

SOUTHERN STATES UNIVERSITY



GENERAL CATALOG 2019-2020 CALIFORNIA

July 1, 2019 – June 30, 2020

Updated March 10, 2020

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As of the date of this publication of the General Catalog content is considered true and correct. The information herein is reviewed by annually by the University Administration; however, the content of this catalog may contain errors and may be changed as deemed necessary and appropriate. The University reserves the right to make changes of any nature in programs, calendar, academic schedule, and charges whenever these are determined to be necessary or desirable, including changes in course content, course availability, tuition and fees, and other academic activities. Any changes become binding on all students at the time they are officially announced and published in any public forum. If addenda are required between publications, these addenda will be available on the electronic version of the catalog. The online version is considered definitive should discrepancies exist between the online and printed versions of the catalog. Students are urged to contact Student Services with any questions.

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How to Use this Catalog

The Southern States University Catalog is a comprehensive guide to SSU programs, course offerings, services, tuition, faculty, academic policies, and other information of general importance to SSU students in California. Names and contact numbers for other University publications and offices, which may offer additional information about specific areas of interest, are included.

The Catalog is divided into five major sections:

- Information About Southern States University;
- Academic Policies and Procedures;
- Academic Programs of Study;
- Course Descriptions; and
- Lists of administrators and faculty.

Students admitted to a university program should keep this Catalog accessible as a source of general information. A familiarity with catalog contents should aid student progress toward graduation.

Catalog Updates

Since the original publication of this annual catalog, the following changes have been made.

Published Date of Change	Change Made	Page Number
September 24, 2019	Revised Mission Statement	8
September 24, 2019	Revised Vision Statement	8
September 24, 2019	Add Institutional Learning Outcomes by degree level	8-9
September 24, 2019	Updated Board of Directors	25
September 24, 2019	Updated VA Student transcript requirements	99, 112, 115, 124, 135
September 24, 2019	Updated Administration and Staff	159
January 30, 2020	Update English proficiency requirements	99, 112, 124, 135
March 10, 2020	Remove Internship Course from MBA	--
March 10, 2020	Addition of General Education Learning Outcomes	95
March 10, 2020	Updates to BU500	16, 109, 153
March 10, 2020	Update graduate business program course prerequisites	153-156
March 10, 2020	Update Administration, Staff, and Faculty	160-163
March 10, 2020	Update learning modality to include Hybrid	14

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A MESSAGE FROM THE CHANCELLOR

Southern States University was first established over 30 years ago in Orange County, California and in 2005 was acquired by an education-focused corporation, which immediately re-directed the University and its programs to better reflect the needs of the global business community. Since January 2006, SSU has grown from less than 10 students in one location to close to 500 students studying in Degree and Certificate Programs at three campuses: in San Diego and Irvine, California and in Las Vegas, Nevada. The quality, depth and breadth of our faculty, students and staff have been steadily improving quarter-by-quarter, year-by-year, as evidenced by SSU achieving national accreditation in August 2010, by the Accrediting Council of Independent Colleges and Schools (ACICS). In December 2017, SSU achieved eligibility status towards regional accreditation with the WASC Senior College and University Commission.

Our mission is to educate the leaders of tomorrow, while preparing you to develop and achieve your personal and professional goals. Our Degree and Certificate Programs have been designed to train you to succeed in the world of business and information technology studies, and to develop tomorrow's industry leaders.

Please spend a few minutes reviewing this catalog, the purpose of which is to accurately detail everything our students need to know about being a registered student at SSU. In addition to providing a listing and description of all of the classes offered at the University, this catalog provides answers to most of the questions you may have regarding items such as pricing, schedules, policies and procedures. If you don't find all of the answers here, our faculty and staff are always available and happy to help you with any questions you might have.

Please let us know if there is anything we can do to serve you better. Everyone in our administration values your feedback, and I am always personally interested in hearing from students, as we continue striving to provide each of you with the highest quality educational experience.

I would like to warmly welcome you to our community of scholars at Southern States University. I sincerely hope and expect that you will have a wonderful experience with us!

Sincerely,

John D. Tucker
Chancellor

About Southern States University

Mission Statement

The mission of Southern States University is to offer undergraduate and graduate education by providing affordable, high-quality learning opportunities to a diverse community of students, empowering them to apply their acquired skills and knowledge to lead productive lives, enhance career opportunities, and become contributing members of the global community.

SSU Vision

The University was established as an institution which brings together a diverse community of students to study in a collaborative learning environment to promote critical thinking, ethical behavior, information literacy, technological proficiency, communication skills, and intercultural awareness.

Educational Objectives:

The University has the following objectives:

- Offer a value-driven, focused set of programs to educate students in the fields of Business, and Information Technology Studies.
- Promote tolerance among staff and students of all races, cultures, religions, ethnicities, genders and sexual orientations.
- Promote critical thinking, decision-making skills and intellectual inquiry.
- Inspire leadership and teamwork.
- Create a learning environment that encourages students to develop the highest standards of ethical and professional behavior.
- Integrate formal academic learning with practical experience by employing real-world case studies.
- Deliver instruction through classroom and distance learning methodologies.
- Serve students with diverse socio-economic backgrounds.
- Demonstrate continued commitment to student success.

Institutional Learning Outcomes:

Graduate-Level Programs

By graduation, students enrolled in a graduate-level program will be able to:

- Critical thinking skills: Evaluate data from multiple sources to interpret and draw inferences in an organized fashion.
- Ethics: Demonstrate ethical standards, integrity, and social responsibility in academic, social, and professional environments.
- Information literacy: Engage in continuous learning opportunities in order to use well-designed and emerging research strategies to gather, analyze, and present information.
- Technology: Analyze appropriate technology to solve problems and present resolutions to the issues.
- Communication: Voice and exchange ideas professionally and appropriately through listening, speaking, reading, writing, and other modes of interpersonal expression.
- Cross-cultural awareness: Employ cross-cultural awareness of differing values, politics, communication styles, beliefs, and practices.

Undergraduate-Level Programs

By graduation, students enrolled in an undergraduate-level program will be able to:

- **Critical thinking skills:** Apply analytical skills to identify and solve problems, synthesize and evaluate ideas, and transform existing ideas into new forms.
- **Ethics:** Demonstrate ethical standards, integrity, and social responsibility in academic, social, and professional environments.
- **Information literacy:** Recognize, identify, and evaluate information to effectively and responsibly use and share in a manner that is appropriate to the disciplinary context.
- **Technology:** Apply appropriate technology to solve problems and present resolutions to the issues.
- **Communication:** Voice and exchange ideas professionally and appropriately through listening, speaking, reading, writing, and other modes of interpersonal expression.

Accreditation and Authorizations

Accreditation

SSU is Accredited by the Accrediting Council for Independent Colleges and Schools to award a bachelor's degree, master's degrees, and certificates.

The Accrediting Council for Independent Colleges and Schools (ACICS) is recognized as a national accrediting agency by the Council for Higher Education Accreditation.”

ACICS is located at 750 First Street, NE, Suite 980, Washington, DC 20002-4223, and can be reached at (202) 336-6780 (telephone), (202) 842-2593 (facsimile), acics@acics.org, and www.acics.org,

On Wednesday, December 13, 2017, Southern States University leadership received word that WASC Senior College and University Commission (WSCUC) voted to grant Southern States University "Eligibility" status. The following statement published by WSCUC accurately represents our standing in the regional accreditation process:

"Southern States University has applied for Eligibility from the WASC Senior College and University Commission (WSCUC). WSCUC has reviewed the application and determined that the University is eligible to proceed with an application for Candidacy and Initial Accreditation. A determination of Eligibility is not a formal status with the WASC Senior College and University Commission, nor does it ensure eventual accreditation. It is a preliminary finding that the institution is potentially accreditable and can proceed within five years of its Eligibility determination to be reviewed for Candidacy or Initial Accreditation status with the Commission. Questions about Eligibility may be directed to the institution or to WSCUC at wascsr@wascsenior.org or (510) 748-9001."

Achieving "Eligibility" completes the first of three major phases in the regional accreditation process.

Authorizations

Southern States University is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the law for private educational institutions.

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

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

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

This school is authorized under federal law to enroll nonimmigrant alien students.

Corporate Structure & Statement of Legal Control

Southern States University (SSU) was incorporated as a for-profit organization in 1983, and was purchased by Tepper Technologies, Inc. in 2005. Except as otherwise provided in the Articles of Incorporation or Bylaws of SSU, the powers of the corporation shall be exercised, its property controlled, and its affairs managed by its Board of Directors. The Board may delegate to such committees, councils or other groups as it shall create, any of its powers that it may deem judicious, keeping in mind that it has the ultimate responsibility for SSU, and that it must ensure proper accountability by each of these groups.

The duties of the Board are: to define and maintain the mission of SSU; to ensure that the goals and objectives of SSU are implemented; to evaluate and monitor all programs; to develop programs and activities that promote SSU's mission; to establish and review fiscal and administrative policies; to approve an annual budget; to monitor finances; to ensure that adequate resources are available to SSU; to authorize all legal documents; and to present an annual report at the annual meeting.

The Chancellor (COO) shall, under the direction of the Board and its Chairperson, be responsible for overall planning and budgeting, and for the general management of the day-to-day operations of SSU.

The SSU Board of Directors is comprised of the following individuals:

- Gino Capozzi – Independent Member
- Geoffrey Forster – Independent Member
- Dianne Harmata – Non-Independent Member
- Dan Kuehler (Chair of the Board) – Independent Member
- Gary W. Lawson – Independent Member
- Denise S. Mastro – Non-Independent Member
- José Carlos Paiva Michel – Independent Member
- Christine Probett – Independent Member
- Harold Rucker – Non-Independent Member
- Massoud Saghafi – Independent Member
- John D. Tucker - Ex-officio, non-voting (Chancellor of Southern States University)

In accordance with the requirements of Ed. Code §94909(a)(12), SSU hereby states that it currently has no pending petition in bankruptcy and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Facilities Descriptions

Overview of Facilities

SSU operates three facilities. The Main Campus is in San Diego with branch campuses in Irvine, CA and Las Vegas, NV.

All campuses are staffed with instructors and administrators who can assist students with all of their needs.

Prospective and enrolled students are invited to stop by and visit all of SSU's campus locations. Regular office hours are 9:00 am – 6:00 pm., Pacific Standard Time, Monday through Friday.

Main Campus – San Diego, CA

The University's primary administrative and academic offices are located on its San Diego Campus. This campus occupies several rooms of a three-story building, which includes classrooms, administrative offices, a student lounge, a conference room, a computer laboratory, and a library.

SSU – San Diego Main Campus
1094 Cudahy Place, Suite 120
San Diego, CA, 92110
Phone: (619) 298-1829

Free parking is available on the surrounding streets. Trolley and bus services are also conveniently located relative to this facility.

Branch Campus – Irvine, CA

The Irvine branch campus is located close to the John Wayne Airport, providing easy access from all points of Orange, San Diego and Los Angeles Counties. This Branch Campus includes administrative offices, a library, a conference room, a student lounge, and classrooms.

SSU – Irvine Branch Campus
2855 Michelle Drive
Irvine, CA 92606
Phone: (949) 833-8868

The Equipment and Materials to be used for Degree and Certificate Programs Instruction

Computer - Projector - TV/Monitor - Projector Screen - Speakers - Computer Software and Books –
Chairs and Desks – Whiteboards - Podiums- Wi-Fi Internet – DVDs

INSTRUCTIONAL MODALITIES AND OPTIONS

Southern States University's programs are offered through two instructional modalities:

- On-campus residential instruction
- Online distance learning

All courses are conducted in English.

All programs and courses in this catalog are available to students at both California campus locations.

On Campus Residential Education

Residential instruction occurs in a classroom setting throughout the year at various Southern States University locations. Students are encouraged to visit our website at www.ssu.edu to view the current course schedule. Once enrolled, students are encouraged to use SSU's on-campus and virtual libraries, and local public libraries to find resources and information they need as they progress through their individual program of study.

Online Distance Learning

For online instruction, students access SSU's online courses via the internet, utilizing a web-based e-learning and course management platform and collaborate via an internet e-learning portal with Faculty and other students on a regular basis. In this modality, courses require that students complete at least an equivalent amount of work as required for a traditionally delivered course so that the acquired levels of knowledge, skills and/or competencies are at least equivalent to those acquired in a traditional format. Faculty may employ the same types of learning activities found in traditional courses, such as case studies, research projects and examinations, as well as require interaction with the Faculty and the other students via chat sessions and online discussion boards. Typically, interaction occurs throughout the week, with assignments returned within 7 calendar days.

