINATIONS

REGISTRAR

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CONSOLIDATED MARKS MEMO

Name : XXXXXXXXXX Branch : ELECTRICAL & ELECTRONICS ENGINEERING
 Htno : 04K61A0232 Year of Admission 2004 - 05 College : SITE, TADEPALLIGUDEM
 Class Awarded : *** FIRST CLASS ***

SNO	COURSE TITLE	INTERNAL MARKS	EXTERNAL MARKS	TOTAL	CREDITS	SNO	COURSE TITLE	INTERNAL MARKS	EXTERNAL MARKS	TOTAL	CREDITS
	Max. Marks in THEORY	20	80	100			Max. Marks in THEORY	20	80	100	
	Max. Marks in LAB	25	50	75			Max. Marks in LAB	25	50	75	

I YEAR

1	ENGLISH	14	35	49	6	2	MATHEMATICS - I	14	42	56	6
2	SOLID STATE PHYSICS	12	33	45	4	4	INFORMATION TECH. & NUME. METHODS	17	41	58	6
5	C & DATA STRUCTURES	13	33	46	6	6	NETWORK THEORY	10	53	63	6
7	ELECTRONICS DEVICES & CIRCUITS	12	44	56	6	8	ENGINEERING DRAWING PRACTICE	12	31	43	4
9	COMPUTER PROGRAMMING (LAB)	18	36	54	8	10	ELECTRONICS DEVICES & CKTS (LAB)	23	37	60	4

I SEMESTER

II YEAR

II SEMESTER

1	MATHEMATICS - II	15	31	46	4	1	MANAGERIAL ECONOMICS & FINANCIAL ANALYSIS	15	39	54	4
2	HYDRAULICS & HYDRAULIC MACHINERY	15	62	77	4	2	MATHEMATICS - III	15	39	54	4
3	PULSE & DIGITAL CIRCUITS	13	36	49	4	3	LINEAR & DIGITAL IC APPLICATIONS	14	42	56	4
4	SWITCHING THEORY & LOGIC DESIGN	12	31	43	4	4	POWER SYSTEMS - I	13	44	57	4
5	ELECTROMAGNETIC FIELDS	15	50	65	4	5	ELECTROMECHANICS - II	18	44	62	4
6	ELECTROMECHANICS - I	13	55	68	4	6	CONTROL SYSTEMS	19	31	50	4
7	HYDRAULICS & HYDRAULIC MACHINERY (LAB)	20	44	64	2	7	IC & PULSE & DIGITAL CIRCUITS (LAB)	22	44	66	2
8	NETWORKS (LAB)	24	41	65	2	8	ELECTROMECHANICS (LAB) - I	24	46	70	2

I SEMESTER

III YEAR

II SEMESTER

1	COMPUTER ORGANIZATION	16	40	56	4	1	ANALYSIS OF LINEAR SYSTEMS	16	45	61	4
2	ELECTRICAL MEASUREMENTS	18	48	66	4	2	MICROPROCESSORS AND INTERFACING	12	40	52	4
3	POWER SYSTEMS-II	17	38	55	4	3	MODELLING OF POWER SYSTEM COMPONENTS	20	57	77	4
4	POWER ELECTRONICS	13	45	58	4	4	INSTRUMENTATION	16	41	57	4
5	ELECTROMECHANICS-III	16	41	57	4	5	POWER SYSTEMS - III	16	28	44	4
6	MANAGEMENT SCIENCE	16	30	46	4	6	UTILIZATION OF ELECTRICAL ENERGY	16	52	68	4
7	ELECTROMECHANICS (LAB) - II	23	49	72	2	7	ELECTRICAL MEASUREMENTS LAB	25	44	69	2
8	CONTROL SYSTEMS (LAB)	22	45	67	2	8	POWER ELECTRONICS LAB	22	43	65	2

I SEMESTER

IV YEAR

II SEMESTER

1	DIGITAL SIGNAL PROCESSING	17	56	73	4	1	H V D C TRANSMISSION	14	37	51	4
2	POWER SEMICONDUCTOR DRIVES	15	36	51	4	2	DATABASE MANAGEMENT SYSTEMS	14	32	46	4
3	COMPUTER METHODS IN POWER SYS.	16	69	85	4	3	PROJECT & SEMINAR #	39	154	193	8
4	POWER SYSTEM OPERATION & CONTROL	19	60	79	4						
5	H V ENGINEERING	18	42	60	4						
6	ELECTRICAL DISTRIBUTION SYS.	18	46	64	4						
7	MICROPROCESSORS LAB	23	46	69	2						
8	SIMULATION OF ELEC. SYS. LAB	24	45	69	2						

(# Project Internal = 40, External = 160)

Aggregate Marks Secured for 212 Credits : 3286 OUT OF 5075 (64.75 %)
 Date of Declaration of Result : May 16, 2008

(D/E)

(D/E)

MEMORANDUM OF MARKS

SERIAL NO 19145833
 EXAMINATION IV B.Tech. II Sem. (RR) Reg. HALL TICKET NO 04K61A0232
 BRANCH ELECTRICAL & ELECTRONICS ENGINEERING MONTH & YEAR OF EXAM May,2008
 NAME [REDACTED] INSTITUTION SITE, TADEPALLIGUDEM

S.No	SUBJECT CODE	SUBJECT TITLE	Internal Marks	External Marks	Total Marks	Credits	Result
1	G0202	H V D C TRANSMISSION	14	37	51	4	P
2	G0205	DATABASE MANAGEMENT SYSTEMS	14	32	46	4	P
3	G0208	PROJECT & SEMINAR #	39	154	193	8	P
Total			67	223	290	16	

AGGREGATE (IN WORDS). *** Two Nine Zero ***

	MAXIMUM MARKS			MINIMUM FOR PASS	
	Internal	External	Total	External	INT. & EXT
THEORY/DRAWING/DESIGN SUBJECTS	20	80	100	28	40
PRACTICAL SUBJECTS	40	160	200	56	80

RESULT (P - PASS , F - FAIL)

Result Date : 16-May-2008

Transcript Issue Date : 09-Apr-2009

(b)(0) [REDACTED]

CONTROLLER OF EXAMINATION

(b)(0) [REDACTED]

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Sl. No. CC 207621

MEMORANDUM OF MARKS

SERIAL NO 16450247

EXAMINATION IV B.Tech. I Sem. (RR) Reg. HALL TICKET NO 04K61A0232

BRANCH ELECTRICAL & ELECTRONICS ENGINEERING MONTH & YEAR OF EXAM November, 2007

NAME [REDACTED] INSTITUTION SITE, TADEPALLIGUDEM

S.No	SUBJECT CODE	SUBJECT TITLE	Internal Marks	External Marks	Total Marks	Credits	Result
1	F0201	DIGITAL SIGNAL PROCESSING	17	56	73	4	P
2	F0202	POWER SEMICONDUCTOR DRIVES	15	36	51	4	P
3	F0203	COMPUTER METHODS IN POWER SYS.	16	69	85	4	P
4	F0204	POWER SYSTEM OPERATION & CONTROL	19	60	79	4	P
5	F0207	H V-ENGINEERING	18	42	60	4	P
6	F0212	ELECTRICAL DISTRIBUTION SYS.	18	46	64	4	P
7	F0213	MICROPROCESSORS LAB	23	46	69	2	P
8	F0214	SIMULATION OF ELEC. SYS. LAB	24	45	69	2	P
Total			150	400	550	28	

AGGREGATE (IN WORDS) *** Five Five Zero ***

	MAXIMUM MARKS			MINIMUM FOR PASS	
	Internal	External	Total	External	INT. & EXT
THEORY/DRAWING/DESIGN SUBJECTS	20	80	100	28	40
PRACTICAL SUBJECTS	25	50	75	18	30

RESULT (P - PASS, F - FAIL)

Result Date : 16-Dec-2007

[REDACTED]

[REDACTED]

Transcript Issue Date : 09-Apr-2009

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TRANSCRIPT

Sl. No. CC 207620

MEMORANDUM OF MARKS

SERIAL NO 14958958
 EXAMINATION III B.Tech. II Sem. (RR) Reg. HALL TICKET NO 04K61A0232
 BRANCH ELECTRICAL & ELECTRONICS ENGINEERING MONTH & YEAR OF EXAM April, 2007
 NAME [REDACTED] INSTITUTION SITE, TADEPALLIGUDEM

S.No	SUBJECT CODE	SUBJECT TITLE	Internal Marks	External Marks	Total Marks	Credits	Result
1	E0201	ANALYSIS OF LINEAR SYSTEMS	16	45	61	4	P
2	E9901	MICROPROCESSORS AND INTERFACING	12	40	52	4	P
3	E0202	MODELLING OF POWER SYSTEM COMPONENTS	20	57	77	4	P
4	E0203	INSTRUMENTATION	16	41	57	4	P
5	E0204	POWER SYSTEMS - III	16	28	44	4	P
6	E0205	UTILIZATION OF ELECTRICAL ENERGY	16	52	68	4	P
7	E0206	ELECTRICAL MEASUREMENTS LAB	25	44	69	2	P
8	E0207	POWER ELECTRONICS LAB	22	43	65	2	P
Total			143	350	493	28	

AGGREGATE (IN WORDS) *** Four Nine Three ***

	MAXIMUM MARKS			MINIMUM FOR PASS	
	Internal	External	Total	External	INT. & EXT
THEORY/DRAWING/DESIGN SUBJECTS	20	80	100	28	40
PRACTICAL SUBJECTS	25	50	75	18	30

RESULT (P - PASS , F - FAIL)

Result Date : 03-Jun-2007
 Transcript Issue Date : 09-Apr-2009

(b)(6) [REDACTED]

(b)(6) [REDACTED]

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Sl. No. : CC 207619

MEMORANDUM OF MARKS

SERIAL NO 13559944

EXAMINATION III B.Tech. I Sem. (RR) Reg. HALL TICKET NO 04K61A0232

BRANCH ELECTRICAL & ELECTRONICS ENGINEERING MONTH & YEAR OF EXAM November, 2006

NAME [REDACTED] INSTITUTION SITE, TADEPALLIGUDEM

S.No	SUBJECT CODE	SUBJECT TITLE	Internal Marks	External Marks	Total Marks	Credits	Result
1	D9902	COMPUTER ORGANIZATION	16	40	56	4	P
2	D0201	ELECTRICAL MEASUREMENTS	18	48	66	4	P
3	D0202	POWER SYSTEMS-II	17	38	55	4	P
4	D0203	POWER ELECTRONICS	13	45	58	4	P
5	D0204	ELECTROMECHANICS-III	16	41	57	4	P
6	D9903	MANAGEMENT SCIENCE	16	30	46	4	P
7	D0205	ELECTROMECHANICS (LAB) - II	23	49	72	2	P
8	D0206	CONTROL SYSTEMS (LAB)	22	45	67	2	P
Total			141	336	477	28	

AGGREGATE (IN WORDS) *** Four Seven Seven ***

	MAXIMUM MARKS			MINIMUM FOR PASS	
	Internal	External	Total	External	INT. & EXT
THEORY/DRAWING/DESIGN SUBJECTS	20	80	100	28	40
PRACTICAL SUBJECTS	25	50	75	18	30

RESULT (P - PASS, F - FAIL)

Result Date : 18-Dec-2006

[REDACTED]

[REDACTED]

Transcript Issue Date : 09-Apr-2009

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Sl. No. : CC 207618

MEMORANDUM OF MARKS

SERIAL NO 12263557

EXAMINATION II B.Tech. II Sem. (RR) Reg. HALL TICKET NO 04K61A0232

BRANCH ELECTRICAL & ELECTRONICS ENGINEERING MONTH & YEAR OF EXAM April, 2006

NAME [REDACTED] INSTITUTION SITE, TADEPALLIGUDEM

S.No	SUBJECT CODE	SUBJECT TITLE	Internal Marks	External Marks	Total Marks	Credits	Result
1	C9902	MANAGERIAL ECONOMICS & FINANCIAL ANALYSIS	15	39	54	4	P
2	C9903	MATHEMATICS - III	15	39	54	4	P
3	C9918	LINEAR & DIGITAL IC APPLICATIONS	14	42	56	4	P
4	C0202	POWER SYSTEMS - I	13	44	57	4	P
5	C0203	ELECTROMECHANICS - II	18	44	62	4	P
6	C9904	CONTROL SYSTEMS	19	31	50	4	P
7	C0204	IC & PULSE & DIGITAL CIRCUITS (LAB)	22	44	66	2	P
8	C0205	ELECTROMECHANICS (LAB) - I	24	46	70	2	P
Total			140	329	469	28	

AGGREGATE (IN WORDS) *** Four Six Nine ***

	MAXIMUM MARKS			MINIMUM FOR PASS	
	Internal	External	Total	External	INT. & EXT
THEORY/DRAWING/DESIGN SUBJECTS	20	80	100	28	40
PRACTICAL SUBJECTS	25	50	75	18	30

RESULT (P - PASS, F - FAIL)

Result Date : 13-Jun-2006

(b)(9) [REDACTED]

(b)(6) [REDACTED]

Transcript Issue Date : 09-Apr-2009

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REGISTRAR

TRANSCRIPT

Sl. No. : **CC 207616**

MEMORANDUM OF MARKS

SERIAL NO 10961899

EXAMINATION II B.Tech. I Sem. (RR) Reg. HALL TICKET NO 04K61A0232

BRANCH ELECTRICAL & ELECTRONICS ENGINEERING MONTH & YEAR OF EXAM November, 2005

NAME [REDACTED] INSTITUTION SITE, TADEPALLIGUDEM

S.No	SUBJECT CODE	SUBJECT TITLE	Internal Marks	External Marks	Total Marks	Credits	Result
1	B9901	MATHEMATICS - II	15	31	46	4	P
2	B0201	HYDRAULICS & HYDRAULIC MACHINERY	15	62	77	4	P
3	B9902	PULSE & DIGITAL CIRCUITS	13	36	49	4	P
4	B9903	SWITCHING THEORY & LOGIC DESIGN	12	31	43	4	P
5	B0202	ELECTROMAGNETIC FIELDS	15	50	65	4	P
6	B0203	ELECTRO MECHANICS - I	13	55	68	4	P
7	B0204	HYDRAULICS & HYDRAULIC MACHINERY (LAB)	20	44	64	2	P
8	B0205	NETWORKS (LAB)	24	41	65	2	P
Total			127	350	477	28	

AGGREGATE (IN WORDS) *** Four Seven Seven ***

	MAXIMUM MARKS			MINIMUM FOR PASS	
	Internal	External	Total	External	INT. & EXT
THEORY/DRAWING/DESIGN SUBJECTS	20	80	100	28	40
PRACTICAL SUBJECTS	25	50	75	18	30

RESULT (P - PASS, F - FAIL)

Result Date : 29-Dec-2005

(b)(5) [REDACTED]

(b)(5) [REDACTED]

Transcript Issue Date : 09-Apr-2009

CONTROLLER OF EXAMINATION

REGISTRAR

MEMORANDUM OF MARKS

SERIAL NO 11141177
 EXAMINATION I-Year B.Tech. (RR) Suppl. HALL TICKET NO 04K6FA0232
 BRANCH ELECTRICAL & ELECTRONICS ENGINEERING MONTH & YEAR OF EXAM November,2005
 NAME [REDACTED] INSTITUTION SITE, TADEPALLIGUDEM

S.No	SUBJECT CODE	SUBJECT TITLE	Internal Marks	External Marks	Total Marks	Credits	Result
1	A9907	INFORMATION TECH.& NUME. METHODS	17	41	58	6	P
2	A9910	ELECTRONICS DEVICES & CIRCUITS	12	44	56	6	P
Total			29	85	114	12	

AGGREGATE (IN WORDS) *** One One Four ***

	MAXIMUM MARKS			MINIMUM FOR PASS	
	Internal	External	Total	External	INT. & EXT
THEORY/DRAWING/DESIGN SUBJECTS	20	80	100	28	40
PRACTICAL SUBJECTS	25	50	75	18	30

RESULT (P-PASS, F-FAIL)

Result Date : 12-Jan-2006

Transcript

Issue Date : 09-Apr-2009

[REDACTED]
CONTROLLER OF EXAMINATION

[REDACTED]
REGISTRAR

TRANSCRIPT

Sl. No. : CC 207615

MEMORANDUM OF MARKS

SERIAL NO 9963897
 EXAMINATION I Year B.Tech. (RR) Reg. HALL TICKET NO 04K61A0232
 BRANCH ELECTRICAL & ELECTRONICS ENGINEERING MONTH & YEAR OF EXAM June,2005
 NAME [REDACTED] INSTITUTION SITE, TADEPALLIGUDEM

S.No	SUBJECT CODE	SUBJECT TITLE	Internal Marks	External Marks	Total Marks	Credits	Result
1	A9901	ENGLISH	14	35	49	6	P
2	A9902	MATHEMATICS - I	14	42	56	6	P
3	A9906	SOLID STATE PHYSICS	12	33	45	4	P
4	A9907	INFORMATION TECH.& NUME. METHODS	17	14	31	0	F
5	A9908	C & DATA STRUCTURES	13	33	46	6	P
6	A9909	NETWORK THEORY	10	53	63	6	P
7	A9910	ELECTRONICS DEVICES & CIRCUITS	12	17	29	0	F
8	A0201	ENGINEERING DRAWING PRACTICE	12	31	43	4	P
9	A0202	COMPUTER PROGRAMMING (LAB)	18	36	54	8	P
10	A0203	ELECTRONICS DEVICES & CKTS (LAB)	23	37	60	4	P
Total			145	331	476	44	

AGGREGATE (IN WORDS) *** Four Seven Six ***

	MAXIMUM MARKS			MINIMUM FOR PASS	
	Internal	External	Total	External	INT. & EXT
THEORY/DRAWING/DESIGN SUBJECTS	20	80	100	28	40
PRACTICAL SUBJECTS	25	50	75	18	30

RESULT (P - PASS, F - FAIL)

Result Date : 10-Sep-2005

Transcript

Issue Date : 09-Apr-2009

[REDACTED]

CONTROLLER OF EXAMINATION

[REDACTED]

REGISTRAR

**BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH**



11390

**SECONDARY SCHOOL CERTIFICATE
(PRIVATE)**

NM 549773



CERT
D/O



Bearing Roll No 0973521

belongs to



has appeared and PASSED at the SSC EXAMINATION held in MARCH-2002

in FIRST Division with ENGLISH as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY		MONTH	YEAR		
	ONE	TWO	FEB	ONE	NINE	EIGHT SEVEN
12/02/1987	ONE	TWO	FEB	ONE	NINE	EIGHT SEVEN

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	88	EIGHTY EIGHT
THIRD LANGUAGE : ENGLISH	69	SIX NINE
MATHEMATICS :	94	NINE FOUR
GENERAL SCIENCE :	91	NINE ONE
SOCIAL STUDIES :	79	SEVEN NINE
TOTAL :	421	(FOUR TWO ONE)
SECOND LANGUAGE : (HINDI)	76	SEVEN SIX
GRAND TOTAL :	497	(FOUR NINE SEVEN)

Marks of Identification : 1,

2,



Head of Institution
with School Stamp



SECRETARY
BOARD OF SECONDARY EDUCATION
A.P., HYDERABAD

Date of issue : 30-04-2002



Sl. No. **E151424**

04/0804/E151424



Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that [REDACTED] daughter
of [REDACTED] bearing
Registered No. **4094381** has appeared at the Intermediate Public
Examination held in **MARCH-2004** and passed **IN FIRST DIVISION**
with **ENGLISH** as the Medium of Instruction.

