

Prerequisite – CSC 511

**CSC 514 Database Theory (3 Cr.)**

This course provides the understanding of the fundamentals of relational systems including data models, database architectures, and database manipulations. The main subjects of the course include the understanding of relational database theories, industry standard SQL, and database design. A conceptual/semantic data modeling with the entity-relationship diagramming technique is also covered.

Prerequisite – Permission from Instructor

**CSC 521 Artificial Intelligence (3 Cr.)**

This course is an introduction to the basic principles, techniques, and applications of Artificial Intelligence. It focuses on the materials on AI programming, logic, search, game playing, machine learning, natural language understanding, and robotics introduce the student to AI methods, tools, and techniques, their application to computational problems.

Prerequisite – CSC 511

**CSC 537 Data Communications (3 Cr.)**

This course provides the foundation for work in data communications and local area network management. It focuses on the primary aspects of data communications networking, including a study of the Open Systems Interconnection (OSI) and Internet models. Topics include in this course are: data transmission principles, media, major protocols, topologies, routing methods, introduction to networking principles, and Network operating system management fundamentals.

Prerequisite – CSC 511

**CSC 540 Programming Languages Principles (3 Cr.)**

This course presents the principles of programming language design, and programming in multiple paradigms, including functional programming, logic programming and object-oriented programming. It focuses on programming language specification and semantics such as language models, functional, object-oriented, logic, string, and concurrent programming.

Prerequisite – Permission from Instructor

**CSC 543 Software Engineering (3 Cr.)**

This course covers the software engineering methods and tools used for systematic development of software products. It focuses on the software development process, from requirements initiation and analysis, through specification and design, to implementation, integration, testing, and

maintenance. It also provides a solid introduction to design patterns: their usage, benefits and implementations.

Prerequisite – CSC 540

### **CSC 545      Programming Languages Topic: Java (3 Cr.)**

This course provides an overview to basic concepts and techniques of programming in Java, It focuses on the fundamental areas of software development: syntax, control-flow mechanisms, keyboard and mouse interactions, object modelling, and debugging. Topics covered include the Java language syntax, object oriented programming using Java, exception handling, file input/output, threads, collection classes, and networking.

Prerequisite – CSC 540

### **CSC 552      Computer Graphics (3 Cr.)**

The course is an introduction to theory and praxis of computer graphics. It covers the fundamental concepts and terminology for creating and editing basic electronic paint and draw-type graphics. It introduces techniques for 2D and 3D computer graphics, including modeling and representation, illumination and shading, rendering, texturing, and advanced software tools.

Prerequisite – CSC 511

### **CSC 553      Digital Electronic (3 Cr.)**

This course covers the principles of digital electronics and the electronic circuits that are used to process and control digital signals. It focuses on the design process of combinational and sequential logic design, engineering standards, and technical documentation. Topics include are: Boolean algebra, basic gates, logic circuits, flip-flops, registers, arithmetic circuits, counters, interfacing with analog devices, and computer memory.

Prerequisite – CSC 511

### **CSC 561      Man-Machine Studies (3 Cr.)**

This course explores the new forms of human-computer interaction based on measurement of brain function and properties. It also introduces methods for extracting rules or learning from data and analysis of integrated man-machine systems. Basics of both supervised and unsupervised learning paradigms will be covered in this course.

Prerequisite – Permission from Instructor



## **Economic**

### **ECO 201 Principles of Microeconomics (3 Cr.)**

This course provides analysis of the behavior of individual economic agents. It introduces the terminology and analytic principles used in microeconomics, which is broadly defined as the study of markets, and to the application of these conceptual tools to several policy issues. It focuses on microeconomic issues and problems, such as competition and monopoly, pricing, consumer demand, and producer supply.

No prerequisite.

### **ECO 202 Principles of Macroeconomics (3 Cr.)**

This course introduces economics which focuses on the aggregate behavior of households, firms and the government. It focuses on supply, demand, business organization, income, social security, management-labor relations, taxation, money and banking, consumption, savings and investments. Economic development, globalization, and the role of international lending institutions will also be discussed.

No prerequisite.

### **ECO 307 The Global Economy**

This course aims to deepen your understanding of real world economic issues, while providing you with a stronger analytical base. We will focus on international trade theory and policy, and issues in international finance.

Prerequisite – ECO 201, 202

### **ECO 540 Climate Changes and Economy (3 Cr.)**

This course examines the science on climate change and its impacts and alarming prospects for global economics and politics. It presents the connection between human activity and the current warming trend which influence the potential social, economic and environmental consequences of climate change. Key concepts of climate-change including decision-making in the face of risk and uncertainty, and the management of global public goods will be covered.

Prerequisite – Permission from Instructor

### **ECO 533      International Economics (3 Cr.)**

This course provides a broad overview of international trade theory, policy, and international finance. Topics covered are: global trade protectionism, gains from trade and their distribution; pre-determined trade barriers; the trade deficit; currency exchange rate war; and government intervention in foreign exchange markets.

No prerequisite.



### **English**

#### **ENG 111      College English I (3 Cr.)**

This course incorporates reading, research and critical thinking of the college level student. It focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also includes introductory use of a variety of research skills.

No prerequisite.

#### **ENG 112      College English II (3 Cr.)**

In this continuation of College English I, it enhances students' ability to read and think critically, to research and evaluate evidence competently, and to write clearly. Students will continue practice of expository writing in three genres of literature, including drama, poetry, and short fiction, and culminating in a research paper.

Prerequisite – ENG 111

#### **ENG 113      Introduction to Speech (3 Cr.)**

This course introduces speaking skills, including the selection, preparation, and delivery of speeches for various audiences and situations. It also addresses particular issues associated with public speaking, such as listening skills, interpersonal, and public communication, audience analysis as well as self and peer evaluations.

No prerequisite.



## **Finance**

### **FIN 201      Introductory Finance (3 Cr.)**

This course provides an introduction to the basic concepts and principles of finance. It examines financial concepts and analytical techniques, capital structure, financial performance, short-term financial planning, time value of money, measurement of risk and return, capital budgeting. Value assets and businesses given forecasts of future cash flows will be covered.

No prerequisite.

### **FIN 267      Personal Finance (3 Cr.)**

This course teaches students to negotiate the retail financial landscape, emphasizing issues that have a large impact on their future financial well-being. It covers topics such as understanding and appreciating the time value of money, the financial planning process, financing the purchase of a house and other consumer loans, saving for retirement and other goals, selecting a financial advisor, taxes, estate planning, behavioral finance and common investment scams.

Prerequisite – FIN 201

### **FIN 301      Regulation of Capital Markets and Financial Institutions (3 Cr.)**

This course introduces the regulation of financial markets and the role that financial institutions. It examines important current issues in the regulation of the U.S. capital markets and potential future actions. It analyzes the financial disclosure requirements of non-financial corporations and the impact of these requirements on corporate policies.

Prerequisite – FIN 201

### **FIN 333      Financial Quantitative Methods (3 Cr.)**

This course covers statistical methods and mathematical models for forecasting future market movements. The objective of this course is to use economic theories and quantitative methods for investments that have wide applicability in business and financial decision making. It prepares students to develop the theoretical knowledge and practical skills required for successful working with multiple types of risks in modern financial markets

Prerequisite – FIN 201

**FIN 352      Security Valuation (3 Cr.)**

This course is designed for students interested in investment banking, fixed-income valuation or equity analysis. Students develop tools and techniques for the valuation of different securities. Topics covered include: bond pricing, bond duration, the term-structure of interest rates, financial statement analysis, equity valuation models, and firm valuation.

Prerequisite – FIN 201

**FIN 356      Financial Capital (3 Cr.)**

This course discusses the available corporate securities that firms can use to finance investment. The different kind of securities covered include corporate and junk bonds, bank loans, common and preferred equity, commercial paper, securitization. Topics include are the design of these securities, the issuing process for these securities, the underwriting process, the pricing of these securities and the cost of capital.

Prerequisite – FIN 201

**FIN 380      Introduction to Entrepreneurship**

This course introduces the role of small business in contemporary society and how small business organization and management with an emphasis on the marketing mix. It provides exposure to the stresses of a start-up business, the uncertainties that exist, and the behavior of entrepreneurs. The route from consider legitimate ideas oriented towards the formation of an enterprise will be discussed.

Prerequisite – FIN 201

**FIN 411      Investment (3 Cr.)**

This course provides empirical evidence when making investment decisions. It covers portfolio theory, equilibrium models of security, market efficiency, intrinsic value and risk, the empirical behavior of security prices, venture capital, performance evaluation and behavioral finance. Domestic and international financial markets will be discussed.

