

FINDING A BOOK



FINDING AN ARTICLE





Academic Search Complete (ebSCO)
Scholarly journal, magazine & newspaper articles.

Newspaper Source Plus (ebSCO)
Full-text major newspaper articles.

Credo Reference
Encyclopedias, dictionaries, biographies, thesauri, quotations,
200,000+ images and audio files.

New York Times
World-class journalism to enhance society by creating, collecting
and distributing high-quality news and information.



Proquest RefWorks

Proquest RefWorks is a citation management tool that helps researchers gather, manage, store and share information, as well as generate citations and bibliographies in a wide variety of styles.

Search - OBIS, ohiolink, pubmed & scopus

Share - folders via URL

Store - pdfs online and take notes

Read - search your references fulltext and save searches

Write - create a simple reference list and use write-n-cite to format paper in MS word.

The library's subscription to Proquest RefWorks allows students to maintain their accounts after graduation.



OTHER RESOURCES





GOVERNMENT DIRECTORIES

- GOVSPOT.COM
- FIRSTGOV
- FEDSTATS





CONTACT INFORMATION:

Librarian

Thomas Pulver

Email

library@sitanka.us

Phone/Text

717-793-1861





THANK YOU!

You've completed the STU Library Orientation Tutorial.

Please contact us if you have any questions, concerns, or suggestions about this tutorial.



Si Tanka University modified its undergraduate programs based on the recommendations of the ACICS site visit team during their February 2017 visit. Please find attached 2/21/17 STU Curriculum Committee minutes. The modified degree plan received a final approval from the Board of Directors at its 3/5/17 meeting. Please find those Board meeting minutes attached. The STU catalog was updated after the Board's action. But the University Executive Administrators overlooked the proper procedure required by the ACICS academic credit analyses (ACA) while submitting the response to the Site Visit Report.

There seems to be a misunderstanding of the course arrangements for Si Tanka University undergraduate programs. Each STU bachelor's degree program requires a minimum total of 120 credits to graduate of which 60 quadmester credit hours must be in the student's concentration/major. These 60 quadmester credit hours are divided in in the following manner: 15 specific concentration courses (45 quadmester credit hours) in each bachelor's degree program are required and the remaining 5 concentration courses (15 quadmester credit hours) are selected by the student from a specific list of 8 to 9 concentration courses. All of these courses are listed in the Catalog under "Concentration Electives." (STU 2016 – 2018 Catalog p. 46 – 55.) The students cannot deviate from this Curriculum Committee selected list for each bachelor's degree program. Thus 45 required concentration quadmester credit hours plus 15 student selected concentration quadmester hours = 60 required concentration/major quadmester credit hours, which meets all ACICS requirements. All STU undergraduate students completed their degree requirements as mentioned above. Sample STU graduates' transcripts included.

CURRICULUM COMMITTEE MINUTES

February 21, 2017 10:00 a.m.
Classroom 3

Present: Adam Yang (Academic Dean), Raied Salman (IT- Chair), [REDACTED]
[REDACTED] (Graduate Student), [REDACTED]
(Undergraduate Student), [REDACTED] (2014), [REDACTED] (Bluestem Capital –
Employer), [REDACTED] (ELBO Computing Resources – Employer) [REDACTED]

Meeting was called to order at: 10:00 by Dean Yang. Dr. Yang introduced the new student members [REDACTED] and [REDACTED]. He also introduced alumnus, [REDACTED]. These student will be participating members of the Committee and we welcome their participation.

Meeting Minutes

Meeting minutes from December 9, 2016 was distributed.

On a motion made by [REDACTED] and seconded by [REDACTED] the Committee unanimously approved the minutes, as presented.

The following proposals were acted upon:

Out of Classroom Assessment

[REDACTED] led a discussion on assessment methods. She described the assessment center concept implemented at some universities. She also talked with the committee about assessing across the University and/or within departments, pre/post assessment, moving assessment closer to graduation, using external coders better and to a greater extent, and questioned how we can motivate/award the student for participating in assessment. Members were generally supportive of the assessment center concept and encouraged [REDACTED] to develop this idea further. In addition, members were encouraged to continue to discuss how to effectively assess our new learning objectives. [REDACTED] will continue to build on ways to use stand-alone assessment on a bigger scale.

On a motion made by [REDACTED] and seconded by [REDACTED] the Committee unanimously approved the Out of Classroom Assessment proposal.

Survey of MGT 472 – Operations Management Course Preparation

[REDACTED], team leader for MGT 472, was present to take part in the discussion on the survey asking students to list the number of minutes spent outside class preparing for each of the course topics/assignments/projects. After discussion, with further explanation on the ultimate feedback to be gained from the survey, the committee felt the survey approved at the last meeting will not serve its intended purpose. Instead the following was approved by the committee: (1) this

quadmester additional questions will be included on the informal survey presently given to students at the end of the quadmester which will ask on average the number of hours they spend per week on projects outside of class time; if they are currently employed, the number of hours worked per week; if they are currently taking MGT 472 or have they already completed that class; and (2) next fall during each of the large MGT 472 lectures students will be asked to indicate the time they spent on assignments outside class that week. The committee felt collecting this information will prove valuable in assessing student work load in MGT 472.