The subjects in which she was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - I : ENGLISH	100	089	100	065
Part - II : SANSKRIT	100	081	100	076
Part - III : Optional Subjects				
MATHEMATICS - A	075	007	075	069
MATHEMATICS - B	075	059	075	064
PHYSICS	060	041	060	048
CHEMISTRY	060	039	060	054
PHYSICS PRACTICAL			030	025
CHEMISTRY PRACTICAL			030	029
Total Marks in Figures	786 ⇨ 786			
In words	*SEVEN*EIGHT*SIX**			
Date	09-05-2004	R.No.	[REDACTED]	

Signature of the Principal and College

NOTE: ELIGIBILITY RULES ARE OVERLEAF

Controller of Examinations

4094381



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Ref. No. IN 3852

Country: India

Name: [REDACTED]

Date: June 19, 2017

Page 1 of 3

PURPOSE OF EVALUATION: Further Education

1. Secondary School Certificate, 2002, awarded by the Board of Secondary Education. Andhra Pradesh following the completion of a two-year academic secondary school program. It represents the equivalent of the completion of 10th grade education from a secondary school (High School)) in the United States.

2. Intermediate Certificate Examination, 2004, awarded by the Board of Intermediate Education, A.P. following the completion of an academic secondary school program at B.S. Raju Junior College It represents the equivalent of graduation from a university-preparatory school in the United States.

3. Bachelor of Engineering, 2008, awarded by Jawaharlal Nehru Technological University following the completion of a four-year program of study, including a graduation project and seminar, in Electrical & Electronics Engineering at the Government Engineering College. Admission to this course of study follows graduation from a university-preparatory high school. It represents the equivalent of a Bachelor of Science degree in Electrical & Electronics Engineering from a regionally accredited institution in the United States.

4. The courses completed (see # 3) have been converted to U. S. semester credits and grades on the following pages (2-3). This is an evaluation of educational credentials from India in terms of U. S. equivalents. The number of credits accepted for transfer to a degree program in the United States may vary from those listed in this report, in accordance with the internal policies of the receiving institution.

5. In summary, it is the judgment of International Evaluation Services that [REDACTED] has the equivalent of a Bachelor of Science degree in Electrical & Electronics Engineering from a regionally accredited the United States. This evaluation has been based on copies of the original transcripts and degrees mentioned above and submitted to our agency by the institution requesting this report. Finally, this evaluation is advisory and is not binding on anyone who uses it; it is true and correct to the best of our knowledge and belief.

6. The individual who has researched and prepared this report has had thirty-seven years of extensive experience including the review, evaluation, and assignment of domestic and international transfer credits, and several publications, in the field of international educational evaluations. This experience has been gained as the Director of International Admissions - Educational Evaluations - at a major public university and as the Director of Graduate Admissions (for domestic and international students) at a major public college.

Sources:

- [REDACTED] 1986, The Admission and Academic Placement of Students from South Asia: Bangladesh, India, Pakistan, and Sri Lanka. A Workshop Report. Project for International Education Research. AACRAO & NAFSA. Washington D.C.
- [REDACTED] 1998. Special Report on India. Annapolis Junction, MD: PIER.
- The British Council. 1991. International Guide to Qualification in Education. 3rd ed. London: Mansell.
- [REDACTED] 1999. A Guide to Educational Systems around the World. Washington, D.C.

Internet Source: UNESCO- World Academic Database: www.unesco.org/iau/educin.html

Ref. No. IN 3852

Name: **COURSEBY-COURSE EVALUATION**Institution: **Jawaharlal Nehru Technological University (BEng): 2004-2008**

SUBJECTS	U. S. Sem. Credits Hrs.	U. S. Grades
<u>Year: I: Semester I & II</u>		
English	4	B
Mathematics I	4	B
Solid State Physics	3	B
Information Tech. & Numerical Methods	4	F/B
C & Data Structures	4	B
Network Theory	4	A
Electronics Devices & Circuits	4	F/B
Computer Programming Lab.	6	B
Electronics Circuits Devices & CKTS Lab.	3	A
<u>Year II:</u>		
<u>Semester I:</u>		
Mathematics II	3	A
Hydraulics & hydraulics Machines	3	A
Pulse & Digital Circuits	3	B
Switching Theory & Logic Design	3	C
Electromagnetic Fields	3	A
Electro Mechanic I	3	A
Hydraulics & Hydraulic Machinery Lab.	1	A
Networks Lab.	1	A
<u>Semester: II</u>		
Managerial Economics & Financial Analysis	3	B
Mathematics III	3	B
Linear & Digital Applications	3	B
Power Systems I	3	B
Electro Mechanics II	3	A
Control Systems	3	B
IC & Pulse & Digital Circuits Lab.	1	C
Electromechanics Lab. I	1	C
<u>Year: III</u>		
<u>Semester I</u>		
Computer Organization	3	B
Electrical Measurements	3	A
Power Systems II	3	B
Power Electronics	3	B
Electromechanics III	3	B
Management Science	3	B
Electronics Lab. II	1	A
Control Systems Lab.	1	A
<u>Semester II:</u>		
Analysis of Linear Systems	3	A

Ref. No. IN 3852

Name: **COURSEBY-COURSE EVALUATION**

Institution: Jawaharlal Nehru Technological University (BEng): 2004-2008

SUBJECTS	U. S. Sem. Credits Hrs.	U. S. Grades
Microprocessors and Interfacing	3	B
Modelling of Power System Components	3	A
Instrumentation	3	B
Power Systems III	3	C
Utilization of Electrical Energy	3	A
Electrical Measurements Lab.	1	A
Power Electronics Lab.	1	A
<u>Year IV:</u>		
<u>Semester I:</u>		
Digital Signal Processing	3	A
Power Semiconductor Drives	3	B
Computer Methods in Power Systems	3	A
Power System Operation Control	3	A
H V Engineering	3	A
Electrical Distribution Systems	3	A
Microprocessors Lab.	1	A
Simulation of Electrical Systems Lab.	1	A
<u>Semester II:</u>		
H V D C Transmission	3	B
Database Management Systems	3	B
Project & Seminar	6	A

In summary (b)(6) has completed a total of 148 semester credits hours with a General Point Average (*GPA*) of 3.37.

* The courses with the grade of "F" were not included in the total number of credits completed and/or in the overall GPA as the passing marks were used as grade replacements.

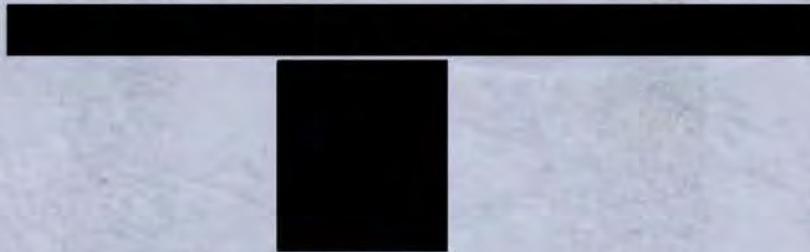
(b)(6)

Mario Caruso, IES
Director

We Chancellor, Vice Chancellor and Members of Board of Governors of

Gujarat Technological University

certify that



enrollment No. 100670111049 *of*

SAL INSTITUTE OF TECHNOLOGY & ENGINEERING RESEARCH, AHMEDABAD

has been examined for the degree of Bachelor of Engineering

and adjudged to have passed with

Cumulative Grade Point Average (C.G.P.A.) of 7.96.

The degree of

Bachelor of Engineering

ELECTRONICS & COMMUNICATION ENGINEERING

has been conferred on him / her at Ahmedabad,

in the Republic of India

on twenty second day of January two thousand fourteen

In testimony where of are set the seal of the University

and signature of the Chancellor.

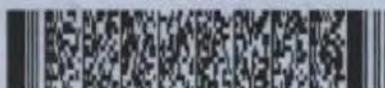


027689

(b)(6)

Chancellor

0CJeLf53Fbzz



Sr. No. 2013BE18789



GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD

NR.VISHWAKARMA GOVERNMENT ENGINEERING COLLEGE NR.VISAT THREE ROADS, VISAT - GANDHINAGAR HIGHWAY CHANDKHEDA, AHMEDABAD - 382424 - GUJARAT (INDIA).

TRANSCRIPT (BACHELOR OF ENGINEERING)

ENROL NAME : [REDACTED]
COLLEGE : SAL INSTITUTE OF TECHNOLOGY & ENGINEERING RESEARCH, AHMEDABAD (067)
COURSE : ELECTRONICS & COMMUNICATION ENGINEERING

ADMISSION TYPE : Regular

CODE	SUBJECT NAME	TH	PT	CR	GR	EXAM	CODE	SUBJECT NAME	TH	PT	CR	GR	EXAM
						HRS/WEEK							HRS/WEEK
SEM : 1						TRIAL : 2						SPI : 3.20	
110002	Communication Skills	1	2	3	BB	W2010	110005	Elements Of Electrical Engineering	4	2	6	BC	W2010
110008	Maths - I	3	2	5	CC	W2010	110010	Mechanics Of Solids	3	2	5	DD	S2011
110011	Physics	3	2	5	CC	S2011	110013	Engineering Graphics	2	4	6	CD	S2011
SEM : 2						TRIAL : 2						SPI : 5.77	
110003	Computer Programming And Utilization	2	4	6	CC	S2011	110004	Elements Of Civil Engineering	4	2	6	BC	S2011
110006	Elements Of Mechanical Engineering	4	2	6	CD	W2011	110007	Environmental Studies	3	0	3	BB	S2011
110009	Maths - II	3	2	5	BC	S2011	110012	Workshop	0	4	4	AB	S2011
SEM : 3						TRIAL : 1						SPI : 7.53	
130001	Mathematics-III	3	2	5	BB	W2011	130701	Digital Logic Design	4	2	6	BC	W2011
130901	Circuits And Networks	4	2	6	BB	W2011	131101	Basic Electronics	4	2	6	BC	W2011
131102	Simulation And Design Tools	0	2	2	BB	W2011	131103	Electronics Workshop	0	2	2	AA	W2011
131701	Electrical Machines	3	0	3	CC	W2011							
SEM : 4						TRIAL : 1						SPI : 6.27	
140001	Mathematics-IV	3	2	5	DD	S2012	140002	Management-I	2	0	2	BC	S2012
140701	Microprocessor And Interfacing	3	2	5	BB	S2012	140704	Object Oriented Concepts And Programming	4	2	6	CD	S2012
141101	Advance Electronics	4	2	6	BC	S2012	141701	Control Theory	4	2	6	BC	S2012
SEM : 5						TRIAL : 1						SPI : 7.47	
150001	Management - II	2	0	2	AB	W2012	150706	Visual Basic Application & Programming	4	2	6	BC	W2012
151001	Microcontroller And Interfacing	3	2	5	AB	W2012	151002	Engineering Electromagnetics	3	0	3	BC	W2012
151003	Integrated Circuits And Applications	4	2	6	BC	W2012	151004	Electronic Communication	4	2	6	CC	W2012
151005	Electronics Measurements And Instrumentation Laboratory	0	2	2	AA	W2012							
SEM : 6						TRIAL : 1						SPI : 7.80	
161001	Digital Communication	4	2	6	BC	S2013	161002	Audio - Video Systems	4	2	6	BB	S2013
161003	Antenna & Wave Propagation	4	2	6	CC	S2013	161004	VLSI Technology And Design	4	2	6	AA	S2013
161005	Optical Communication	4	2	6	BB	S2013							
SEM : 7						TRIAL : 1						SPI : 7.62	
170001	Project - I	0	4	4	AB	W2013	171001	Microwave Engineering	3	2	5	CC	W2013
171002	Power Electronics	2	2	4	BB	W2013	171003	Digital Signal Processing	4	2	6	BB	W2013
171004	Wireless Communication	4	2	6	BC	W2013	171005	Embedded Systems	3	2	5	BC	W2013
1990001	Contributor Personality Development	4	0	4	AB	W2013							
SEM : 8						TRIAL : 1						SPI : 9.00	
181101	Data Communication And Networking	4	2	6	AB	S2014	181102	Fundamentals Of Image Processing	4	2	6	AB	S2014
181105	Project -II	0	18	18	AB	S2014							

THIS IS TO CERTIFY THAT [REDACTED] HAS CLEARED HIS/HER (BACHELOR OF ENGINEERING) IN BRANCHELECTRONICS & COMMUNICATION ENGINEERING WITH CGPA OF 7.96 IN MAY 2013.



(b)(6)

I/C REGISTRAR





Gujarat Technological University

Ahmedabad-380015 INDIA

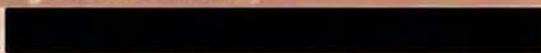
Semester Grade Report

Academic Year	Semester	College Code	Month & Year of Examination	Statement No.
2009-10	1	067	January - 2010	1324172

College Name: Sal Institute Of Tech. & Engg. Research, Ahmedabad

Course	Branch Name	Branch Code
Bachelor of Engineering	Electronics & Communication Engineering	11

Statement showing the grades obtained by



Enrolment No (OLD)	100670111049	Enrolment No (NEW)	100670111049	Seat No	E-129615
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Subject Code	Subject Name	Grade INT	Course Credit	Grade	BackLog *				
					E	M	I	V	
110002	COMMUNICATION SKILLS	BC	3	BB	-	-	-	-	-
110005	ELEMENTS OF ELECTRICAL ENGINEERING	AB	6	BC	-	-	-	-	-
110008	MATHS-I	BB	5	CC	-	-	-	-	-
110010	MECHANICS OF SOLIDS	BB	5	FF	Y	-	-	-	-
110011	PHYSICS	AB	5	FF	Y	-	-	-	-
110013	ENGINEERING GRAPHICS	BB	6	FF	Y	-	-	-	-

: Absent *E : External Exam * M : Mid Semester Exam * I : Internal * V : Vivo/Practical

BackLog	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII
	3	-	-	-	-	-	-	-

Current Semester Performance			Cumulative Performance			Result
Credits	Earned Grade Points	SPI	Earned Credits	Earned Grade Points	CPI	
30.00	96.00	3.20	30.00	96.00	3.20	FAIL

906622

8211644668



(b)(6)



DATE: 15/03/2010

REGISTRAR



Gujarat Technological University

Ahmedabad-380015 INDIA

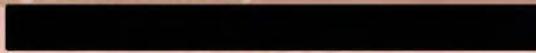
Semester Grade Report

Academic Year	Semester	College Code	Month & Year of Examination	Statement No.
2009-10	1	067	June - 2010	1457007

College Name Sal Institute Of Tech. & Engg Research, Ahmedabad

Course	Branch Name	Branch Code
Bachelor of Engineering	Electronics & Communication Engineering	11

Statement showing the grades obtained by



Enrolment No (OLD)	100670111049	Enrolment No (NEW)	100670111049	Seat No	E-139578
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Subject Code	Subject Name	Grade INT	Course Credit	Grade	BackLog*			
					E	M	I	V
110010	MECHANICS OF SOLIDS	BB	5	DD	-	-	-	-
110011	PHYSICS	AB	5	CC	-	-	-	-
110013	ENGINEERING GRAPHICS	BB	6	CD	-	-	-	-

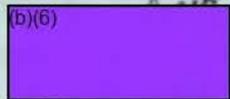
Backlog	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII
-	-	-	-	-	-	-	-	-

Current Semester Performance			Cumulative Performance			Result
Credits	Earned Grade Points	SPI	Earned Credits	Earned Grade Points	CPI	
16.00	80.00	0.00	30.00	176.00	5.87	PASS

126107



2411457382



DATE: 06-09-2010

REGISTRAR



Gujarat Technological University

Ahmedabad-380015 INDIA

Semester Grade Report

Academic Year	Semester	College Code	Month & Year of Examination	Statement No.
2009-10	2	067	June - 2010	1500841

College Name Sal Institute Of Tech. & Engg. Research, Ahmedabad

Course	Branch Name	Branch Code
Bachelor of Engineering	Electronics & Communication Engineering	11

Statement showing the grades obtained by [REDACTED]

Enrolment No (OLD)	100670111049	Enrolment No (NEW)	100670111049	Seat No	E-143388
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Subject Code	Subject Name	Grade INT	Course Credit	Grade	BackLog * E M I V				
					E	M	I	V	
110003	COMPUTER PROGRAMMING & UTILIZATION	AB	6	CC	-	-	-	-	
110004	ELEMENTS OF CIVIL ENGINEERING	AA	6	BC	-	-	-	-	
110006	ELEMENTS OF MECHANICAL ENGINEERING	BB	6	FF	Y	-	-	-	
110007	ENVIRONMENTAL STUDIES	AA	3	BB	-	-	-	-	
110009	MATHS-II	AB	5	BC	-	-	-	-	
110012	WORKSHOP		4	AB	-	-	-	-	

BackLog	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII
	-	1	-	-	-	-	-	-

Current Semester Performance			Cumulative Performance			Result
Credits	Earned Grade Points	SPI	Earned Credits	Earned Grade Points	CPI	
30.00	173.00	5.77	60.00	349.00	5.82	FAIL

169941

2412078216



DATE: 06-09-2010

REGISTRAR



Gujarat Technological University

Ahmedabad, INDIA

(Remedial Exam)

Semester Grade Report

Academic Year	Month & Year of Examination	Semester	Statement No.
2010-11	December - 2010	2	1634143
College Code & Name	067 SAL INSTITUTE OF TECHNOLOGY & ENGINEERING RESEARCH, AHMEDABAD		
Course	Branch Name	Branch Code	
Bachelor of Engineering	Electronics & Communication Engineering	11	
Student's Name			
[REDACTED]			
Enrolment No (OLD)	100670111049	Enrolment No (NEW)	100670111049
Seat No	E-155346		

Subject Code	Subject Name	Grade INT	Course Credit	Grade	BackLog * E M I V
110006	ELEMENTS OF MECHANICAL ENGINEERING	BB	6	CD	- - - -

Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII
-	-	-	-	-	-	-	-

Semester Performance Index			Cumulative Performance Index			Result
Credits	Earned Grade Points	SPI	Earned Credits	Earned Grade Points	CPI	
6	30	-	90	605	6.72	PASS

3 1 2 2 4 3

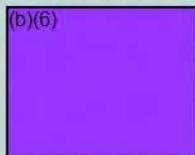


DATE: 28-03-2011



4511634806

(b)(6)



REGISTRAR



Gujarat Technological University

Ahmedabad, INDIA

Semester Grade Report

Academic Year	Month & Year of Examination	Semester	Statement No.
2010-11	December - 2010	3	1687969