Prerequisite – FIN 201

**FIN 420      Real Estate Finance (3 Cr.)**

This course covers investment and financing issues in real estate as well as real estate knowledge. It focuses on understanding, calculating, and analyzing potential cash flow, tax, and future benefits of real estate asset. It also emphasizes the entrepreneurial management style and risk analysis techniques used by successful investors and developers.

Prerequisite – FIN 201

**FIN 422 Corporate Finance (3 Cr.)**

This course provides the fundamental concepts, principles and approaches of corporate finance and practice of decision-making within the corporation. It covers the analytical skills for making corporate investment and financial decisions and risk analysis. Topics covered include the concepts of present value and the opportunity cost of capital, discounted cash flow analysis and other valuation techniques.

Prerequisite – FIN 201

**FIN 423 International Trade (3 Cr.)**

This course provides the characteristics of international financial markets and evaluates the risks and benefits involved in operating globally. It focuses international finance from both corporate and international banking viewpoints. It also covers pricing in the foreign currency, market efficiency in the international money markets, foreign currency options and international capital asset pricing.

Prerequisite – FIN 201

**FIN 439 Behavioral Finance (3 Cr.)**

In this course we will examine how individuals and firms make financial decisions, and how those decisions may deviate from those predicted by traditional financial theory. We will explore psychological biases in financial decision making, and examine the impacts these biases have on financial markets and financial decision making.

Prerequisite – FIN 201

**FIN 500 Financial Management (3 Cr.)**

This course examines the general nature of financial management and focuses in corporate finance. It presents the necessary tools required to objectively approach and solve financial problems as well as enhances the understanding of basic financial theory and practices. It also discusses the topics such as capital budgeting, capital structure and working capital decisions.

No prerequisite.

**FIN 506 Financial Statement Analysis (3 Cr.)**

This course provides students with tools to analyze and exploit information in corporate financial statements. It helps students with understanding and analysis the corporate issues on financial reporting strategies effectively. It also covered include financial distress prediction, the impact of accounting information on security returns and the evaluation of short-term and long-term loan requests.

Prerequisite – FIN 500

**FIN 517      Financial Theory (3 Cr.)**

The course introduces the functions of public and private financial institutions. It focuses on classical ideas in finance, such as expected utility, risk aversion, mean - variance portfolio analysis, separation thermo, state prices and risk neutral valuation, efficient market. It also provides specific technical knowledge of financial decision-making at these institutions.

Prerequisite – FIN 500

**FIN 534      Financial Institutions and Markets (3 Cr.)**

This course introduces the structure and functions of financial institutions and markets in the United States. It covers topics such as the money market and short-term money management; the equity and bond markets; financial assets and the primary market; and the difference between electronic and floor-based equity markets.

Prerequisite – FIN 500

**FIN 551      Portfolio Management (3 Cr.)**

This course provides an introduction to the tools needed to enter the field of professional money management. It covers the theory and practice of money management and analysis of the theory and practice involved when securities are combined into portfolios. Modern portfolio theory, such as market efficiency and behavioral finance will be included.

Prerequisite – FIN 500

**FIN 552      Investment Analysis and Management (3 Cr.)**

This course is a survey course of investments including corporate and government securities, real property and financial intermediaries. It examines investment policies, timing purchases and sales, types of securities, factors that influence pricing changes. The study of investment pricing techniques and of the institutional background will be covered.

Prerequisite – FIN 500

**FIN 562      Entrepreneurial Finance (3 Cr.)**

This course is designed to help entrepreneurs and financiers make better investment and financing decisions. It focuses on the financial aspects of the management of small business and entrepreneurial firms and analyzes principles of corporate finance, valuation, and coordination and control of firms, with an eye toward developing the tools and concepts of entrepreneurial financial management.

Prerequisite – FIN 500

**FIN 599 Finance Project (3 Cr.)**

The goal of this course is to make students acquainted with current problems in finance. It is designed to give students a survey of the current literature in the field of finance. It also provides a solid grounding in the financial key issues.

Prerequisite – Permission from Instructor



**History**

**HST 111 Early American History (3 Cr.)**

This course is the foundational American story from colonization through the Civil War and Reconstruction. It covers issues as race, war, gender construction, technology, and republicanism from different social and cultural points of view in the colonial, revolutionary and early national periods. Topics covered are environmental transformation, colonialism; immigration, economic development, slavery, ethnicity, practices of freedom and equality.

No prerequisite.

**HST 112 Islam and the Middle East (3 Cr.)**

This is a survey course of Middle Eastern history until the end of the twentieth century and the emergence of Islam in the region in the 7<sup>th</sup> century. It presents the encounters and exchanges between the Islamic world and the West. It focuses on the transformation of state and society under the impact of a changing world economy today.

No prerequisite.

**HST 213 History of Traditional East Asia (3 Cr.)**

This course introduces the constituent characteristics that originally linked East Asia as a region. It focuses on the development of the region from the mid-nineteenth century until the end of the twentieth century and the impact of the West and China in this region. Nationalism and industrialization of China, Japan and Korea will be covered.

No prerequisite.



## **Information Systems**

### **IFS 101 Information Systems Principles (3 Cr.)**

This course emphasizes the use of information technology to develop distinct the competitive potential for strategic use of information systems with competitors, customers and suppliers with respect to products and services. It also examines strategies of actual companies and identifies other strategies that can be deployed to gain competitive advantage.

No prerequisite.

### **IFS 220 Information Policy (3 Cr.)**

This course provides an introduction to the conceptual, institutional, historical, and legal foundations of contemporary information and communication policy. Current US Government policies in areas involved with information and information technology will be examined as well as the associated issues of ethical uses of information and of privacy considerations.

No prerequisite.

### **IFS 337 Principles of Decision Making (3 Cr.)**

This course is designed to make student a better decision maker with better decision-making skills by providing strategies for further improvement in the future. It covers decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. It also presents formal, optimal models and psychological, descriptive models to help student understand decision making abilities.

Prerequisite – IFS 101

### **IFS 377 Data Mining (3 Cr.)**

This course covers data mining concepts, techniques, and software utilized in the overall process of discovering knowledge within data. It presents intelligent analysis of information stored in data sets that deals with extracting useful knowledge from raw data. The knowledge discovery process includes data selection, cleaning, coding, using different statistical and machine learning techniques.

Prerequisite – IFS 101

**IFS 381 Business Process Management (3 Cr.)**

Modeling business work systems with focus on processes and the information technology (IT) to support business processes. The focus is on using IT to create, automate, and integrate business processes. Major topics covered: modeling work systems, major business processes and their relationships, modeling tools, business process/application integration approaches, creating and managing a business process using business process management software.

Prerequisite – IFS 101

**IFS 411 Cyber Security (3 Cr.)**

This course presents all functional levels within the enterprise to deliver information system security. It provides the technical and analytical skills to implement computer security. It covers topics such as technical, analytical, and communication skills, further engaging students in the practice of cybersecurity. It also focuses on multiple cybersecurity environments, technologies, processes, and concepts.

Prerequisite – IFS 101

**IFS 427 The Laws in Cyber Space (3 Cr.)**

This course covers the essentials of computer and network technologies and it explores specific problems in applying law to cyberspace. It explores the sources of Internet law from intellectual property to tort and the legal complexities. Topics such as intellectual property, privacy, content control and the bounds of jurisdiction will be covered.

Prerequisite – IFS 101

**IFS 435 Cyber Intelligence (3 Cr.)**

This course covers intelligence and how it relates to both the physical and cyber domains. It also presents the techniques of computational intelligence, especially evolutionary computation and neural networks and how it enhances human decision making and learning and the automation of computing processes .It also focuses on the development of human source intelligence as a discipline.

Prerequisite – IFS 101

**IFS 439 Business Intelligence (3 Cr.)**

Business intelligence provides the highest level of information support to aid the manager in the decision-making process. This course provides the skills necessary to conceptualize, build, and implement systems utilizing business intelligence in organizations.

Prerequisite – IFS 101

**IFS 442      Software Engineering (3 Cr.)**

This course covers the nature of software and software projects, software development models, software process maturity and project planning. It presents the fundamental concepts and principles that underlie current and emerging methods, tools, and techniques for the cost-effective engineering of high-quality software systems.

Prerequisite – IFS 101

**IFS 444      Systems Analysis and Design (3 Cr.)**

Emphasis on development of business application systems using object-oriented and structured analysis tools and techniques for describing processes, use cases, data structures, system objects, file designs, input and output designs, and program specifications. Includes a service-learning project with requirements gathering, planning, and development of a prototype for an internal/external client.