To participate in distance learning instruction, students must be able to use a computer and have internet access. Students must have a computer with the following minimum configuration:

- Windows 7 or later or Mac OS 10.9 or above
- 2 GB RAM or greater is recommended
- 2.0 GHz Intel or AMD processor or greater
- Internet access with a minimum speed of 3 Mbps, higher speed is recommended
- Sound Card and Speakers and/or headphones
- Firefox or Internet Explorer 11 or higher. SSU recommends Google Chrome.
- Microsoft Office (Word, Excel and PowerPoint) or equivalent.

Online Distance Learning will be administered by the San Diego Campus (main campus).

International students with F-1 Visas may only enroll in online courses if they are simultaneously taking the required minimum residential courses in SSU's BBA program, (2 courses minimum), MBA program (1 course minimum), MSIT program (1 course minimum), Undergraduate-Level Certificate (2 courses minimum), and Graduate-level Certificates (1 course minimum).

International students residing outside the USA can enroll in all programs while completing their courses 100% online.

SSU offers a distance educational program where the instruction is not offered in real time. SSU shall transmit the first lesson and any materials to any student within seven (7) days after the institution accepts the student for admission (5 CCR §71716(a)). Additionally, approximately seven (7) days will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation back to the student (5 CCR §71810 (b)(11)).

Additionally, in accordance with state law, SSU shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If SSU transmits the balance of the material as the student requests, SSU shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted (5 CCR §71716(c)(1)(2)).

Hybrid Learning Modality

Several in-residence courses will employ a hybrid delivery platform in which students will attend on campus classroom activities at regularly scheduled times as well as complete learning activities and assessments via the student online distance learning platform.

Minimum Computer Configuration Requirements

To participate in distance learning instruction, students must be able to use a computer and have internet access. Students must have a computer with the following minimum configuration:

- Windows 7 or later or Mac OS 10.9 or above
- 2 GB RAM or greater is recommended
- 2.0 GHz Intel or AMD processor or greater
- Internet access with a minimum speed of 3 Mbps, higher speed is recommended
- Sound Card and Speakers and/or headphones
- Firefox or Internet Explorer 11 or higher. SSU recommends Google Chrome.
- Microsoft Office (Word, Excel and PowerPoint) or equivalent.

Academic Policies and Procedures

This section of the Academic Catalog contains general academic policies and procedures intended to ensure a consistent educational environment for all SSU students, and to assure such quality to external stakeholders (including government, licensing, accrediting, and approving agencies and partners as well as community members, University supporters, and current and future employers of SSU alumni). The University understands that exceptions to the policies may be inevitable under extenuating circumstances, to which the University will make every reasonable effort to accommodate such circumstances within the confines of the policy's spirit of intent. Should students find it necessary to request an exception to established University policies and procedures, students may submit an Academic Appeal in accordance with the Student Grievance Policy and Procedure.

Students are responsible for their adherence to all applicable SSU policies and procedures. A careful review of this course catalog is strongly recommended. Students are encouraged to contact SSU's Student Services for clarification and details. In the event of conflicting information, written correspondence takes precedence over any oral message.

Academic Catalog Rights

All students who enroll within Southern States University are bound by the policies and regulations published in this Catalog, beginning on the effective date of this catalog or until such time a new catalog is released, not to exceed one year.

Each student is individually responsible for the information contained within this catalog. Students will not be exempt from any penalties as the result of failure to read and comply with University policies and procedures.

Digital copies of this catalog are available for download through <https://ssu.edu/>

Southern States University Requirements

SSU intends to protect students concerning catalog rights. However, students should note that the courses required for a specific program of study may vary from one catalog publication to the next and often change during a student's tenure. To protect the catalog rights of students, the University allows actively enrolled students to select the graduation requirements (in their entirety) of either:

- The catalog which was in effect at the time the student was accepted into a program of study, or
- The catalog in effect when the student applies for graduation.

The University will authorize appropriate substitutions for discontinued or modified courses where students are following the program of study requirements as stated in the catalog under which they originally registered.

Catalog rights of students cannot supersede any State or Federal regulation or requirements governing students and the University.

Academic Calendar

URL: <http://www.ssu.edu/academics/academic-calendar/>

Summer 2019

Admissions Deadline (applications)	June 10, 2019
Tentative Registration Period for Current Students	TBD
Mandatory Orientation for New Students	July 1, 2019
BU 500, IT 500 Course for New Graduate Students	July 1 to 4, 2019
First Day of Classes (all new and current students)	July 8, 2019
Last Day to Add/Drop Classes (drop for 100% Refund)	July 15, 2019
Last Day to Withdraw (partial tuition and W grade)	August 19, 2019
Final Day of Classes	September 14, 2019
Grades Posted	September 20, 2019
Holidays (no classes)	Independence Day: July 4, 2019 Labor Day: September 2, 2019

Fall 2019

Admissions Deadline (applications)	September 9, 2019
Registration Deadline for Current Students	TBD
Mandatory Orientation for New Students	September 30, 2019
BU 500, IT 500 Course for New Graduate Students	September 30 to October 3, 2019
First Day of Classes (all new and current students)	October 7, 2019
Last Day to Add/Drop Classes (drop for 100% Refund)	October 14, 2019
Last Day to Withdraw (partial tuition and W grade)	November 18, 2019
Final Day of Classes	December 14, 2019
Grades Posted	December 20, 2019
Holidays (no classes)	Veterans Day: November 11, 2019 Thanksgiving Holiday: November 28-30, 2019

Winter 2020

Admissions Deadline (applications)	December 16, 2019
Registration Deadline for Current Students	TBD
Mandatory Orientation for New Students	January 6, 2020
BU 500, IT 500 Course for New Graduate Students	January 6 to 9, 2020
First Day of Classes (all new and current students)	January 13, 2020
Last Day to Add/Drop Classes (drop for 100% Refund)	January 20, 2020
Last Day to Withdraw (partial tuition and W grade)	February 24, 2020
Final Day of Classes	March 21, 2020
Grades Posted	March 27, 2020
Holidays (no classes)	President's Day: February 17, 2020

Spring 2020

Admissions Deadline (applications)	March 16, 2020
Tentative Registration Period for Current Students	TBD
Mandatory Orientation for New Students	April 6, 2020
IT 500 Course for New Graduate Students	April 6 to 9, 2020
First Day of Classes (all new and current students)	April 13, 2020
Last Day to Add/Drop Classes (drop for 100% Refund)	April 20, 2020
Last Day to Withdraw (partial tuition and W grade)	May 25, 2020
Final Day of Classes	June 20, 2020
Grades Posted	June 26, 2020
Graduation Ceremony 	June 28, 2020
Holiday (no classes)	Memorial Day: May 25, 2020

Note: Should courses begin and end outside of the standard quarter start and end dates, such courses will be categorized as Spring, Summer, Fall, or Winter based on the course start date.

Course Length

Each regular course has been designed to be completed in 10 weeks.

Credit Hour Policy

Southern States University uses a quarter credit system in which credit hours are awarded based on student achievement of intended learning outcomes. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, practica, studio work, and other academic work leading to the award of credit hours.

For nontraditionally delivered courses, each unit of awarded credit is determined to ensure that at least an equivalent amount of work to that in a traditionally delivered course is required, so that the acquired levels of knowledge, skills, and/or competencies is at least equivalent to those acquired in a traditional format.

Student Course Schedule

Each student's course schedule will vary. On-campus courses are typically held between 5:30-9:30pm Mondays and Wednesdays with 10-minute breaks each hour. Online courses are based on a weekly schedule beginning on Monday and ending on a Sunday, except for the final week of the term which ends on a Saturday.

SCHOLASTIC RULES, REGULATIONS, AND ACADEMIC POLICIES

Attendance

As regular attendance and academic achievement are closely linked, University policies concerning student attendance are necessary for ensuring students are meeting the terms of satisfactory academic progress.

It is the policy of the University that once a student is registered in a course, s/he is required to be regular and punctual in class attendance. Class absence DOES NOT excuse the student from learning course material, from submitting required assignments on time, and/or from fulfilling other course requirements. An excused absence is defined as an absence due to legitimate mitigating circumstances (e.g., death in the family, sickness of the student, etc.) that can be documented. When an excused absence is accepted, the student shall still be held to the same standard for making up missed class work, assignments and/or examinations.

Faculty maintain records of student attendance in SSU classes and supply these records to the University for the purposes of advising and/or monitoring the performance of students, especially those on academic probation. At SSU more than four absences (including excused absences) in a course is considered excessive. Students who have more than four (4) absences in a class will receive a failing grade (“F”). Absences are counted from the first official meeting of the class regardless of the date of a student’s enrollment. Consequently, a student who registers late must carefully monitor their regular attendance during the remainder of the term.

Regarding online courses, it is the policy of the University that students are required to participate every week in their online course(s) by accessing all the required reading material and assignments made available for a course through the school’s online course management system and by submitting or completing the weekly assignments by their due dates. Students that do not submit or complete the required assignments (including online discussions) will be marked absent for the entire week in which those assignments were due. Students who have more than four absences in an online class will receive a failing grade (“F”).

There are no official tardiness policies at SSU. It is the student’s responsibility to consult with the teaching faculty regarding class tardiness.

Enrollment Status

Full-time enrollment per term consists of 12 quarter units or more for undergraduate students in degree and certificate programs, and 8 quarter units or more for graduate students in degree and certificate programs. Part-time enrollment per term is considered for those students that enroll in less than the minimum required for a full-time basis in their program.

Three-quarter time enrollment per term consists of 9-11 quarter units for undergraduate students in degree and certificate programs, and 6-7 quarter units for graduate students in degree and certificate programs.

Half-time enrollment per term consists of 6-8 quarter units for undergraduate students in degree and certificate programs, and 4-5 quarter units for graduate students in degree and certificate programs.

Quarter-time enrollment per term consists of 3-5 quarter units for undergraduate students in degree and certificate programs, and 2-3 quarter units for graduate students in degree and certificate programs.

Undergraduate and Graduate Grading System

Grade	Percentage from Total Work Earned	Undergraduate Definition	Graduate Definition	Grade Points
A	94-100%	Exceptional	Excellent	4.0
A-	90-93	Excellent	Very Good	3.7
B+	87-89	Very Good	Good	3.3
B	84-86	Good	Average	3.0
B-	80-83	Above Average	Below Average	2.7
C+	77-79	Average	Passing	2.3
C	74-76	Satisfactory	Minimum Passing	2.0
C-	70-73	Below Satisfactory	Failing	1.7
D	60-69	Minimum Passing	Failing	1.0
F	<60	Failing	Failing	0.0
NP		Not Pass		N/A
P		Pass		N/A
I		Incomplete		N/A
W		Withdrawal		N/A
T		Transfer Credit		N/A
AU		Audit		N/A

Grading Definition Explanations

- N/A – Indicates points will not be included in grade point average calculation.
- “P” - Pass. Indicates credit granted with no grade points being assigned.
- “NP” - Not Pass. Indicates no credit or grade points being granted.
- “I” - Incomplete. Given to a student who has not completed mandatory assignments, quizzes, or examinations, at the discretion of the instructor. An incomplete grade will only be given to students who have completed at least seventy percent of a course and cannot continue due to unforeseen circumstances. Final discretion is given to the instructor as to whether this grade is appropriate. Incomplete(s) must be removed no later than one quarter following the quarter in which the “I” is received. An “I” not removed within one quarter will become an “F”. No grade points are assigned for an “I” grade. An “F” will be calculated into the grade point average.
- “W” - Withdrawal from the class. This occurs if a student chooses to withdraw from a class after the close of business following the seventh day of the quarter start date. Students can withdraw from a class until the end of the seventh week of the quarter (at the close of business). For specific withdrawal deadlines, students are encouraged to consult the Academic Calendar. Withdrawals remain on the transcript, and no grade points are assigned. “W” is a permanent grade.
- “T” - Transfer. This is for transferred credit; no grade is assigned for each transferred class, and the credit is not entered into grade point average.

- “AU” - Audit. Students can audit a class. This does not require students to actively participate in regularly graded activities. Audited classes are subject to a special tuition rate and have no effect on GPA calculations or Satisfactory Academic Progress (SAP).