College Code & Name	067 SAL INSTITUTE OF TECHNOLOGY & ENGINEERING RESEARCH, AHMEDABAD
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Course	Branch Name	Branch Code
Bachelor of Engineering	Electronics & Communication Engineering	11

Student's Name
[REDACTED]

Enrolment No (OLD)	100670111049	Enrolment No (NEW)	100670111049	Seat No	E-316691
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Subject Code	Subject Name	Grade INT	Course Credit	Grade	BackLog *				
					E	M	I	V	
130001	MATHEMATICS-3	AB	5	BB	-	-	-	-	-
130701	DIGITAL LOGIC DESIGN	AB	6	BC	-	-	-	-	-
130901	CIRCUITS AND NETWORKS	BB	6	BB	-	-	-	-	-
131101	BASIC ELECTRONICS	CC	6	BC	-	-	-	-	-
131102	SIMULATION AND DESIGN TOOLS		2	BB	-	-	-	-	-
131103	ELECTRONICS WORKSHOP		2	AA	-	-	-	-	-
131701	ELECTRICAL MACHINES	BB	3	CC	-	-	-	-	-

BackLog	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII
	-	1	-	-	-	-	-	-

Semester Performance Index			Cumulative Performance Index			Result
Credits	Earned Grade Points	SPI	Earned Credits	Earned Grade Points	CPI	
30	226	7.53	90	575	6.39	PASS

365579



DATE: 14-03-2011



9432441844



REGISTRAR



Gujarat Technological University

Ahmedabad, INDIA

Semester Grade Report

Academic Year	Month & Year of Examination	Semester	Statement No.
2010-11	MAY - 2011	4	1817452

College Code & Name	067 SAL INSTITUTE OF TECHNOLOGY & ENGINEERING RESEARCH, AHMEDABAD		
Course	Branch Name	Branch Code	
Bachelor of Engineering	Electronics & Communication Engineering	11	

Student's Name
[REDACTED]

Enrolment No (OLD)	100670111049	Enrolment No (NEW)	100670111049	Seat No	E-417254
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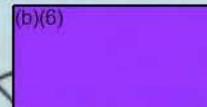
Subject Code	Subject Name	Grade Int	Course Credit	Grade	BackLog *				
					E	M	I	V	
140001	Mathematics-4	AB	5	DD	-	-	-	-	-
140002	Management-1	AA	2	BC	-	-	-	-	-
140701	Microprocessor And Interfacing	BB	5	BB	-	-	-	-	-
140704	Institute Elective-1(Object Oriented Concepts And Programming)	BC	6	CD	-	-	-	-	-
141101	Advance Electronics	AA	6	BC	-	-	-	-	-
141701	Control Theory	AB	6	BC	-	-	-	-	-

BackLog	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII
	-	-	-	-	-	-	-	-

Credits	Earned Grade Points	SPI	Earned Credits	Earned Grade Points	CPI	Result
30	188	6.27	120	793	6.61	
Cumulative Grade Point Average ->			-	-	-	PASS

495152

8342445425



DATE: 22-08-2011

REGISTRAR



Gujarat Technological University

Ahmedabad, INDIA

Semester Grade Report

Academic Year	Month & Year of Examination	Semester	Statement No.
2011-2012	JANUARY-2012	5	1113136232

College Code & Name	067 SAL INSTITUTE OF TECHNOLOGY & ENGINEERING RESEARCH, AHMEDABAD
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Course	Branch Name	Branch Code
BACHELOR OF ENGINEERING	Electronics & Communication Engineering	11

Student's Name
XXXXXXXXXX

Enrolment No (OLD)	100670111049	Enrolment No (NEW)	100670111049	Seat No	E-527571
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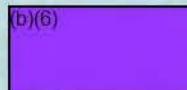
Subject Code	Subject Name	Grade INT	Course Credit	Grade	BackLog*				
					E	M	I	V	
150001	Management - II	BC	2	AB	-	-	-	-	-
150706	Visual Basic Application & Programming	BC	6	BC	-	-	-	-	-
151001	Microcontroller And Interfacing	AB	5	AB	-	-	-	-	-
151002	Engineering Electromagnetics	AA	3	BC	-	-	-	-	-
151003	Integrated Circuits And Applications	AB	6	BC	-	-	-	-	-
151004	Electronic Communication	AB	6	CC	-	-	-	-	-
151005	Electronics Measurements And Instrumentation Laboratory		2	AA	-	-	-	-	-

BackLog	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII
	-	-	-	-	-	-	-	-

Credits	Earned Grade Points	SPI	Earned Credits	Earned Grade Points	CPI	Result
30	224	7.47	150	1017	6.78	
Cumulative Grade Point Average ->			30	224	7.47	PASS

1113636232

6463814533



DATE: 16/04/2012

REGISTRAR



Gujarat Technological University

Ahmedabad, INDIA

Semester Grade Report

Academic Year	Month & Year of Examination	Semester	Statement No.
2011-2012	MAY-2012	6	2113133178
College Code & Name	SAL INSTITUTE OF TECHNOLOGY & ENGINEERING RESEARCH, AHMEDABAD		
Course	Branch Name	Branch Code	
BACHELOR OF ENGINEERING	ELECTRONICS & COMMUNICATION ENGINEERING	11	
Student's Name	[REDACTED]		
Enrolment No (OLD)	100670111049	Enrolment No (NEW)	100670111049
Seat No	E-604481		

Subject Code	Subject Name	Grade INT	Course Credit	Grade	BackLog *			
					E	M	I	V
161001	Digital Communication	AB	6	BC	-	-	-	-
161002	Audio - Video Systems	BB	6	BB	-	-	-	-
161003	Antenna & Wave Propogation	BB	6	CC	-	-	-	-
161004	VLSI Technology And Design	AB	6	AA	-	-	-	-
161005	Optical Communication	CC	6	BB	-	-	-	-

BackLog	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII
	-	-	-	-	-	-	-	-

Credits	Earned Grade Points	SPI	Total Credits	Earned Grade Points	CPI	Result
30	234	7.80	180	1251	6.95	
Cumulative Grade Point Average ->			60	458	7.63	PASS

21133633178

5473828992



(b)(6)

DATE: 13-August-2012

REGISTRAR



Gujarat Technological University

Ahmedabad, INDIA

Semester Grade Report

Academic Year	Month & Year of Examination	Semester	Statement No.
2012-2013	DEC-2012	7	2048539195

College Code & Name	067 SAL INSTITUTE OF TECHNOLOGY & ENGINEERING RESEARCH, AHMEDABAD
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Course	Branch Name	Branch Code
BACHELOR OF ENGINEERING	ELECTRONICS & COMMUNICATION ENGINEERING	11

Student's Name
[REDACTED]

Enrolment No (OLD)	100670111049	Enrolment No (NEW)	100670111049	Seat No	E-726437
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Subject Code	Subject Name	Grade INT	Course Credit	Grade	BackLog *				
					E	M	I	V	
170001	Project - I		4	AB	-	-	-	-	-
171001	Microwave Engineering		5	CC	-	-	-	-	-
171002	Power Electronics		4	BB	-	-	-	-	-
171003	Digital Signal Processing		6	BB	-	-	-	-	-
171004	Wireless Communication		6	BC	-	-	-	-	-
171005	Embedded Systems		5	BC	-	-	-	-	-
1990001	Contributor Personality Development		4	AB	-	-	-	-	-

BackLog	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII
-	-	-	-	-	-	-	-	-

Credits	Earned Grade Points	SPI	Total Credits	Earned Grade Points	CPI	Result
34	259	7.62	214	1510	7.06	PASS
Cumulative Grade Point Average ->			94	717	7.63	

2048589195

3419245275



DATE: 07-March-2013



(b)(6)

REGISTRAR



Gujarat Technological University

Ahmedabad, INDIA

Semester Grade Report

Academic Year	Month & Year of Examination	Semester	Statement No.
2012-2013	MAY - 2013	8	1057141133

College Code & Name	067 SAL INSTITUTE OF TECHNOLOGY & ENGINEERING RESEARCH, AHMEDABAD
---------------------	---

Course	Branch Name	Branch Code
BACHELOR OF ENGINEERING	ELECTRONICS & COMMUNICATION ENGINEERING	11

Student's Name
[REDACTED]

Enrolment No (OLD)	100670111049	Enrolment No (NEW)	100670111049	Seat No	E-818619
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Subject Code	Subject Name	Course Credit	Grade	BackLog *			
				E	M	I	V
181101	Data Communication And Networking	6	AB	-	-	-	-
181102	Fundamentals Of Image Processing	6	AB	-	-	-	-
181105	Project -II	18	AB	-	-	-	-

BackLog	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII
-	-	-	-	-	-	-	-	-

Credits	Earned Grade Points	SPI	Total Credits	Earned Grade Points	CPI	Result
30	270	9.00	244	1780	7.30	
Cumulative Grade Point Average ->			124	987	7.96	PASS

1057141133

2437871276



(b)(6)

DATE: 05-July-2013

REGISTRAR

EVALUATION WORLD LLC.

Credential Evaluation Service
www.evaluationworld.com

105-501 Silverside Rd,
Wilmington, DE 19809 USA
Phone: +1 302 504 4410
Fax: +1 302 397 0555

NAME: [REDACTED]

DATE: April 29, 2016

DATE OF BIRTH: [REDACTED]

PAGE: 1 of 5

ACADEMIC CREDENTIAL EVALUATION REPORT

U. S. EQUIVALENCY:

Education of [REDACTED] is equivalent to a Bachelor of Science in Electronics and Telecommunication Engineering earned at a Regionally Accredited College or University in the United States of America that offers the program.

ACADEMIC CREDENTIALS:

Credential:	Bachelor of Engineering in Electronics and Communication Engineering
Institution:	Gujarat Technological University
Country:	India
Date Awarded:	January 22, 2014
Duration:	2009-2013 (4-year undergraduate program)
Purpose:	Education

AFFIDAVIT OF ACCURACY:

Evaluation World certifies that this evaluation of educational equivalence, based on credentials from Gujarat Technological University, recognized and accredited through the University Grants Commission, India, member country of UNESCO and member of the United Nations, is true and correct according to the content of the documents submitted

Evaluation World adheres to the professional code of ethics and practice established for research for international education including the standards set forth by the National Council on the Evaluation of Foreign Academic Credentials.

Reviewing the academic history, it is evident that [REDACTED] has satisfied the requirements that are substantially similar to those of an accredited institution of higher education in the United States. The evaluation of [REDACTED] has been reviewed and approved by me, Sunil Vaswani, this day of April 29, 2016.

(b)(6)

Evaluator: Sunil Vaswani

The evaluation was prepared using copies of documents.
The receiving office or individual must request original documents.

Sunil Vaswani is a member of:

NAFSA
Association of International Educators
www.nafsa.org

AEA
American Evaluation Association
www.eval.org



EVALUATION WORLD LLC.

Credential Evaluation Service
www.evaluationworld.com

105-501 Silverside Rd,
Wilmington, DE 19809 USA
Phone: +1 302 504 4410
Fax: +1 302 397 0555

NAME: [REDACTED]

DATE: April 29, 2016

DATE OF BIRTH: [REDACTED]

PAGE: 2 of 5

COURSE-BY-COURSE EVALUATION:

The following evaluation reflects the academic credentials attained by [REDACTED]. This is an analysis of [REDACTED] course work in terms of U.S. courses, semester credit hours and grades at Gujarat Technological University, India.

- [REDACTED] completed a 4-year full-time Bachelor of Engineering program in Electronics and Communication Engineering at Gujarat Technological University from 2009-2013. Gujarat Technological University is a statewide institution affiliating many engineering, pharmacy, and management colleges and universities across the western Indian Districts of Gujarat. The university is headed by the state government and came into existence in May 2007.
- Enrollment in the above-mentioned program requires graduation from high school which is the equivalent of graduation from a college preparatory program at an accredited high school in the United States. Students are selected for admission into various courses through special entrance tests, through interviews, through academic record or through a combination of the aforesaid.
- In 2013, [REDACTED] completed coursework and examinations towards the undergraduate program at Gujarat Technological University and was awarded the Bachelor of Engineering degree in Electronics and Communication Engineering on January 22, 2014. Content of the program is comprehensive, wide-ranging and structured on typical lines of a bachelor's degree course. We consider studies at the Gujarat Technological University to be comparable in our opinion to studies undertaken at a regionally accredited institution of post-secondary education in the United States.

<u>Course Information – subjects, dates and institutions</u>	<u>U.S. Semester Credits</u>	<u>U.S. Grade Equivalent</u>
<u>Gujarat Technological University</u>		
<u>Bachelor of Engineering in Electronics and Communication Engineering</u>		
<u>2009-2013</u>		
<u>First Semester</u>		
Communication Skills	1.5	B+
Elements of Electrical Engineering	2.5	B
Maths I	2.5	B-
Mechanics of Solids	2.5	F
Physics	2.5	F
Engineering Graphics	2.5	F
<u>First Semester</u>		
Mechanics of Solids	2.5	C
Physics	2.5	B-
Engineering Graphics	2.5	C
<u>Second Semester</u>		
Computer Programming and Utilization	2.5	B-
Elements of Civil Engineering	2.5	B
Elements of Mechanical Engineering	2.5	F
Environmental Studies	1.5	B+
Maths II	2.5	B
Workshop	2.0	A
<u>Second Semester</u>		
Elements of Mechanical Engineering	2.5	C
<u>Third Semester</u>		
Mathematics III	2.5	B+
Digital Logic Design	2.5	B

Sunil Vaswani is a member of:

NAFSA
Association of International Educators
www.nafsa.org

AEA
American Evaluation Association
www.eval.org

EVALUATION WORLD LLC.

Credential Evaluation Service
www.evaluationworld.com

105-501 Silverside Rd,
Wilmington, DE 19809 USA
Phone: +1 302 504 4410
Fax: +1 302 397 0555

NAME: [REDACTED]

DATE: April 29, 2016

DATE OF BIRTH: [REDACTED]

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Circuits and Networks	2.5	B+
Basic Electronics	2.5	B
Simulation and Design Tools	1.0	B+
Electronics Workshop	1.0	A
Electrical Machines	1.5	B-
Fourth Semester		
Mathematic IV	2.5	C
management I	1.0	B
Microprocessor and Interfacing	2.5	B+
Institute Elective I (Object Oriented Concepts and Programming)	2.5	C
Advance Electronics	2.5	B
Control Theory	2.5	B
Fifth Semester		
Management II	1.0	A
Visual Basic Application and Programming	2.5	B
Microcontroller and Interfacing	2.5	A
Engineering Electromagnetic	1.5	B
Integrated Circuits and Applications	2.5	B
Electronic Communication	2.5	B-
Electronics Measurements and Instrumentation Laboratory	1.0	A
Sixth Semester		
Digital Communication	2.5	B
Audio - Video Systems	2.5	B+
Antenna and Wave Propagation	2.5	B-
VLSI Technology and Design	2.5	A
Optical Communication	2.5	B+
Seventh Semester		
Project I	2.0	A
Microwave Engineering	2.5	B-
Power Electronics	2.0	B+
Digital Signal Processing	2.5	B+
Wireless Communication	2.5	B
Embedded Systems	2.5	B
Contributor Personality Development	2.0	A
Eighth Semester		
Data Communication and Networking	2.5	A
Fundamentals of Image Processing	2.5	A
Project II	8.5	A

Level of Study: Undergraduate

U.S. Semester Credits: 120.0

U.S. GPA: 2.89

One semester hour represents one fifty-minute class period per week for one semester of fifteen weeks.

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DATE: April 29, 2016

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Evaluation World follows the fundamental principle in the allocation of credit for completed studies that one year of full-time study at a foreign tertiary-level institution is considered equivalent to one year of full-time study at a tertiary-level institution in the United States. Thus we recommend approximately thirty semester units of credit for each year of full-time study completed at foreign institutions by scaling the units of credit down where they exceed the recommended level.

The following grade conversion scale was applied:

Grading Scale (India)	U.S. Grade Equivalence
AA	A
AB	A
BB	B+
BC	B
CC	B-
CD	C
DD	C
FF	F

Equivalency Summary

On the basis of the credibility of Gujarat Technological University, its higher education programs, the courses completed and related areas, it is the judgment of Evaluation World that [REDACTED] attained the equivalent of a **Bachelor of Science in Electronics and Telecommunication Engineering** earned at a Regionally Accredited College or University in the United States of America that offers the program.

About the Evaluator

Sunil Vaswani is Chief Evaluator of Evaluation World, an international foreign credential evaluation agency based in the USA. Vaswani is a member of professional associations like Association of International Educators, NAFSA (www.nafsa.org) and American Evaluation Association, AEA (www.eval.org). He has over twenty-five years of business experience, serving as finance manager, general manager and latterly Chief Executive Officer and Chief Operating Officer in the IT industry. He has developed particular interests in the evaluation of learning in a business context and especially in the interface between the experiences of the workplace and college credit within progressive educational programs, which work is focused in the mission of Evaluation World. Educated at Bombay and as a postgraduate, studied to Master of Business Administration and Management level at London. He has prepared over a thousand credential evaluations of international credentials for use before U.S.C.I.S., other US government bodies, private and public academic institutions and private business to establish accurate equivalencies for foreign educated individuals. He has recorded a high rate of acceptance in his evaluation work.

The Evaluation Process

To prepare a thorough and professional credential evaluation, Evaluation World:

1. Verifies the recognition of tertiary-level institutions by the Ministry of Education of the countries where the education was obtained.
2. Evaluates foreign secondary level credentials to establish U.S. high school diploma comparability.
3. Evaluates foreign tertiary level credentials to establish U.S. university degree comparability. U.S. degree equivalence is based upon the content of the program, the number of years of full-time study and the perception of the degree in the home country. Where an equivalent degree has not been obtained, credits toward a degree are based on submitted academic records, which provide either the unit credits or the clock hours of instruction. All transfer credit is based on the assumption that one-year of study or its equivalence in another country is worth no more than one year of credit at a United States institution.
4. Reviews all UNESCO treaties and standards of Good Practices adopted by member states to determine if applicant country is a party to and have adopted such treaties and standards of Good Practices.

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NAME: [REDACTED]

DATE: April 29, 2016

DATE OF BIRTH: [REDACTED]

PAGE: 5 of 5

5. UNESCO Recommendation on the Recognition of Studies and Qualifications in Higher Education 1993.
6. If documents presented to us are found to be inaccurate, altered, or untrue in any way, we reserve the right to notify all whom we deem to be interested parties of the details of the misinterpretation.

References:

- UNESCO/IAU Country Profiles – Education Systems: <http://www.ibe.unesco.org/en/worldwide.html>
- UNESCO/IAU International Bibliographic Database on Higher Education:
http://www.iau-hesd.net/sites/default/files/documents/bibliography_sustainable_development.pdf
- UNESCO/IAU List of World Universities:
<http://www.unesco.org/new/en/education/resources/unesco-portal-to-recognized-higher-education-institutions/>
- A Guide to Educational Systems Around the World. Washington, DC: NAFSA: National Association of International Educators.
http://www.nafsa.org/Resource_Library_Assets/Publications_Library/Online_Guide_to_Educational_Systems_Around_the_World/

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Si Tanka University

2016 – 2018 Catalog (Revised 3-2017)

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A Message from the President...