Prerequisite – IFS 101

**IFS 500      Information Technology for Managers      (3 Cr.)**

This course presents an introduction to information systems and dominant supportive technologies. It explores necessary management actions to use of the best practices and methods such as: information systems architectures, software and hardware standards, database management systems, transaction processing, e-commerce, for improvement for already in place.

Prerequisite – Permission from Instructor



**Legal Studies**

**LAW 510      Law and Legal Reasoning      (3 Cr.)**

This course introduces the American legal system and the types of legal reasoning used by lawyers and judges. It covers the nature, function and application of the U.S. legal system as it applies to the modern business environment. It also examines the American legal system's role in the development and growth of business with an emphasis on ethics and business decision making.

Prerequisite – MGT 500



## **Mathematics**

### **MAT 103 College Algebra (3 Cr.)**

This course provides a solid foundation in algebraic operations such as linear, quadratic, polynomial, rational, inverse, exponential and logarithmic functions. It also covers topics as solve equations involving these functions, and systems of linear equations in two variables, as well as inequalities.

No prerequisite.

### **MAT 114 Mathematics for Computer Science (3 Cr.)**

This course is an introduction to the mathematics underlying computer science. It covers fundamental concepts and tools in discrete mathematics with emphasis on their applications to computer science. It covers topics like logic and Boolean circuits; sets, functions, finite automata, randomized algorithms, and analysis techniques.

No prerequisite.

### **MAT 231 Calculus (3 Cr.)**

This course is an introduction to calculus which examines polynomial, rational, exponential and trigonometric functions and their transformations. Those in integration include the area under a curve, definite and indefinite integrals, numerical integration, substitution and applications of integration. Topics include: limits, the rate of change of a function, derivatives of algebraic and trigonometric functions, applications of derivatives and integration.

Prerequisite – MAT 103



## **Management**

### **MGT 201 Principles of Management (3 Cr.)**

This course focuses on the theory and fundamental concepts of management including planning, organization, leadership, and control. It presents the management role and its practices and

techniques. Various dimensions of management, organizational structure and functions of managers, growth and re-engineering of business will be covered.

No prerequisite.

**MGT 300 Strategic Planning (3 Cr.)**

This course introduces basic concepts of strategic planning and management. It provides an overview and applications of strategic planning theories, methods, and group processes in different organizational environments. It helps organizations formulate a strategy on how to best achieve their goals and define an operational plan.

Prerequisite – MGT 201

**MGT 312 Human Resource Management (3 Cr.)**

This course presents essentials of human resources management principles and practices in business and industry. It analyzes the policies and practices used by human resource management staff to build and maintain an effective work force. Topics include human resource planning, labor relations, job analysis, manpower development, recruitment, selection, performance appraisal and compensation.

Prerequisite – MGT 201

**MGT 313 Teams, Groups and Leadership (3 Cr.)**

The course evaluates several leadership issues including power, authority and influence, team building and coalitions and ethics and values. It examines components that comprise teams, highlights key factors that influence team effectiveness, skills in diagnosing opportunities and threats that face teams. It also focuses on identifying and developing workplace leadership skills.

Prerequisite – MGT 201

**MGT 412 Managerial Psychology (3 Cr.)**

This course focuses on interpersonal effectiveness about understanding and managing behavior in the work environment. It presents the theoretical background for practical tasks solving while working with diverse groups of people. It covers topics like ethics and confidentiality, assessment, crisis intervention, treatment planning, counseling, case management, record keeping and consultation.

Prerequisite – MGT 201

### **MGT 431 Project Management (3 Cr.)**

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.

Prerequisite – MGT 201

### **MGT 445 Small Business Management (3 Cr.)**

This course reviews considerations faced by an individual planning to establish and manage a small business venture in today's complex business environment. It includes a review of legal forms of ownership, financial planning and resources, considerations of management, operations and control, ethical issues, and the importance of social responsibility.

Prerequisite – MGT 201

### **MGT 450 International Management (3 Cr.)**

This course focuses on opportunities and challenges created by globalization and the management issues related to management in an international marketplace. It explores the opportunities and problems that confront international managers through complex and ever-changing global economic, political, legal, technological and cultural environment.

Prerequisite – MGT 201

### **MGT 472 Operations Management (3 Cr.)**

This course introduces the concepts, principles, problems, and practices of operations management by covering both service industries and manufacturing. It focuses on the designing, planning, organizing, operating and controlling of operating systems. It also covers managerial processes for effective operations in both goods-producing and service-rendering organization.

Prerequisite – MGT 201

### **MGT 500 Principles of Management (3 Cr.)**

This course presents fundamentals and concepts of management, administrative policies, objectives and procedures and problem of organization and leadership. It covers various concepts of management including management controls, operations management, and human resource management. It also provides various concepts required for an overall understanding of management's role in the contemporary organization.

Prerequisite – Permission from Instructor

### **MGT 520 Human Resource Management (3 Cr.)**

This course presents the human resources function within today's organizations, such as an organization acquires, rewards, motivates, uses, and generally manages its people effectively. It explores the role managers play in the successful management of the organization's human resources. It emphasizes the employee-supervisor relationship and applications involved in effectively managing people in organizations.

Prerequisite – MGT 500

### **MGT 522 Strategic Management (3 Cr.)**

This course presents the strategic analyses, decisions and actions with the consideration of both the internal condition and the external environment. It examines management theory and practice through a framework involving strategic thinking and strategic planning. The context of strategy, leadership, managerial uses of structure and design and performance will be covered.

Prerequisite – MGT 500

### **MGT 525 Organizational Behavior (3 Cr.)**

This course covers the analysis and application of organizational theory, group dynamics and the integration of interdisciplinary concepts from the behavioral sciences. It focuses on individual behavior and impact of work teams in an organization. Topics include development, structure, leadership, decision making, power and conflict will be discussed.

Prerequisite – MGT 500

### **MGT 531 Business Intelligence (3 Cr.)**

This course provides an introduction to business intelligence, including the processes, infrastructure, methodologies and current practices used to transform business data into useful information and support business decision-making. It focuses on the features, uses, and design strategies for IT-enabled managerial decision support.

Prerequisite – MGT 500

### **MGT 544 Managerial Psychology (3 Cr.)**

This course presents the theoretical, methodological and practical areas of managerial psychology and sociology. It covers the importance issues of leadership and what makes someone a successful leader. It addresses the behaviors and their influences on managerial thinking and business decisions. The difference between leadership and management will be discussed.

Prerequisite – MGT 500



## **Marketing**

### **MKT 201 Marketing Principles (3 Cr.)**

This course presents the business functions of marketing – marketing mix, segmentation, targeting, positioning, customer value, branding and services. It focuses on the principles and problems of the marketing of goods and the methods of distribution from producer or manufacturer to the consumer. Market planning, market research and competitive analysis will be covered.

No prerequisite.

### **MKT 307 Contemporary Globalization (3 Cr.)**

This course focuses on the ideas, theories and issues about the understanding of contemporary globalization. It analyzes economic globalization in a historical perspective and the arguments of both its critics and advocates. It also covers the nature of globalization in relation to the emergence of a global economy, global cultures, politics and environmental issues.

Prerequisite – MKT 201

### **MKT 377 E-Commerce (3 Cr.)**

This course introduces the realities and implications of e-commerce from a marketer's perspective. It presents the ways in which an enterprise can become technically and operationally proficient in e-commerce. It also presents concepts and skills for the strategic use of e-commerce and related information system technologies.

Prerequisite – MKT 201

### **MKT 510 Electronic Commerce Strategy (3 Cr.)**

This course refers to corporations that have adopted e-commerce practices and designs. It explores of the basic notions of changes in technology and business models looking at internal as well as external factors. It also examines the digital economy and its impact on commerce by focusing on the operation within a business ecology framework.

Prerequisite – Permission from Instructor



## **Philosophy**

### **PHI 201 Introduction to Western Philosophy (3 Cr.)**

This course provides an overview of the history of western philosophy from its beginnings among the ancient Greeks through the 14th century. Particular emphasis is given to Plato, Aristotle, Augustine, and Thomas Aquinas. It is a survey course of several major areas of Western philosophy: metaphysics and epistemology, ethics, philosophy of mind, philosophy of language, philosophy of religion, and philosophy of science.

No prerequisite.

### **PHI 301 Logic (3 Cr.)**

This course covers some basic rules, concepts, and skills of logic. It focuses on the symbolic logic, sentential and predicate logic. It also presents the evaluation of arguments, the basic principles of formal logic, and the evaluation of arguments. Special emphasis will be placed upon the logical appraisal of everyday arguments and the analysis of value arguments.