Repeat Policy: Students may be required to, or may choose to, repeat a class in order to improve academic performance. Undergraduate students may repeat up to four courses, Graduate students may repeat up to two courses, and Certificate students may repeat up to one course. Classes may only be repeated one time. Students may not repeat courses in which a grade of “B” or better has been earned. The new grade will be included in the GPA computation; the old grade remains but will not affect the GPA. Students will be charged the full tuition rate when repeating a course.

Computing Cumulative Grade Point Averages (GPA)

A student’s cumulative grade point average is calculated only from courses for which the student is assigned grade points, and then using the following process: a) Multiply the number of credits for each course by grade points associated with the grade earned; b) Total the grade points earned for all the courses attempted, c) Divide the total grade points earned by the total number of credits for those classes.

Grade Appeals Policy

The University recognizes Faculty’s authority to determine student grades. Faculty are required to articulate and document their course requirements and standards of performance in their course syllabi. All grades submitted to the Registrar, reflecting these articulated course requirements and standards of performance, are assumed to be accurate and final. If a student has an issue about an assigned grade, the student should first consult with the Faculty. If, at the conclusion of any such consultation, the student does not believe the issue has been resolved and believes there are legitimate grounds for appealing the grade, the student may file a formal Grade Appeal.

A formal Grade Appeal can be filed when a student can document any of the following:

- An error in calculating the grade has occurred, including situations in which properly and timely submitted assignments have not been accounted for;
- There has been a failure of the Faculty to properly notify students of the course requirements and standards of performance;
- A student’s grade is the result of any unlawful discrimination or sexual harassment as comports with the University’s policies regarding discrimination.

To be considered, a student’s Grade Appeal must be submitted within one academic quarter after the grade has been submitted, and must include any and all evidence and documentation that demonstrates the occurrence of one (or more) of the above-listed grounds for appeal.

A student may file a formal Grade Appeal by submitting a Grade Appeal Form to the Chief Academic Officer detailing the reason or reasons for the appeal of the grade (as articulated above) and including any supporting documentation. The burden is on the student to prove the existence or occurrence of one (or more) of the grounds for appeal.

Grade Appeals will be forwarded to Faculty for a response, and this response must be submitted to the Chief Academic Officer within 10 days of receipt. A final decision by the Chief Academic Officer will be rendered within 30 days of the receipt of the Faculty's response. The decision of the Chief Academic Officer is final and cannot be appealed.

Scholastic Honors

SSU values students for their academic achievements. The following are scholastic achievements that are recognized:

Chancellor's List

At the conclusion of every quarter, students who earn a GPA in that respective quarter of 3.8 or above will be placed on the Chancellor's List with a notation on their transcript.

Graduating with Honors

Graduate degree students who earn a GPA of 3.8 or above will earn "*Honors*" at graduation, including the notation on their transcript.

Undergraduate degree students who earn a GPA of 3.5 to 3.7 will graduate earning Latin honors of "*Cum Laude*", including the notation on their transcript.

Undergraduate degree students who earn a GPA of 3.8 to 3.9 will graduate earning Latin honors of "*Magna Cum Laude*", including the notation on their transcript.

Undergraduate degree students who earn a GPA of 4.0 will graduate earning Latin honors of "*Suma Cum Laude*", including the notation on their transcript.

Academic Integrity

Academic Misconduct: The University does not condone acts that transgress universally accepted standards of academic integrity, including instances of academic misconduct. Academic misconduct consists of acts of academic dishonesty and academic fraud as defined below. There is no reason or rationale for academic misconduct, nor will the University permit any student to benefit or gain any advantage from any such misconduct.

Examples of Academic misconduct include, but are not limited to:

- Plagiarism - representing another author's ideas, writings or works as one's own or using another's ideas, writings or works without acknowledgment e.g., "cutting and pasting";
- Work that is submitted for one class and is used for another;
- Data fabrication;
- Copying or allowing work to be copied from (this includes examinations, and all written work);
- Unauthorized access to examination questions;
- Modification of examination results;
- Using unauthorized notes or communication devices that provide examination information;
- Individual misrepresentation (i.e. allowing someone else to take one's exam, or taking someone else's exam);
- Collaborating with others in work, contrary to the stated rules of an examination or assignment;
- Assisting other students in any of these acts.

If a student (or all students within a group e.g., a team working on a group project), has been found to commit academic misconduct, s/he may be subject to one of the following consequences, at the discretion of the faculty member, and/or a lower score on the particular assignment or examination:

- 1) An oral or written reprimand (presented to the student);
- 2) An assignment to repeat the work, to be graded on its merits; or,
- 3) A filing of an **Academic Misconduct Warning** reporting the incident to the Chief Academic Officer;
 - A copy of the Academic Misconduct Warning will be placed in the student's academic file.
 - If another Academic Misconduct Warning is filed during the student's course of study, s/he will be dismissed from the program.

If a student disagrees that an act of Academic Misconduct has occurred, they may appeal an Academic Misconduct Warning in accordance with the procedures below.

Academic Misconduct Appeals Policy

A student may appeal an Academic Misconduct Warning by requesting a *Determination of Academic Misconduct* from the Chief Academic Officer within 10 days of their written notification of such misconduct, which will be received via an Academic Misconduct Warning form. To request such a *Determination*, the student must send a letter to the Chief Academic Officer including an explanation of the conduct upon which the allegation is based, and why this conduct is *not* academic misconduct. An explanation of *why* the misconduct occurred does not constitute sufficient grounds for an appeal of an Academic Misconduct Warning.

A ruling on the appeal will be issued within 30 days following receipt of the written documentation provided by the student to support their request for a *Determination of Academic Misconduct*. The decision of the Chief Academic Officer is final and cannot be appealed.

In making a Determination of Academic Misconduct, the Chief Academic Officer may uphold the action of the Faculty, in which case the Academic Misconduct Warning will remain in the student's academic file, or may decide that the conduct was not Academic Misconduct. If there has been a determination that the conduct was not Academic Misconduct, the Chief Academic Officer shall direct that all written reports of the misconduct be expunged from the student's academic file. In conjunction with directing that the misconduct report be expunged, the Chief Academic Officer may recommend to the Faculty that they reconsider any actions (such as lowering a grade) that have been taken with respect to the misconduct. However, because of the limitations of academic freedom, the Chief Academic Officer is not empowered to change any grade and may only make a recommendation of a grade change. In an instance in which a course grade has been lowered and the Chief Academic Officer has exonerated the student and made a recommendation for a grade change, but the Faculty chooses not to follow the Chief Academic Officer's recommendation, the Chief Academic Officer will prepare a written statement of the findings for inclusion in the student's academic file.

If this is a second incident of Academic Misconduct, the student will be notified of their dismissal. An appeal for a second incident of academic misconduct may also be filed in accordance with this Academic Misconduct Appeals Policy. If there is a determination that Academic Misconduct has not occurred, then the dismissal will be rescinded and all other terms of the policy with respect to exoneration will apply.

Academic Freedom

The governing board of SSU believes and encourages students, faculty, and staff to have the freedom of inquiry regarding courses, programs, and the University itself. This policy has been drafted in accordance with the interpretation of both the 1940 Statement of Principles on Academic Freedom and Tenure (including the 1970 Interpretive Comments) of the American Association of University Professors and in accordance with U.S. appellate court decisions.

Personal Expression on Public Issues

SSU employees (including both faculty and staff) and SSU students are free to exercise their full liberties as citizens or legal residents; including the right to express their personal convictions on issues such as social, economic, religious, and political subjects off University property. When speaking or writing as citizens, they are free from institutional censorship or discipline. However, SSU employees and students must refrain from giving any impression that their views and positions are those of Southern States University.

Academic Freedom for Faculty

Academic Freedom for faculty means that

- a) the faculty is free to speak within the confines of the University (on campus and in the classroom) and to communicate ideas or facts that are inconvenient to external political groups or authorities and may be considered controversial so long as what is presented to students directly relates to the specific subject matter of the course for which the faculty member is teaching,
 - In the event a faculty member's choice of course materials are challenged, the burden will be on the challenger to establish by material evidence that the challenged material is academically inappropriate for the course.

- b) the faculty may write in public regarding their subject to express their opinions without fear of University censorship or discipline, but they must show restraint and clearly indicate that they are not speaking for SSU, and
- c) faculty members are free to conduct research in their field and publish the results subject to maintaining adequate performance and fulfilling their academic duties. The Chancellor and the Chief Academic Officer must approve any research for pecuniary gain from such research if conducted on behalf of or in partnership with Southern States University.

Academic Freedom for Students

Academic Freedom for students means that

- a) students are free to pursue their own course of study, and
- b) students may take whatever courses they choose, at whatever educational institution they choose.

At Southern States University, students are regulated by the prerogative of the faculty to determine which viewpoints are supported by scholarly standards, peer-review, and established norms within their specific discipline(s). Additionally, students do not have the right to insist that faculty provide “equal time” for competing viewpoints.

DIVERSITY STATEMENT

The University has always adhered to a vision of diversity with its inclusion of a large international student population. In addition, the diversity of the University in terms of staff, faculty, and students has always been a major commitment and asset. Such diverse community has allowed the University to frame its academic programs and extra-curricular activities with a wealth of diverse expressions and ideas. Presently, the Diversity Statement of the University is as follows:

Southern States University is committed to:

- *Engaging our community to live a peaceful life in a multicultural world;*
- *Promoting an academic community whose members have diverse cultures, backgrounds, perspectives, and life experiences;*
- *Promoting freedom of expression as a foundation for the pursuit of knowledge; and*
- *Adhering to its Policy of Non-Discrimination. As such, Southern States University does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, disability, language, culture, social class, gender identity and expression, ability, or prior military service in the administration of its educational policies and procedures. Specifically, the University does not discriminate in admission, financial aid, employment, or entry or exit from educational courses and programs.*

Tuition, Fees, Incidental Program Costs, and Refund Policies

The tuition, fees, incidental program costs, and associated policies and procedures listed below are effective beginning July 1, 2019. However, should an update be made to these charges or policies, those changes will be recorded as part a Catalog Supplement.

Tuition and Fees are Subject to Change at Any Time without Prior Notice.

Student Fee Schedule	
Required Fees for All students	
Application Fee (per program)	\$100.00
New Student Orientation Fee (per program)	\$75.00
Student ID Card Fee (per student)	\$20.00
Library and Technology Fee (per quarter)	\$75.00
Final Project Evaluation and Critique Fee (Graduate Degree Programs)	\$500.00
Graduation Fee (per program)	\$150.00
Student Tuition Recovery Fund Fee (per quarter – CA students only)	\$0.00
Account for Student Indemnification Fee (per new enrollment - NV students only)	\$4.00
Additional Fees for All Students	
Payment Processing Fee	\$40.00
Payment Plan Change Fee	\$25.00
Course Add/Drop Fee (per course following deadline)	\$40.00
Program Payment Plan Tuition Financing Fee	3% of Tuition
Official Transcript Fee	\$25.00
Certificate or Diploma Reprint Fee	\$100.00
Student ID Card Replacement	\$20.00
Student Business Card	\$20.00
Domestic Courier Fee	\$25.00
International Courier Fee	\$85.00
Returned Check Fee	\$35.00
Bank Wire Fee	\$30.00
Late Payment Fee	\$75.00
Document Reprint Fee	\$30.00
Required Fees for International Students	
International Registration Fee (initial overseas applicants only)	\$150.00
International Enrollment Fee (initial overseas applicants only)	\$250.00
CPT Assistance Fee	\$100.00
OPT Assistance Fee	\$100.00
Additional Fees for International Students	
Form I-20 Replacement Fee	\$30.00
<i>NOTE: All fees are non-refundable, except for the per-quarter Library and Technology Fee.</i>	

Start Up Fees

The New Student Orientation Fee, Student ID Card Fee, and International Enrollment Fee (if applicable) are due with a student's first payment before classes begin.