On a motion made by ██████████ and seconded by ██████████ the Committee unanimously approved the Survey of MGT 472 – Operations Management Course Preparation proposal.

Undergraduate Elective Courses

██████████ led a discussion of the proposed undergraduate elective course changes. The following are proposals for approvals:

1. For Bachelor of Business Administration (BBA) in Finance, change the electives from:

“Electives: 15 credit hours

Professional Electives (Choose 5 undergraduate courses from ACC, MGT, CSC, ECO, FIN, IFS, MKT)”

To:

Electives: 15 credit hours

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

On a motion made by ██████████ and seconded by ██████████ the Committee unanimously approved the changes of electives in Bachelor of Business Administration (BBA) in Finance.

2. For Bachelor of Business Administration (BBA) in Management, change the electives from:

“Electives: 15 credit hours

Professional Electives (Choose 5 undergraduate courses from ACC, MGT, CSC, ECO, FIN, IFS, MKT)”

To:

Electives: 15 credit hours

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

On a motion made by [REDACTED] and seconded by [REDACTED] the Committee unanimously approved the changes of electives in Bachelor of Business Administration (BBA) in Management.

3. For Bachelor of Science in IT in Computer Science, change the electives from:

“Electives: 15 credit hours

Professional Electives (Choose 5 undergraduate courses from ACC, MGT, CSC, ECO, FIN, IFS, MKT)”

To:

Electives: 15 credit hours

CSC 365	Programming Hand Held Devices
CSC 368	Web Programming
CSC 417	Object-Oriented Programming
CSC 420	Image Processing
CSC 433	Information Retrieval
IFS 337	Principles of Decision Making
IFS 377	Data Mining
IFS 411	Cyber Security

On a motion made by [REDACTED] and seconded by [REDACTED] the Committee unanimously approved the changes of electives in Bachelor of Science in IT in Computer Science.

4. For Bachelor of Science in IT in Management Information Systems, change the electives from:

“Electives: 15 credit hours

Professional Electives (Choose 5 undergraduate courses from ACC, MGT, CSC, ECO, FIN, IFS, MKT)”

To:

Electives: 15 credit hours

CSC 325	Operating Systems
CSC 327	Data Structure
CSC 332	Data Communication
CSC 417	Object-Oriented Programming
CSC 433	Information Retrieval
IFS 381	Business Process Management
IFS 439	Business Intelligence
IFS 444	Systems Analysis and Design

On a motion made by [REDACTED] and seconded by [REDACTED] the Committee unanimously approved the changes of electives in Bachelor of Science in IT in Management Information Systems.

The meeting adjourned at 12:11 p.m.

Si Tanka University
Board of Directors Meeting
March 5, 2017
9:00 AM, Room 3

Attendance

- [REDACTED] (Chair)
- [REDACTED] (Vice Chair)
- [REDACTED] (Treasurer)
- [REDACTED] (President)
- [REDACTED] (Faculty Representative)
- [REDACTED] (Academic Dean)
- [REDACTED] (IT Department Chair)
- [REDACTED] (Business Manager)

Agenda

Call to Order [REDACTED] Chair

Approval of Minutes

December 6, 2016 minutes were distributed.

On a motion made by [REDACTED] and seconded by [REDACTED] the Board unanimously approved the minutes, as presented.

Approved.

Chair's Report [REDACTED] Chair

College Success Plan. The Strategic Enrollment Management Plan was distributed. Chair Patel said the plan was developed because of concerns regarding enrollment. At last year's Board retreat, enrollment data from the last few years was reviewed, and teams were formed to address the issue. Suggestions included:

- More outreach
- More communication with prospective students
- Flexible class scheduling
- Partnerships with the community
- Hire an enrollment consultant

The plan includes five core themes: Entry Services, Communications, Product, Technology and Institutional Structures, and emphasizes the importance of focusing on what happens to students once they enroll and how we support them while they are here. The Board reviewed the plan together. She noted that it is a work in progress and will be updated as needed.

On a motion made by [REDACTED] and seconded by [REDACTED] the Board unanimously approved the College Success Plan.

Approved.

Treasurer's Report [REDACTED] Treasurer

[REDACTED] distributed a draft revenue summary for 2016. There is a profit of \$(b)(6) but it is not official until the Board has received the official auditing report from the auditor.

[REDACTED] moved and [REDACTED] seconded to approve the treasurer's report.

Approved.

Reports

Accreditation

Harold Harris

ACICS Site Visit Report arrived on March 1. There are some citations and they are fixable. We have until March 13 to submit our response. Harold and his team will work with faculty and will complete the report in one week.

Action Items

As an effort to comply with ACICS requirements, the following action items from the Board of Directors are needed:

1. Change "BS-IT with a concentration in Computer Science" to "BS-IT in Computer Science." The following is the description of the degree program:

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

data science, computer graphics, artificial intelligence, database systems, computer architecture, and computer networks, among other topics.”