Dear Students:

Please accept my congratulations on your acceptance to Si Tanka University. I want to welcome you into a college community that cherishes the life of the mind but also seeks engagement with life in society. Our University is designed to provide consistent, high-quality and appropriate academic advising, monitoring, mentoring, nurturing and coaching to ensure your academic and personal success. STU fosters achievement in management and technology areas of study, believing that exposure to the creative process is an essential part of a rigorous and broad-minded education, a flourishing society, and a good life.

One topic that we are sure to discuss is the issue of student success. Nationally, colleges and universities are working hard to increase student retention and graduation rates. Our students engage in a vibrant university experience. They meet new people with similar interests and make lifelong friends through student clubs and organizations. Si Tanka University, in its thrust to promote and accelerate leadership as well as professional development not only among its student body but also its faculty and other employees, harnesses only current researches, relevant curricular offerings and responsive extension services.

As you browse through the University website, please keep in mind that your success at the University depends on your hard work and dedication. I trust that you will do everything possible to meet all of the program requirements and I assure you that the University faculty and staff will do all they can to assist you in meeting your goals. I wish you all the best in the coming challenges.

We look forward to supporting your academic and personal success at Si Tanka University!

Sincerely,

A redacted signature block consisting of a solid black rectangle. The text "(b)(7)" is visible in the top-left corner of the rectangle, indicating a redaction under FOIA exemption (b)(7).

(b)(7)

Harold L. Harris

President

Notice

This catalog provides general information about Si Tanka University, its programs and services, and summarizes those major policies and procedures of relevance to the student. This catalog should answer most questions students have about STU's educational programs. But this catalog is not intended to be a contract, nor is it intended to otherwise create any legally enforceable obligations on the part of STU or any applicant, student, staff or faculty member. Although information was current at the time of publication, it is subject to change without notice.

General policies and direction of the University are established by the Board of Directors and administered by University departments under the responsibility and authority of the President. A variety of committees of the faculty, students, and administration contribute to policy formulation and internal policy decisions. The written policies in the catalog are the University policies in force at the time of publication. It is the responsibility of each student to know the requirements and academic policies in any University publications. Further, the University can add or delete, without notice, any course offerings or information contained in the catalog. All updates of University policies and course offerings will be posted on the University website. If there are any changes in degree program requirements and/or academic policies, students will be informed by the academic Departments through STU email accounts assigned by the University to students. Additional specific academic information may be obtained from an academic advisor and/or division counselor. Regular catalog updates are posted and made to the electronic version on the University's website: www.sitanka.us.

STU complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, and all applicable federal and state laws and regulations. It does not discriminate on the basis of race, color, national origin, sex, sexual orientation, political view, age, religion, disability, status as a veteran or any other personal delimitation or attribute in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial assistance, and educational services.

About Si Tanka University

Located near the heart of the state of South Dakota, Si Tanka University is a diverse learning community offering unique undergraduate and graduate programs. Ours is a diverse intellectual community in a unique learning environment that provides the best of all worlds: small, intimate classes in a collaborative information technology setting dedicated to the advancement of students from all over the world. STU is committed to diversity, sustainability, discovery and excellence, and to inspiring students to think, care, create, and pursue justice in a global community. With our strength of academic programs, the broadening of our global perspective, and our ongoing commitment to diversity, we continue to do what we have done from the beginning with a keen eye to the future.

Please visit our web site at: www.sitanka.us to learn more about our University. You will be able to download an electronic version of this catalog, give us your comments, access your student or faculty portal, and much more.

Si Tanka University is authorized to offer post-secondary education by the Secretary of State of the State of South Dakota.

Statement of Legal Control

Si Tanka University, Inc., located at 5000 Broadband Lane, Suite 123, Sioux Falls, SD 57108, is a private co-educational institution incorporated under the laws of the state of South Dakota. The corporation operates a main campus in Sioux Falls, SD. The University operates under guidelines and policies established by its Board of Directors. The University President is the Chief Executive Officer of the University and has the responsibility of managing all aspects of the campus and has authority to exercise policies established by the Board of Directors. The institution's corporate officers execute legal documents and perform functions as required of corporate officers by law.

Mission of Si Tanka University

The Board of Directors has established the mission of Si Tanka University as follows:

Si Tanka University prepares committed students for successful employment in a rewarding profession through high-level training, real world experience and student-centered support that develops the knowledge, skills, and professionalism required in today's workplace.

-Board Action (Approved September 2016)

Vision Statement

The Board of Directors developed a Vision Statement in order to focus the strategic planning process.

The Si Tanka University aspires to be a nationally recognized, comprehensive university that nurtures an environment of intellectual vitality.

-Board Action (Approved September 2016)

Institutional Goals and Objectives

In accomplishing our mission, we are guided by the following basic goals and objectives:

- To help students achieve a superior level of professional skills in business and information technologies.
- To provide programs that meet the needs of the community while consistently reviewing the curriculum ensuring that the applicable skills and knowledge acquired result in employment.
- To offer graduates viable career options by providing quality educational programs based on employer-driven requirements.
- To provide job placement and maintain healthy relationship with students and employers.
- To instill, through knowledge, the ability to contribute to society in a professional and successful manner.
- To provide variable and accessible training opportunities that remain current with the most recent technologies.
- To hire faculty members who are industry experts and demonstrate expertise in their respective fields both professionally and academically.
- To provide our students with a facility that offers technologies and equipment relevant to the field of study.
- To develop within students a desire for life-long learning and education.

-Board Action (Approved September 2016)

Si Tanka University Location

Si Tanka University is located in Sioux Falls, the largest city of the State of South Dakota. The community-wide efforts in Sioux Falls to maintain one of the healthiest environments in the nation in which to live, work and raise a family are making headlines. Sioux Falls is known as a regional and national leader in economic development, retail sales, health care, manufacturing, financial and business services and quality of life.

Hours of operation: Monday to Friday 10 AM to 6 PM except holidays.

University Governance

The primary function of the University is teaching. However scholarly research and other professional activities of the faculty, continuing education, and community service are encouraged, promoted, and supported. In keeping with its focus on teaching, the University seeks to recruit, develop, and retain faculty who are dedicated to quality teaching by providing dynamic classroom learning experiences that integrate theory and practice. The institution values academic freedom and the professional opinions of its diverse faculty.

The Board of Directors is responsible for establishing academic and administrative policy and reviewing the performance of the University and its designated officers. Performance is reviewed by regularly evaluating the accomplishment of goals that may be set forth by the Board of Directors. Board Directors are appointed by the shareholders at the corporate shareholder meeting. According to STU Bylaws, a faculty representative will sit on the Board of Directors as a voting member. The members of the Board hold their offices for a term of five years from the first day of their appointment and until their successors are appointed and qualified. Directors may be reappointed to serve one additional term for a total of ten years. The Board acts only as a committee of the whole; no member or subcommittee of the board acts on behalf of the Board except by formal delegation of authority by the governing board as a whole. At present, the Board has 5 members.

Ownership of Documents

It is the University's policy that all forms, applications, papers, documents, and other material, either in paper or electronic format, submitted by the student are the legal property of the University. All tests, papers and class projects may be retained by STU to document students' work effort in their classes. Professors may require the student to return graded material as evidence of the student's efforts in a graded class. All legal documents will be held as prescribed by law and access provided only as established by law.

Admission to the University

Si Tanka University is an equal-opportunity educational institution. STU is committed to the pursuit of excellence and welcomes applicants who have the same high standards. The University strives to give each of our students an employment-driven educational experience. The admissions policies and procedures of STU assure applicants equal access to the opportunity to develop the knowledge, skills and attitudes necessary for them to secure personally satisfying and socially productive employment. Applicants who meet or exceed the minimum admission requirements are not guaranteed admission. Unless otherwise indicated, all applicants are required to submit all documents listed on pages 9 and 10 in order to complete an application for admission.

For undergraduate:

1. Completed/signed application form;
2. Non-refundable \$75 application fee;
3. Secondary or high school transcript
4. Test results of the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT) (for reference and guidance) (Optional)
5. College transcripts
6. Two letters of recommendation from the applicant's principal, teachers, employers or guidance counselor.

The University will accept for admissions into the undergraduate program, in place of a high school transcript, a signed and dated attestation/affidavit from the applicant. If you would like a copy of the attestation/affidavit, please contact the Admission's office at admissions@sitanka.us and one will be emailed to you.

For graduate:

1. Completed/signed application form;
2. Non-refundable \$75 application fee;
3. College transcripts;
4. Have a bachelor's degree from an accredited institution or the equivalent from a foreign college or university;
5. Have a 2.5 G.P.A or above. If an applicant's undergraduate G.P.A. is less than 2.5, extensive review and approval from the Admissions Committee is required.
6. Two letters of recommendation from the applicant's principal, teachers, employers or guidance counselor.
7. If potential graduate students have taken the GMAT or GRE and submit their scores, this will enhance the opportunity for admissions.

In some cases, additional information may be required before an admission decision can be rendered. Even though paper applications will be accepted, but online applications are preferred. Applicants also may download, complete and send the application with fee to the appropriate mailing address.

Application Procedures

Si Tanka University follows an open-door with guided placement admissions policy and there is no difference in admissions procedures between in-class and on-line programs applications. The University is an affirmative action, equal opportunity institution and does not discriminate on the basis of race, sex or sexual orientation, color, age, religion, national origin, or disability in admitting students. Although potential students may apply any time, applicants are encouraged to complete the admission process by the priority enrollment due dates.

Application forms for admission to the University may be obtained from the:

Si Tanka University
5000 Broadband Lane, Suite 123
Sioux Falls, SD 57108
Admissions Office
Telephone: (605) 728-1529

Or, downloaded from www.sitanka.us.

Application for admission must be submitted to the Admissions Office. A nonrefundable application fee is required. It is the prospective student's responsibility to make certain that appropriate college transcripts, recommendations and financial support documents (for international students only) are provided either with the application or promptly thereafter. Until all required records are provided, the student's status will be placed as provisional. Provisional admission is intended for those who are missing admissions documents other than an application, application fee and an official transcript from the institution granting their highest completed degree. Provisional admission status may be granted upon the recommendation of an academic department. If this is the case, a student's official admission will not be completed until the University receives documents such as financial statements and proofs of English proficiency

(international students), recommendation letters and official transcripts. While a student who is admitted provisionally will be allowed to enroll for his/her first quadmester, all admission provisions must be cleared by the end of the first quadmester of enrollment. If students fail to clear their provisional status by the end of the first enrolled quadmester, an administrative hold will be placed on their academic record, preventing their registration for future quadmester, and their student status may be revoked. The University reserves the right to refuse admission to an applicant if it appears that this action is in the best interest of the applicant and/or the University.

Readmission

Former students who have not been in attendance for one year or more must apply for readmission by filing an application for readmission with the Registrar's Office. Students seeking readmission who were previously suspended or expelled from Si Tanka University must provide reason(s) for readmission, including documentation that all previous issues, activities and/or violations of the University Standards of Student Behavior have been rectified and/or resolved. Students have the option of graduating under either the catalog in effect at the time they re-enter the University, or the catalog in effect at the time they complete requirements for a degree provided they maintain continuous enrollment of at least one credit per year. Students applying for readmission who have attended other higher education institutions since their most recent enrollment at STU must submit an official transcript from each institution attended to the Registrar's Office before a readmission decision can be made.

If accepted for readmission, a student previously suspended due to academic probation will begin the first term automatically placed back on probation. Again failing to meet the minimum CGPA and academic requirements will result in suspension from the University permanently. There will be no more warning after the first probation period is in effect.

Computer Literacy and Competency

In today's world of rapid technological advances the prevalence of computers in the home and the office increases the demand for computer literacy and competency. Computer literacy at STU is defined as a demonstrated ability to use technology to access, manipulate, evaluate, use and present information. The computer literacy requirement is to assure STU graduates possess basic computer skills necessary for success in today's work environment. Students who are not proficient with computers will be required to take a computer literacy course.

Conditional Enrollment Status

Conditional enrollment is a classification for provisional students. A student may be in "conditional enrollment status" for no more than one quadmester. Requests for the continuance of this status will be decided on a case-by-case basis.

Transfer Policies

Si Tanka University welcomes applications from transfer students from other higher education institutes. STU's policy is to help each incoming student transfer the maximum number of applicable credits, minimizing course repetition and ensuring appropriate course selection.

The Si Tanka University Transfer Policies are:

1. Minimal acceptable grades are: 'C' for undergraduate and 'B' for Master's programs.
2. Si Tanka University does not discriminate credit transfer on the source of accreditation of the sending institution.
3. Types of course that will be considered, including any courses offered outside of an institutional setting, such as those offered by the military, in the workplace, through apprenticeship and/or training programs, or other such programs recognized by the American Council on Education's Center for Adult Learning and Education Credentials programs.
4. Si Tanka University accepts earning credit through examinations such as the ACT Proficiency Examination Program (PEP), the College Board's Advanced Placement (AP) program and College-Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Testing (DSST), widely accepted industry certification, or institution-developed tests.
5. To be eligible for transfer credit, official transcripts must be submitted to the Office of Admissions by the end of the student's first quadmester of study. Student must submit all official college transcripts from each college attended prior to STU. Transcripts must be in English. The student is responsible for providing official translations from an appropriate, competent third party service; or are translated into English by a trained, qualified transcript evaluator fluent in the original language on the transcript.
6. Si Tanka University will only accept credits within the most recent 7 years or fewer. The maximum numbers of credit transfer are:
 - Undergraduate Degrees: A maximum of three-fourths of the credits required may be awarded for transfer credit or a combination of transfer credit and experiential or equivalent credit (including challenge/test-out credits). For no student, however, may the credit given for experiential or equivalent learning (including challenge/test out credits) exceed one-fourth of the credits required for a degree.
 - Master's Degrees: A maximum of one-half of the credits required for master's degrees may be given through transfer credit or a combination of transfer credit and experiential or equivalent credit (including challenge/test out credits). For no student, however, may the credit given for experiential or equivalent learning (including challenge/test out credits) exceed one-fourth of the credits required for a degree.
7. Transfer credit is evaluated in relationship to the desired degree program. Only credit which is applicable to the degree program requested will be accepted in transfer. Once enrolled in a STU degree program, a student may not take courses elsewhere and apply them for transfer credit, except in extenuating circumstances and when permission is granted by the Academic Dean's office.
8. Documentation that is required, e.g., transcript, catalog, syllabi, or course outlines.

9. Student must submit all official college transcripts from each college attended prior to STU. Transcripts must be in English. The student is responsible for providing official translations from an appropriate, competent third party service; or are translated into English by a trained, qualified transcript evaluator fluent in the original language on the transcript. In either case, the evaluator or the service must have expertise in the educational practices of the country of origin. They must include an English translation, along with the original transcript. Both documents must be on file at the University. The transcript(s) should be received 30 days prior to the student's start date at the university.
10. If a student does not agree with STU's decision on the granting of credit that he/she earned at a prior higher education institution, he/she has the right to submit an appeal to the Admissions Office. Once all of the required information is received, the expectation is that the Admissions Office will provide he/she with a written response within 15 business days. If the decision finds merit to change the course to meet a major requirement, the Admissions Office will notify the student, the Department Chair will see that the change is made to the student record. If the decision is unchanged, the student may take the appeal to the Academic Dean by submitting in writing along with requested materials. The Academic Dean will respond to the appeal within five business days from receipt of the completed appeal application. The decision made by the Academic Dean is final.
11. There is no fees for evaluation, or granting transfer of credit.

Transferability of Courses and Programs

Students who wish to have courses and programs completed at STU transferred to other educational institutions must seek the academic counseling of the receiving institution. The decision to accept coursework completed at other institutions is at the sole discretion of the receiving institution and policies may vary from institution to institution.

Graduation Requirements

All Bachelor's degree require the successful completion of a minimum of 120 credit hours with a 2.0 CGPA, and Master's degree require the successful completion of a minimum of 36 credit hours with a 3.0 CGPA. The Chair of the appropriate department must approve the course sequence and program completion. All financial obligations to the University must be fulfilled before a student will be permitted to graduate.

Degree with Distinction

The University recognizes high-level academic achievement with citations. At graduation a student may receive the degree "with great distinction" or "*magna cum laude*" if his or her cumulative grade point average (CGPA) is at least 3.9 on a four-point scale. Those with the outstanding CGPA of 4.0 will be honored with "*summa cum laude*" or "with highest distinction."

Fees and Tuition (in USD) 2016 – 2017

Application Fee*	\$75.00
English Placement Test Fee*	\$25.00

Tuition per Credit Hour (Undergraduate)	\$350.00
Tuition per Credit Hour (Graduate)	\$425.00
Audit Tuition	¹ / ₃ of Normal Tuition
Registration Fee per Course*	\$70.00
Late Registration Fee*	\$70.00
Add/Drop Fee *	\$70.00
Removal of Incomplete Grade*	\$45.00
Withdrawal Fee*	\$45.00
Replacement Diploma*	\$200.00
Registrar's Affidavit for Diploma*	\$50.00
Replacement ID Card*	\$25.00
Graduation Fee*	\$200.00
Challenge Exam Fee*	\$250.00
Transcripts per Copy*	\$15.00
- Add \$20.00 for Express Transcript*	
(process within 48 hours)	
Returned Check Fee*	\$50.00
University Notary Service*	\$5.00
Overnight/Express Shipping*	Varies
Apostille Fee*	\$150.00

Tuition and fees are subject to change without notice pending Board of Directors approval.

*non-refundable fees

Expenses and Payments

Tuition and other charges at Si Tanka University are set by the University Board of Directors and may be changed by Board's action. Gifts and grants received through the generosity of alumni, industry, foundations, government and friends play an important part in keeping the cost of tuition as low as possible.

Students are expected to meet all financial obligations when they are due. STU reserves the rights to deny admission, withhold transcripts, refunds, payments, and other educational records or cancel the registration of any student who fails to meet financial obligations. The student will be responsible for payment of reasonable collection costs, including attorney fees and other charges, necessary for the collection of any amount not paid when due.

Add/Drop Fees

If a student decides to either drop, add, or both drop and add after the first day of the quadmester and before the end of the late registration period, an add/drop fee will be charged.

Late Registration Fees

If a student initially registers for a class either on or after the first day of the quadmester, a late registration fee will be charged.