Program Costs

Bachelor of Business Administration (BBA)

Program Costs - BBA

	Required Fees	Additional Fees
Tuition Price per credit: \$137.50 x 180 credits	\$24,750.00	
BBA Tuition Financing Fee 3% on \$24,750.00		\$742.50
Application Fee	\$100.00*	
New Student Orientation Fee	\$75.00 *	
Student ID Card Fee	\$20.00 *	
Library and Technology Fee	\$75.00 per quarter (14 quarters = \$1,050.00)	
Final Project Evaluation and Critique Fee	\$0.00 *	
Graduation Fee	\$150.00 *	
Student Tuition Recovery Fund Fee (CA only)	\$0.00	
Payment Processing Fee	\$40.00 per tuition payment	\$2,120.00 (53 Installments x \$40.00)
Payment Plan Change Fee		\$25.00*
Course Add/Drop Fee (per course following deadline)		\$40.00*
Official Transcript Fee		\$25.00*
Certificate or Diploma Reprint Fee		\$100.00*
Student ID Card Replacement		\$20.00*
Student Business Card Fee		\$20.00*
Document Reprint Fee		\$30.00*
Returned Check Fee		\$35.00*
Bank Wire Fee		\$30.00*
Late Payment Fee		\$75.00*
Domestic Courier Fee		\$25.00*
International Courier Fee		\$85.00*
International Registration Fee		\$150.00* [^] (initial overseas applicants only)
International Enrollment Fee		\$250.00* [^] (initial overseas applicants only)
CPT Assistance Fee		\$100.00* [^] (international students only)
OPT Assistance Fee		\$200.00* [^] (international students only)
Form I-20 Replacement Fee		\$30.00*
Total for Entire Program-minimum cost (Tuition plus all mandatory fees)	\$26,185.00	
* one-time fee per occurrence ^ Related only to International Students Note: All fees are non-refundable, except for the quarterly Library and Technology Fee		

Program Information - BBA

Duration: 14 quarters

Total credits: 180

Price per credit: \$137.50 x 180= \$24,750.00

Library and Technology Fee: \$75.00 per quarter

Payment Processing Fee: \$40.00 per payment

Student Tuition Recovery Fund Fee: \$0.00 (CA students only)

A normal academic course load for BBA students consists of 13.5 credit hours per term (3 classes), resulting in a quarterly tuition charge of \$1,856.25. Additional quarterly fees include the \$75.00 Library and Technology Fee and the \$40.00 Payment Processing Fee (on the Quarterly Payment Plan).

Total minimum quarterly payment for BBA = \$1,971.25

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

Program Payment Options - BBA

Payment options		Number of payments	Total Estimated Tuition	Total Estimated Tuition, Quarterly Fees, and Payment Processing Fees	What is included
<input type="checkbox"/>	Payment in Full ^	1 per program	\$24,750.00	\$25,840.00	Tuition = 180 credits x 137.50 = \$24,750.00 Library & Tech Fee = 14 qtrs x \$75.00 = \$1,050.00 Processing Fee = \$40.00 Total = \$25,840.00
<input type="checkbox"/>	Quarterly ^	1 per quarter	\$24,750.00	\$26,360.00	Tuition = 180 credits x 137.50 = \$24,750.00 Library & Tech Fee = 14 qtrs x \$75.00 = \$1,050.00 Processing Fee = 14 qtrs x \$40.00 = \$560.00 Total = \$26,360.00 <i>Ex: 13.5 credits + Processing = \$1,971.25/quarter</i>
<input type="checkbox"/>	Installments ^	3 per quarter	\$24,750.00	\$27,480.00	Tuition = 180 credits x 137.50 = \$24,750.00 Library & Tech Fee = 14 qtrs x \$75 = \$1,050.00 Processing Fee = 14 qtrs x 3 installments x \$40 = \$1,680.00 Total = \$27,480.00 <i>Ex: 13.5 credits + Processing = \$683.75/installment</i>
<input type="checkbox"/>	Payment Plan **^**	1 payment every 4 weeks (28 days)	\$24,750.00	\$28,502.50	Tuition = 180 credits x 137.50 = \$24,750 Library & Tech Fee = 14 qtrs x \$75 = \$1,050 3% Financing interest on \$24,750 tuition = \$742.50 Standard Payment = <u>\$26,542.50</u> / 53 payments = \$500.80 Processing Fee = 48 payments x \$40 = <u>\$2,120</u> Final Payment = 5 x \$500.80 + \$40 Processing = \$2544.01 Total = <u>\$28,502.50</u> <i>Ex: Amount Financed + Processing = \$540.80/payment</i>

*The amount financed under the Payment Plan option is based on (Total Tuition Cost + Total Library and Technology Fee + 3% Financing on Tuition).

Students are responsible for the Processing Fee at the time of payment.

**** The Final Payment must be paid in full by the 8th week of the student's final quarter.**

^ Any outstanding balance with SSU must be paid in full in order to Petition for Graduation.

NOTE: All other fees must be paid at the time of service.

Master of Business Administration (MBA)

Program Cost - MBA

	Required Fees	Additional Fees
Tuition Resident Price per credit: \$170.50 x 65 credits 100% Online Price per credit: \$83.77 x 65 credits	\$11,082.50 (Resident) \$5,445.00 (100% Online)	
MBA Tuition Financing Fee (Resident) 3% on \$11,082.50		\$332.47 (MBA)
Application Fee	\$100.00 *	
New Student Orientation Fee	\$75.00 *	
Student ID Card	\$20.00 *	
Library and Technology Fee	\$75.00 per quarter (8 quarters = \$600)	
Final Project Evaluation and Critique Fee	\$500.00 *	
Graduation Fee	\$150.00 *	
Student Tuition Recovery Fund Fee (CA only)	\$0.00	
Payment Processing Fee	\$40.00 per tuition payment	\$1,080.00 (27 Installments x \$40.00)
Payment Plan Change Fee		\$25.00*
Course Add/Drop Fee (per course following deadline)		\$40.00*
Official Transcript Fee		\$25.00*
Certificate or Diploma Reprint Fee		\$100.00*
Student ID Card Replacement		\$20.00*
Student Business Card Fee		\$20.00
Document Reprint Fee		\$30.00*
Returned Check Fee		\$35.00*
Bank Wire Fee		\$30.00*
Late Payment Fee		\$75
Domestic Courier Fee		\$25.00 *
International Courier Fee		\$85.00 *
International Registration Fee		\$150.00* [^] (initial overseas applicants only)
International Enrollment Fee		\$250.00* [^] (initial overseas applicants only)
CPT Assistance Fee		\$100.00* [^] (international students only)
OPT Assistance Fee		\$100.00* [^] (international students only)
Form I-20 Replacement Fee		\$30.00*
Total for Entire Program-minimum cost (Tuition + all mandatory fees)	\$12,567.50 (MBA) \$6,910.00 (MBA 100% online- only)	
* one-time fee per occurrence ^ Related only to International Students Note: All fees are non-refundable, except for the quarterly Library and Technology Fee		

Program Information - MBA

Duration: 8 quarters

Total credits: 65 x \$170.50= \$11,082.50

Price per credit: \$170.50

Library and Technology Fee: \$75.00 per quarter

Payment Processing Fee: \$40.00 per payment

Non-refundable Student Tuition Recovery Fund Fee: \$0.00 (CA students only)

A normal academic course load for MBA students consists of 8 credit hours per term (2 classes), resulting in a quarterly tuition charge of \$1,364.00. Additional quarterly fees include the \$75.00 Library and Technology Fee and the \$40.00 Payment Processing Fee (on the Quarterly Payment Plan).

Total minimum quarterly payment for MBA = \$1,479.00

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

Program Payment Options - MBA

Payment options		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full ^#	1 per program	\$11,082.50	\$11,722.50	Tuition = 65 credits x 170.50 = \$11,082.50 Library & Tech Fee = 8 qtrs x \$75.00 = \$600.00 Processing fee = \$40.00 Total = \$11,722.50
<input type="checkbox"/>	Quarterly ^#	1 per quarter	\$11,082.50	\$12,002.50	Tuition = 65 credits x 170.50 = \$11,082.50 Library & Tech Fee = 8 qtrs x \$75.00 = \$600.00 Processing Fee = 8 qtrs x \$40.00 = \$320.00 Total = \$12,002.50 <i>Ex: 8 credits + Processing = \$1,479.00/quarter</i>
<input type="checkbox"/>	Installments ^#	3 per quarter	\$11,082.50	\$12,642.50	Tuition = 65 credits x 170.50 = \$11,082.50 Library & Tech Fee = 8 qtrs x \$75.00 = \$600.00 Processing Fee = 8 qtrs x 3 installments x \$40.00 = \$960.00 Total = \$12,642.50 <i>Ex: 8 credits + Processing = \$519.67/installment</i>
<input type="checkbox"/>	Payment Plan *^#**	(1 payment every four weeks)	\$11,082.50	\$12,974.98	Tuition = 65 credits x 170.50 = \$11,082.50 Library & Tech Fee = 8 qtrs x \$75 = \$600.00 3% Financing interest on \$11,082.50 tuition = \$332.48 Standard Payment = <u>\$12,014.98</u> / 27 payments = \$445.00 Total Processing Fee = 24 payments x \$40 = <u>\$960.00</u> Final Payment = 4 x 485.00 + \$40 Processing = \$1,820.00 Total = <u>\$12,974.98</u> <i>Ex: Amount Financed + Processing = \$485.00/payment</i>

*The amount financed under the Payment Plan option is based on (Total Tuition Cost + Total Library and Technology Fee + 3% Financing on Tuition).

Students are responsible for the Processing Fee at the time of payment.

**** The Final Payment must be paid in full by the 8th week of the student's final quarter.**

The Final Project Evaluation and Critique Fee must be paid prior to the 8th week of a student's final academic term.

^ Any outstanding balance with SSU must be paid in full in order to Petition for Graduation.

NOTE: All other fees must be paid at the time of service.

Program Information – MBA 100% Online

Duration: 8 quarters

Total credits: 65 x \$83.77 = \$5,445.00

Price per credit: \$83.77

Library and Technology Fee: \$75.00 per quarter

Payment Processing Fee: \$40.00 per payment

A normal academic course load for MBA Online-only students consists of 8 credit hours per term (2 classes), resulting in a quarterly tuition charge of \$670.16. Additional quarterly fees include the \$75.00 Library and Technology Fee and the \$40.00 Payment Processing Fee (on the Quarterly Payment Plan).

Total minimum quarterly payment for MBA Online-only = \$785.16

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

Program Payment Options – MBA 100% Online

Payment options		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full ^#	1 per program	\$5,445.00	\$6,085.00	Tuition = 65 credits x \$83.77 = \$5,445.00 Library & Tech Fee = 8 qtrs x \$75 = \$600.00 Processing Fee = \$40.00 Total = \$6,085.00
<input type="checkbox"/>	Quarterly ^#	1 per quarter	\$5,445.00	\$6,365.00	Tuition = 65 credits x \$83.77 = \$5,445.00 Library & Tech Fee = 8 qtrs x \$75.00 = \$600.00 Processing Fee = 8 quarters x \$40 = \$320.00 Total = \$6,365.00 <i>Ex: 8 credits + Processing = \$785.16/quarter</i>
<input type="checkbox"/>	Installments ^#	3 per Quarter	\$5,445.00	\$7,005.00	Tuition = 65 credits x \$83.77 = \$5,445.00 Library & Tech Fee = 8 qtrs x \$75= \$600.00 Processing Fee = 8 qtrs x 3 installments x \$40= \$960.00 Total = \$7,005.00 <i>Ex: 8 credits + Processing = \$288.38/installment</i>
# The Final Project Evaluation and Critique Fee must be paid prior to the 8 th week of a student’s final academic term. ^ Any outstanding balance with SSU must be paid in full in order to Petition for Graduation. NOTE: All other fees must be paid at the time of service.					

Note: Students wishing to change their MBA program enrollment from on-site to online (or vice versa), must contact the Registrar to complete a new enrollment agreement.