No prerequisite.

### **PHI 302 Ethics (3 Cr.)**

This course introduces to philosophical ethics and ethical theory about the nature of morality. It covers the fundamental questions related to human conduct and the basis of moral rightness and moral wrongness. It presents an evaluation of classical and contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

No prerequisite.



## **Political Science**

### **POL 120 American Political Thought (3 Cr.)**

This course is an introduction to American political institutions and behavior. It is a study of governmental politics, functions, and programs. It introduces the primary intellectual traditions and key political questions that have motivated and shaped American political thought. It also covers the public opinion, political culture, parties, and elections of the United States.

No prerequisite.

### **POL 130 Climate Changes and International Politics (3 Cr.)**

This course introduces the complex political phenomenon as climate change in decision-making in international society. It explores the difficulty to build collective action at the global level. It discusses possible avenues forward and the sources and impacts of climate change at international policies. It also covers the world's effort to effectively meet the prospect of catastrophic climate change.

No prerequisite.



## **Natural Sciences**

### **SCI 124 Introduction to Chemistry (3 Cr.)**

A study of the fundamental principles of chemistry emphasizing modern atomic theory, the structure and behavior of atoms, the properties and states of matter, energy relations, periodicity and mole concepts. Topics includes the concept of energy and its uses, gas laws, kinetic molecular theory, laws of chemical combination, atomic and molecular structure, periodic classification of the elements, and chemical bonding.

No prerequisite.

### **SCI 134 Introduction to Biology (3 Cr.)**

This course introduces to basic principles of biology in the areas of cell biology, genetics, development, vertebrate physiology, ecology and evolution. Functions of cellular organelles, including protein synthesis, genetics, cellular respiration, and cell reproduction will be emphasized. Topics include chemistry of living organisms, cell structure and function, energy and

its transformations, cell division process, genetics and review of current biology research will be covered.

No prerequisite.

**SCI 144      Introduction to Physics (3 Cr.)**

This course covers an introduction to fundamental principles of mechanics, waves, heat, electricity and magnetism, light, atomic and nuclear physics are covered. This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe.

No prerequisite.

**SCI 154      Introduction to Geology (3 Cr.)**

This course is a general survey of the rocks and minerals composing the earth. It focuses on the chemistry and properties of minerals, the composition of igneous, sedimentary and metamorphic rocks. It examines the common rock-forming minerals and their properties, different geologic environments, plate tectonics and other issues related to geology.

No prerequisite.

**SCI 164      Introduction to Environmental Science (3 Cr.)**

Introduction to the ecological foundation of environmental systems, the ecological impacts of environmental degradation by humans, and strategies for sustainable management of environment and natural resources. The course addresses problems related to human society and explores possibilities for alleviating these problems. The course will provide the student with knowledge of how the environment functions and understanding of the issues of scale, complexity and conflict resolution.

No prerequisite.



## **Social Sciences**

### **SOC 300 Social Psychology (3 Cr.)**

This course introduces the scientific study of how individuals think, feel and behave in social situations. It covers topics such as the social self-concept, social judgment, attitudes, persuasion, conformity, aggression, helping behavior, prejudice, and interpersonal relationships as well as some of the most important theories and research in the field of social psychology.

No prerequisite.

### **SOC 313 Law and Society (3 Cr.)**

This course introduces a wide variety of topics related to law's varying functions in a society. It focuses on social and legal theory and analyzes law and legal institutions especially in relation to equality, justice, and fairness. It also examines the importance, influence and impact of law in society as well as the impact of people on the law.

No prerequisite.



## **Statistics**

### **STA 201 Introduction to Statistics (3 Cr.)**

This course provides the student with an understanding of using descriptive and inferential statistical techniques for solving business and technical problems. It covers sampling distribution, analyzing, presenting numerical data, frequency and sampling distributions, averages, dispersion, hypothesis testing confidence intervals, hypothesis testing, simple regression and time series.

No prerequisite.

## **English Proficiency Program**

The purpose of Si Tanka University's ESL Program is to raise the student's English proficiency quickly, so that the student can enroll in regular credit-earning university courses. The ESL program is designed to improve the full range of English language skills: reading, writing, speaking and listening.

The STU College-level English as a Second Language (ESL) Program offers a series of courses for college-bound students whose native language is not English. These courses are designed to help students who already have a basic level of English skills gain academic English language proficiency to help them be successful in college study.

All English language learners can be assigned a level of English proficiency based on their ability to speak and understand English. These levels are determined at the time of entrance into the University. The proficiency levels reflect the abilities and skills that students are capable of demonstrating at each level. Course completion is graded "Satisfactory"/ "Unsatisfactory".

### **Level 1:**

#### **ESL 010 – Beginner Speaking & Listening**

Prerequisite: None. This course will enable students to use linguistic forms accurately, meaningfully, and appropriately, emphasizing conversational skills: listening and speaking in small groups, using new grammar structures, learning new words and expressions, comprehending and using idiomatic expressions.

#### **ESL 012 – Beginner Reading and Writing**

Prerequisite: None. This course is designed to enable students to identify and use linguistic forms accurately, meaningfully and appropriately in written expression. The course focuses on simple and compound sentences, questions, modifiers, phrases, and verb tenses, especially simple present, simple past, and present progressive.

### **Level 2:**

#### **ESL 020 – High Beginner Speaking & Listening**

Prerequisite: ESL 010. This course will enable students to use linguistic forms accurately, meaningfully, and appropriately, emphasizing academic listening and speaking skills: listening and speaking in small groups, listening to short lectures on academic topics, learning academic vocabulary and expressions, making presentations on new topics.

#### **ESL 022 – High Beginner Reading and Writing**

Prerequisite: ESL 012. The focus of the course is on creating effective sentences and paragraphs, including a review of grammar, punctuation and usage. The grammatical emphasis of this course

will be on present, past and future continuous tenses and modal usage. The lessons taught in this course will build on the skills developed in the prior series of ESL courses. It also has some emphasis on pronunciation, listening and speaking.

### **Level 3:**

#### **ESL 030 – Low Intermediate Speaking and Listening**

Prerequisite: ESL 020. This course is designed to give advanced ESL students more practice using oral English. The emphasis is on small group work, problem solving, role plays, and informal discussion. Intensive practice in recognizing and pronouncing the sounds of American English with emphasis on words and phrases: stress, intonation, phrasing, reduction. Attention to individual as well as group priorities.

#### **ESL 032 – Low Intermediate Reading and Writing**

Prerequisite: ESL 022. The course is designed to enable students to use and interpret linguistic forms accurately, meaningfully, and appropriately in written expression. Classes will focus on writing simple and compound sentences in short paragraphs, on developing strategies for increasing reading comprehension and flexibility, on interactive reading, and on developing academic vocabulary. Students will develop cultural understanding and fluency through a variety of writing and reading tasks.

### **Level 4:**

#### **ESL 040 – High Intermediate Speaking and Listening**

Prerequisite: ESL 030. This course focuses on improving student's ability to speak and to understand spoken English through a variety of listening, pronunciation, and speaking activities. Active participation in individual, pair, and group activities is required in each class session.

#### **ESL 042 – High Intermediate Reading and Writing II**

Prerequisite: ESL 032. This course is designed to enable students to use and interpret linguistic forms accurately, meaningfully, and appropriately in written expression. Classes will focus on writing simple, compound, and complex sentences in structured paragraphs, on developing 0

### **Level 5:**

#### **ESL 050 – Low Advanced Speaking and Listening**

Prerequisite: ESL 040. This course provides a highly interactive class that develops low advanced speaking and listening skills such that students are able to carry out a variety of simple tasks in straightforward situations in English. Listening, critical thinking skills, and presentation skills are honed through targeted listening and speaking exercises. Students produce both oral and written work for assessment.

### **ESL 052 – Low Advanced Reading and Writing**

Prerequisite: ESL 042. The focus of this course is on creating effective sentences and paragraphs, including a review of grammar, punctuation and usage. The lessons taught in this course will build on the skills developed in the prior series of ESL courses.

#### **Level 6:**

### **ESL 060 – Advanced Speaking and Listening**

Prerequisite: ESL 050. This course provides a highly interactive class that develops advanced speaking and listening skills such that students are able to speak with ease and poise when in most normal situations. Listening, critical thinking skills, and presentation skills are honed through targeted listening and speaking exercises. Students produce both oral and written work for assessment.

### **ESL 062 – Advanced Reading and Writing**

Prerequisite: ESL 052. This course focuses on compound and complex sentences and short paragraphs, overview of the verb tense system in English, verb forms with gerunds and infinitives, verb forms in modifying phrases, and modals. This course also emphasizes analyzing grammar and meaning, detecting and correcting grammatical errors, and self-editing skills.