CANCELLATION AND REFUND POLICY

1. Student notification of cancellation may be conveyed to the Si Tanka University in any manner.
2. Students have five (5) calendar days after signing an enrollment agreement to cancel enrollment and receive a full refund of all monies paid to the institution.
3. A student requesting cancellation more than five (5) calendar days after signing an enrollment agreement but prior to beginning a course or program is entitled to a refund of all monies paid minus
 - a. an application fee of \$75 and
 - b. an one-time registration fee per program of no more than 20 percent of the total costs and not to exceed \$200.
4. Upon cancellation, a student whose costs for education are paid in full but who is not eligible for a refund is entitled to receive all materials, including kits and equipment.
5. Any money due a student must be refunded within 30 days of a cancellation request, regardless of whether materials have been returned.
6. When a student cancels enrollment the Si Tanka University retains the application fee (\$75), the one-time registration fee not to exceed \$200 plus a percentage of all costs paid by the student in accordance with the following refund schedule:

Week/Class	Percentage of Tuition refund
1st	80%
2nd	70%
3rd	60%
4th	50%
5th	40%
6th	30%
7th	20%
8th	10%
9th	0%

- (a) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (b) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
- (c) A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A STU student who withdraws from the University as a result of the student being called to active duty in a military service of the United States or National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program and received passing grades of all assessments; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 30 days after the effective date of termination.

Academic Policies & Procedures

Regular Students

Students who are pursuing a degree program are classified as regular students. Those who are pursuing a graduate degree and who are enrolled in six (6) or more academic credit hours per quadmester are considered to be full-time regular students. Part-time regular students are those who enroll for fewer credit hours than what was mentioned in the previous two sentences. This designation does not apply to graduating seniors or those who are completing the final term of their degree. In order to maintain satisfactory progress and remain in good standing, the part-time student must meet the same standards as full-time regular students. The table below indicates how many three (3) credit courses constitute full time study per quadmester.

Degree Program	Minimum Courses per quadmester
Undergraduate	3

Graduate	2
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Non-matriculated Students

An individual may enroll at STU for special study on either a full-time or part-time basis as a non-matriculated student. Such individuals are provided an opportunity for academic study with concentration in a particular area of interest. The non-matriculated student status may be used to obtain exposure to a particular area as a foundation for further academic work. Many persons with a degree use this status to gain exposure to another discipline without pursuing a degree. For some courses, certification may be offered for those who receive passing grades. Individuals must matriculate after completing 12 credits at the University.

Special Students

Students who are not pursuing a degree program are classified as special students. They do not have to submit school records or recommendation letters for admissions. Special students may enroll in as many classes as they want to take. But if they want to change their status to regular, they must go through the required application process.

Academic Advising

The basic goal of academic advising for undergraduate and graduate students at Si Tanka University is to provide students with the information and guidance needed to complete a degree program successfully. The aim is not only to provide specific information about courses and degree requirements but also to help students explore educational and career options to further their understanding of the nature and purpose of higher education. The advising system is designed so that:

- Each student has an assigned advisor. A student with a declared major is assigned to a faculty member in the student's major department.
- Each student meets with the assigned advisor during the registration or pre-registration process and has ample opportunity to discuss the academic program and other concerns with that faculty member.
- Each student has access to departmental checklists that outline and summarize specific degree requirements. Students must meet the prerequisites for a course or have special permission from the course-offering department to waive the prerequisites. Students may be dropped from the class if they are found not to meet requirements.
- Each student has the ultimate responsibility for completing his or her degree program.

Registration

Students can register either in person or through their student portal (online) with approval from their academic advisor. Students are not officially enrolled until they have paid all registration and tuition costs. Students must be enrolled in a course or auditing in order to participate in the

class. A late registration fee will be charged to students registering for a class on or after the first day of the new quadmester. Late registration is permitted only during the first week of classes. Students are strongly recommended to consult with their Academic Advisor or Department Chair prior to registration in order to choose the proper courses.

Student Contact Information

The University will contact the students primarily by phone or by email. Such contact information must be updated as soon as the student is aware of a change. This is to ensure that students are kept up to date with university events and news.

Upon acceptance to STU, newly enrolled students will be assigned a STU email address which they are required to use for the remainder of their degree at the University. However, STU email addresses may remain active after graduation if the student chooses to continue using it.

Once a STU email has been created for students, STU staff and faculty will contact students and provide official information to students only to the STU email address. This ensures a secure and effective channel of communication. Students are encouraged to use the STU email and to check their email regularly.

Calendar

Si Tanka University operates on a quadmester system and each year is divided into four quadmasters: Fall, Winter, Spring, and Summer. Students may apply for acceptance into any one of these quadmasters.

Credit/Academic Year

Si Tanka University awards credit based on a semester system. One credit hour is equal to one hour and fifteen minutes per week in class for a traditional quadmester. Most classes are three credit hours. For every credit hour spent in class, plan two to three hours studying each week. Full-time enrollment is 12 or more credits (undergraduate) and 9 or more credits (graduate) a quadmester. Part-time enrollment is fewer than 12 credit hours (undergraduate) and fewer than 9 (graduate) in a quadmester.

A school year is comprised of four quadmasters: fall, spring, summer and winter. Every quadmester includes 12-week of classes.

Change in Registration

Students may withdraw up through the fourth week of a course and not have the “Withdrawal” appear on the student transcript. After the fourth week, the “Withdrawal” will appear along with a designation indicating whether the student was “passing” or “failing”. A withdrawal fee will be charged for all withdrawals submitted after the last day of late registration of the quadmester. Dropping and adding a course may be done up through the end of the late registration period. A

add/drop fee will be charged for all add/drops submitted on or after the first day of the new quadmester.

Independent Studies

Independent or Directed Studies allow students to pursue faculty-supervised study of topics not offered in the regular term. Such experiences range from directed studies in which an instructor provides considerable supervision (e.g. convenes small classes or meets regularly with research teams) to independent studies in which student's consult with faculty to develop a more autonomous project or course of study. Independent Study is not an S/U course.

- If a student wishes to register for an independent study course, he/she must first find and make arrangements with a faculty member having expertise in the desired area. It is best to begin this process before he/she intends to enroll as there will be many details to work out.
- The student and the faculty should agree on the course title, plan of study, objectives and expectations, as well as on the nature of the final product and evaluation criteria.
- Then an "independent study agreement" needs to be completed. Signatures from the student and faculty are required. Department chair's approval of the department offering the course is required before submitting the form to the Registration Office.

Withdrawal from Si Tanka University

Before withdrawing from the University, a student is responsible for the return of all previously issued STU property and settling or making arrangements for all financial obligations to STU. The student must submit a Withdrawal Notice to the Registrar and complete a Withdrawing Student Survey Form at Student Services. Withdrawal from STU at any time without satisfactory notice and settlement may result in the withholding of transcript or credits until all university obligations are satisfied.

A student may petition for "Withdrawal Without Prejudice" under extremely unusual circumstances such as serious illness or a death in the student's immediate family. Such a petition must be presented in writing with supporting documentation (i.e. a statement from a physician, military authorities, etc.) before the end of the quadmester to the Academic Dean for review and consideration. The student may request a refund of tuition. The Academic Dean will make a decision based on the facts presented in each case.

Si Tanka University reserves the right to administratively withdraw students from registered courses, due to a medical emergency, academic dishonesty, disruptive conducts, or violation of laws.

Grading System

Grades

Grades are based on student achievement, knowledge, and skill proficiency demonstrated in the classroom. The grading policy for each class will be clearly communicated with students.

Weighted Grades

STU instructors will specify the percentage weight of grades in their syllabi in compliance to the school grading policy. Instructors will use a weighted grading system that will be reflected in the grading program.

A grade is reported for each course in which a student has enrolled to indicate the quality of performance in that course. Normally, the course grades are assigned as:

90 – 100%	=	A
80 – 89%	=	B
70 – 79%	=	C
60 – 69%	=	D
Below 60%	=	F

The grading system used at the Si Tanka University is as follows:

Grade	Point Value	Significance
A	4.00	
B	3.00	
C	2.00	
D	1.00	Only for Undergraduate
F	0.0	Failure
AU	0.0	Audit
I	0.0	Incomplete**
R	0.0	Repeat
S	0.0	Satisfactory***
U	0.0	Unsatisfactory***
W/P	0.0	Withdrawn Passing
W/F	0.0	Withdrawn Failing

** An incomplete “I” may be given in lieu of a grade when circumstances beyond a student’s control have prevented completing a significant portion of the work of a course within the allotted time. The student’s performance in the course must otherwise be satisfactory. An incomplete must be removed in a manner and within the time determined by the instructor. It may not be continued beyond one quadmester from the end of the quadmester in which the “I” is given. Failure of the student to remove the “I” by that date will result in an automatic grade of “F” being placed on the student’s permanent transcript. An “I” cannot become a withdrawal “W”.

*** Given only for classes using the Satisfactory/ Unsatisfactory Grading Option.

Grade Point Average (GPA)

The total quadmester hours in which grades of “A”, “B”, “C”, “D” and “F” have been received at this institution divided into the corresponding total quality points earned constitute the student’s cumulative grade point average (CGPA). Likewise, the student’s GPA for any time period is found

by dividing the credit hours in which grades other than “S” and “U” were received into the total quality points earned during that period. For example:

3 credit hours x A (4.0)	=	12.0 quality points
3 credit hours x B (3.0)	=	9.0 quality points
3 credit hours x C (2.0)	=	6.0 quality points
9 credit hours	=	27.0 quality points
27.0 total quality points/9 hours	=	3.0 GPA

The student’s GPA indicates scholastic standing. Factors like effort, self-esteem, or placement prospects should be extraneous to the determination of grades.

Attendance

Students are expected to attend all classes. The penalties for missing classes without an approved excuse vary. Students should consult the respective course syllabus or their instructor. Students are responsible for all material covered or referred to in class whether they are present or absent. Students must contact their professor to determine whether or not the work can be made up. Illness or other circumstances that necessitate extended absence from class should be reported as promptly as possible to the course instructor and Department Chair. Class attendance will be monitored by the instructor or another designated staff member. For additional information regarding student course attendance, refer to the most recent version of the *Si Tanka University Student Handbook*.

Academic Regulations

Academic regulations have a two-fold purpose:

- To prevent the dissipation of STU resources and time to students who fail to make reasonable academic progress.
- To facilitate the maintenance of high academic standards at the University.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Even though Si Tanka University does not participate in federal financial aid and/or grant programs, it still complies with the Satisfactory Academic Progress Policy (SAP) in order to meet the accreditation requirements of the US Department of Education and ACICS. This Policy is used as a guide for the student and University to make sure students are making satisfactory academic progress toward their degree. All undergraduate and graduate students must comply with SAP in order to continue their enrollment at STU.

STU's SAP policy serves as an accurate and honest measure of student success, assessing the completion of coursework toward degree or diploma attainment while providing early identification of students requiring additional academic support.

Satisfactory Progress

Once grades are available to the Registrar at the end of each quadmester, an evaluation of each student's SAP progress will take place by the Registrar's staff. The student's SAP progress will be measured by:

1. Maximum Time Frame for Program Completion
2. A required minimum cumulative grade point average of 2.0 for undergraduates and 3.0 for graduate students on a 4.0 scale.
3. A required minimum completion rate

Students who fail to meet any of the above minimum SAP requirements will be considered not maintaining satisfactory academic progress and be notified of their SAP status via STU email and/or USPS. It is the student's responsibility to monitor their SAP status and should they not receive notice from the University their SAP status and its implications still hold and do not go away. The consequences of not maintaining SAP requirements are explained in the "Failure to Meet Sap Requirements" section.

Maximum Time Frame for Program Completion

Federal regulations require that students complete their program within a maximum time frame of 150% of the normal program length measured by attempted credit hours. For an undergraduate degree program, the normal program length is 120 credits thus a student should complete their program in 180 attempted credit hours ($120 \text{ credit hours} \times 150\% = 180 \text{ attempted credit hours}$). For the Master of Business Administration in Finance and in Management and Master of Science in Computer Science degree programs, the normal program length is 36 credits and a student should complete the program in 54 attempted credit hours ($36 \text{ credit hours} \times 150\% = 54 \text{ attempted credit hours}$).

All registered hours including repeated courses, withdrawals and all accepted transfer hours will be counted towards maximum time frame.

Qualitative-Requirement: Minimum Required Cumulative Grade Point Average

According to the Federal regulations, undergraduate students must have a cumulative grade point average (CGPA) of 2.00 at the end of the second academic year and thereafter and a CGPA of 2.0 for graduation. In addition, undergraduate students must meet the following CGPA minimum requirements at the close of each quadmester:

<u>Credit Hours</u>	<u>Attempted Minimum CGPA</u>
0 - 23	1.60
24 - 47	1.80
48 - 180	2.00

Graduate students must maintain a CGPA of 3.00 at the close of each quadmester after attempting a minimum of 6 credit hours.

Quantitative Requirement: Minimum Required Completion Rate

Undergraduate students must successfully complete a percentage of all attempted credit hours at the end of each quadmester according to the table below:

<u>Credit Hours</u>	<u>Attempted Completion Rate</u>
0 - 23	50%
24 - 47	60%
48 - 180	67%

Graduate students must successfully complete at least 75% of attempted credit hours at the end of each quadmester after attempting 6 credit hours.

Failure to Meet SAP Requirements

SAP Warning

Students are placed on SAP Warning for one quadmester if they do not meet the qualitative or quantitative SAP requirements. Students who fail to meet the qualitative requirement at the end of the second academic year will be placed on SAP Suspension.

SAP Suspension

Students are placed on SAP Suspension for one of the following reasons:

1. Do not meet the qualitative or quantitative SAP requirements after one quadmester on SAP Warning.
2. Do not meet the qualitative or quantitative SAP requirements after one quadmester on SAP Extended Enrollment.
3. Do not meet the qualitative or quantitative SAP requirements at the end of SAP Probation period.
4. Do not meet the requirements of their Academic Plan while on SAP Probation.

5. Do not maintain a CGPA of 2.0 at the end of second academic year.
6. Exceed the maximum time frame for program completion.

Students are not eligible to enroll in classes while on SAP Suspension. Students who are placed on SAP Suspension may file an appeal if any mitigating circumstances resulted in their suspension. Details of the appeal procedures are explained in the Appealing SAP Suspension section.

SAP Probation

A student whose appeal is approved by the SAP Appeals Committee may be placed on SAP Probation. SAP Probation is one quadmester with the possibility of additional quadmesters if it is approved in the Academic Plan (as listed below). The Academic Plan is developed by the SAP Appeals Committee and the student, and is a written agreement between a student and the University in order for the student to improve his/her academic performance. The Academic Plan includes a minimum GPA and a minimum completion rate that the student must achieve every quadmester during the probationary period. The student is also required to meet SAP requirements at the end of the probationary period as a part of the Academic Plan. The Registrar's Office will monitor the academic progress of the student at the end of each quadmester. An academic Plan may be made for students who attempted less than 144 credit hours.

If a student does not meet the SAP requirements at the end of their probationary period, or fail to achieve the Academic Plan requirements at any quadmester while on SAP Probation, the student will be placed on SAP Suspension.

If a student on SAP Probation meets the SAP requirements at the end of or during their probationary period, the SAP Probation status will be removed and the student will be deemed as maintaining satisfactory academic progress.

SAP Extended Enrollment

A student whose appeal is approved by the SAP Appeals Committee may be placed on SAP Extended Enrollment. SAP Extended Enrollment is one quadmester and students are expected to meet SAP requirements at the end of the quadmester.

Appealing SAP Suspension

A student who is placed on SAP Suspension may file an appeal if extenuating circumstances prevented him/her from meeting the SAP requirements.

The following is a list of conditions that can be considered as extenuating circumstances which have negatively impacted the student's academic progress.

- Student illness or injury that caused the student to be hospitalized. US medical doctor's proof of serious illness or injury of the student which includes mental health issues.

- Death of an immediate family member (parent, spouse, child or sibling). US medical doctors proof of illness of an immediate family member where the student is the primary caregiver or the family member is the primary financial support for the student.
- Major changes at the student's place of employment that keeps the student from attending school or doing their school work.
- Military deployment or call-up.
- Natural disaster
- Any other extraordinary circumstances that affect the student's ability to meet SAP requirements.

The student should submit an Appeal Request Form to the Registrar's Office by the deadline indicated in the notification letter along with the following documents:

1. An appeal letter, explaining the extenuating circumstances that resulted in unsatisfactory academic progress, explain how the circumstances have been cured or changed to ensure that the student will be able to meet SAP requirements.
2. Supporting documentation of the extenuating circumstances, and the remediation or change. Appeals are reviewed by a committee that is chaired by the Academic Dean and includes the Registrar and Admission's Director. If necessary, The SAP Appeals Committee may seek information from the student's advisor or related department chair. The committee evaluates the appeals and determines whether the student is able to meet the SAP requirements by a specific time. The committee may
 - reject the appeal; or
 - approve the appeal and place the student on SAP Probation for one quadmester; or
 - approve the appeal and place the student on SAP Probation with an academic plan; or
 - approve the appeal and place the student on SAP Extended Enrollment.

Students placed on SAP Suspension due to failure to meet the qualitative requirement at the end of the second academic year are not eligible for SAP Probation. SAP Probation with an academic plan option is not applicable for graduate students.

If a student on SAP Probation or SAP Extended Enrollment is placed on SAP Suspension at the close of a quadmester, the student will not be able to appeal the suspension immediately unless the extenuating circumstance claim that affected unsatisfactory academic progress is different than the one indicated in the first approved appeal. Students are not allowed to appeal the suspension for a third time unless they have demonstrated, by attending another institution, the ability to succeed academically.

Reinstatement of Suspended Students

Students suspended from Si Tanka University will not be allowed to reenter the institution for at least one quadmester except as provided in the suspension appeals process above.

Any student who has been suspended for at least one quadmester and wants to return to the university must submit an appeal to the Registrar's Office. The SAP Appeals Committee evaluates the appeals and determines whether the student is eligible to return to STU. Suspended students

will return to STU on either SAP Probation or SAP Extended Enrollment status and are expected to maintain satisfactory academic progress at the end of each quadmester they are enrolled in.

Additional SAP Information

Transfer Credits and SAP Evaluation

Transfer credits are not counted in the calculation of CGPA, but as credit hours attempted and credit hours earned toward successful course completion percentage and maximum time frame allowed.

Withdrawals and SAP Evaluation

Courses dropped during the “last day to drop courses with a W” dates will appear as a “W” (withdrawal) on the student transcript. It will count towards attempted coursework credit but will not contribute towards GPA calculation.

Incomplete Grades and SAP Evaluation

An incomplete grade from a course does not affect the CGPA. This course is considered as an attempted course but not counted as earned credit in the calculation of course completion percentage for satisfactory academic progress.

If a student fails to meet SAP requirements because of receiving the grade of “I”, he or she has to pay the cost of attendance until the incomplete grade is changed.

Repeated Course and SAP Evaluation

Each repeated course is counted toward attempted credit hours but counted only once as earned credit hours.

Non-punitive Grades and SAP Evaluation

A non-punitive grade from a course does not affect the CGPA. This course is counted as attempted credit hours and in the maximum time frame.

Non-credit Remedial Courses and SAP Evaluation

Non-credit remedial courses are counted as attempted credit hours and in the maximum time frame but not used for computing the CGPA.