██████████ moved and ██████████ seconded to approve the change “BS-IT with a concentration in Computer Science” to “BS-IT in Computer Science” with new program description.

Approved.

2. Change “BS-IT with a concentration in Management Information Systems” to “BS-IT in Management Information Systems.” The following is the description of the degree program:

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

██████████ moved and ██████████ seconded to approve the change “BS-IT with a concentration in Management Information Systems” to “BS-IT in Management Information Systems” with new program description.

Approved.

3. Change “BBA with a concentration in Finance” to “BBA in Finance.” The following is the description of the degree program:

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

██████████ moved and ██████████ seconded to approve the change “BBA with a concentration in Finance” to “BBA in Finance” with new program description.

Approved.

4. Change “BBA with a concentration in Management” to “BBA in Management.” The following is the description of the degree program:

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

██████████ moved and ██████████ seconded to approve the change “BBA with a concentration in Management” to “BBA in Management” with new program description.

Approved.

5. Change “MBA with a concentration in Finance” to “MBA in Finance.” The following is the description of the degree program:

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

██████████ moved and ██████████ seconded to approve the change “MBA with a concentration in Finance” to “MBA in Finance” with new program description.

Approved.

6. Change “MBA with a concentration in Management” to “MBA in Management.” The following is the description of the degree program:

“The ideal preparation for the dynamic business world of today and tomorrow, the Master of Business Administration program (MBA) in Management is a systems approach designed to produce effective managers who understand the linkages between their organizational domain and the larger corporate environment. In STU’s Master of Business Administration in Management program, students

develop their skills in teamwork, critical thinking, problem-solving, and networking. The objective of this program is to develop students into broadly educated business managers and executives who understand the nature of business as a whole, with the tools and techniques applicable to a wide variety of business situations. Courses in the MBA in Management program integrate information and theories from various disciplines, including accounting, economics, finance, marketing, production operations, and strategic management.”

██████████ moved and ██████████ seconded to approve the change “MBA with a concentration in Management” to “MBA in Management” with new program description.

Approved.

Copy of revised 2016 – 2018 catalog was distributed.

On a motion made by ██████████ and seconded by ██████████ the Board unanimously approved the catalog, as presented.

Approved.

Copy of 2017 – 2022 Library Strategic Plan was distributed.

On a motion made by ██████████ and seconded by ██████████ the Board unanimously approved the Library Strategic Plan, as presented.

Other

Next Board of Directors Meeting

May 1, 2017 –10:00 AM at room 3 to approve the strategic plan and self-study and IEP (Institutional Effectiveness Plan).

Adjournment at 11:44 AM.



ACADEMIC CREDIT ANALYSIS Form

To print any worksheet open the worksheet / go to FILE / PRINT / and make sure "Active Worksheet" is selected / click OK

See **Instructions** worksheet for detailed instructions

Institution ID	00276405	Institution Name:	Si Tanka University										
Program Name	Bachelor of Business Administration in Finance												
Unit of credit used by the institution - check one													
Clock Hour		<input type="checkbox"/>	15		a. How many contact hours equal one lecture credit?								
*Quarter Credit Hour		<input type="checkbox"/>	3		b. How many contact hours equal one laboratory credit?								
*Semester Credit Hour		<input checked="" type="checkbox"/>	3.33		c. How many contact hours equal one internship/externship credit?								
TOTALS			2,340.00	2,340.00	-	-	-	-	156.00	-	-	156.00	-
Course Number	Course Titles	Gen Ed (Y/N)	DE (Y/N)	CONTACT HOURS				CREDIT HOURS				Total Credits Awarded	Adjusted Credits Awarded
				Clock	Lecture	Lab	Intern Extern	Clock	Lecture	Lab	Intern Extern		
COM 303	Intercultural Communications	Y	N	45.00	45.00			-	3.00	-	-	3.00	
COM 305	Writing for the Internet	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 111	College English I	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 112	College English II	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 113	Introduction to Speech	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 103	College Algebra	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 114	Mathematics for Computer Science	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 231	Calculus	Y	N	45.00	45.00			-	3.00	-	-	3.00	
STA 201	Introduction to Statistics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 122	Introductory Anthropology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 214	Human Evolution	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 219	Environmental Anthropology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 111	Early American History	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 112	Islam and the Middle East	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 213	History of Traditional East Asia	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ART 115	Modern Art History	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 201	Introduction to Western Philosophy	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 301	Logic	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 302	Ethics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 124	Introduction to Chemistry	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 134	Introduction to Biology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 144	Introduction to Physics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 154	Introduction to Geology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 164	Introduction to Environmental Science	Y	N	45.00	45.00			-	3.00	-	-	3.00	
POL 120	American Political Thoughts	Y	N	45.00	45.00			-	3.00	-	-	3.00	
POL 130	Climate Changes and International Politics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SOC 300	Social Psychology	Y	N	45.00	45.00			-	3.00	-	-	3.00	