# Academic Calendar

2015 – 2016

## Fall Quadmester

September 2015

- 28 New Student Orientation
- 30 Last Day to Register Without Late Fee

October 2015

- 1 Fall Quadmester Begins
- 12 Columbus Day (University Closed, No Classes)
- 15 Last Day for Registration

November 2015

- 11 Veterans Day (University Closed, No Classes)
- 25-30 Thanksgivings (University Closed, No Classes)

December 2015

- 6 Winter Registration Starts
- 13 Last Day to Completely Withdraw
- 23 Fall Quadmester Ends
- 24-4 Winter Break (University Closed)

## Winter Quadmester

January 2016

- 4 New Student Orientation
- 4 Last Day to Register Without Late Fee
- 6 Winter Quadmester Begins
- 19 Last Day for Registration
- 18 Martin Luther King, Jr. Holiday (University Closed, No Classes)

February 2016

- 15 President's Day (University Closed, No Classes)

March 2016

- 10 Spring Registration Starts
- 20 Last Day to Completely Withdraw
- 30 Winter Quadmester Ends

## Spring Quadmester

April 2016

- 5 New Student Orientation
- 6 Last Day to Register Without Late Fee
- 7 Spring Quadmester Begins
- 19 Last Day for Registration

May 2016

- 30 Memorial Day (University Closed, No Classes)

June 2016

- 11 Summer Registration Starts
- 16 Last Day to Completely Withdraw
- 27 New Student Orientation
- 28 Last Day to Register Without Late Fee
- 29 Spring Quadmester Ends
- 30 Summer Quadmester Begins

## Summer Quadmester

July 2016

- 4 Independence Day Holiday (University Closed, No Classes)
- 12 Last Day for Registration

September 2016

- 5 Labor Day (University Closed, No Classes)
- 9 Fall Registration Starts
- 15 Last Day to Completely Withdraw
- 28 Summer Quadmester Ends

# Academic Calendar

2016 – 2017

## Fall Quadmester

September 2016

- 28 New Student Orientation
- 30 Last Day to Register Without Late Fee

October 2016

- 1 Fall Quadmester Begins
- 10 Columbus Day (University Closed, No Classes)
- 15 Last Day for Registration

November 2016

- 11 Veterans Day (University Closed, No Classes)
- 23-28 Thanksgivings (University Closed, No Classes)

December 2016

- 6 Winter Registration Starts
- 13 Last Day to Completely Withdraw
- 23 Fall Quadmester Ends
- 24-4 Winter Break (University Closed)

## Winter Quadmester

January 2017

- 4 New Student Orientation
- 4 Last Day to Register Without Late Fee
- 5 Winter Quadmester Begins
- 18 Last Day for Registration
- 16 Martin Luther King, Jr. Holiday (University Closed, No Classes)

February 2017

- 20 President's Day (University Closed, No Classes)

March 2017

- 10 Spring Registration Starts
- 20 Last Day to Completely Withdraw
- 29 Winter Quadmester Ends

## Spring Quadmester

April 2017

- 4 New Student Orientation
- 5 Last Day to Register Without Late Fee
- 6 Spring Quadmester Begins
- 14 Last Day to Apply for Graduation
- 19 Last Day for Registration

May 2017

- 29 Memorial Day (University Closed, No Classes)

June 2017

- 11 Summer Registration Starts
- 16 Last Day to Completely Withdraw
- 27 Commencement
- 27 New Student Orientation
- 28 Last Day to Register Without Late Fee
- 28 Spring Quadmester Ends

## Summer Quadmester

July 2017

- 4 Independence Day Holiday (University Closed, No Classes)
- 5 Summer Quadmester Begins
- 12 Last Day for Registration

September 2017

- 4 Labor Day (University Closed, No Classes)
- 9 Fall Registration Starts
- 15 Last Day to Completely Withdraw
- 26 Summer Quadmester Ends

# Academic Calendar

2017 – 2018

## Fall Quadmester

September 2017

- 28 New Student Orientation
- 30 Last Day to Register Without Late Fee

October 2017

- 1 Fall Quadmester Begins
- 9 Columbus Day (University Closed, No Classes)
- 15 Last Day for Registration

November 2017

- 11 Veterans Day (University Closed, No Classes)
- 23-28 Thanksgivings (University Closed, No Classes)

December 2017

- 6 Winter Registration Starts
- 13 Last Day to Completely Withdraw
- 23 Fall Quadmester Ends
- 23-4 Winter Break (University Closed)

## Winter Quadmester

January 2018

- 4 New Student Orientation
- 4 Last Day to Register Without Late Fee
- 5 Winter Quadmester Begins
- 18 Last Day for Registration
- 15 Martin Luther King, Jr. Holiday (University Closed, No Classes)

February 2018

- 19 President's Day (University Closed, No Classes)

March 2018

- 10 Spring Registration Starts
- 20 Last Day to Completely Withdraw
- 29 Winter Quadmester Ends

## Spring Quadmester

April 2018

- 4 New Student Orientation
- 5 Last Day to Register Without Late Fee
- 6 Spring Quadmester Begins
- 14 Last Day to Apply for Graduation
- 19 Last Day for Registration

May 2018

- 28 Memorial Day (University Closed, No Classes)

June 2018

- 11 Summer Registration Starts
- 16 Last Day to Completely Withdraw
- 28 Commencement
- 29 New Student Orientation
- 29 Last Day to Register Without Late Fee
- 29 Spring Quadmester Ends

## Summer Quadmester

July 2018

- 4 Independence Day Holiday (University Closed, No Classes)
- 5 Summer Quadmester Begins
- 12 Last Day for Registration

September 2018

- 3 Labor Day (University Closed, No Classes)
- 9 Fall Registration Starts
- 15 Last Day to Completely Withdraw
- 26 Summer Quadmester Ends