Change of Program / Additional Credentials and SAP Evaluation

When a student changes his/her program of study at STU, credits in previous program are counted in the calculation of the CGPA, credit hours attempted, credit hours earned toward successful course completion percentage and maximum time frame allowed in the new program.

For students seeking additional credentials, credits in both programs are counted in the calculation of the CGPA, credit hours attempted, credit hours earned toward successful course completion percentage and maximum time frame allowed.

Students who change majors or seek additional credentials may appeal for an extension of the maximum time frame provision of this policy.

ACADEMIC PLAN FOR SAP IMPROVEMENT

- An academic plan will, if followed, ensure that the student is able to meet SAP standards by a specific point in time that does not exceed three quadesters of enrollment.
- The Academic Plan for SAP improvement includes targets and specific plans for improvement.
- The Academic Plan for SAP improvement may be a multi-quadester plan (up to three quadesters). The student must adhere to it each and every quadester. Any deviation will make this plan void. Changes to a previous approved plan must be approved by the Office of Registrar.
- If it is not mathematically possible for a student to achieve minimum SAP standards within three quadesters, they could be denied aids, if applicable.

Academic Warnings, Probation & Suspension

Academic Warning: At this time, the student is informed that they are in danger of or have already fallen below academic standards. They are advised to be more attentive to their studies and return to good standing. Students should increase their efforts towards their degree or re-evaluate their options. Seeking advice from a STU counselor or official is highly recommended. If good academic status is not reestablished or improvements are not being made by the end of the quadester the warning was issued, the University will issue a Final Academic Warning.

Final Academic Warning: Receiving this notice is an indication that the student has not made sufficient (or any) improvement towards their academic status or progress. Upon receiving this notice, the student must meet their academic counselor for an academic progress review. The student will be either barred or restricted (at the discretion of the Academic Dean) from the following activities:

- Registering for more courses beyond the minimum full time course load
- Removal from sports and other extracurricular activities
- Removal and/or ineligibility to hold office in any STU sanctioned organization

In addition to the above actions, students participating in any cooperative education or internship programs will have their employers notified of their academic progress and that withdrawal from the program will occur if there continues to be lack of improvement.

In situations of complete absence of progress (e.g. failing or not completing all enrolled courses), an Academic Final Warning can be issued forgoing all other warnings. Failure to reestablish good academic status or make improvements (at the discretion of the Academic Dean) by the end of the

quadmester the final warning was issued will result in the student being placed into academic probation.

Academic Probation: Being placed in the status of Academic Probation entails the following restriction of privileges:

- Registering for more courses beyond the minimum full time course load
- Removal and/or ineligibility to hold office in any STU sanctioned organization
- Withdrawal from any cooperative education or internship programs and notification sent to employer
- Denial of annual vacation leave

Students in a state of academic probation are at risk of suspension from the University. Probation and the Final Academic Warning may be invoked concurrently if seen fit by STU officials. Probation will also be indicated on the student's academic records and grade reports. There are no more Academic Warnings after the first probation period goes into effect. If no progress is made towards academic improvement and the student is still below standards, the student may be placed on suspension.

Academic Suspension: A student on academic suspension is denied the privilege of enrolling at the Si Tanka University for the next quadmester after their probation period. After the suspension period, the student will be placed back on probation.

If it is evident that during the second probation an attempt at maintaining good academic standing is once again absent, the second suspension will be for no less than one academic year. The student will then be required to apply for. Students who were suspended and granted readmission to the University will start their first term on probation.

Notification of Probation and Suspension: Indication of academic probation or suspension will appear on the student's grade report at the end of each quadmester and will also appear on the student's official transcript. An official letter of student status from STU will also indicate failure to meet academic standards. Si Tanka University will attempt to notify students via email to their STU email address and sending a letter to the home address. Failure to receive such notices does not negate the adverse action. Students are encouraged to ensure that their contact information with the school is always current.

Any student who, after conferring with his or her advisor and the Registrar, feels that he or she has been unjustifiably placed on probation or suspension may appeal for a change of status by written petition to the student's Department Chair. Petitions must be submitted to the Registrar's office within 30 days of the date on the notice. The Department Chair will start the process to reevaluate the student's status.

Satisfactory Progress and Attendance for Veterans

In order to be certified by the Department of Veterans Affairs for tuition assistance, a student must be enrolled in a full course of study. If, for some reason, the student desires to drop a course during the quadmester that would bring the course load below full time, permission must first be obtained

from the student's academic advisor. Once the Registrar's Department is notified of the drop from full time to part time course load, it will notify the Veteran Affairs Office of the reduction.

Degree Requirements

Course requirements for graduation are listed under each individual program. A student who is continuously enrolled, i.e. is registered for at least one course in a year, may choose the degree requirements to be satisfied from:

1. the catalog in effect when the student first enrolled or;
2. any subsequent catalog.

A readmitted student may choose degree requirements to be satisfied from:

1. the catalog in effect when the student was readmitted or;
2. any subsequent catalog provided the student is continuously enrolled after readmission.

The total number of credit hours from courses taken at STU (except those on an "S/U" basis) and presented to meet the requirements for a specific degree, divided into the total quality points received, must equal to 2.0 or greater for Bachelor's and 3.0 or greater for Master's degrees.

A candidate for a degree, upon registering for the final quadmester of enrollment, must announce graduation candidacy to the Registrar by filing a formal Graduation Intent Form. At that time, the Registrar must be furnished with a list of all courses the student wishes to submit in fulfillment of the requirements for the degree. It is the responsibility of the candidate, after consultation with the major department and the Registrar, to make sure that the courses fulfill all requirements for graduation. The student's major advisor, who certifies that the courses taken meet the requirements for the degree specified, must sign the Graduation Intent Form. Any arrangement involving a departure from the regular requirements for graduation requires the approval of the Academic Dean.

All fees, and financial, and academic obligations to STU must be resolved before a student will be awarded a degree or receive a transcript.

The University reserves the right to make curriculum changes. Assurance is given to students that proper measures will be employed to avoid hardships that may result from such changes. An annual degree check is available to all STU degree students who wish to verify their progress toward a degree.

Terminal transfer credits, i.e. credits earned at another college or university in order to complete the last degree requirements at the university, are not allowed except by approval of the Academic Dean when unusual circumstances appear to justify it. A student who anticipates the need for requesting terminal transfer credit should do so as soon as practical and in no event later than the time of filing the Graduation Intent form for a degree. The request should be addressed to the Academic Dean. It should contain a statement of the circumstances which, in the student's judgment, justify the request, and a specific statement of the program proposed for obtaining the terminal credits. Approval, if granted, will be of a specific program. The student is responsible for

providing an original transcript of completed coursework from the approved institution. No degree will be awarded without completion of all conditions identified in the approval letter.

Students' Rights, Privileges and Responsibilities

Students who enroll at Si Tanka University should do so with the realization that they are presumed to be serious and committed to academic purposes and are expected to conduct themselves as good citizens of the university community.

An effective guardianship of the health, general safety, and welfare of all students must be maintained.

The final responsibility for the accomplishment of these purposes must rest upon the administration and faculty of the institution who may prescribe certain rules and enforcement procedures for guidance toward these ends. Information concerning such rules and additional procedures is contained in the *STU Student Handbook* and in supplementary bulletins that may be published from time to time.

STU is committed to the full support of the rights of its students, including due process in student disciplinary matters. Detailed procedures designed to safeguard student rights and to guarantee fair and impartial treatment of any and all disciplinary cases are published in the *STU Student Handbook*. Methods developed to provide due process in student disciplinary matters are based on the 1967 joint recommendations of the American Association of University Professors, the National Association of Students, and the National Association of Student Personnel Administrators; they conform to Title IX-Educational Amendments of 1972.

Student Services

The mission of Student Services is to develop and provide access to programs that pertain to student lifestyle and culture in order to strengthen the bonds within in the student community and improve the overall student experience.

Some of the responsibilities and programs in the Student Services Office include:

- Alumni Services
- Job placement
- Academic advising
- Liaison with other educational institutions

Alumni Services

Our students' relationship with the University does not stop upon graduation. The Alumni Services Office works to foster and strengthen those lifelong relationships and keep them connected with the Si Tanka University. Whether it is attending an event, donating to a scholarship or referring a student, STU alumni lead the way.

Alumni Association

Alumni Services office works closely with the Alumni Association in its endeavor to support the advancement, growth and development of Si Tanka University. All graduates of STU are members of the STU Alumni Association, which is governed by a Board of Directors. For more information, please check:

www.sitanka.us/alumni

Job Placement

The mission of the Career Services Office is that it is dedicated to assisting STU students and alumni in preparing and maintaining a successful career. Job placement services are available to graduates, currently enrolled students and former students. This office serves as a source for employment opportunities. The Job Placement program continues to receive information about a substantial number of career-oriented positions, thus, providing students the opportunity to match their majors or interests with related employment.

Services of the Job Placement program include, but are not limited to:

- **Résumé Assistance:** Résumé assistance is offered through workshops and by appointment. Regularly, the Career Services Office sponsors résumé building workshops and job fairs. All students and alumni are urged to attend.
- **Job Opportunity Listings:** Employers may email, fax, or mail any employment opportunities to the University. These openings will remain active until the position is filled or until the employer is no longer interested. Students may find job listing posted online. This information is shared with alumni and department heads upon receipt.
- **Employer Resource Library:** The Career Services Office maintains an employment resource library that contains information on many of the local companies. Employers are encouraged to send information to be included in this library. Also, many of the employer applications are maintained within these files.
- **Career Search Counseling:** The Career Services Office maintains alumni and salary information for statistical purposes. The office is also available to do limited career search testing. Students are encouraged to contact their academic advisor for the most current developments within their field of study.

Library Services and Learning Resources

In order to provide a vast array of electronic resources to STU faculty and students, the library subscribes to commercial library services that provide online resources: Jones E-global, LIRN and ELibrary. Each is described below.

A. E-Global Online Library Resources online collection provides the following access to STU students:

- The eLibrary “Academic Complete” electronic database provides students with 30 electronic databases that provide full-text articles, citations, and abstracts;

- 24,000 electronic books covering business and economics, computers, technology and engineering, humanities, life and physical sciences, and social and behavioral science; approximately 15 percent are on topics directly relating directly to business and economics;
- 124 research guides outlining the broad range of research resources available;
- 5,000 evaluated content-rich Web sites;
- 325 federal government sites that lead to more than 150,000 documents;
- 775 government agency sites; and
- Four tutorials that help students conduct research more effectively.

B. Within the LIRN online services the following resources are available.

Reference collection – The Reference library contains 112 titles.

Infotrac Databases – There are now over 75,000,000 articles in the Infotrac databases. It is estimated that there are over 150,000,000 articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books and reference titles in the collection.

Business Resource Center – Business and Company Resource Center is a fully integrated resource bringing together company profiles, brand information, rankings, investment reports, company histories, chronologies and periodicals. Predicast's PROMT and Newsletter databases are fully integrated in this database. Search this database to find detailed company and industry news and information. Business and Company Resource Center contains 4,090 periodical titles

Computer Database – This database contains computer-related product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology. There are 669 titles in this database.

Custom Newspapers – Indexing and full text for the London Times (1/97-), Intl Herald Tribune (1/96-), Atlanta Journal-Constitution (3/98-), New York Times (11/00-), Los Angeles Times (1996-), Christian Science Monitor (1996-), and St Petersburg (FL) Times (11/99-).

General Business File – Analyze company performance and activity, industry events and trends as well as the latest in management, economics and politics. Access to a combination of broker research reports, trade publications, newspapers, journals and company directory listings with full text and images is available. The general business file includes 3,916 titles.

Health & Wellness Resource Center & Alternative Health Module – The Resource Center gives students access to magazines, journals, newspapers, definitions, directories, with information on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug abuse, Prescription Drugs, etc. Included are links to diet, cancer, and health assessment sites as well as government databases.

Health & Wellness Resource Center includes 886 journals. H&WRC also contains the health articles from 1000 general interest periodicals. There are also 300 full-text pamphlets. There are 28 reference titles. H&WRC also includes the Health & Lifestyle sections of approximately 30 newspapers. Also included in this database is an alternative health module.

Health Reference Center Academic – This database has articles on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug abuse, HMOs, Prescription Drugs, etc. There are 926 titles in the database.

LegalTrac contains 1,448 titles supporting paralegal and criminal justice programs.

Literature Database – Literature Resource Center provides access to biographies, bibliographies, and critical analyses of authors from every age and literary discipline. Combining Gale Group's core literary databases in a single online service, the Literature Resource Center covers more than 120,000 novelists, poets, essayists, journalists, and other writers, with in-depth coverage of 2,500 of the most-studied authors.

There are 269 titles linked to the MLA international bibliography, 22 reference titles, and 16 titles from the Scribner writer's series and the Twayne's Author series covering 552 authors.

Newsletters ASAP provides access to information from specialized business, industry and technology newsletters issued by various news services and industry watchers. There are over 500 full text newsletters in the database.

OneFile contains all of Gale Group publications – 10,070 titles to date.

Opposing Viewpoints Resource Center draws on the acclaimed social issues series published by Greenhaven Press, as well as core reference content from other Gale and Macmillan Reference USA sources to provide a complete one-stop source for information on social issues. Students have access to viewpoint articles, topic overviews, statistics, primary documents, links to websites, and full-text magazine and newspaper articles. Opposing Viewpoints has over 200 reference titles including several specialized encyclopedias, 199 full-text periodicals, and 5 newspapers. OVRC also contains web sites, primary source documents and a statistics file. The database is also linked to the Academic ASAP database for document searches.

Student Resource Center Gold – This is a fully integrated database containing thousands of curriculum-targeted primary documents, biographies, topical essays, background information, critical analyses, full-text coverage of magazines, newspapers, over 20,000 photographs and illustrations, and more than 8 hours of audio and video clips. It includes the Student Resource Center-Health Module. The resource center also includes style writing guides and tutorials on research. The database has 1,268 titles. Current information on titles in these databases is available at: http://www.gale.com/title_lists/. Online training resources concerning these databases are available at:

<http://support.gale.com/display/4/search.esp?tab=search>

C. The ELibrary: provides access to full-text articles and transcripts from more than 2,337 magazines, newspapers, books, and radio/TV programs, along with access to more than 250,000+ photographs and maps and over 20,000 unique educational audio/video resources. The ELibrary is a 100% full text, general research database. It contains more than 920 Magazines, 231 Newspapers, Maps, Books, Photos, Transcripts, Audio and Video Resources. It also contains the

complete works of Shakespeare, other classic full-text literature resources and a Reference Desk with a Dictionary, Thesaurus, Encyclopedia and more. For ELibrary collection updates the user can go to: www.proquestk12.com/pic/pdfs/elibtitlelist.pdf. For training on the use of the ELibrary the user can go to: www.proquestk12.com/productinfo/elibrary.shtml#2

ProQuest–Psychology – With complete information from over 400 top psychology and related publications, this database meets the needs of both students and mental-health professionals. All the source publications are available in the ASCII full-text format. Nearly all of them also offer articles in the full-image and Text+Graphics Science & Technology formats.

Research Library Complete – This is a comprehensive General Reference database. The major subject areas covered are; Arts, Education, General Interest, Health, Humanities, International, Law, Military, Multicultural, Psychology, Sciences, Social Science and Women's Issues. There are 3,723 titles in this database. To access updates on the research collection the library user can go to: <http://www.proquest.umi.com/pqdweb?PQT=317&SQ=&vDBID>

Books in Print Bowker Publishing – Books in Print provides librarians with access to all books and reviews.

As a result of the self-study process, the University became aware of the need to establish a standing library advisory committee made up of faculty and administrators.

To formally monitor ongoing library usefulness and needs, the library intends to conduct an annual survey of student and faculty opinions on library resources and services in support of the academic and research endeavors. Survey instruments that have been used by other university libraries for this purpose are being collected and examined by the librarian; most are internet tools. Naturally, the STU survey will be customized to relate to the mission and the goals of this university; to create a uniquely STU instrument. The results of this survey effort will be compiled and distributed within the university community. Informally, user feedback on library resources, services and equipment are received through the library suggestion email box and other informal channels – online communication with librarian and staff; e-mail messages and “chat” input.

STU librarian is accessible either by telephone or e-mail during the following operation hours: 9 AM to 6 PM daily except Saturday, Sunday and holidays. The online library is open 24 hours everyday.

Code of Conduct

The Si Tanka University is an academic community committed to fostering an environment of trust, respect and intellectual learning. All members of STU are responsible for the consequences of all their actions, including, but not limited to, those that defame, libel, injure or sexually harass others.

Academic Integrity

Work assigned to be completed such as projects assignments (group or individual), essays, research papers, or programming projects play a particularly important role in the learning and knowledge retention process. In recognition and reinforcement of this importance, instructors place significant weight in the grading process to this aspect of class work. It is thus essential that each student's work reflect his or her own capability. STU has consistently taken a strong stand on cheating, plagiarism, and other forms of dishonesty. Instructors retain considerable latitude in the penalties they may invoke for dishonesty. Usually, the **first time**, the student will receive a **0 grade** for that individual assignment. The **second time**, the student will receive an **'F' for that course**. The **third time**, the student will be **dismissed from the University**. Consequences are determined from a case-by-case basis by the University. Students involved in research must give proper credit for other people's ideas when presenting those ideas in their own writing. Research deals in ideas, just as banking deals in dollars, and it is equally vital to give an accurate accounting of each. Any student undertaking research must thoughtfully consider the University's policy on ethics in research. Utilizing another individual's work without giving proper credit or citation to the individual is considered plagiarism. The University has many methods and processes for detecting plagiarism. Students who plagiarize may be subject to remedial plagiarism avoidance trainings or expulsion from STU.

In order to constantly improve the standards of academic quality at STU, students must understand that they play an integral role in this process. If a student should witness dishonest behavior, he or she is expected to report that behavior to university officials. Failure to do so makes the witness as culpable as those committing acts of dishonesty.

Enforcing the Si Tanka University Code of Conduct (Refer to *the Student Handbook*)

- Students' responsibility to enforce the STU Code

All students observing a violation of the STU Code are obligated to report the incident to the instructor involved, or to an appropriate faculty or staff if the alleged act is not associated with a specific class.

- Faculty and staff responsibility to enforce the STU Code

Each faculty or staff member who discovers a violation of the University's Academic Honesty policy is obligated to follow the procedures set forth by the University. The STU administration fully supports all faculty and staff members in adhering to these rules.

- Ethics Advocates

A group of students and faculty members shall be appointed by the President to serve as Ethics Advocates. Ethics Advocates are charged with the following responsibilities:

1. Assisting in STU Code revisions and approval processes;
2. Facilitating distribution of the STU Code to all segments of the STU communities;

3. Assisting in the development and distribution of STU business ethics programs and informational materials.

Verification of Student Identity

The purpose of this policy is to ensure that Si Tanka University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 concerning the verification of student identity in education.

One or more of the following methods must be used:

- A secure login and pass code;
- Proctored examinations; and/or
- New or emerging technologies and practices that are effective in verifying student identification.