Master of Science in Information Technology (MSIT)

Program Costs - MSIT

	Required Fees	Additional Fees
Tuition Price per credit: \$231.00 x 56 credits	\$12,936.00	
Application Fee	\$100.00 *	
New Student Orientation Fee	\$75.00 *	
Student ID Card Fee	\$20.00 *	
Library and Technology Fee	\$75.00 per quarter (7 quarters = \$525.00)	
Final Project Evaluation and Critique Fee	\$500.00 *	
Graduation Fee	\$150.00 *	
Student Tuition Recovery Fund Fee (CA only)	\$0.00	
Payment Processing Fee	\$40.00 per tuition payment	\$960.00 (7 quarter x 3 Installments x \$40.00)
Payment Plan Change Fee		\$25.00*
Course Add/Drop Fee (per course following deadline)		\$40.00*
Official Transcript Fee		\$25.00*
Certificate or Diploma Reprint Fee		\$100.00*
Student ID Card Replacement		\$20.00*
Student Business Card Fee		\$20.00
Document Reprint Fee		\$30.00*
Returned Check Fee		\$35.00*
Bank Wire Fee		\$30.00*
Late Payment Fee		\$75.00
Domestic Courier Fee		\$25.00 *
International Courier Fee		\$85.00 *
International Registration Fee		\$150.00* [^] (initial overseas applicants only)
International Enrollment Fee		\$250.00* [^] (initial overseas applicants only)
CPT Assistance Fee		\$100.00* [^] (international students only)
OPT Assistance Fee		\$100.00* [^] (international students only)
Form I-20 Replacement Fee		\$30.00*
Total for Entire Program-minimum fee (Tuition + all mandatory fees)	\$14,346.00	
* one-time fee per occurrence ^ Related only to International Students Note: All fees are non-refundable, except for the quarterly Library and Technology Fee		

Program Information - MSIT

Duration: 7 quarters

Total credits: 56 x \$231 = \$12,936.00

Price per credit: \$231.00

Library and Technology Fee: \$75.00 per quarter

Payment Processing Fee: \$40.00 per payment

Student Tuition Recovery Fund Fee: \$0.00 (CA students only)

A normal academic course load for MSIT students consists of 8 credit hours per term (2 classes), resulting in a quarterly tuition charge of \$1,848.00. Additional quarterly fees include the \$75.00 Library and Technology Fee and the \$40.00 Payment Processing Fee (on the Quarterly Payment Plan).

Total minimum quarterly payment for MSIT = \$1,963.00

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

Program Payment Options - MSIT

Payment options		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full ^#	1 per program	\$12,936.00	\$13,501.00	Tuition = 56 credits x \$231.00 = \$12,936.00 Library & Tech Fee = 7 qtrs x \$75.00 = \$525.00 Processing fee = \$40.00 Total = \$13,501.00
<input type="checkbox"/>	Quarterly ^#	1 per quarter	\$12,936.00	\$13,741.00	Tuition = 56 credits x \$231.00 = \$12,936.00 Library & Tech Fee = 7 qtrs x \$75.00 = \$525.00 Processing Fee = 7 qtrs x \$40.00 = \$280.00 Total = \$13,741.00 <i>Ex: 8 credits + Processing = \$1,963.00/quarter</i>
<input type="checkbox"/>	Installments ^#	3 per Quarter	\$12,936.00	\$14,301.00	Tuition = 56 credits x \$231.00 = \$12,936.00 Library & Tech Fee = 7 qtrs x \$75= \$525.00 Processing Fee = 7 qtrs x 3 installments x \$40.00= \$840.00 Total = \$14,301.00 <i>Ex: 8 credits + Processing = \$681.00/installment</i>

The Final Project Evaluation and Critique Fee must be paid prior to the 8th week of a student's final academic term.

^ Any outstanding balance with SSU must be paid in full in order to Petition for Graduation.

NOTE: All other fees must be paid at the time of service.

Undergraduate Certificate in Marketing (UCertM)

Program Costs - UCertM

	Required Fees	Additional Fees
Tuition Price per credit: \$137.50 x 40.5 credits	\$5,568.75	
UCertM Tuition Financing Fee 3% interest on \$5,568.75		\$167.06
Application Fee	\$100.00	
New Student Orientation Fee	\$75.00 *	
Student ID Card	\$20.00 *	
Library and Technology Fee	\$75.00 per quarter (3 quarters = \$225.00)	
Final Project Evaluation and Critique Fee	\$0.00	
Graduation Fee	\$150.00*	
Student Tuition Recovery Fund Fee (CA only)	\$0.00	
Payment Processing Fee	\$40.00 per tuition payment	\$360.00 (3 Installments x 3 quarters x \$40.00)
Payment Plan Change Fee		\$25.00*
Course Add/Drop Fee (per course following deadline)		\$40.00*
Official Transcript Fee		\$25.00*
Certificate or Diploma Reprint Fee		\$100.00*
Student ID Card Replacement		\$20.00*
Student Business Card Fee		\$20.00
Document Reprint Fee		\$30.00*
Returned Check Fee		\$35.00*
Bank Wire Fee		\$30.00*
Late Payment Fee		\$75.00
Domestic Courier Fee		\$25.00 *
International Courier Fee		\$85.00 *
International Registration Fee		\$150.00* [^] (initial overseas applicants only)
International Enrollment Fee		\$250.00* [^] (initial overseas applicants only)
CPT Assistance Fee		\$100.00* [^] (international students only)
OPT Assistance Fee		\$100.00* [^] (international students only)
Form I-20 Replacement Fee		\$30.00*
Total for Entire Program-minimum fee (Tuition + all mandatory fees)	\$6,178.75	

* one-time fee per occurrence

[^] Related only to International Students

Note: All fees are non-refundable, except for the quarterly Library and Technology Fee

Program Information - UCertM

Duration: 3quarters

Total credits: 40.5 x \$137.50 = \$5,568.75

Price per credit: \$137.50

Library and Technology Fee: \$75.00 per quarter

Payment Processing Fee: \$40.00 per payment

Student Tuition Recovery Fund Fee: \$0.00 (CA students only)

A normal academic course load for Undergraduate Level Certificate Program students consists of 13.5 credit hours per term (3 classes), resulting in a quarterly tuition charge of \$1,856.25. Additional quarterly fees include the \$75.00 Library and Technology Fee and the \$40.00 Payment Processing Fee (on the Quarterly Payment Plan).

Total minimum quarterly payment for UCertM = \$1,971.25

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

Program Payment Options - UCertM

Payment options		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full [^]	1 per program	\$5,568.75	\$5,833.75	Tuition = 40.5 credits x \$137.50 = \$5,568.75 Library & Tech Fee = 3 qtrs x \$75.00= \$225.00 Processing fee = \$40.00 Total = \$5,833.75
<input type="checkbox"/>	Quarterly [^]	1 per quarter	\$5,568.75	\$5,913.75	Tuition = 40.5 credits x \$137.50 = \$5,568.75 Library & Tech Fee = 3 qtrs x \$75.00= \$225.00 Processing Fee = 3 qtrs x \$40.00 = \$120.00 Total = \$5,913.75 <i>Ex: Based on 3 classes/13.5 credits - \$1,971.25</i>
<input type="checkbox"/>	Installments [^]	3 per Quarter	\$5,568.75	\$6,153.75	Tuition = 40.5 credits x \$137.50 = \$5,568.75 Library & Tech Fee = 3 qtrs x \$75.00= \$225.00 Processing Fee = 3 qtrs x 3 installments x \$40.00= \$360.00 Total = \$6,153.75 <i>Ex: Based on 3 classes/13.5 credits - \$683.75</i>
<input type="checkbox"/>	Payment Plan ^{*^}	Every 4 weeks (28 days)	\$5,568.75	\$6,360.81	Tuition = 40.5 credits x \$137.50 = \$5,568.75 Library & Tech Fee = 3 qtrs x \$75.00 = \$225.00 3% Financing interest on \$5,568.75 = \$167.06 Standard Payment = <u>\$5,960.81</u> / 12 payments = \$496.73 Processing Fee = 10 payments x \$40.00 = <u>\$400.00</u> Final Payment = 3 x \$496.73+ \$40 Processing = \$1,530.20 Total = <u>\$6,360.81</u> <i>Ex: Amount Financed + Processing = \$536.73/payment</i>
<p>*The amount financed under the Payment Plan option is based on (Total Tuition Cost + Total Library and Technology Fee + 3% Financing on Tuition). Students are responsible for the Processing Fee at the time of payment. ** The Final Payment must be paid in full by the 8th week of the student's final quarter. [^] Any outstanding balance with SSU must be paid in full in order to Petition for Graduation. NOTE: All other fees must be paid at the time of service.</p>					

Graduate Certificate in Business Administration (GCertBA)

Program Costs - GCertBA

	Required Fees	Additional Fees
Tuition Price per credit: \$170.50 x 27 credits	\$4,603.50	
GCertBA Tuition Financing Fee 3% interest on \$4,603.50		\$138.10
Application Fee	\$100.00	
New Student Orientation Fee	\$75.00 *	
Student ID Card	\$20.00 *	
Library and Technology Fee	\$75.00 per quarter (3 quarters = \$225.00)	
Final Project Evaluation and Critique Fee	\$0.00 *	
Graduation Fee	\$150.00*	
Student Tuition Recovery Fund Fee (CA only)	\$0.00	
Payment Processing Fee	\$40.00 per tuition payment	\$360.00 (3 Installments x 4 quarters x \$40.00)
Payment Plan Change Fee		\$25.00*
Course Add/Drop Fee (per course following deadline)		\$40.00*
Official Transcript Fee		\$25.00*
Certificate or Diploma Reprint Fee		\$100.00*
Student ID Card Replacement		\$20.00*
Student Business Card Fee		\$20.00
Returned Check Fee		\$35.00*
Bank Wire Fee		\$30.00*
Late Payment Fee		\$75.00
Domestic Courier Fee		\$25.00 *
International Courier Fee		\$85.00 *
International Registration Fee		\$150.00* [^] (initial overseas applicants only)
International Enrollment Fee		\$250.00* [^] (initial overseas applicants only)
CPT Assistance Fee		\$100.00* [^] (international students only)
OPT Assistance Fee		\$100.00* [^] (international students only)
Form I-20 Replacement Fee		\$30.00*
Total for Entire Program-minimum fee (Tuition + all required fees)	\$5,213.50	
* one-time fee per occurrence ^ Related only to International Students Note: All fees are non-refundable, except for the quarterly Library and Technology Fee		

Program Information - GCertBA

Duration: 3quarters

Total credits: 27 x \$170.50 = \$4,603.50

Price per credit: \$170.50

Library and Technology Fee: \$75.00 per quarter

Payment Processing Fee: \$40.00 per payment

Student Tuition Recovery Fund Fee: \$0.00 (CA students only)

A normal academic course load for GCertBA students consists of 8 credit hours per term (2 classes), resulting in a quarterly tuition charge of \$1,364.00. Additional quarterly fees include the \$75.00 Library and Technology Fee and the \$40.00 Payment Processing Fee (on the Quarterly Payment Plan).

Total minimum quarterly payment for GCertBA Program = \$1,479.00

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

Program Payment Options - GCertBA

Payment options		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full [^]	1 per program	\$4,603.50	\$4,868.50	Tuition = 27 credits x \$170.50 = \$4,603.50 Library & Tech Fee = 3 qtrs x \$75= \$225.00 Processing fee = \$40.00 Total = \$4,868.50
<input type="checkbox"/>	Quarterly [^]	1 per quarter	\$4,603.50	\$4,948.50	Tuition = 27 credits x \$170.50 = \$4,603.50 Library & Tech Fee = 3 qtrs x \$75= \$225.00 Processing Fee = 3 qtrs x \$40 = \$120.00 Total = \$4,948.50 <i>Ex: 8 credits + Processing = \$1,479.00/quarter</i>
<input type="checkbox"/>	Installments [^]	3 per Quarter	\$4,603.50	\$5,188.50	Tuition = 27 credits x \$170.50 = \$4,603.50 Library & Tech Fee = 3 qtrs x \$75= \$225 Processing Fee = 3 qtrs x 3 installments x \$40= \$360.00 Total = \$5,188.50 <i>Ex: 8 credits + Processing = \$519.67/installment</i>
<input type="checkbox"/>	Payment Plan* [^]	Every 4 weeks (28 days)	\$4,603.50	\$5,366.61	Tuition = 27 credits x \$170.50 = \$4,603.50 Library & Tech Fee = 3 quarters x \$75= \$225.00 3% Financing interest on \$4,603.50= \$138.11 Standard Payment = <u>\$4,966.61</u> / 12 payments = \$413.88 Processing Fee = 10 payments x \$40.00 = <u>\$400.00</u> Final Payment = 3 x \$413.88+ \$40 Processing = \$1,218.65 Total = <u>\$5,366.61</u> <i>Ex: Amount Financed + Processing = \$453.88/payment</i>
<p>*The amount financed under the Payment Plan option is based on (Total Tuition Cost + Total Library and Technology Fee + 3% Financing on Tuition). Students are responsible for the Processing Fee at the time of payment. ** The Final Payment must be paid in full by the 8th week of the student's final quarter. [^] Any outstanding balance with SSU must be paid in full in order to Petition for Graduation. NOTE: All other fees must be paid at the time of service.</p>					

Graduate Certificate in Information Technology (GCertIT)