ACADEMIC CREDIT ANALYSIS Form

		TOTALS		2,340.00	2,340.00	-	-		156.00	-	-	156.00	-
Course Number	Course Titles	Gen Ed (Y/N)	DE (Y/N)	CONTACT HOURS				CREDIT HOURS				Total Credits Awarded	Adjusted Credits Awarded
				Clock	Lecture	Lab	Intern Extern	Clock	Lecture	Lab	Intern Extern		
SOC 313	Law and Society	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ACC 201	Introduction to Financial Accounting	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 201	Finance Theory	N	N	45.00	45.00			-	3.00	-	-	3.00	
ECO 201	Principles of Microeconomics	N	N	45.00	45.00			-	3.00	-	-	3.00	
ECO 202	Principles of Macroeconomics	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 301	Financial Law	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 333	Financial Quantitative Methods	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 356	Financial Capital	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 380	Entrepreneurship	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 411	Investment	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 420	Real Estate Finance	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 422	Corporate Finance	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 423	International Trade	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 201	Principles of Management	N	N	45.00	45.00			-	3.00	-	-	3.00	
MKT 201	Marketing Principles	N	N	45.00	45.00			-	3.00	-	-	3.00	
MKT 307	Contemporary Globalization	N	N	45.00	45.00			-	3.00	-	-	3.00	
ACC 215	Computerized Accounting	N	N	45.00	45.00			-	3.00	-	-	3.00	
ACC 319	Managerial Accounting	N	N	45.00	45.00			-	3.00	-	-	3.00	
ECO 307	The Global Economy	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 267	Personal Finance	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 352	Security Valuation	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 439	Behavioral Finance	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 300	Strategic Planning	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 313	Teams, Groups and Leadership	N	N	45.00	45.00			-	3.00	-	-	3.00	
MKT 377	E-Commerce	N	N	45.00	45.00			-	3.00	-	-	3.00	
FINAL ROW (Delete rows above as needed)													



Accrediting Council for Independent Colleges and Schools

ACADEMIC CREDIT ANALYSIS Form

To print any worksheet open the worksheet / go to FILE / PRINT / and make sure "Active Worksheet" is selected / click OK

See **Instructions** worksheet for detailed instructions

Institution ID	00276405	Institution Name:	Si Tanka University										
Program Name	Bachelor of Business Administration in Management												
Unit of credit used by the institution - check one													
Clock Hour	<input type="checkbox"/>	}	15	a. How many contact hours equal one lecture credit?									
*Quarter Credit Hour	<input type="checkbox"/>		3	b. How many contact hours equal one laboratory credit?									
*Semester Credit Hour	<input checked="" type="checkbox"/>		3.33	c. How many contact hours equal one internship/externship credit?									
TOTALS			2,340.00	2,340.00	-	-	156.00	-	-	156.00	-		
Course Number	Course Titles	Gen Ed (Y/N)	DE (Y/N)	CONTACT HOURS				CREDIT HOURS				Total Credits Awarded	Adjusted Credits Awarded
				Clock	Lecture	Lab	Intern Extern	Clock	Lecture	Lab	Intern Extern		
COM 303	Intercultural Communications	Y	N	45.00	45.00			-	3.00	-	-	3.00	
COM 305	Writing for the Internet	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 111	College English I	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 112	College English II	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 113	Introduction to Speech	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 103	College Algebra	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 114	Mathematics for Computer Science	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 231	Calculus	Y	N	45.00	45.00			-	3.00	-	-	3.00	
STA 201	Introduction to Statistics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 122	Introductory Anthropology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 214	Human Evolution	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 219	Environmental Anthropology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 111	Early American History	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 112	Islam and the Middle East	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 213	History of Traditional East Asia	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ART 115	Modern Art History	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 201	Introduction to Western Philosophy	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 301	Logic	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 302	Ethics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 124	Introduction to Chemistry	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 134	Introduction to Biology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 144	Introduction to Physics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 154	Introduction to Geology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 164	Introduction to Environmental Science	Y	N	45.00	45.00			-	3.00	-	-	3.00	
POL 120	American Political Thoughts	Y	N	45.00	45.00			-	3.00	-	-	3.00	
POL 130	Climate Changes and International Politics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SOC 300	Social Psychology	Y	N	45.00	45.00			-	3.00	-	-	3.00	



ACADEMIC CREDIT ANALYSIS Form

		TOTALS		2,340.00	2,340.00	-	-		156.00	-	-	156.00	-
Course Number	Course Titles	Gen Ed (Y/N)	DE (Y/N)	CONTACT HOURS				CREDIT HOURS				Total Credits Awarded	Adjusted Credits Awarded
				Clock	Lecture	Lab	Intern Extern	Clock	Lecture	Lab	Intern Extern		
SOC 313	Law and Society	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ACC 201	Introduction to Financial Accounting	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 201	Finance Theory	N	N	45.00	45.00			-	3.00	-	-	3.00	
ECO 201	Principles of Microeconomics	N	N	45.00	45.00			-	3.00	-	-	3.00	
ECO 202	Principles of Macroeconomics	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 301	Financial Law	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 220	Information Policy	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 201	Principles of Management	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 300	Strategic Planning	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 312	Human Resource Management	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 313	Teams, Groups and Leadership	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 412	Managerial Psychology	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 450	International Management	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 472	Operations Management	N	N	45.00	45.00			-	3.00	-	-	3.00	
MKT 201	Marketing Principles	N	N	45.00	45.00			-	3.00	-	-	3.00	
MKT 307	Contemporary Globalization	N	N	45.00	45.00			-	3.00	-	-	3.00	
ACC 215	Computerized Accounting	N	N	45.00	45.00			-	3.00	-	-	3.00	
ACC 319	Managerial Accounting	N	N	45.00	45.00			-	3.00	-	-	3.00	
ECO 307	The Global Economy	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 267	Personal Finance	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 352	Security Valuation	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 439	Behavioral Finance	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 431	Project Management	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 445	Small Business Management	N	N	45.00	45.00			-	3.00	-	-	3.00	
MKT 377	E-Commerce	N	N	45.00	45.00			-	3.00	-	-	3.00	
FINAL ROW (Delete rows above as needed)													