## ❧❧❧The Board of Directors❧❧❧

**Mital Patel, Chair**

*MS, Pennsylvania State University*

**Debra Thompson, Vice Chair**

*MA, California State University -- Northridge*

**Sean S. Lin, Treasurer**

*ABD, George Washington University*

**Harold Harris – President**

*MSW, Tulane University*

**Jon X. Zhang, Faculty Representative**

*Ph. D., University of West Virginia*

## ☞☞☞University Staff☞☞☞

**Harold Harris, LCSW, DCSW – President**  
MSW, Tulane University

**Adam C. Yang – Dean of Academic Affairs**  
Ph. D., Columbia University

**Raied Salman – Chair, Department of Technology**  
Ph. D., Virginia Commonwealth University

**David Glazer -- Chair, Department of Management**  
Ph. D., George Washington University

**Ronnie R. Yan – Admissions Director**  
M. S., University of South Alabama

**Eric Boon Keat – Registrar**  
M. S., Georgia Institute of Technology

**Henry H. Lee – Director of Student Services**  
M. S., University of Pittsburg

**Thomas Pulver – Librarian and Learning Resource Manager**  
MS-LIS, The Catholic University of America

**Ke Cheng, CPA – Business Manager**  
MS, Si Tanka University



## Faculty List



**Amir Afzal, D. S., George Washington University**  
*Computer Science, Information Systems*

**Marcus Andrusko, M. A., Bethel University**  
*Communication*

**Ajay Bhatt, J. D., University of Oregon**  
*Legal Studies*

**Jacqueline Blackwell, M. A., University of Virginia**  
*English*

**George Burgess, M. S., Oregon State University**  
*Chemistry, Environmental Science*

**Ke Cheng, CPA, M.S., Si Tanka University**  
*Accounting*

**Xiao Y. Dai, Ph. D., George Washington University**  
*Information Systems, Management*

**Michael Dowally, Ph. D., University of Oklahoma**  
*Finance, Management*

**Bantz Duane, Master of Accounting, Washington State University**  
*Accounting*

**Beverly Elson, Ph. D., University of Maryland**  
*Art History, English*

**Natalia Gavrilova, M. S., University of Chicago**  
*Computer Science*

**David Glazer, Ph. D., George Washington University**  
*Finance, Management, Marketing*

**Hank H. Hai, Ph. D., Duke University**  
*Economic, Management*

**Jane Hart, MBA, University of Pennsylvania**  
*Management*

**Paul Hicks, M. A., California State University – Los Angeles**  
*Philosophy*

**David D. Huang, Ph.D., University of Iowa**  
*Computer Science, Mathematics, Statistics*

**Eric Boon Keat, M. S., Georgia Institute of Technology**  
*Computer Science*

**Katrina Klaasmeyer, M. A., University of Oregon**  
*Art History*

**Lynsey LeMay, M. S., College of William and Mary**  
*Geology, Marin Science*

**Ruiyan Luo, Ph. D., Wisconsin University**  
*Statistics*

**Mohammad Najand, Ph. D., Syracuse University**  
*Finance, Management*

**David Pindel, M. S., Western Illinois University**  
*Biology*

**Michael Powers, M. A., Eastern New Mexico University**  
*History*

**Tonya Rondinone, M. A., Southern Connecticut State University**  
*Psychology*

**Raied Salman, Ph. D. Virginia Commonwealth University**  
*Computer Science*

**Bethany Wengerd, M. A., California State University – Fullerton**  
*Anthropology*

**Adam C. Yang, Ph.D., Columbia University**  
*Political Science*

**Jon X. Zhang, Ph.D., University of West Virginia**  
*Computer Science, Mathematics, Statistics*

**Jinmin Zhou, M.S., Bowie State University**  
*Computer Science, Information Systems*

**Raymond Zich, M. S., Indiana University of Pennsylvania**  
*Physics*

**HIGH SCHOOL GRADUATION AFFIDAVIT**

I \_\_\_\_\_ swear, under penalty of U.S. Law, that I have graduated from high school. Name of Student in \_\_\_\_\_ Bhavan's SL Public School \_\_\_\_\_ in \_\_\_\_\_ March 2013.

**Name of School**

**Year of Graduation**

\_\_\_\_\_

Student Signature

4-3-2017

Date

**HIGH SCHOOL GRADUATION AFFIDAVIT**

I \_\_\_\_\_ swear, under penalty of U.S. Law, that I have graduated from high school. Name of Student in \_\_\_\_\_ Gov't Senior Secondary School, Chhinwal Kalan in March 2012.

**Name of School**

**Year of Graduation**

\_\_\_\_\_

(Student Signature)

4/7/17  
Date

In an effort to systematically monitor our recruitment activities both internally and externally, Si Tanka University has done the following: For internal monitoring we use Si Tanka personnel who contact student inquires and new applicants to ask them specific questions from a survey questionnaire which follows this narrative.

For external monitoring of STU recruitment activities we have hired the services of Ideal Education, Inc., a New Jersey based educational marketing company. (A copy of the contract which was signed June 1, 2017 is enclosed). Not only does Ideal Education do marketing for STU but they also "mystery shop" STU recruitment activities by contacting student inquires and new applicants who have attended events that STU had a recruitment /marketing table at and those who have called and/or visited the Admission's office. The "mystery shoppers" will also attend STU events, call the Admission's office and visit the Admission's office and act as though they were an interested potential STU student. They will use the same questionnaire that is used for internal monitoring. The questionnaire follows this narrative. STU provides Ideal with contact information of the applicants and inquires who attended STU events and/or contacted the Admission's office each quadmester. Ideal surveys the prospective students on their experiences with STU personnel in relation to recruitment. Ideal then provides STU with a summary report of their interactions with prospective students and Admission's staff each quadmester. The latest and first Recruiting Activities Report covers the spring 2017 term and follows this narrative.

**MARKETING SERVICES AGREEMENT**

**Between**

**IDEAL EDUCATION, INC.**

**And**

**SI TANKA UNIVERSITY, INC.**

**Dated as of June 1, 2017**

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## MARKETING SERVICES AGREEMENT

This **Marketing Services Agreement** (this "**Agreement**") is entered into on June 1, 2017 by and between:

Party A: **IDEAL EDUCATION, INC. ("IDEAL")**

Party B: **SI TANKA UNIVERSITY, INC. ("STU")**

(In this Agreement, the above parties are referred to individually as a "**Party**" and collectively as the "**Parties**".)

### ARTICLE 1

#### DEFINITIONS

Unless otherwise specified in this Agreement, the following terms shall have the meanings prescribed thereto below.

"**Advertising**" or "**Advertisement**" means a promotional message in any format that appears on the social media platforms operated by STU and its Affiliates for the purpose of publicizing an advertiser's products or services, whether such format is currently in use or hereafter developed. Current Advertising formats include, without limitation, banner advertising, rich media advertisement, promoted feed, promoted topic and promoted account.

"**Affiliate**" means, with respect to IDEAL, an entity established in the State of New Jersey under the New Jersey laws which controls, is controlled by, or is under common control with IDEAL, and which is engaged in online media business, excluding any entity controlled by IDEAL; with respect to STU, an entity incorporated in the State of South Dakota under the South Dakota laws, which controls, is controlled by or is under STU's common control with STU, and which is engaged in microblogging and social networking business.

"**Control**" means the power to directly or indirectly direct the management and affairs of a person or entity, whether by ownership of voting equity interest or shares, contractual arrangements or otherwise.

"**IDEAL**" means Ideal Education, Inc., a company established under the laws of the State of New Jersey.

"**Mystery Shoppers**" are independent contractors for Ideal Education, Inc.

"**Public Filing Date**" is the date that this agreement is signed.

"**STU**" means Si Tanka University, Inc., a company established under the laws of South Dakota.

"**Term**" has the meaning prescribed thereto in Article Section 5.1 hereof.

### ARTICLE 2

#### MARKETING SERVICES

Section 2.1 During the Term (as defined below), IDEAL or an affiliate of Ideal agrees to provide, services to STU or an Affiliate of STU, the Advertising sales and marketing services (the "**Services**") in accordance with the terms and conditions

hereunder. For each Advertising campaign, the relevant parties shall enter into a separate advertising placement agreement in accordance with principles set forth hereunder.

Section 2.2 STU has the right to determine the Advertising price. STU shall give a 30-day prior written notice to IDEAL on any adjustment of Advertising price. In addition, prior to publication of any Advertisements, STU has the right to review and to remove those Advertisements that it reasonably finds unacceptable. Subject to STU's right to review and remove Advertisements as provided in this paragraph, IDEAL shall have the right to decide whether to accept any Advertising or advertisers.

Section 2.3 IDEAL provides customer service evaluations and undisclosed examinations of STU businesses and the operation and in the conduct of said business desires to have the services to be performed by Mystery Shoppers ("**Shoppers**"). Shoppers will secretly request information from STU admissions office and events that STU has a marketing table at and accurately and honestly document their factual experiences.

Section 2.4 The Parties agree that the service fee ("**Service Fee**") that STU shall pay IDEAL for its Services hereunder is the actual direct costs ("**Direct Costs**") and indirect costs ("**Indirect Costs**") of providing such services. Direct Costs shall include labor-related compensation and travel expenses, materials and supplies consumed and agency fees arising from performing the Services. Indirect Costs shall include occupancy, information technology support and other overhead costs of the department incurring the direct costs of providing the service. STU shall pay the Service Fee each calendar quarter to IDEAL upon receipt of Ideal's invoice.

Section 2.5 The Parties may enter into any supplemental agreement from time to time to amend the details of the Services, agree on specific amount of Service Fee and/or adjust the payment method of the Service Fee.

### **ARTICLE 3**

#### **PARTIES' AGREEMENTS**

Section 3.1 IDEAL shall provide various equipment and personnel as reasonably required to provide the Services required by STU. The Parties agree to work together to make periodic forecasts of personnel needed to perform the Services so as to assist IDEAL in allocating sufficient resources for the performance of the Services.

Section 3.2 To facilitate IDEAL to provide the Services, STU shall provide IDEAL with the relevant materials necessary for offering the Services and as reasonably required by IDEAL. If IDEAL is unable to provide the complete Services due to the failure of STU or its Affiliate it shall not constitute IDEAL's breach of this Agreement.

Section 3.3 STU shall pay the Service Fee to IDEAL in a timely manner and in full in accordance with this Agreement.

## **ARTICLE 4**

### **REPRESENTATIONS AND WARRANTIES**

Section 4.1 Each Party represents and warrants to the other Party that:

(a) it has full and independent legal status and legal capacity to execute, deliver and perform this Agreement, and may be an independent party to a lawsuit;

(b) it has full internal corporate power and authorization to execute and deliver on all points of this Agreement.

(c) its execution, delivery and performance of this Agreement do not (i) violate its articles of association or any other constitutional documents, (ii) conflict with any agreement or contract or other document to which it is a party or its property is subject, or (iii) violate or conflict with any applicable law.

## **ARTICLE 5**

### **TERM**

Section 5.1 This Agreement shall commence on June 1, 2017 and end on May 31, 2019. Either party may terminate this agreement prior to May 31, 2019 by giving the other party ninety (90) days notice in writing and fulfill all obligations up to and including the ending date. Should the parties wish to extend this contract, negotiations must begin no later than April 1, 2019.