Program Costs - GCertIT

	Required Fees	Additional Fees
Tuition Price per credit: \$231.00 x 26 credits	\$6,006.00	
Application Fee	\$100.00 *	
New Student Orientation Fee	\$75.00 *	
Student ID Card	\$20.00 *	
Library and Technology Fee	\$75.00 per quarter (3 quarters = \$225.00)	
Final Project Evaluation and Critique Fee	\$0.00 *	
Graduation Fee	\$150.00*	
Student Tuition Recovery Fund Fee (CA only)	\$0.00	
Payment Processing Fee	\$40.00 per tuition payment	\$360.00 (12 Installments x \$40)
Payment Plan Change Fee		\$25.00*
Course Add/Drop Fee (per course following deadline)		\$40.00*
Official Transcript Fee		\$25.00*
Certificate or Diploma Reprint Fee		\$100.00*
Student ID Card Replacement		\$20.00*
Student Business Card Fee		\$20.00
Document Reprint Fee		\$30.00*
Returned Check Fee		\$35.00*
Bank Wire Fee		\$30.00*
Late Payment Fee		\$75.00
Domestic Courier Fee		\$25.00 *
International Courier Fee		\$85.00 *
International Registration Fee		\$150.00* [^] (initial overseas applicants only)
International Enrollment Fee		\$250.00* [^] (initial overseas applicants only)
CPT Assistance Fee		\$100.00* [^] (international students only)
OPT Assistance Fee		\$100.00* [^] (international students only)
Form I-20 Replacement Fee		\$30.00*
Total for Entire Program-minimum fee (Tuition + all mandatory fees)	\$6,616.00	
* one-time fee per occurrence ^ Related only to International Students Note: All fees are non-refundable, except for the quarterly Library and Technology Fee		

Program Information - GCertIT

Duration: 3quarters

Total credits: 26 x \$231.00 = \$6,006.00

Price per credit: \$231.00

Library and Technology Fee: \$75.00 per quarter

Payment Processing Fee: \$40.00 per payment

Student Tuition Recovery Fund Fee: \$0.00 (CA students only)

A normal academic course load for GCertIT students consists of 8 credit hours per term (2 classes), resulting in a quarterly tuition charge of \$1,848.00. Additional quarterly fees include the \$75.00 Library and Technology Fee and the \$40.00 Payment Processing Fee (on the Quarterly Payment Plan).

Total minimum quarterly payment for the Graduate-Level IT Certificate Program - \$1,963.00

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

Program Payment Options - GCertIT

Payment options		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full ^	1 per program	\$6,006.00	\$6,271.00	Tuition = 26 credits x \$231.00 = \$6,006.00 Library & Tech Fee = 3 qtrs x \$75.00= \$225.00 Processing fee = \$40.00 Total = \$6,271.00
<input type="checkbox"/>	Quarterly ^	1 per quarter	\$6,006.00	\$6,351.00	Tuition = 26 credits x \$231 = \$6,006.00 Library & Tech Fee = 3 qtrs x \$75.00= \$225.00 Processing Fee = 3 qtrs x \$40 = \$120.00 Total = \$6,351.00 <i>Ex: 8 credits +_ Processing = \$1,963.00/quarter</i>
<input type="checkbox"/>	Installments ^	3 per Quarter	\$6,006.00	\$6,591.00	Tuition = 26 credits x \$231 = \$6,006.00 Library & Tech Fee = 3 qtrs x \$75= \$225.00 Processing Fee = 3 qtrs x 3 installments x \$40.00= \$360.00 Total = \$6,591.00 <i>Ex: 8 credits +_ Processing = \$681.00/installment</i>
^ Any outstanding balance with SSU must be paid in full in order to Petition for Graduation. NOTE: All other fees must be paid at the time of service.					

Tuition Payment Option Policies

Tuition Policy: Quarterly Payment Plan (1 payment per quarter)

Students on the Quarterly Payment Plan are required to make their payment on Monday (including holidays; funds must be received by the university no later than Monday), one week prior to the first day of the academic term. Students who pay after the due date will be subject to a \$75 Late Payment Fee. The Bursar will notify the student by email, with a copy to the University Registrar, that they will be dropped from their classes if the full payment for the quarter has not been made.

International students dropped from their current classes must by law have their I-20 forms immediately terminated. This will also result in administrative dismissal from the University. Therefore, these students will need to consult immediately with their respective Designated School Official (DSO).

Tuition Policy: Monthly Installment Payment Plan (3 payments per quarter)

Students on the Monthly Installment payment plan are required to make their payment on Monday (including holidays; funds must be received by the university no later than Monday), one week prior to the first day of the academic term and subsequent installment payments on the 15th of each month thereafter. Students who pay after the due date will be subject to a \$75 Late Payment Fee. The Bursar will notify the student by email, with a copy to the University Registrar, that they will be dropped from their classes if the full payment for the monthly installment has not been made.

International students dropped from their current classes must by law have their I-20 forms immediately terminated. This will also result in administrative dismissal from the University. Therefore, these students will need to consult immediately with their respective Designated School Official (DSO).

Tuition Policy: Four-Week Payment Plan

Students on the Four-Week Payment Plan are required to make their payment in full on Monday (including holidays; funds must be received by the university no later than Monday), one week prior to the first day of the academic term. Subsequent payments must be paid in full every four weeks thereafter. Students who pay after the due date will be subject to a \$75 Late Payment Fee. The Bursar will notify the student by email, with a copy to the University Registrar, that they will be dropped from their classes if the full payment for the four-week payment period has not been made.

International students who drop below a full course load must by law have their SEVIS Records terminated. This will also result in administrative dismissal from the University. Therefore, these students will need to consult immediately with their respective Designated School Official (DSO).

Financial Obligations

All accounts 30 days past due may be sent to a collection agency and students with accounts 30 or more days past due will be dismissed from the program unless evidence of legitimate mitigating circumstances can be verified by the Bursar. Readmission to the University will not be considered until these outstanding obligations are met.

Student Refund Policy & Student's Right to Cancel

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid for attendance through the first class session or the seventh day after enrollment, whichever is later. To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of the Registrar.

If the student cancels the Agreement, the School will refund any money that s/he has paid, less any deduction for non-refundable fees, and for any equipment not returned in good condition, within thirty days after his/her Notice of Cancellation is received.

Withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students who withdraw before 60% of a quarter is completed are eligible to receive a partial refund of tuition and fees paid. Students have a right to cancel their enrollment agreement and obtain a refund by submitting a *Withdrawal Form* to the Registrar's Office prior to the withdrawal deadline. Only when the completed *Withdrawal Form* has been submitted to the Registrar's Office does the withdrawal become official. The effective date used to determine a refund of fees will be based and computed from the last possible date of class attendance (regardless of whether the student attended).

Refunds will be made within 45 days of official withdrawal, or within 45 days of the date of the last possible day of the student's attendance. The refund distribution will be handled as prescribed by federal and state law, as well as according to accrediting body regulations. The refund procedure is uniformly applied to all students, regardless of the form of their tuition payment. In case of conflicting laws and/or regulations, Federal and/or State regulations will take precedence in that order. A student may receive a refund check only when the refund amount exceeds the balance that he/she owes to the University. The basis for refunds is as follows:

Students who cancel their registration and withdraw from the University on or before the first day of a term are eligible for a full refund of all fees paid for that term (and any future terms that have been prepaid) less the nonrefundable fees. For an example please see below:

$$\text{Refund Amount} = \text{All prepaid amounts} - (\text{non-refundable fees})$$

Students who withdraw from the University after the first day of the term, but prior to completion of greater than 60% of the term currently enrolled in, are entitled to a refund on a prorated basis, less the non-refundable fees. Please see the example below:

$$\text{Refund Amount} = [(\text{all prepaid amounts for the courses being withdrawn from}) \times (\text{weeks left to be completed} / \text{total number of weeks in quarter})] - (\text{non-refundable fees})$$

If the (weeks left to be completed / total number of weeks in quarter) is less than 40%, then no refund is due to the student.

If the University cancels or discontinues a course, students will receive a full refund of all tuition and applicable fees for that course, or a credit of the same amount to be applied to an equivalent SSU course.

The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the California Code of Regulations (CCR). If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. (5 CCR §71716(b))

California Student Tuition Recovery Fund

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

International Registration Fee

The international registration fee is a charge to students who utilize SSU’s personnel outside of the United States. These individuals have specialized experience and can assist students about studying and living in the United States. These individuals also can assist with student visas and institution applications. In addition, because they are dealing every day with SSU’s application and visa application requirements, they will be able to give specific guidance for the student’s particular situation. The fee is also charged to support the administrative costs of processing registrations, and course scheduling.

This fee is not charged to students within the United States and who can provide a state issued or government issued ID. All payments must be made in person at the time of the registration by the applicant.

Loan Disclosure

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

Federal and State Financial Aid Programs – California Students

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a *regular student* in an eligible degree or certificate program.

3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include:

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia;
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process. Students may enter the FAFSA into the government website at www.FAFSA.ed.gov. This is the fastest and easiest way to apply.

In Spring of 2015 New FSA ID Replaced the Federal Student Aid PIN.

In Spring of 2015, there is a new login process for our student and borrower-based websites, including FAFSA on the Web, NSLDS Student Access, StudentLoans.gov, StudentAid.gov, and the TEACH Grant website. The new FSA ID, which will be comprised of a user-selected username and password, will replace the Federal Student aid PIN as the process by which students, parents, and borrowers authenticate their identity to access their federal student aid information.

Existing users will be able to line their PIN information to the FSA ID.

5. Sign certifying statements on the *FAFSA* stating that:
 - you are not in **default** on a **federal student loan**
 - do not owe a refund on a **federal grant**
 - sign the required statement that you will use federal student aid only for educational purposes.
6. Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.
7. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
8. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL

You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.

2. Have a GREEN CARD

You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.

3. Have an ARRIVAL-DEPARTURE RECORD

Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:

- Refugee
- Asylum Granted
- Cuban-Haitian Entrant (Status Pending)
- Conditional Entrant (valid only if issued before April 1, 1980)
- Parolee

4. Have BATTERED IMMIGRANT STATUS

You are designated as a "**battered immigrant-qualified alien**" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.

5. Have a T-VISA

You are eligible if you have a T-visa or a parent with a T-1 visa.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who **withdraw official, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the School refund policy (Refer to institutional refund policy).

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for non-term credit hour programs is one half the academic year or program length (whichever is less).

In the case of a program that is measured in credit hours, the student does not complete all the days in the payment period or period of enrollment that the student was scheduled to complete, the student is considered to have withdrawn.

The student is considered to have withdrawn if the student is in a non-term or nonstandard-term program and the student is not scheduled to begin another course within a payment period or period of enrollment for more than 45 calendar days after the end of the module the student ceased attending (unless the student is on an approved leave of absence).

If a student ceases attendance (drops or withdraws) from all his or her title IV eligible courses in a payment period or period of enrollment, the student must be considered withdrawn for title IV purposes.

The Date of Determination is the date of the institution's determination that the student withdrew varies depending on the type of withdrawal. If the student begins the official withdrawal process or provides official notification to the school or of his/her intent to withdraw, the date of the institution's determination that the student withdrew would be the date the student began the official withdrawal process or the date of the student's notification, whichever is later. If the student did not begin the official withdrawal process or provide notification of his/her intent to withdraw, the date of the institution's determination that the student withdrew would be the date the school becomes aware that the student ceased attendance.

For a student who withdraws, without providing notification from a school that is not required to take attendance, the school must determine the withdrawal date **no later than 30 days after the end of the earlier of** (1) the payment period or period of enrollment, (2) the academic year or (3) the student's educational program.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to offer a post withdrawal disbursement that is not credited to the student's account within 30 days of the date of determination.

A post-withdrawal disbursement must be made to the student's account within 180 days of the date of determination.

Payment Period: For a student in an eligible program in semesters, trimesters, quarters or other academic terms and measures progress in credit hours, the payment period is the semester, trimester, quarter, or other academic term.

A payment for an eligible program that measures progress in credit hours and does not have academic terms or measures progress in clock hours the first payment period is the period of time in which the student completes the first half of the program as measured in credits or clock hours.,

Rounding:

Enter dollars and cents using standard rounding rules to round to the nearest penny. Final payment amounts that the school and student are each responsible for returning may be rounded to the nearest dollar. Percentages are calculated to four decimal places and rounded to three decimal places.

Reentry within 180 days

A student who reenters within 180 days is treated as if he/she did not cease attendance for purposes of determining the student's aid awards for the period.