ACADEMIC CREDIT ANALYSIS Form

To print any worksheet open the worksheet / go to FILE / PRINT / and make sure "Active Worksheet" is selected / click OK

See **Instructions** worksheet for detailed instructions

Institution ID: **00276405** Institution Name: **Si Tanka University**

Program Name: **Bachelor of Science in Information Technology in Computer Science**

Unit of credit used by the institution - check one

Clock Hour	<input type="checkbox"/>
*Quarter Credit Hour	<input type="checkbox"/>
*Semester Credit Hour	<input checked="" type="checkbox"/>

a. How many contact hours equal one lecture credit? **15**
 b. How many contact hours equal one laboratory credit? **3**
 c. How many contact hours equal one internship/externship credit? **3.33**

TOTALS	2,295.00	2,295.00	-	-	153.00	-	-	153.00	-
---------------	-----------------	-----------------	----------	----------	---------------	----------	----------	---------------	----------

Course Number	Course Titles	Gen Ed (Y/N)	DE (Y/N)	CONTACT HOURS				CREDIT HOURS				Total Credits Awarded	Adjusted Credits Awarded
				Clock	Lecture	Lab	Intern Extern	Clock	Lecture	Lab	Intern Extern		
COM 303	Intercultural Communications	Y	N	45.00	45.00			-	3.00	-	-	3.00	
COM 305	Writing for the Internet	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 111	College English I	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 112	College English II	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 113	Introduction to Speech	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 103	College Algebra	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 114	Mathematics for Computer Science	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 231	Calculus	Y	N	45.00	45.00			-	3.00	-	-	3.00	
STA 201	Introduction to Statistics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 122	Introductory Anthropology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 214	Human Evolution	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 219	Environmental Anthropology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 111	Early American History	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 112	Islam and the Middle East	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 213	History of Traditional East Asia	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ART 115	Modern Art History	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 201	Introduction to Western Philosophy	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 301	Logic	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 302	Ethics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 124	Introduction to Chemistry	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 134	Introduction to Biology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 144	Introduction to Physics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 154	Introduction to Geology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 164	Introduction to Environmental Science	Y	N	45.00	45.00			-	3.00	-	-	3.00	
POL 120	American Political Thoughts	Y	N	45.00	45.00			-	3.00	-	-	3.00	
POL 130	Climate Changes and International Politics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SOC 300	Social Psychology	Y	N	45.00	45.00			-	3.00	-	-	3.00	



ACADEMIC CREDIT ANALYSIS Form

		TOTALS		2,295.00	2,295.00	-	-		153.00	-	-	153.00	-
Course Number	Course Titles	Gen Ed (Y/N)	DE (Y/N)	CONTACT HOURS				CREDIT HOURS				Total Credits Awarded	Adjusted Credits Awarded
				Clock	Lecture	Lab	Intern Extern	Clock	Lecture	Lab	Intern Extern		
SOC 313	Law and Society	Y	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 121	Computer Science I	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 122	Computer Science II	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 210	Database Management	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 211	Introduction to Digital Logic Design	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 224	Principles of Programming Languages	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 261	Introduction to Algorithm	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 325	Operating Systems	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 327	Data Structure	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 331	Computer Architecture	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 332	Data Communication	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 345	Computer Graphics	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 427	The Laws in Cyber Space	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 435	Cyber Intelligence	N	N	45.00	45.00				3.00			3.00	
IFS 442	Software Engineering	N	N	45.00	45.00				3.00			3.00	
MKT 377	E-Commerce	N	N	45.00	45.00				3.00			3.00	
CSC 365	Programming Hand Held Devices	N	N	45.00	45.00				3.00			3.00	
CSC 368	Web Programming	N	N	45.00	45.00				3.00			3.00	
CSC 417	Object-Oriented Programming	N	N	45.00	45.00				3.00			3.00	
CSC 420	Image Processing	N	N	45.00	45.00				3.00			3.00	
CSC 433	Information Retrieval	N	N	45.00	45.00				3.00			3.00	
IFS 337	Principles of Decision Making	N	N	45.00	45.00				3.00			3.00	
IFS 377	Data Mining	N	N	45.00	45.00				3.00			3.00	
IFS 411	Cyber Security	N	N	45.00	45.00				3.00			3.00	
FINAL ROW (Delete rows above as needed)													