All methods of verifying student identity must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they must be notified of these charges in writing at the time of registration or enrollment.

Complaint and Grievance Policies

The Si Tanka University complies with Federal regulations (Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1992) designed to provide equitable treatment of all students regardless of race, national origin, sex, age, sexual orientation, or disability. It is committed to the ideal that all students should have recourse from unfair and improper action on the part of any member of the University community. The University believes many complaints can be resolved through an open, honest dialogue between the persons involved. Students are strongly encouraged to resolve any concern informally through the appropriate department or division administrator. If needed, the Registration Office will direct the student to the appropriate department or division administrator to initiate the informal process. The administrator will work with the student to resolve the student's question, concern, or complaint. If the student is not satisfied with the discussion and any suggested resolution, the student may file a formal complaint.

Student complaints or grievances are handled through one of two procedures depending on the nature of the grievance – **academic** (not include grade or evaluation dispute) and **non-academic or non-grade** related. When a grade or evaluation dispute occurs, students are required to file their written petition or grievance within 60 days to the Chair of the appropriate academic department after the grade has been rendered. Petitions or grievances initiated after the 60 day deadline will not be considered. Based upon professional judgment, the instructor is solely responsible for the grade assigned. No instructor may be directed to change a grade unless a mistake, fraud or bad faith by the instructor is proven. The burden of proof for the existence of mistake, fraud or bad faith on the part of the instructor is the responsibility of the student. A student who believes University academic regulations including University grading procedures and/or grading criteria have not been followed must attempt to resolve the issue by discussing the differences of opinion with his/her instructor as a first step. If the student is unable to reach agreement with the instructor, the student may take the complaint to the department chair and then, if no resolution is reached, to the Academic Dean, whom will make the final decision.

An **academic complaint** is any non-civil rights related complaint generated by an individual student concerning the work-related activities of any faculty member except for grade evaluation. The informal process is to provide information to the student that will assist the student and instructor in mutually resolving the concern or problem. If the student is not satisfied with the discussion and suggested resolution, the student may file a formal complaint against the faculty member. Any formal complaint must refer to actions of the Faculty member within the course and scope of his/her employment. A grade change request based strictly upon academic considerations shall not be considered a complaint against a Faculty member. If the student believes the decision offered by the faculty member or the faculty member's supervisor through the informal process did not provide a resolution, the student may then use the formal complaint process.

Students should make every attempt to pursue concerns in a timely manner and should be reported within 30 calendar days from the date the decision was provided to the student.

Formal Process: A student may petition the Academic Dean in writing to resolve a complaint not resolved during the informal process. The petition must be as well defined, objective as possible and contain the following information:

1. Name of the faculty member.
2. Statement of facts and nature of the formal complaint.
3. Date(s) of the incident(s).
4. Resolution being sought by the student(s).
5. Name of the student(s) filing the formal written complaint.
6. Signature of the student(s) and the date submitted.

The Academic Dean will either make a decision or refer the matter to the Academic Committee. Should the Academic Dean refer the issue to the Academic Committee, the committee will review the complaint and make a determination on the issue. The decision/recommendation of the committee will be communicated to the Academic Dean in writing. The Academic Dean will review the decision/recommendation and communicate it to the student in writing.

Appeals Process: A student complaint arising from an action of the Academic Committee must be addressed in writing to the Academic Dean. Following receipt of the decision taken by the committee by the student, the student must file a written appeal to the Academic Dean within 10 calendar days or the complaint is waived. The Academic Dean may refer the appeal back to the committee for review or to the Appeals Committee for consideration and recommendation. If the appeals process is initiated, the following protocol will be followed:

1. The chair of the Academic Committee or Appeals Committee provides the student with written notice of the hearing not less than seven calendar days prior to the hearing.
2. The student must present all relevant evidence at the hearing and may be accompanied by a faculty advisor of his/her choice.
3. The recommendation of the Academic Committee or Appeals Committee is submitted in writing to the Academic Dean.
4. The Academic Dean, after review of the record and recommendation(s), renders a decision and notifies the student in writing.
5. The decision of the Academic Dean is final.

A **non-academic or non-grade** complaint may be a complaint related to civil rights, services, violation of FERPA Regulations, or other complaints not academic in nature. This include: any act or threat of intimidation, discrimination or harassment; any act or threat of physical aggression; arbitrary action, violation of student rights, or imposition of sanctions without proper regard to University policy as specified in the Education Code, Board Policy, and/or Administrative Procedures; violation of Title IX and any violation of Section 504 with reference to the rights of disabled students.

Formal Process: If the student is not satisfied with the outcome of that attempt, then he or she should submit a formal complaint, within 30 business days after the attempt to resolve the issue to the Academic Dean.

Step 1: The petition must be as well defined, objective as possible and contain the following information:

1. Name
2. Date
3. Brief description of the incident being grieved
4. Remedy requested
5. Signed and informal remedy attempted by student and outcome

If the grievance is against the Academic Dean, the student shall file the grievance with the Office of the President.

Step 2: The Academic Dean will investigate the matter and supply a written response to the student within 30 business days.

Step 3: Appeal of Staff Response: If a student is unsatisfied with the response from the Academic Dean, the student may appeal the decision to the President of the University. The University staff has no right to appeal.

a. A student shall file a written appeal to the President within ten business days of receiving the response from the Academic Dean.

b. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he/she has provided all relevant documents with his/her appeal.

c. At the President's sole discretion, grievance appeals will be held in one of the following two ways:

1. The President may review the information provided by the student and administration and make the final decision; or
2. The President may appoint a cross-functional committee comprised of five members, including one chair, to make the final decision.

d. The decision of either the President or the cross-functional committee shall be made within ten business days of receipt by the President of the appeal.

e. Whichever process is chosen by the President, the decision of the grievance appeal is final. Retaliation against a student for filing a grievance is strictly prohibited.

Administrative Policies

School Closing

Normally, a decision on closing is made early in the morning of the affected day. Once the decision is made, the media are notified and notices begin appearing on the radio and TV at 7 am. Shortly thereafter, the web site and answering machine will be updated. The notices all expire at midnight. The next day's status may not appear until after 7 am or until a new determination is made. It is university policy to reschedule these days when, and if, an excessive number of class days must be canceled because of inclement weather.

Transcript Validation

A transcript is official only when imprinted with the embossed, dated seal of the Registration Office of Si Tanka University and the signature of the Registrar. Official transcripts bear a University ink stamp. This record is for the recipient only and may not be reproduced.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that protects the privacy of student education records. In accordance with regulations issued under FERPA, the Si Tanka University provides notification to our enrolled students of their rights under FERPA, as well as an explanation of the exceptions under FERPA that allow the University to disclose information from the student's education record without consent. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives the written request. Students should submit a written request to the registrar that clearly identifies the record (s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the record (s) may be inspected.
2. The right to request the amendment of education records that the student believes are inaccurate or misleading. Students may request that the University amend a record by writing a letter to the registrar clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Disclosures can be made without student consent to the following: school officials with legitimate educational interests; accrediting agencies or organizations conducting educational studies; personnel in connection student applications for, or receipt of, financial aid; public authorities with a judicial order or subpoena for such information; those involved in an emergency situation if the information is necessary to protect the health or safety of students or other persons; and directory information services.
4. Si Tanka University has designated the following as directory information:

- Name of student
 - Address of a currently enrolled student
 - Major field of study
 - Dates of enrollment
 - Degrees and dates conferred
 - Academic honors and awards received
5. If students do not wish the University to release directory information, they must submit a request in writing to the University Registrar for non-disclosure of directory information.
 6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Si Tanka University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605

All questions with respect to a student's rights under FERPA should be directed to the Registrar's Office.

Change of Name and Address

It is the student's responsibility to maintain current contact information (address, phone and email) on their STU account. The University must have up-to-date information on file for mailing important correspondence or for use in the event of an emergency. The student's address should reflect the location at which they wish to receive all correspondence.

Students can submit address changes online. Addresses are validated through the University at point of entry to prevent errors and ensure USPS requirements are met. If an address cannot be submitted and all fields have been verified as accurate, the student may contact the Registration Office for assistance.

To change your name, you must submit the legal documentation to the Registrar's Office with the official declaration of your name change (e.g., copy of new driver's license, marriage license, divorce decree, or other legal document).

Dean's List

An Honor Roll of undergraduate students who earn 12 credits hours and graduate students who earn 9 credit hours with a 3.5 or higher CGPA is released at the end of each quadmester. At least half of those credit hours must have been assigned letter grades.

Undergraduate students who earn 12 credits hours and graduate students who earn a CGPA of 3.9 or better while carrying at least 9 hours will be named to the Dean's List.

COURSE CODES

A course is recognized by its prefix (e.g., “ACC 500”), and its full title (e.g. “Financial Accounting Analysis”). The prefix is composed of two parts, a letter part indicating a field of study, and a numeric part indicating the level to which the course belongs. Thus,

ACC	=	Accounting
ANT	=	Anthropology
ART	=	Art
COM	=	Management Communications
CSC	=	Computer Science
ECO	=	Economics
FIN	=	Finance
HST	=	History
IFS	=	Information Systems Technology
LAW	=	Law
MAT	=	Mathematics
MGT	=	Business Management
MKT	=	Marketing
PHI	=	Philosophy
POL	=	Political Science
SCI	=	Nature Sciences
SOC	=	Social Sciences
STA	=	Statistics

Generally, the numbering system works as following:

001 – 099	Non-credit Courses
101 – 499	Bachelor Courses
501 – 599	Master Courses

Undergraduate Programs

Admissions

Application for admission must be submitted to the Admissions Office. The Admissions Department places particular emphasis upon the following:

1. Completed/signed application form;
2. Non-refundable \$75 application fee;
3. Secondary or high school transcript
4. Test results of the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT) (for reference and guidance) (Optional)
5. College transcripts
6. Two letters of recommendation from the applicant's principal, teachers, employers or guidance counselor.

The University will accept for admissions into the undergraduate program, in place of a high school transcript, a signed and dated attestation/affidavit from the applicant. If you would like a copy of the attestation/affidavit, please contact the Admission's office at admissions@sitanka.us and one will be emailed to you.

English Proficiency Requirements

A minimum score of Test of English as a Foreign Language (TOEFL) 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS) or 44 on the PTE** Academic Score Report.

If a student does not fulfill the University's English proficiency requirements, he or she must take STU's English Placement Test. Students may register for it through their advisor. The English Placement Test will assess student skills and correlate them with a recommended English Proficiency Program course.

Transfer Policy

- Minimal acceptable grades are: 'C' for undergraduate.
- Si Tanka University will only accept credits within the most recent 7 years or fewer. The maximum numbers of credit transfer are:

A maximum of three-fourths of the credits required may be awarded for transfer credit or a combination of transfer credit and experiential or equivalent credit (including challenge/test-out credits). For no student, however, may the credit given for experiential or equivalent learning (including challenge/test out credits) exceed one-fourth of the credits required for a degree.

Graduation Requirements

All Bachelor's degree require the successful completion of a minimum of 120 credit hours with a 2.0 CGPA. The Chair of the appropriate department must approve the course sequence and

program completion. All financial obligations to the University must be fulfilled before a student will be permitted to graduate.

Bachelor of Business Administration (BBA) in Finance

The Bachelor of Business Administration in Finance is designed to prepare students for professional financial careers in industrial, financial, governmental, not-for-profit, and consulting organizations. Students majoring in finance have access to a faculty working across a wide range of subjects, including international finance, investment, corporate finance, finance economics, and commodity markets. Exposure to new research and age-old questions prepares students to be leaders in the financial services industry. The 120-credit Bachelor of Business Administration in Finance develops a solid foundation in principles of finance, including capital management, investment and portfolio management, financial institutions, and personal finance.

Course requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with “*” are required.)

English: minimum 9 credit hours

COM 303	Intercultural Communications
COM 305	Writing for the Internet
ENG 111*	College English I
ENG 112*	College English II
ENG 113*	Introduction to Speech

Analytical Reasoning: minimum 9 credit hours

MAT 103*	College Algebra
MAT 114	Mathematics for Computer Science
MAT 231*	Calculus
STA 201*	Introduction to Statistics

Cultural Studies: minimum 6 credit hours

ANT 122	Introductory Anthropology
ANT 214	Human Evolution
ANT 219	Environmental Anthropology
HST 111	Early American History
HST 112	Islam and the Middle East
HST 213	History of Traditional East Asia

Arts & Humanities: minimum 6 credit hours

ART 115	Modern Art History
PHI 201	Introduction to Western Philosophy
PHI 301	Logic
PHI 302	Ethics

Natural Sciences: minimum 6 credit hours

SCI 124	Introduction to Chemistry
SCI 134	Introduction to Biology
SCI 144	Introduction to Physics
SCI 154	Introduction to Geology
SCI 164	Introduction to Environmental Science

Social & Behavioral Sciences: minimum 6 credits

POL 120	American Political Thoughts
POL 130	Climate Changes and International Politics
SOC 300	Social Psychology
SOC 313	Law and Society

Major Requirements: 60 credit hours

Concentrations: 45 credit hours

ACC 201	Introduction to Financial Accounting
ECO 201	Principles of Microeconomics
ECO 202	Principles of Macroeconomics
FIN 201	Finance Theory
FIN 301	Financial Law
FIN 333	Financial Quantitative Methods
FIN 356	Financial Capital
FIN 380	Entrepreneurship
FIN 411	Investment
FIN 420	Real Estate Finance
FIN 422	Corporate Finance
FIN 423	International Trade
MGT 201	Principles of Management
MKT 201	Marketing Principles
MKT 307	Contemporary Globalization

Major/Concentration Electives (choose 5): 15 credit hours**

ACC 215	Computerized Accounting
ACC 319	Managerial Accounting
ECO 307	The Global Economy
FIN 267	Personal Finance
FIN 352	Security Valuation
FIN 439	Behavioral Finance
MGT 300	Strategic Planning
MGT 313	Teams, Groups and Leadership
MKT 377	E-Commerce

** In selecting concentration courses, students are advised to consult with the Chair of the Finance Department.

Bachelor of Business Administration (BBA) in Management

The Bachelor of Administration in Management degree program is organized to provide a general overview of the operations of business and the business environment. Students learn to balance theory and practice to become effective managers within all sectors of organizational life. This degree with a full range of management courses and management concentrations that prepares students for specific management responsibilities. Course work and a whole array of student resources help undergraduate students develop the communications, presentation, and analytical skills required by contemporary managers. More specifically, professional development is available through various student activities as well as the career services offered by the University.

Course requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with “*” are required.)

English: minimum 9 credit hours

COM 303	Intercultural Communications
COM 305	Writing for the Internet
ENG 111*	College English I
ENG 112*	College English II
ENG 113*	Introduction to Speech

Analytical Reasoning: minimum 9 credit hours

MAT 103*	College Algebra
MAT 114	Mathematics for Computer Science
MAT 231*	Calculus
STA 201*	Introduction to Statistics

Cultural Studies: minimum 6 credit hours

ANT 122	Introductory Anthropology
ANT 214	Human Evolution
ANT 219	Environmental Anthropology
HST 111	Early American History
HST 112	Islam and the Middle East
HST 213	History of Traditional East Asia

Arts & Humanities: minimum 6 credit hours

ART 115	Modern Art History
PHI 201	Introduction to Western Philosophy
PHI 301	Logic
PHI 302	Ethics

Natural Sciences: minimum 6 credit hours

SCI 124	Introduction to Chemistry
SCI 134	Introduction to Biology
SCI 144	Introduction to Physics
SCI 154	Introduction to Geology
SCI 164	Introduction to Environmental Science

Social & Behavioral Sciences: minimum 6 credits

POL 120	American Political Thoughts
POL 130	Climate Changes and International Politics
SOC 300	Social Psychology
SOC 313	Law and Society

Major Requirements: 60 credit hours

Concentrations: 45 credit hours

ACC 201	Introduction to Financial Accounting
ECO 201	Principles of Microeconomics
ECO 202	Principles of Macroeconomics
FIN 201	Finance Theory
FIN 301	Financial Law
IFS 220	Information Policy
MGT 201	Principles of Management
MGT 300	Strategic Planning
MGT 312	Human Resource Management
MGT 313	Teams, Groups and Leadership
MGT 412	Managerial Psychology
MGT 450	International Management
MGT 472	Operations Management
MKT 201	Marketing Principles
MKT 307	Contemporary Globalization

Major/Concentration Electives (choose 5): 15 credit hours**

ACC 215	Computerized Accounting
ACC 319	Managerial Accounting
ECO 307	The Global Economy
FIN 267	Personal Finance
FIN 352	Security Valuation
FIN 439	Behavioral Finance
MGT 431	Project Management
MGT 445	Small Business Management
MKT 377	E-Commerce

** In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

Bachelor of Science in Information Technology (BSIT) in Computer Science

Si Tanka University's Bachelor of Science in Information Technology in Computer Science degree empowers students to expertly design and implement computational solutions that tackle the world's most challenging social, political, environmental, scientific, medical, economic, and business problems in a socially just manner. This program focuses on the concepts and techniques used in the design and development of advanced software systems. Students in this program explore the conceptual underpinnings of Computer Science -- its fundamental algorithms, programming languages, operating systems, and software engineering techniques. In addition, students choose from a rich set of electives that includes: data science, computer graphics, artificial intelligence, database systems, computer architecture, and computer networks, among other topics.

Course Requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with "*" are required.)

English: minimum 9 credit hours

COM 303	Intercultural Communications
COM 305	Writing for the Internet
ENG 111*	College English I
ENG 112*	College English II
ENG 113*	Introduction to Speech

Analytical Reasoning: minimum 9 credit hours

MAT 103*	College Algebra
MAT 114	Mathematics for Computer Science
MAT 231*	Calculus
STA 201*	Introduction to Statistics

Cultural Studies: minimum 6 credit hours

ANT 122	Introductory Anthropology
ANT 214	Human Evolution
ANT 219	Environmental Anthropology
HST 111	Early American History
HST 112	Islam and the Middle East
HST 213	History of Traditional East Asia

Arts & Humanities: minimum 6 credit hours

ART 115	Modern Art History
PHI 201	Introduction to Western Philosophy
PHI 301	Logic

PHI 302 Ethics

Natural Sciences: minimum 6 credit hours

SCI 124 Introduction to Chemistry
SCI 134 Introduction to Biology
SCI 144 Introduction to Physics
SCI 154 Introduction to Geology
SCI 164 Introduction to Environmental Science

Social & Behavioral Sciences: minimum 6 credits

POL 120 American Political Thoughts
POL 130 Climate Changes and International Politics
SOC 300 Social Psychology
SOC 313 Law and Society

Major Requirements: 60 credit hours

Concentration: 45 credit hours

CSC 121 Computer Science I
CSC 122 Computer Science II
CSC 210 Database Management
CSC 211 Introduction to Digital Logic Design
CSC 224 Principles of Programming Languages
CSC 261 Introduction to Algorithm
CSC 325 Operating Systems
CSC 327 Data Structure
CSC 331 Computer Architecture
CSC 332 Data Communication
CSC 345 Computer Graphics
IFS 427 The Laws in Cyber Space
IFS 435 Cyber Intelligence
IFS 442 Software Engineering
MKT 377 E-Commerce

Major/Concentration Electives (choose 5): 15 credit hours**

CSC 365 Programming Hand Held Devices
CSC 368 Web Programming
CSC 417 Object-Oriented Programming
CSC 420 Image Processing
CSC 433 Information Retrieval
IFS 337 Principles of Decision Making
IFS 377 Data Mining

IFS 411 Cyber Security

** In selecting concentration courses, students are advised to consult with the Chair of the IT Department.

Bachelor of Science in Information Technology (BSIT) in Management Information Systems

The Bachelor of Science in Information Technology in Management Information Systems offers an opportunity to develop the expertise necessary for the successful deployment of new technologies. This degree prepares students to design and manage information systems for businesses. Students will complete courses in information systems with an emphasis on software development and database design as well as business courses. In addition, students will learn about configurations, methods of analysis, and system support for information systems within the context of a business environment. Students will develop proposals for implementing new information systems within an organization, choosing from a variety of methods.