A student who reenters a credit hour program within 180 days of his/her withdrawal is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance.

If a student reenters after the 180 days, the student is considered a transfer student and enters a new payment period.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours and uses the payment period for the period of calculation.

Scheduled Breaks:

Institutionally scheduled breaks of five or more consecutive days are excluded from the Return calculation as periods of nonattendance and therefore, do not affect the calculation of the amount of federal aid earned. This provides for more equitable treatment of students who officially withdraw near the end of a scheduled break. In those instances, at an institution not required to take attendance, a student who withdrew after the break would not be given credit for earning an additional week of funds during the scheduled break but would instead earn funds only for the day or two of training the student completed after the break. If a break occurs prior to a student's withdrawal, all days between the last scheduled day of classes before a scheduled break and the first day classes resume are excluded from both the numerator and denominator in calculating the percentage of the term completed.

Determining a Student's Withdrawal Date at schools that are required/not required to take attendance:

A student who withdraws from a credit-hour non-term program in which the completion date of the period depends on an individual student's progress, an institution must project the completion date based on the student's progress as of his or her withdrawal date to determine the total number of calendar days in the period.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed. Calculate the percentage of Title IV, HEA aid earned:

a) **Determine the percentage of the period completed:**

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

COMPLETED DAYS

TOTAL DAYS IN THE PAYMENT PERIOD

= % EARNED

(Rounded to one significant digit to the right of the decimal point, ex.4493 = 44.9 %.)

If this percentage is greater than 60%, the student earns 100%.

b) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL
OR
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

The School's responsibilities in regard to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regard to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask your School's Financial Planner for a copy.

Veterans Benefits/Other Funding Sources

Selected programs of study are approved by the Veterans Affairs for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for VA funds is made directly through the department of Veterans Affairs. The determinations for these funds are made through the respective organizations.

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends.

Scholarships

Southern States University offers one (2) scholarship at this time.

New Student Engagement Scholarship

The New Student Engagement Scholarship is intended to make school tuition more affordable for first-time students at SSU and to develop student integration and engagement within the SSU community. This scholarship is effective beginning on July 1, 2019.

Scholarship Criteria

Eligibility Requirements

To qualify for the New Student Engagement Scholarship, students must meet the following eligibility requirements:

- Be a 1st time student at SSU
 - Students who are currently enrolled or have completed a degree or certificate with SSU are not eligible
- Have an incoming GPA of 3.0 (B average; 80%; equivalent) or better
 - High school GPA for incoming SSU undergraduate students
 - Undergraduate GPA for incoming SSU graduate students
- Enroll as a full-time student in either the MBA, MSIT, BBA, or Undergraduate Certificate in Marketing program
 - Undergraduate students must be enrolled in at least 3 courses
 - Graduate students must be enrolled in at least 2 courses
- Be a pledged member of at least two (2) SSU Clubs
- Agree to pay SSU in accordance with the New Student Engagement Scholarship Tuition Payment Plan for their academic program of study

Application Requirements

- Submit a completed application to the Office of Financial Aid by the Admissions Deadline in accordance with the SSU Academic Calendar.
 - Include the following with your application:
 - 1 letter of recommendation
 - 1 from a former or current school professor or school official,
 - OR
 - 1 from a former or current employer
 - A copy of your resume
 - Submit a 100-150 word essay answering "Why are you interested in SSU and how can you contribute to the SSU Community?"
 - SSU Club Petition Form (students may submit up to 3 petitions)

Students who meet the Eligibility Requirements will move on to the next step:

- Complete an interview with the New Student Engagement Scholarship Committee
- Pledge membership with a minimum of two (2) SSU Clubs

Scholarship Selection and Award

The scholarship will be awarded to all students who meet the eligibility requirements, pledge with at least two (2) SSU clubs, and are accepted by the New Student Engagement Scholarship Committee.

First Quarter Scholarship Award

- Students will be awarded a 22.6% discount applicable toward per credit tuition plus the Payment Processing Fee and Library and Technology Fee. * Students are personally responsible for all additional fees and charges.

*Students enrolled in the Undergraduate Certificate in Marketing will receive a 20% discount. Payments must be made every 4 weeks.

Continued Scholarship Eligibility and Award

Students who meet the following criteria will continue to receive a 22.6% discount* for all subsequent academic quarters if all the following criteria are met each quarter:

- Students must have actively participated in all of their pledged SSU club assignments in the prior academic quarter and have pledged membership with at least two (2) clubs for the next academic quarter
- Students must be enrolled in their original academic program of study
- Students must remain in satisfactory academic and financial standing
 - Students must maintain the minimum GPA for their program of study and be current with all payments owed the university.

* Students enrolled in the Undergraduate Certificate in Marketing will receive a 20% discount. Payments must be made every 4 weeks.

Note: Students who take an approved Leave of Absence but met all continued scholarship eligibility requirements prior to their break will retain their scholarship upon their return to the University.

Loss of Scholarship Eligibility

Should students fail to meet the continued scholarship eligibility requirements, they will be responsible for the full price of tuition cost and fees for all subsequent academic terms in accordance with the current tuition and fee charges.

New Student Engagement Scholarship Payment Plan

- This payment plan consists of three (3) installments per academic quarter while enrolled plus one (1) additional quarter of payments. It is expected that students will retain eligibility throughout the duration of their academic program of study.
 - Students taking a single quarter Leave of Absence will continue to pay the three (3) installments during that break. If students take more than one approved Leave of Absence, students will not make payments during subsequent breaks from their studies.
 - Students who do not take a leave of absence will continue to pay three (3) installments after program completion.

Students who fail to meet continued scholarship eligibility will be required to select another payment plan in accordance with the published catalog tuition and fees in effect at that time plus pay the Payment Plan Change Fee.

Employee Tuition Scholarship Program

The Employee Tuition Scholarship Program (“ETSP”) allows for Southern States University Employees in good standing to complete courses and programs administered by their employer tuition-free.

Initial Eligibility Requirements:

To qualify for the ETSP, the employee must:

- be a full-time or part-time permanent employee who has worked continuously for the institution for a minimum of three (3) months, and

- formally apply to and be accepted into their desired course or academic program of study under applicable admissions criteria as published in the Academic Catalog. The Application Fee will be waived.

NOTE: SSU student workers are not eligible for this scholarship.

Once accepted:

- the employee will be responsible for the payment of all student fees and procurement of all necessary textbooks and course materials, and
- the employer will pay all tuition charges on a term-by-term basis until course or program completion.

Scholarship payments will be suspended or revoked under the following circumstances:

- The student's employment with the institution terminates;
- The student is placed on academic probation;
- If the non-scholarship portion of the student's payment plan becomes past due in excess of 30 days; or
- If the student is found guilty of academic misconduct.

Veterans Assistance Disclosures: Advertisements

Southern States University will use an appropriate statement in its advertising such as Approved to train veterans and other eligible persons or Institution is approved by the California State Approving Agency to enroll veterans and other eligible persons. SSU will make the utmost efforts to ensure no advertised statements are "erroneous, deceptive, or misleading by actual statement, omission, or imitation" in compliance with CFR 21.4252 (h)(1) and 21.4254 (c)(10). Other advertising statements which may be used by the University are

- Approved for Veterans Benefits by the State Approving Agency, or
- Approved for veterans training

Veterans Assistance Disclosures: Reimbursement to Veterans and Eligible Persons

Southern States University exerts maximum effort to ensure veterans and other people eligible for federal veteran educational benefits are properly adjudicated and reported to the Department of Veterans Affairs (DVA) in a timely fashion. Questions or concerns regarding certification for veteran benefits should be directed to the Veteran Services Officer/Certifying Official at SSU.

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll-free number at 1-800-827-1000, use the VA "Right Now" email system (<http://gibill.custhelp.com>) or visit the FAQs and other information in their website: www.va.gov.

SSU does not employ campus peace officers or contractual security officers. As such, school employees do not have powers of arrest and will call 911 in the event of a crime or other situation that warrants police intervention. Because SSU does not have a campus police department or security office, it does not keep a daily crime log.

INTERNATIONAL STUDENTS ON A STUDENT VISA

For purposes of admission, an international student is defined as “a student who is, or will be, in the United States on a nonimmigrant student visa.” This specifically refers to the Student (F) and Exchange Visitor (J) Visas. International student admission requirements apply to international students on F or J visas.

In addition to the general admission requirements listed in the *Admissions Rules and Standards*, the following regulations apply to all international students:

1. Official transcripts of the student’s academic records (mark sheets) from all universities previously attended, evaluated by an NACES approved organization (<http://www.naces.org/member.htm>), must be submitted to SSU. Both a copy of the official foreign academic record and an official English translation must be included.
2. Students in the United States on F-1 visas do not typically have employment authorization. U.S. Government regulations require international students to certify that they have sufficient finances to pursue their studies *without the need for employment*. Thus, international students should not expect to support themselves through employment while attending the university.
3. International students in good academic standing have the option to apply for CPT after completing at least one continuous academic year. Through CPT, students can work part-time (20 hours or less per week) or full-time (20 hours or more per week) in a job integrally related to their curricular field of study. Full-time CPT will only be authorized when classes are not in session or if the student is on their normal approved academic break quarter. CPT work authorization is granted by the DSO.
4. International students who complete their degree program studies, can qualify to apply for Post-Completion OPT. If approved for work authorization through OPT, students are required to obtain employment directly related to their field of study within 90 days of receipt of their Employment Authorization Document (EAD) card and can work full-time for up to one year. Students need to contact their DSO prior to filing the OPT documentation with USCIS. For more information, check the [instructions for Form I-765](#) on the USCIS website. International students can start working as soon as they receive the EAD card.

Note: There are two different kinds of OPT: pre-completion OPT and post-completion OPT. In order to use OPT before completing their program, students should apply for pre-completion OPT. It is recommended to apply for pre-completion OPT only if students have exhausted their eligibility for CPT. Pre-completion OPT ends on the student’s program end date. After this occurs, students can apply for post-completion OPT. However, any time spent using pre-completion OPT will be deducted from the student’s post-completion OPT eligible period. Part-time OPT will be deducted at half the full-time rate. SSU’s DSO is always available to assist students when they need advice concerning these options

5. Holders of F-1 student visas must maintain a full course of study and make normal academic progress, which is defined as follows:
 - a. Undergraduate students: a minimum of three classes per academic term.
 - b. Graduate students: a minimum of two classes per academic term.

English Documentation

All documents must be in English. For all non-English documents, a certified and signed English translation must be attached. For official bank statements **only**, an administrator on campus may be available to translate the document into English.

Visa Services

Southern States University does not offer visa services to students. Upon admission into the university, international students are provided with an Acceptance Letter and Form I-20 for their visa interview at a U.S. embassy or consulate. The university can provide a Verification of Enrollment letter upon request to confirm the student's enrollment at the university.

International Students Transferring from Other Schools to SSU Must Provide:

- Official transcripts from all other universities or institutions previously attended, evaluated by an NACES approved organization (<http://www.naces.org/members.htm>).
- Course descriptions and syllabi for all transfer credit courses;
- School transfer documentation;
- Copy of the student's most recent I-20 form.

Form I-20: The Certificate of Eligibility for Nonimmigrant (M-1/F-1) Student Status

Form I-20 [Certificate of Eligibility for Nonimmigrant (M-1/F-1) Student Status] is issued by U.S. institutions to students holding an M-1 or F-1 visa for the purposes of study in the U.S. Students with this status must receive a Form I-20 before beginning their coursework at SSU. To receive a Form I-20, the student must first be granted admission to SSU. F-1 student visa holders are required to demonstrate sufficient funding to cover the cost of living and academic expenses while studying at the university.

Health Insurance

Health insurance is a mandatory requirement for students on F-1 visas enrolled in all programs. The deadline to submit is no later than the program start date on the Form I-20. Such students must show proof of health insurance for the duration of their program in order to be enrolled in classes.

Maintaining Legal Status

It is very important that M-1/F-1 students maintain legal status while studying at SSU. In order to maintain legal status, the student must:

- have a valid passport;
- be enrolled as a full-time student and in attendance at the school that issued the Form I-20;
- report address changes within 10 days;
- maintain a cumulative GPA sufficient to remain in good academic standing with the University;
 - ❖ Students who are not making Satisfactory Academic Progress (SAP) may be placed on academic probation, the terms of which include a designated time frame in which the student must return their GPA to SAP standards or be dismissed from the University.
 - ❖ If an international student is dismissed from the University, the DSO must report the termination to SEVIS.
- notify the Designated School Official (DSO) prior to traveling outside the USA;
- notify the DSO upon applying for change of nonimmigrant status;
- notify the DSO upon approval of an adjustment of status to an immigrant;
- consult with the DSO about possible program extension (if needed).