Accrediting Council for Independent Colleges and Schools

ACADEMIC CREDIT ANALYSIS Form

To print any worksheet open the worksheet / go to FILE / PRINT / and make sure "Active Worksheet" is selected / click OK

See **Instructions** worksheet for detailed instructions

Institution ID	00276405	Institution Name:	Si Tanka University										
Program Name	Bachelor of Science in Information Technology in Management Information Systems												
Unit of credit used by the institution - check one													
Clock Hour	<input type="checkbox"/>	}	15	a. How many contact hours equal one lecture credit?									
*Quarter Credit Hour	<input type="checkbox"/>		3	b. How many contact hours equal one laboratory credit?									
*Semester Credit Hour	<input checked="" type="checkbox"/>		3.33	c. How many contact hours equal one internship/externship credit?									
TOTALS			2,340.00	2,340.00	-	-	156.00	-	-	156.00	-		
Course Number	Course Titles	Gen Ed (Y/N)	DE (Y/N)	CONTACT HOURS				CREDIT HOURS				Total Credits Awarded	Adjusted Credits Awarded
				Clock	Lecture	Lab	Intern Extern	Clock	Lecture	Lab	Intern Extern		
COM 303	Intercultural Communications	Y	N	45.00	45.00			-	3.00	-	-	3.00	
COM 305	Writing for the Internet	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 111	College English I	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 112	College English II	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ENG 113	Introduction to Speech	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 103	College Algebra	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 114	Mathematics for Computer Science	Y	N	45.00	45.00			-	3.00	-	-	3.00	
MAT 231	Calculus	Y	N	45.00	45.00			-	3.00	-	-	3.00	
STA 201	Introduction to Statistics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 122	Introductory Anthropology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 214	Human Evolution	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ANT 219	Environmental Anthropology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 111	Early American History	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 112	Islam and the Middle East	Y	N	45.00	45.00			-	3.00	-	-	3.00	
HST 213	History of Traditional East Asia	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ART 115	Modern Art History	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 201	Introduction to Western Philosophy	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 301	Logic	Y	N	45.00	45.00			-	3.00	-	-	3.00	
PHI 302	Ethics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 124	Introduction to Chemistry	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 134	Introduction to Biology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 144	Introduction to Physics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 154	Introduction to Geology	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SCI 164	Introduction to Environmental Science	Y	N	45.00	45.00			-	3.00	-	-	3.00	
POL 120	American Political Thoughts	Y	N	45.00	45.00			-	3.00	-	-	3.00	
POL 130	Climate Changes and International Politics	Y	N	45.00	45.00			-	3.00	-	-	3.00	
SOC 300	Social Psychology	Y	N	45.00	45.00			-	3.00	-	-	3.00	



ACADEMIC CREDIT ANALYSIS Form

		TOTALS		2,340.00	2,340.00	-	-		156.00	-	-	156.00	-
Course Number	Course Titles	Gen Ed (Y/N)	DE (Y/N)	CONTACT HOURS				CREDIT HOURS				Total Credits Awarded	Adjusted Credits Awarded
				Class	Lecture	Lab	Intern Extern	Class	Lecture	Lab	Intern Extern		
SOC 313	Law and Society	Y	N	45.00	45.00			-	3.00	-	-	3.00	
ACC 201	Introduction to Financial Accounting	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 121	Computer Science I	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 122	Computer Science II	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 210	Database Management	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 331	Computer Architecture	N	N	45.00	45.00			-	3.00	-	-	3.00	
FIN 201	Finance Theory	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 101	Information Systems Principles	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 220	Information Policy	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 337	Principles of Decision Making	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 377	Data Mining	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 411	Cyber Security	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 427	The Laws in Cyber Space	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 435	Cyber Intelligence	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 442	Software Engineering	N	N	45.00	45.00			-	3.00	-	-	3.00	
MGT 201	Principles of Management	N	N	45.00	45.00			-	3.00	-	-	3.00	
MKT 377	E-Commerce	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 325	Operating Systems	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 327	Data Structure	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 332	Data Communication	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 417	Object-Oriented Programming	N	N	45.00	45.00			-	3.00	-	-	3.00	
CSC 433	Information Retrieval	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 381	Business Process Management	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 439	Business Intelligence	N	N	45.00	45.00			-	3.00	-	-	3.00	
IFS 444	Systems Analysis and Design	N	N	45.00	45.00			-	3.00	-	-	3.00	
FINAL ROW (Delete rows above as needed)													



Si Tanka University

2016 – 2018 Catalog (Revised 3-2017)

Published by the Si Tanka University, September 2016. All rights reserved, no part of this catalog may be reproduced in any form or by any electronic or mechanical means including information storage and retrieval systems without permission in writing from the Si Tanka University. Copyright 2016 by Si Tanka University, 5000 Broadband Lane, Sioux Falls, SD 57108. www.sitanka.us.