Section 5.2 Within one (1) year after termination of this Agreement, the Parties shall still comply with the obligations under Article 6 of this Agreement.

## **ARTICLE 6**

### **CONFIDENTIALITY**

Section 6.1 Regardless of whether this Agreement is terminated or not, each Party shall keep strictly confidential all the business secrets, proprietary information, customer information and all other information of a confidential nature about the other Party known by it during the execution and performance of this Agreement (collectively, the "**Confidential Information**"). Unless a prior written consent is obtained from the Party disclosing the Confidential Information (the "**Disclosing Party**") or unless it is required to be disclosed to third parties according to the stipulation of relevant laws and regulations or the requirement of the place where its affiliate is listed on a stock exchange, the Party receiving the Confidential Information (the "**Receiving Party**") shall not disclose to any third party any Confidential Information. The Receiving Party shall not use any Confidential Information other than for the purpose of performing this Agreement.

Section 6.2 The following information shall not be deemed part of the Confidential Information:

(a) any information that has been lawfully acquired by the receiving Party in advance, the evidence of which is substantiated in writing;

(b) any information entering the public domain not attributable to the fault of the Party receiving the information; or

(c) any information lawfully acquired by the Party receiving the information through other sources after its receipt of such information.

Section 6.3 For purpose of performing this Agreement, the Receiving Party may disclose the Confidential Information to its relevant employees, agents or professionals retained by it. However, the Receiving Party shall ensure that the aforesaid persons shall be bound by the relevant terms and conditions of this Article 6. In addition, the Receiving Party shall be responsible for any liability incurred as a result of such persons' breach of the relevant terms and conditions of this Article 6.

## **ARTICLE 7**

### **NOTICES**

Section 7.1 Any notice, request, demand and other correspondences required by this Agreement or made in accordance with this Agreement shall be delivered in writing to the relevant Party.

Section 7.2 If any such notice or other correspondences is transmitted by facsimile or telex, it shall be treated as delivered immediately upon transmission; if delivered in person, it shall be treated as delivered at the time of delivery; if posted by mail, it shall be treated as delivered five (5) days after posting.

## **ARTICLE 8**

### **DEFAULTING LIABILITY**

Section 8.1 The Parties agree and confirm that, if any Party (the "**Defaulting Party**") substantially violates any agreement herein or substantially fails to perform or delays performance of any of the obligations hereunder, such violation, failure or delay shall constitute a default under this Agreement. The non-defaulting Party shall have the right to request the Defaulting Party to rectify or take remedial actions within fifteen (15) days. If the Defaulting Party fails to rectify or take remedial actions within fifteen (15) days after the non-defaulting Party notifies the Defaulting Party in writing requiring rectification, then the non-defaulting Party is entitled to decide at its own discretion to:

(a) terminate this Agreement and require the Defaulting Party to indemnify all of its damages; or

(b) request the Defaulting Party to perform its obligations under this Agreement and require the Defaulting Party to indemnify all of its damages.

Section 8.2 Notwithstanding any other provision herein, the effect of this Article 8 shall not be affected by the termination of this Agreement.

## **ARTICLE 9**

### **FORCE MAJEURE**

If the performance by one Party of this Agreement is directly affected or if one Party cannot perform this Agreement in accordance with the agreed conditions due to any unforeseeable force majeure event or a force majeure event whose consequences cannot be prevented or avoided, including earthquakes, typhoons, floods, fires, wars, computer viruses, design loopholes in software tools, hacker attacks on the Internet, changes to policies or laws, etc., the affected Party shall immediately give a notice by fax to the other Party and shall within fifteen (15) days provide the other Party with supporting documents describing the details of the force majeure event and the reason why this Agreement cannot be performed or why the performance needs to be postponed. If the force majeure event lasts more than thirty (30) days, the Parties hereto shall negotiate and as soon as possible determine whether or not part of this Agreement shall be released from performance or whether or not the performance of this Agreement shall be postponed, depending on the degree of impact of this force majeure event on the performance of this Agreement. Each Party shall not be held liable for any economic losses of the other Party caused by such Party's failure to perform this Agreement completely due to a force majeure event.

## **ARTICLE 10**

### **MISCELLANEOUS**

Section 10.1 This Agreement is executed in two (2) originals, with one (1) original to be retained by each Party hereto.

Section 10.2 The execution, effectiveness, performance, revision, interpretation and termination of this Agreement shall be governed by the laws of South Dakota.

Section 10.3 Any dispute arising out of and in connection with this Agreement shall be resolved through consultations among the Parties. In case the Parties fail to reach agreement within thirty (30) days after the dispute arises, such dispute shall be taken to mediation in Sioux Falls, SD. Attorneys for both parties will select the mediator. If both parties agree to the mediated settlement the mediation agreement will be legally binding. Should mediation fail then the dispute will go before a three panel arbitration. The arbitration results will be final and legally binding.

Section 10.4 None of the rights, powers or remedies granted to any Party by any provision herein shall preclude any other rights, powers or remedies available to such Party at law and under the other provisions of this Agreement. In addition, the exercising by one Party of any of its rights, powers and remedies shall not exclude such Party from exercising any of its other rights, powers and remedies.

Section 10.5 No failure or delay by a Party in exercising any rights, powers and remedies available to it hereunder or at law (hereinafter, the "**Party's Rights**") shall result in a waiver thereof, nor shall the waiver of any single or partial exercise of the Party's Rights shall exclude such Party from exercising such rights in any other way and exercising the other Party's Rights.

Section 10.6 Each provision contained herein shall be severable and independent from each of the other provisions. If any one or more provisions herein become(s) invalid, illegal or unenforceable at any time, the validity, legality and enforceability of the remaining provisions herein shall not be affected as a result thereof.

Section 10.7 Any amendment or supplement hereto shall be made in writing and shall become effective only upon due execution by the Parties hereto.

Section 10.8 Without the prior written consent of the other Party, each Party shall not transfer any of its rights and/or obligations hereunder to any third party.

Section 10.9 This Agreement shall be binding on the legal successors of the Parties.

Section 10.10 The headings herein are used for reference only, and in no event shall such headings be used for or affect the interpretation of the provisions hereof.

Section 10.11 Each Party shall pay its own costs and expenses incurred in connection with the negotiation, preparation and execution of this Agreement. Each Party shall be responsible for all taxes payable by it under applicable laws incurred from the execution, performance and consummation of transactions as contemplated hereby.

[Signature page follows]

**[EXECUTION PAGE]**

**IN WITNESS WHEREOF**, this Marketing Services Agreement is executed by the following Parties on the date first written above.

**/s/ IDEAL EDUCATION, INC.  
85 Arizona Ave  
Old Bridge, NJ 08857**

(b)(6)

A rectangular area is redacted with a solid black fill. The text "(b)(6)" is printed in the top-left corner of this area.

**/s/ SI TANKA UNIVERSITY, INC.  
5000 S. Broadband Lane  
Suite 123  
Sioux Falls, SD 57108**

(b)(6)

A rectangular area is redacted with a solid black fill. The text "(b)(6)" is printed in the top-left corner of this area.

### Sample External/Internal Survey Questionnaire

Please indicate your level of agreement with the following statements based on your interaction in person or on the phone with the Admission's staff:

1. Strongly agree
2. Somewhat agree
3. Somewhat disagree
4. Strongly disagree
5. Not applicable

1. The staff/counselors I interacted with anticipated my Admissions needs, often providing answers without even being asked questions.

1  2  3  4  5

2. The staff/counselors I interacted with communicated clearly so that when I left the event STU had a table at National College Fair at SD Convention Center (4-25-2017), Admission's office or got off the phone, I understood the answer(s) to my question(s).

1  2  3  4  5

3. Before I left the event, office or got off the phone, I was able to obtain all of the information I needed.

1  2  3  4  5

4. The staff/counselors I interacted with patiently listened to my Admissions question(s).

1  2  3  4  5

Please indicate your level of agreement with the following statements based on your observations while in the Admissions office:

Overall, the staff seemed to be

1. Courteous when interacting with other students.

1  2  3  4  5

2. Professional when interacting with other students.

1  2  3  4  5

3. Friendly when interacting with other students.

1  2  3  4  5

4. Organized, knowing exactly where to look for additional information, specific forms, etc.

1  2  3  4  5

5. Perform their jobs in an efficient manner.

1  2  3  4  5

6. Enthusiastic about their jobs.

1  2  3  4  5

7. Friendly to one another.

1  2  3  4  5

8. Courteous to one another.

1  2  3  4  5

Taking into account your scenario, approximately how accurate were the answers you received from the staff/counselors based on what you found in the Si Tanka online Catalog after your interaction with the Si Tanka representative.