Course Requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with "*" are required.)

English: minimum 9 credit hours

COM 303	Intercultural Communications
COM 305	Writing for the Internet
ENG 111*	College English I
ENG 112*	College English II
ENG 113*	Introduction to Speech

Analytical Reasoning: minimum 9 credit hours

MAT 103*	College Algebra
MAT 114	Mathematics for Computer Science
MAT 231*	Calculus
STA 201*	Introduction to Statistics

Cultural Studies: minimum 6 credit hours

ANT 122	Introductory Anthropology
ANT 214	Human Evolution
ANT 219	Environmental Anthropology
HST 111	Early American History
HST 112	Islam and the Middle East
HST 213	History of Traditional East Asia

Arts & Humanities: minimum 6 credit hours

ART 115	Modern Art History
PHI 201	Introduction to Western Philosophy
PHI 301	Logic

PHI 302 Ethics

Natural Sciences: minimum 6 credit hours

SCI 124 Introduction to Chemistry
SCI 134 Introduction to Biology
SCI 144 Introduction to Physics
SCI 154 Introduction to Geology
SCI 164 Introduction to Environmental Science

Social & Behavioral Sciences: minimum 6 credits

POL 120 American Political Thoughts
POL 130 Climate Changes and International Politics
SOC 300 Social Psychology
SOC 313 Law and Society

Major Requirements: 60 credit hours

Concentration: 45 credit hours

ACC 201 Introduction to Financial Accounting
CSC 121 Computer Science I
CSC 122 Computer Science II
CSC 210 Database Management
CSC 331 Computer Architecture
FIN 201 Finance Theory
IFS 101 Information Systems Principles
IFS 220 Information Policy
IFS 337 Principles of Decision Making
IFS 377 Data Mining
IFS 411 Cyber Security
IFS 427 The Laws in Cyber Space
IFS 435 Cyber Intelligence
IFS 442 Software Engineering
MGT 201 Principles of Management
MKT 377 E-Commerce

Major/Concentration Electives (choose 5): 15 credit hours**

CSC 325 Operating Systems
CSC 327 Data Structure
CSC 332 Data Communication
CSC 417 Object-Oriented Programming
CSC 433 Information Retrieval
IFS 381 Business Process Management

IFS 439 Business Intelligence
IFS 444 Systems Analysis and Design

** In selecting concentration courses, students are advised to consult with the Chair of the IT Department.

Graduate Programs

Admissions

Application for admission must be submitted to the Admissions Office. A graduate application must:

1. Completed/signed application form;
2. Non-refundable \$75 application fee;
3. College transcripts;
4. Have a bachelor's degree from an accredited institution or the equivalent from a foreign college or university;
5. Have a 2.5 G.P.A or above. If an applicant's undergraduate G.P.A. is less than 2.5, extensive review and approval from the Admissions Committee is required.
6. Two letters of recommendation from the applicant's principal, teachers, employers or guidance counselor.
7. If potential graduate students have taken the GMAT or GRE and submit their scores, this will enhance the opportunity for admissions.

English Proficiency Requirements

A minimum score of Test of English as a Foreign Language (TOEFL) 71 on the Internet Based Test (iBT), 6.5 on the International English Language Test (IELTS) or 50 on the PTE Academic Score Report.

If a student does not fulfill the University's English proficiency requirements, he or she must take STU's English Placement Test. Students may register for it through their advisor. The English Placement Test will assess student skills and correlate them with a recommended English Proficiency Program course.

Transfer Policy

- Minimal acceptable grades are: 'B' for graduate.
- Si Tanka University will only accept credits within the most recent 7 years or fewer. The maximum numbers of credit transfer are:

A maximum of one-half of the credits required for master's degrees may be given through transfer credit or a combination of transfer credit and experiential or equivalent credit (including challenge/test out credits). For no student, however, may the credit given for experiential or equivalent learning (including challenge/test out credits) exceed one-fourth of the credits required for a degree.

Graduation Requirements

All Master's degree require the successful completion of a minimum of 36 credit hours with a 3.0 CGPA. The Chair of the appropriate department must approve the course sequence and program completion. All financial obligations to the University must be fulfilled before a student will be permitted to graduate.

Master of Science in Computer Science (MSCS)

The Master of Science (MS) in Computer Science program is intended for people who wish to broaden and deepen their understanding of computer science. This lauded graduate computer science program furnishes students with an in-depth understanding of core and advanced topics in computer science. The curriculum provides a solid foundation and training for both academically oriented students and students with professional goals in the many business, industrial and governmental occupations that require advanced knowledge of computer theory and technology. The ultimate goal of the program is to assist students to discover what it takes to become an innovator and leader who can thrive on the cutting edge of technology and computing.

Course Requirements: 36 credit hours

Cornerstone Courses: 15 credit hours

CSC 511	Computer Architecture
CSC 512	Operating Systems
CSC 513	Data Structure
CSC 514	Database Theory
IFS 500	Information Technology for Managers

Concentration (choose 7): 21 credit hours**

CSC 521	Artificial Intelligence
CSC 537	Data Communications
CSC 540	Programming Languages Principles
CSC 543	Software Engineering
CSC 545	Programming Languages Topic: Java
CSC 552	Computer Graphics
CSC 553	Digital Electronic
CSC 561	Man-Machine Studies

** In selecting concentration courses, students are advised to consult with the Chair of the IT Department.

Master of Business Administration (MBA) in Finance

Increase students' marketability by acquiring financial management and investment analysis skills with a Master of Business Administration in Finance from Si Tanka University. This degree prepares students for leadership roles in financial corporations, healthcare industries and government. In the program, students learn about all aspects of corporate finances, such as conducting analyses, managing portfolios and developing business strategies. Students get real-world experience by completing a corporate residency prior to graduation, which can prepare them for careers as financial analysts or personal financial advisors.

Course Requirements: 36 credit hours

Cornerstone Courses: 15 credit hours

ACC 500	Accounting for Managers
MGT 500	Principles of Management
COM 500	Managerial Communication
FIN 500	Financial Management
IFS 500	Information Technology for Managers

Concentration (choose 7): 21 credit hours**

FIN 506	Financial Statement Analysis
FIN 517	Financial Theory
FIN 534	Financial Institutions and Markets
FIN 551	Portfolio Management
FIN 552	Investment Analysis and Management
FIN 562	Entrepreneurial Finance
FIN 599	Finance Project
LAW 510	Law and Legal Reasoning
MKT 510	Electronic Commerce

** In selecting concentration courses, students are advised to consult with the Chair of the Finance Department.

Master of Business Administration (MBA) in Management

The ideal preparation for the dynamic business world of today and tomorrow, the Master of Business Administration program (MBA) in Management is a systems approach designed to produce effective managers who understand the linkages between their organizational domain and the larger corporate environment. In STU's Master of Business Administration in Management program, students develop their skills in teamwork, critical thinking, problem-solving, and networking. The objective of this program is to develop students into broadly educated business managers and executives who understand the nature of business as a whole, with the tools and techniques applicable to a wide variety of business situations. Courses in the MBA in Management program integrate information and theories from various disciplines, including accounting, economics, finance, marketing, production operations, and strategic management.

Course Requirements: 36 credit hours

Cornerstone Courses: 15 credit hours

ACC 500	Accounting for Managers
MGT 500	Principles of Management
COM 500	Managerial Communication
FIN 500	Financial Management
IFS 500	Information Technology for Managers

Concentration (choose 7): 21 credit hours**

ECO 533	International Economics
ECO 540	Climate Changes and Economy
FIN 562	Entrepreneurial Finance
LAW 510	Law and Legal Reasoning
MGT 520	Human Resource Management
MGT 522	Strategic Management
MGT 525	Organizational Behavior
MGT 531	Business Intelligence
MGT 544	Managerial Psychology
MKT 510	Electronic Commerce

** In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

Course Descriptions



Accounting

ACC 201 Introduction to Financial Accounting (3 Cr.)

This course is an introduction to concepts on financial accounting, and principles for analyzing the three basic financial statements: the income statement, balance sheet, and statement of cash flows. It covers the preparation of timely, relevant, and reliable reports for decision makers to make important decisions. Important business operations that impact financial positions of firms will be introduced.

No prerequisite.

ACC 215 Computerized Accounting (3 Cr.)

This course introduces the computer in solving accounting problems. It focuses on operation of computers and presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting.

Prerequisite – ACC 201

ACC 319 Managerial Accounting (3 Cr.)

This course emphasizes advanced accounting theory, principles and practices for the corporation form of ownership. A major focus of the course is on managerial, cost, and manufacturing accounting and related issues in the corporate environment.

Prerequisite – ACC 201

ACC 500 Accounting for Managers (3 Cr.)

This course focuses on using accounting information for strategic, tactical, and operating decisions for decision makers within an organization. It is a study of financial statement analysis, accounting information systems and accounting principles as they apply to managers. It covers the accounting methods utilized by corporations and the utilization of accounting data for cost accounting, decision making, and planning and control.

No prerequisite.



Anthropology

ANT 122 Introductory Anthropology (3 Cr.)

This course focuses on the variety found in the human condition around the world and the evolutionary biological study of human social behavior. It covers all aspects of humankind and other primates in all places and times. Archaeology, cultural anthropology, linguistics and physical anthropology and their relationship to human beings will be discussed.

No prerequisite.

ANT 214 Human Evolution (3 Cr.)

This course provides an overview of the fossil and archaeological evidence for human origins, theory and method in paleoanthropology are emphasized. Furthermore, in this course we will explore the fascinating field of biological anthropology and its underlying mechanisms that allow scholars to construct our historical past (human origins) using evidence from several fields such as genetics, paleoanthropology, archaeology, geology, ecology, zoology and comparative primate morphology.

No prerequisite.

ANT 219 Environmental Anthropology (3 Cr.)

This course introduces students to the various ways in which anthropology has sought to understand human-environment relations, both from utilitarian perspectives (such as cultural ecology, ethnoecology, and political ecology) and symbolic ones (where anthropologists have focused on the meanings people give to the non-human world).

No prerequisite.



Art

ART 115 Modern Art History (3 Cr.)

This course is an introduction to the western contemporary art that comprise 19th- and 20th-century modern art. It will be a detailed survey of the beginning of art, including painting, sculpture, architecture and photography as well as recent developments in the idea of medium such as conceptual art. The focus will be heavily theoretical, but it will also require students to acquire some basic historical knowledge of contemporary events.

No prerequisite.



Communications

COM 303 Intercultural Communications (3 Cr.)

This course provides an introduction to intercultural communication theories and methods. It covers barriers to successful communication that involve cultural differences and focuses on the application of theory and research to intercultural communication. The influence of cultural elements on individuals, groups, and organizations will also be discussed.

Prerequisite – ENG 111, ENG 112

COM 305 Writing for the Internet (3 Cr.)

This course is designed for the learning of the principles, research, and practices of creating and publishing work on the cyberspace. It also will cover the principles of and research on effective Web rhetoric as well as explore Internet publications that most resemble traditional print publications.

Prerequisite – ENG 111, ENG 112

COM 500 Managerial Communication (3 Cr.)

This course examines the roles of communication networks and strategies in managerial decision making. It studies the challenges exist for creating and implementing effective communication both inside and outside organizations. It also focuses on the role of the communication skills in managing change, organizational conflict, and corporate cultures.

Prerequisite – Permission from Instructor



Computer Science

CSC 121 Computer Science I (3 Cr.)

This first course in computer science develops foundational skills in computer programming to an audience with no prior computer experience. It introduces the process of developing algorithms to solve problems, and the corresponding process of developing computer programs to express those algorithms. Specific topics covered include the following: expression of algorithms in pseudo code and a programming language and functional and imperative programming techniques.

No prerequisite.

CSC 122 Computer Science II (3 Cr.)

This course continues introduction to basic computer science concepts begun in Computer Science I. Essentially, this course covers the use of object-oriented programming to design and implement software solutions. Concepts taught include pointers, classes, operator overloading, inheritance, and polymorphism and a high-level language will be used as a vehicle for the further development of these concepts.

Prerequisite – CSC 121

CSC 210 Database Management (3 Cr.)

This course covers fundamentals of database architecture, database management systems, and database systems. It focuses on the development of well-formed databases for the purpose of data management from the initial design of the database to the implementation and query. Web based database applications are also introduced.

Prerequisite – CSC 122

CSC 211 Introduction to Digital Logic Design (3 Cr.)

This course introduces the basics of electronics and digital systems and is designed to expose students to engineering design and troubleshooting techniques that are used in the electronics field. It covers the basic methods for the design of digital circuits and provides the fundamental concepts used in the design of digital systems. Emphasis is placed on computer components such as adders, comparators, multiplexors, memory, counters, and bus-related circuits.

Prerequisite – CSC 122

CSC 224 Principles of Programming Languages (3 Cr.)

This course covers the fundamental concepts underlying design of programming languages. It focuses on the formal specification of programming languages such as: syntax, analysis, and semantics; evolution of programming languages and concepts; names and scope; data representation; evaluation sequence at expression, statement, and subprogram levels.

Prerequisite – CSC 122

CSC 261 Introduction to Algorithm (3 Cr.)

This course introduces the techniques for designing efficient computer algorithms and analyzing their running times. It focuses on the particular algorithms for sorting, searching, set manipulation, arithmetic, graph problems, pattern matching. Methods for showing lower bounds on computational complexity will be discussed.

Prerequisite – CSC 122

CSC 325 Operating Systems (3 Cr.)

This course provides the fundamental principles of operating system design and implementation. The two fundamental tasks of an operating system – to manage a computer's resources and to provide applications with an abstract interface to these resources will be discussed. This course focuses on major OS subsystems: process management, memory management, file systems, and operating system support for distributed systems.

Prerequisite – CSC 122

CSC 327 Data Structure (3 Cr.)

The course provides the concept of data abstraction and the problem of building implementations of abstract data types. It focuses on logical structures of data, their physical representation, design and analysis of algorithms operating on the structures, and techniques for program development and debugging.

Prerequisite – CSC 122

CSC 331 Computer Architecture (3 Cr.)

This course presents the structure and behavior of the various functional modules of the computer with respect to hardware design and instruction set architecture. It also explores the interface between a computer's hardware and its software as well as provides system-level context for students interested in emerging technologies and digital circuits.

Prerequisite – CSC 122

CSC 332 Data Communication (3 Cr.)

This course introduces the basic concepts, theories and components in data communications such as protocols, network equipment and the infrastructure. It covers the design and evaluation of computer networks using current trends in hardware and software. Topics include data transmission, signal encoding techniques, digital data communication techniques, optical fiber communications.

Prerequisite – CSC 122

CSC 345 Computer Graphics (3 Cr.)

This course provides students the basic concepts necessary for successful use of the computer as a graphic tool. It covers topics such as survey of the applications of computer graphics, video games, the renderers behind Hollywood's special effects, graphics art and design, 2-dimensional and 3-dimensional display techniques and an examination of computer graphics technologies.

Prerequisite – CSC 122

CSC 365 Programming Hand Held Devices (3 Cr.)

This course covers Android/IOS programming. The major topics include: GUIs, layouts, menus, resource files, events, touch/gesture processing, accelerometer and motion event handling, images, video, audio, graphics, animation, maps, geo-location, threading, web services, timers, supporting various screen sizes/resolutions, and more. We will write Apps for Android phones/watches, iPhone, and Apple Watch.

Prerequisite – CSC 122

CSC 368 Web Programming (3 Cr.)

This course presents and applies the web programming languages (HTML, DHTML, Javascript, Coldfusion), tools, and techniques used to develop professional web sites. The course moves step-by-step through the processes involved in planning, designing, launching, and maintaining successful web sites, with an emphasis on teamwork.

Prerequisite – CSC 122

CSC 417 Object-Oriented Programming (3 Cr.)

Advanced use of an object-oriented programming language in the implementation of object-oriented systems. The language is studied in depth to see how advanced concepts are realized in the language, and is used to produce example systems. Emphasis is placed on the most recent advanced features.

Prerequisite – CSC 122

CSC 420 Image Processing (3 Cr.)

This course introduces principle techniques and fundamental algorithms used to manipulate digital image imagery in the spatial and frequency domains. Topics covered in this course include: image sampling, quantization and representation, image enhancement (histogram equalization), filtering (sharpening, blurring and noise), image transformation, segmentation and color. Several assignments will be given requiring students to process digital images using techniques discussed in class. Software used in this course includes the use of Python and MATLAB.

Prerequisite – CSC 122

CSC 433 Information Retrieval (3 Cr.)

Information retrieval is the identification of textual components, be them web pages, blogs, microblogs, documents, medical transcriptions, mobile data, or other big data elements, relevant to the needs of the user. Relevancy is determined either as a global absolute or within a given context or view point. Practical, but yet theoretically grounded, foundational and advanced algorithms needed to identify such relevant components are taught.

Prerequisite – CSC 122

CSC 511 Computer Architecture (3 Cr.)

This course provides an understanding of modern computing technology through an in-depth study of the interface between hardware and software. It demonstrates the computer architecture from the application programs down to the hardware levels. Topics covered are applications of digital logic circuits, register transfer logic and assembly language to the design and operation reviewed.

Prerequisite – Permission from Instructor

CSC 512 Operating Systems (3 Cr.)

This course introduces the facilities provided in modern operating systems. It examines the issues in operating system design and implementation such as inter-process communication, process scheduling, deadlock, memory management, virtual memory, file systems and distributed systems. Particular emphasis will be given to the major OS subsystems.

Prerequisite – CSC 511

CSC 513 Data Structure (3 Cr.)

This course covers data structures and associated algorithms that allow complex tasks to be solved in simple and elegant ways. It focuses on program design and organization ideas such as abstract data types, data structures and object-oriented programming. Topics include are: lists, stacks, queues, heaps, dictionaries, maps, hashing, trees and balanced trees, sets, and graphs.