Table of Contents

A Message from the President	5
Notice	6
About Si Tanka University	7
Statement of Legal Control.....	7
Mission of the Si Tanka University	7
Vision Statement.....	7
Institutional Goals and Objectives	8
Si Tanka University Location	8
University Governance	8
Ownership of Documents	9
Admission to the University	9
Application Procedures.....	10
Readmission	11
Computer Literacy and Competency	11
Transfer Policies	11
Transferability of Courses and Programs	13
Graduation Requirements	13
Degree with Distinction.....	13
Fees and Tuition (in USD) 2016 – 2017.....	13
Expenses and Payments.....	14
Add/Drop Fees.....	14
Late Registration Fees	14
Cancellation and Refund Policy	14
Academic Policies & Procedures.....	16
Regular Students.....	16
Non-matriculated Students	17
Special Students.....	17
Academic Advising	17
Registration.....	17
Student Contact Information.....	18
Calendar.....	18
Credit/Academic Year	18
Change in Registration	18
Independent Studies	19

Withdrawal from Si Tanka University.....	19
Grading System	19
Grade Point Average (GPA).....	20
Attendance.....	21
Satisfactory Academic Progress Policy (SAP)	22
The SAP Appeal Process.....	25
Academic Plan for SAP Improvement.....	26
Academic Warnings, Probation & Suspension.....	26
Degree Requirements	29
Students’ Rights, Privileges and Responsibilities.....	30
Student Services	30
Alumni Services	30
Alumni Association	31
Job Placement.....	31
Library Services and Learning Resources	31
Codes of Conduct	34
Verification of Student Identity	35
Complaint and Grievance Policies.....	36
Administrative Policies.....	40
School Closing.....	40
Transcript Validation.....	40
Family Educational Rights and Privacy Act of 1974 (FERPA).....	40
Change of Name and Address	41
Dean’s List.....	41
Course Codes.....	42
Undergraduate Programs	42
Admissions	43
English Proficiency Requirements.....	43
Transfer Policy	43
Graduation Requirements	43
Bachelor of Business Administration (BBA) in Finance.....	44
Bachelor of Business Administration (BBA) in Management.....	47
Bachelor of Science in Information Technology (BSIT) in Computer Science.....	50
Bachelor of Science in Information Technology (BSIT) in Management Information Systems.....	53
Graduate Programs	56
Admissions	57
English Proficiency Requirements.....	57

Transfer Policy	57
Graduation Requirements	57
Master of Science in Computer Science (MSCS)	58
Master of Business Administration (MBA) in Finance	60
Course Descriptions.....	61
English Proficiency Program	90
Academic Calendar.....	93
2015– 2016	93
2016– 2017	94
2017– 2018	95
The Board of Directors	96
University Staff	97
Faculty List.....	98

A Message from the President...

Dear Students:

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Harold L. Harris". The signature is written in a cursive style with some loops and flourishes.

Harold L. Harris

President

Notice

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

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

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

About Si Tanka University

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

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

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

Statement of Legal Control

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

Mission of Si Tanka University

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

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

-Board Action (Approved September 2016)

Vision Statement

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

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

-Board Action (Approved September 2016)

Institutional Goals and Objectives

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

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

-Board Action (Approved September 2016)

Si Tanka University Location

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

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

University Governance

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

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

Ownership of Documents

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

Admission to the University

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

For undergraduate:

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

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

For graduate:

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

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

Application Procedures

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

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

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

Or, downloaded from www.sitanka.us.

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

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

Readmission

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

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

Computer Literacy and Competency

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

Conditional Enrollment Status

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

Transfer Policies

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

The Si Tanka University Transfer Policies are:

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

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

Transferability of Courses and Programs

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

Graduation Requirements

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

Degree with Distinction

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

Fees and Tuition (in USD) 2016 – 2017

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

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

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

*non-refundable fees

Expenses and Payments

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

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

Add/Drop Fees

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

Late Registration Fees

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

CANCELLATION AND REFUND POLICY

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

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

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

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

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

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

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

Academic Policies & Procedures

Regular Students

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

Degree Program	Minimum Courses per quadmester
Undergraduate	3

Graduate	2
-----------------	----------

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 quadmesters: Fall, Winter, Spring, and Summer. Students may apply for acceptance into any one of these quadmesters.

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 quadmesters: fall, spring, summer and winter. Every quadmester includes 12-week of classes.

Change in Registration

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

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

Independent Studies

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

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

Withdrawal from Si Tanka University

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

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

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

Grading System

Grades

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

Weighted Grades

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

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

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

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

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

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

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

Grade Point Average (GPA)

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

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

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

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

Attendance

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

Academic Regulations

Academic regulations have a two-fold purpose:

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

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

Satisfactory Progress

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

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

Students who fail to meet any of the above minimum SAP requirements will be considered not maintaining satisfactory academic progress and be notified of their SAP status via STU email and/or USPS. It is the student's responsibility to monitor their SAP status and should they not receive notice from the University their SAP status and 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:

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

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

Quantitative Requirement: Minimum Required Completion Rate

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

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

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

Failure to Meet SAP Requirements

SAP Warning

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

SAP Suspension

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

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

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

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

SAP Probation

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

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

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

SAP Extended Enrollment

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

Appealing SAP Suspension

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

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

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

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

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

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

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

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

Reinstatement of Suspended Students

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

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

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

Additional SAP Information

Transfer Credits and SAP Evaluation

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

Withdrawals and SAP Evaluation

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

Incomplete Grades and SAP Evaluation

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

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

Repeated Course and SAP Evaluation

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

Non-punitive Grades and SAP Evaluation

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

Non-credit Remedial Courses and SAP Evaluation

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

Change of Program / Additional Credentials and SAP Evaluation

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

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

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

ACADEMIC PLAN FOR SAP IMPROVEMENT

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

Academic Warnings, Probation & Suspension

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

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

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

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

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

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

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

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

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

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

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

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

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

Satisfactory Progress and Attendance for Veterans

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

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

Degree Requirements

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

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

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

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

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

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

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

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

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

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

Students' Rights, Privileges and Responsibilities

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

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

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

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

Student Services

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

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

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

Alumni Services

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

Alumni Association

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

www.sitanka.us/alumni

Job Placement

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

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

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

Library Services and Learning Resources

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

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

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

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

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

Reference collection – The Reference library contains 112 titles.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Code of Conduct

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

Academic Integrity

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

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

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

- Students' responsibility to enforce the STU Code

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

- Faculty and staff responsibility to enforce the STU Code

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

- Ethics Advocates

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

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

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

Verification of Student Identity

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

One or more of the following methods must be used:

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

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

Complaint and Grievance Policies

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Administrative Policies

School Closing

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

Transcript Validation

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

Family Educational Rights and Privacy Act of 1974 (FERPA)

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

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

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

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

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

Change of Name and Address

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

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

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

Dean's List

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

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

COURSE CODES

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

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

Generally, the numbering system works as following:

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

Undergraduate Programs

Admissions

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

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

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

English Proficiency Requirements

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

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

Transfer Policy

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

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

Graduation Requirements

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

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

Bachelor of Business Administration (BBA) in Finance

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

Course requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with “*” are required.)

English: minimum 9 credit hours

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

Analytical Reasoning: minimum 9 credit hours

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

Cultural Studies: minimum 6 credit hours

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

Arts & Humanities: minimum 6 credit hours

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

Natural Sciences: minimum 6 credit hours

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

Social & Behavioral Sciences: minimum 6 credits

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

Major Requirements: 60 credit hours

Concentrations: 45 credit hours

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

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

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

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

Bachelor of Business Administration (BBA) in Management

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

Course requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with “*” are required.)

English: minimum 9 credit hours

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

Analytical Reasoning: minimum 9 credit hours

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

Cultural Studies: minimum 6 credit hours

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

Arts & Humanities: minimum 6 credit hours

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

Natural Sciences: minimum 6 credit hours

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

Social & Behavioral Sciences: minimum 6 credits

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

Major Requirements: 60 credit hours

Concentrations: 45 credit hours

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

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

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

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

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

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

Course Requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with "*" are required.)

English: minimum 9 credit hours

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

Analytical Reasoning: minimum 9 credit hours

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

Cultural Studies: minimum 6 credit hours

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

Arts & Humanities: minimum 6 credit hours

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

PHI 302 Ethics

Natural Sciences: minimum 6 credit hours

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

Social & Behavioral Sciences: minimum 6 credits

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

Major Requirements: 60 credit hours

Concentration: 45 credit hours

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

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

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

IFS 411 Cyber Security

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

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

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

Course Requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with "*" are required.)

English: minimum 9 credit hours

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

Analytical Reasoning: minimum 9 credit hours

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

Cultural Studies: minimum 6 credit hours

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

Arts & Humanities: minimum 6 credit hours

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

PHI 302 Ethics

Natural Sciences: minimum 6 credit hours

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

Social & Behavioral Sciences: minimum 6 credits

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

Major Requirements: 60 credit hours

Concentration: 45 credit hours

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

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

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

IFS 439 Business Intelligence
IFS 444 Systems Analysis and Design

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

Graduate Programs

Admissions

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

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

English Proficiency Requirements

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

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

Transfer Policy

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

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

Graduation Requirements

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

Master of Science in Computer Science (MSCS)

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

Course Requirements: 36 credit hours

Cornerstone Courses: 15 credit hours

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

Concentration (choose 7): 21 credit hours**

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

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

Master of Business Administration (MBA) in Finance

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

Course Requirements: 36 credit hours

Cornerstone Courses: 15 credit hours

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

Concentration (choose 7): 21 credit hours**

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

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

Master of Business Administration (MBA) in Management

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

Course Requirements: 36 credit hours

Cornerstone Courses: 15 credit hours

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

Concentration (choose 7): 21 credit hours**

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

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

Course Descriptions



Accounting

ACC 201 Introduction to Financial Accounting (3 Cr.)

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

No prerequisite.

ACC 215 Computerized Accounting (3 Cr.)

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

Prerequisite – ACC 201

ACC 319 Managerial Accounting (3 Cr.)

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

Prerequisite – ACC 201

ACC 500 Accounting for Managers (3 Cr.)

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

No prerequisite.