100% accurate

75% accurate

50% accurate

25% accurate

0% accurate

6. Was the following information shown to you in person, given to you on the telephone or emailed to you?

a. 2016 student retention rate of 100%. \_\_Y \_\_N

b. 2016 student placement rate of 100% \_\_Y \_\_N

c. Application documents & procedures \_\_Y \_\_N

d. Transfer policies \_\_Y \_\_N

e. Tuition & fee terms for the major you are interested in \_\_Y \_\_N

f. Enrollment agreement \_\_Y \_\_N

g. The registration process \_\_Y \_\_N

h. Satisfaction academic progress policy (SAP) \_\_Y \_\_N

i. Cancellation & refund policy \_\_Y \_\_N

j. Course information & credits needed for your major \_\_Y \_\_N

k. Graduation requirements \_\_Y \_\_N

l. Transferability of courses & programs \_\_Y \_\_N

m. Computer literacy requirements \_\_Y \_\_N

n. Academic warnings, probation & suspension \_\_Y\_\_N

o. Library services \_\_Y\_\_N

p. Job placement services \_\_Y\_\_N

q. Counseling services \_\_Y\_\_N

r. Alumni services \_\_Y\_\_N

### Sample External/Internal Survey Questionnaire

Please indicate your level of agreement with the following statements based on your interaction in person or on the phone with the Admission's staff:

1. Strongly agree
2. Somewhat agree
3. Somewhat disagree
4. Strongly disagree
5. Not applicable

1. The staff/counselors I interacted with anticipated my Admissions needs, often providing answers without even being asked questions.

1  2  3  4  5

2. The staff/counselors I interacted with communicated clearly so that when I left the event STU had a table at National College Fair at SD Convention Center (4-25-2017), Admission's office or got off the phone, I understood the answer(s) to my question(s).

1  2  3  4  5

3. Before I left the event, office or got off the phone, I was able to obtain all of the information I needed.

1  2  3  4  5

4. The staff/counselors I interacted with patiently listened to my Admissions question(s).

1  2  3  4  5

Please indicate your level of agreement with the following statements based on your observations while in the Admissions office:

Overall, the staff seemed to be

1. Courteous when interacting with other students.

1  2  3  4  5

2. Professional when interacting with other students.

1  2  3  4  5

3. Friendly when interacting with other students.

1  2  3  4  5

4. Organized, knowing exactly where to look for additional information, specific forms, etc.

1  2  3  4  5

5. Perform their jobs in an efficient manner.

1  2  3  4  5

6. Enthusiastic about their jobs.

1  2  3  4  5

7. Friendly to one another.

1  2  3  4  5

8. Courteous to one another.

1  2  3  4  5

Taking into account your scenario, approximately how accurate were the answers you received from the staff/counselors based on what you found in the Si Tanka online Catalog after your interaction with the Si Tanka representative.

100% accurate

75% accurate

50% accurate

25% accurate

0% accurate

6. Was the following information shown to you in person, given to you on the telephone or emailed to you?

a. 2016 student retention rate of 100%. \_\_Y \_\_N

b. 2016 student placement rate of 100% \_\_Y \_\_N

c. Application documents & procedures \_\_Y \_\_N

d. Transfer policies \_\_Y \_\_N

e. Tuition & fee terms for the major you are interested in \_\_Y \_\_N

f. Enrollment agreement \_\_Y \_\_N

g. The registration process \_\_Y \_\_N

h. Satisfaction academic progress policy (SAP) \_\_Y \_\_N

i. Cancellation & refund policy \_\_Y \_\_N

j. Course information & credits needed for your major \_\_Y \_\_N

k. Graduation requirements \_\_Y \_\_N

l. Transferability of courses & programs \_\_Y \_\_N

m. Computer literacy requirements \_\_Y \_\_N

n. Academic warnings, probation & suspension \_\_Y \_\_N

o. Library services \_\_Y \_\_N

p. Job placement services \_\_Y \_\_N

q. Counseling services \_\_Y \_\_N

r. Alumni services \_\_Y \_\_N

## Ideal Education, Inc.

Admissions and/or Recruiting Activities Report From Calling Those Who Made Admissions  
Inquiries to Si Tanka during the Period 5/15/17 to 6/15/17

School: Si Tanka University

Time Period: Spring 2017

Number of Applicants: 61

Number of Applicants Called: 61

Number of Respondent: 51 (83.6%)

1. By what means did you receive information about Si Tanka University?

8 Attended an event that Si Tanka had a table at National College Fair at SD Convention Center (4-25-2017).

22 Called the Admission's office

21 Visited the Admission's office

2. Please give me the name or title of the individual who gave you information. Ronnie Yan Admissions Director

3. If you called the Admission's office, did the individual at the end of the conversation, refer you to our website to view our Catalog & call back with any questions you may have?

42 Y 9 N 0 Not Remember

4. Which degree program were you inquiring about?

5 BBA in Finance 3 BBA in Management

7 BS Info Tech in Computer Science 9 BS Info Tech MIS

7 MBA in Finance 6 MBA in Management 14 MS in Computer Science

5. If the prospective student attended an event or visited the Admission's office ask the individual: Were you given or shown the University Catalog to look through?

27 Y 2 N 0 Not Remember

6. Was the following information shown to you in person, given to you on the telephone or emailed to you?

a. 2016 student retention rate of 100%. 43 Y 3 N 5 Not Remember

b. 2016 student placement rate of 100% 42 Y 3 N 6 Not Remember

c. Application documents & procedures 51 Y 0 N 0 Not Remember

d. Transfer policies 45 Y 2 N 4 Not Remember

- e. Tuition & fee terms for the major you are interested in 46 Y 3 N 2 Not Remember
- f. Enrollment agreement 51 Y 0 N 0 Not Remember
- g. The registration process 50 Y 1 N 0 Not Remember
- h. Satisfaction academic progress policy (SAP) 40 Y 3 N 8 Not Remember
- i. Cancellation & refund policy 48 Y 2 N 1 Not Remember
- j. Course information & credits needed for your major 39 Y 5 N 7 Not Remember
- k. Graduation requirements 46 Y 2 N 3 Not Remember
- l. Transferability of courses & programs 50 Y 1 N 0 Not Remember
- m. Computer literacy requirements 45 Y 2 N 4 Not Remember
- n. Academic warnings, probation & suspension 45 Y 2 N 4 Not Remember
- o. Library services 41 Y 6 N 4 Not Remember
- p. Job placement services 42 Y 6 N 3 Not Remember
- q. Counseling services 46 Y 3 N 2 Not Remember
- r. Alumni services 38 Y 6 N 7 Not Remember

(b)(6)

\_\_\_\_\_  
Evaluator (Mary Koorslan)

Si Tanka University has revised its Satisfactory Academic Progress (SAP) Policy that explains how withdrawals, incomplete grades, non-punitive grades, repeated courses, when a student changes programs, seeks to earn additional credentials or transfer credits affect both the cumulative grade point average and successful course completion percentage calculations. (2016 – 2018 Catalog pp. 22 – 27). The revised SAP policy is attached.

According to the revised SAP policy, student's satisfactory progress is evaluated regularly. Once grades are available to the Registrar, at the end of each quadmester, an evaluation of each student's SAP will take place by the Registrar's staff. The student's SAP 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 will be notified if they fail to meet any of these requirements. The latest SAP evaluation was in April for the Winter quadmester, which ended March 29, 2017. All students met satisfactory progress for the winter 2017 quadmester.

## **Satisfactory Academic Progress (SAP) Policy (2016 – 2018 Catalog, pp. 22 –27)**

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 will take place by the Registrar's staff. The student's SAP 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:

<b>Credit Hours</b>	<b>Attempted Minimum CGPA</b>
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:

<b>Credit Hours</b>	<b>Attempted Completion Rate</b>
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. The Academic Plan is developed by the SAP Appeals Committee and the student, and is a written agreement between a student and the institution 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.



# 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,

(b)(6)

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](http://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](http://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](mailto: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](http://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	<sup>1</sup> / <sub>3</sub> 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.

<b>Degree Program</b>	<b>Minimum Courses per quadmester</b>
<b>Undergraduate</b>	<b>3</b>

<b>Graduate</b>	<b>2</b>
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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:

<b>Grade</b>	<b>Point Value</b>	<b>Significance</b>
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 it's 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:

<b>Credit Hours</b>	<b>Attempted Minimum CGPA</b>
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:

<b>Credit Hours</b>	<b>Attempted Completion Rate</b>
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](http://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/](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](http://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](http://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