An international student attending on a student visa may be administratively dismissed from classes if that student fails to meet the terms and conditions of the visa. See this Catalog for the Administrative Dismissal policy.

ADMINISTRATIVE POLICIES AND PROCEDURES

Student Code of Conduct - Rights and Responsibilities

Students enrolled at Southern States University assume the obligation to conduct themselves in a manner compatible with the University's function as an educational institution, suitable to a member of an academic community. The University, therefore, expects its students to conduct themselves as responsible individuals, considerate and respectful of the rights and interest of others.

The University wants to provide the best possible learning opportunities for all students. Cooperation and respect among students, Faculty and administrative staff builds a positive learning environment. To encourage and maintain this environment, the University will act against any disruptive behavior that occurs in class or anywhere on the school grounds.

“Disruptive behavior” means conduct which prevents other students from learning or from doing the required class work. Words or actions that prevent Faculty from meeting the needs and goals of the class are also disruptive. Any action or word intended to hurt Faculty, staff, another student, or school property is also disruptive behavior.

The following is a list of some behaviors that are disruptive and therefore *unacceptable*:

1. Showing disrespect or lack of courtesy towards Faculty, staff, or other students
2. Refusing to complete assignments
3. Refusing to cooperate with Faculty or other students in class work or outside assignments
4. Refusing to bring the required textbook and materials to class
5. Sleeping in class
6. Denying other students an equal opportunity to participate in class
7. Arriving late to class repeatedly. This includes returning to class late after a break
8. Arriving at school under the influence of alcohol, illegal drugs or narcotics
9. On campus sale or use of alcohol, or on campus sale, use or knowing possession of illegal drugs or narcotics
10. Repeatedly speaking one's native language during class.
11. Disruption of the educational or administrative process of the University, by acts or expression
12. Physical abuse or threat of abuse to students, University employees, or their families
13. Verbal abuse or intimidation of students or University employees including shouting, use of profanity, or other displays of hostility
14. Violent behavior - any kind of physical violence or harassment will result in immediate dismissal from the program
15. Forgery, altering University documents, or knowingly providing false information
16. Theft of University property or the property of a University employee, student, or visitor
17. Vandalism or unauthorized destruction of University property or the property of a University employee, student, or visitor
18. Possession, use, or threats of use of explosives or deadly weapons on University property
19. Sexually explicit, indecent, or obscene behavior on University property or by any means of communication, including the Internet
20. Sexual harassment
21. Sexual assault

22. Trespassing in an area of the University where the student is not authorized to be, or failure to leave immediately an area when directed by an employee of the University
23. Using University equipment or networks to violate copyrights
24. Violation of other lawful policy or directive of the University or its employees or any action that would grossly violate the purpose of the University or the rights of those who comprise the University

When a violation has occurred, an incident report, including the date, time and circumstances of the alleged act must be submitted to the Dean of Students or the Academic Advisor on campus. The report will include a description of the actions of all the parties involved, the names of witnesses available and documentary evidence that supports the charge. The students suspected of committing any violation of University policy are accorded procedures consistent with fair process before disciplinary action is imposed. The disciplinary action may include an administrative dismissal from the University in which case the student is afforded the opportunity to appeal a dismissal in accordance with the procedures below.

Administrative Dismissal

A student may be administratively dismissed from classes because of non-payment of tuition or fees. In this case a hold will be placed upon the student's enrollment, and the student will not be allowed to enroll in classes again until making the necessary payments. This may lead to SAP dismissal if the lack of enrollment causes the student to fail to make Satisfactory Academic Progress.

A student may be administratively dismissed from a program or a class because of disruptive or unacceptable behavior.

Students administratively dismissed from classes during a term for any reason are required to pay for the cost of the classes that have passed as if the dismissal were a withdrawal but are not required to pay drop fees. If the administrative dismissal occurs after the Withdrawal Deadline for the quarter, the student is required to pay for the entire term.

A student may be dismissed from the university due to failure to maintain communication with the university for a period of one year.

Students have the right to appeal such actions taken by University administration. Regulations governing original hearings and appeal rights and procedures are designed to give maximum protection to both the individual and the University.

To appeal an Administrative Dismissal a student must submit a Request for Administrative Determination to the Chancellor within 15 days after they have been notified of their dismissal. This Request must be in writing and must include any and all evidence and documentation regarding the circumstances of the student's dismissal, any events or situations that had direct implications on this dismissal, and the grounds of appeal on the specific factor that may have received insufficient consideration. These grounds may include, for example:

- 1) legitimate mitigating circumstances (i.e., death in the family, sickness of the student, etc.)
- 2) an inconsistent or inappropriately harsh penalty
- 3) incorrect use of the disciplinary procedure.

A ruling on the appeal will be issued within 15 days following receipt of the written documentation. The decision of the Chancellor is final and cannot be appealed.

Leave of Absence

A student who needs to interrupt their studies at Southern States University may do so for up to one (1) year by submitting a Request for Leave of Absence Form by the add/drop deadline each quarter to the Officer of the Registrar. The leave of absence request, if granted, allows students to take up to one (1) academic year of leave.

All students are eligible to file a Leave of Absence Request if they have completed at least one (1) quarter at Southern States University;

Special Considerations for International students attending school on an F-1 visa:

- As a rule, such students must complete at least one (1) academic year of courses before taking a leave of absence.
- Generally, such students may request no more than one (1) quarter of leave.
- Students who have either been SSU students for less than one (1) year or who may need more than one (1) quarter of leave from their studies should consult with the Designated School Official (DSO) to see if any exceptions apply.

Note: If students do not return to their studies following the final quarter of their approved leave of absence OR if students take an unauthorized leave of absence for two (2) consecutive quarters, the student will be administratively withdrawn from their program and lose all rights and privileges of being an SSU Student. Should students desire to resume their course of study following an administrative withdrawal without a successful appeal for an unauthorized leave of absence may petition for readmission.

Withdrawal from a Course

In order to withdraw from a course, the students must obtain a Withdrawal Form and submit it to the Registrar's Office. Only when the completed Withdrawal Form has been submitted to the Registrar's Office does the withdrawal become official.

Voluntary Withdrawal from the University

In order to withdraw from a degree or certificate program, a student must submit a Withdrawal form to the Registrar's Office. Only when the completed Withdrawal Form has been submitted to the Registrar's Office does the withdrawal become official.

If the student has the need to withdraw during the course of an academic quarter, the student must complete a Withdrawal Form, as described in the preceding paragraph, and must indicate on the form that he/she is withdrawing from classes in progress and agrees to pay the fees associated therewith. See the Payments and Refunds section of this catalog to determine if a refund applies.

Transfer to another Institution

Transfer requests are formalized with a Withdrawal Form. This form should be completed before the first day of the academic quarter. If a student is not in good academic standing at the time of their request to transfer, their SEVIS record will be terminated and transferred out to the new institution.

International F1 students must consult with a DSO prior to withdrawing from any courses. Without being admitted to a new institution an F-1 student cannot decide to stop attending classes at SSU. Such action would be a violation of the student's immigration status, and SSU would be required to terminate the student's SEVIS record. Once this occurs, the student would need to apply for re-instatement at the institution he/she wishes to transfer to.

Student Privacy Rights

SSU students and former students may request access to, or release of, their education records as maintained by the University. Such requests, when made in person, must be made during regular business hours, and in writing on forms provided by the University. If requesting records by mail, the request should be directed to the Registrar. Requests must be in writing, and must specify the purpose of the request, the records to which the student desires access, or to be released, and to whom they should be released. The University will reply to such requests within 10 business days from the date the request is received.

Education records are any records, with certain exceptions, maintained by University that directly relate to a student's education. This includes any and all information, maintained in any medium, that is directly related to students and from which students can be personally identified.

Each student may request changes to his or her records. Each student may request a determination regarding changes to his or her records. Such requests must be in writing, addressed to the University Registrar, and must include the reasons for requesting such a determination. Upon receipt of the request, the Registrar will initiate a review, consulting with any appropriate University official and/or forwarding the request to such official when necessary. A decision regarding the request will be rendered within 30 days except where a request may require additional pertinent information or verification from an outside agency or party, in which case the decision will be rendered within 30 days after receipt of such information. If a material error in the record is established, or an update is warranted, a change or correction will be made.

Access to Student Education Records

Student files including admission documents and academic records are maintained at the San Diego location for a minimum of seven years. Transcript records and the necessary information is maintained permanently.

In accordance with the Family Educational Rights and Privacy Act (FERPA), personally identifiable information in education records may not be released without prior written consent from the student. Some examples of information that **WILL NOT BE RELEASED** without prior written consent of the student are:

- birth date

- citizenship
- disciplinary status
- ethnicity
- gender
- grade point average (GPA)
- marital status
- SSN
- student I.D
- Grades and exam scores
- Test scores

The University will not release personally identifiable information from a student's education records without the student's prior written consent. Notwithstanding this policy, exceptions may be made for authorized officials of State or Federal agencies, if and when such access is necessary for audit or evaluation of educational programs supported by such agencies.

Directory Information

In accordance with FERPA, schools may disclose what the institution has deemed "Directory Information" to third parties without student consent. Southern States University has designated the following information as "Directory Information" within the provisions of 34 CFR § 99.37 and the applicable regulations as this information is generally not considered harmful or an invasion of privacy if released. Directory information is provided upon request in accordance with state and federal laws and statutes.

- Student name,
- state of residence,
- email address
- program of study,
- registration status (active, inactive, probation, suspension, expelled, or graduate)
- enrollment status (full-, half-, part-time, or LOA),
- dates of attendance,
- credentials, honors, and awards received, and
- the most recent educational agency or institution attended.

Additional Directory Information of Student Employees:

- Department where employed;
- Job title. (i.e. Administrative Assistant, Marketing Assistant)

Students have the right to refuse to allow the University to release any or all of this information as directory information. Students wishing to withhold Directory Information must submit a signed written request to the Office of the Registrar.

Records Retention

Student records will be retained according to the following schedule:

- For students who apply to the University but take no further actions with the university (including registration and enrollment), the minimum retention period is one (1) year after the application term.
- For students who enroll, the minimum recommended retention period is five years after the date of graduation or last date of attendance, whichever is later.
- Data and documents that are FERPA related or relative to student final transcripts are retained permanently, including requests for hearings, requests and disclosures of personally identifiable information, student requests for non-disclosure of directory information, student statements on content of records regarding hearing panel decisions, student's written consent to records disclosure, and waivers for rights of access.

Policy on Online Student Verification

According to the U.S. Higher Education Opportunity Act of 2008, Southern States University needs to verify that a student who registers in our online course management system, Moodle, will be the same student who completes all course assessments as given in a course. At Southern States University, students in online and onsite courses are required to use Moodle, a secured online portal requiring a unique username and password, using the assigned Moodle username as given at the time of admissions at the University. Consequently, individual instructors will be able to check the identity of a student by checking a student's activity record on Moodle which contains the IP address, login and access dates, and specific time spent on Moodle under different activities, such as online exams. There are no additional charges for this online verification process.

Identity Protection

Upon admission, students will be assigned a Moodle account. Students must provide the University with a full name and email address which will be used for the creation of a student's account on Moodle. A student's name will be made available to other students enrolled in a course on Moodle; however, email addresses will not. A student on Moodle will have the option of making his/her own email address available to the rest of the participants in a class by setting his/her own profile on Moodle. There are no additional charges for this online identity protection setting.

Student Responsibility

A student enrolled in an online or onsite course through Moodle is expected to follow the University's academic honesty policy. Cheating and plagiarism (using someone else's ideas, writings or materials as one's own without acknowledgement or permission) can result in any one of a variety of sanctions. Such penalties may range from an adjusted grade on the particular exam, paper, project, or assignment to a failing grade in the course. The instructor may also summarily suspend the student from the class when the infraction occurs. For further clarification and information on these issues, please consult with your instructor and the Student Handbook.

Reasonable Accommodations / Disability

If you are interested in attending the School but need reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability

and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the School, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

Drug, Alcohol and Tobacco Policies

The Drug Free Schools and Campuses Regulations (34 CFR, Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on the premises and as part of any activities. At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determine the effectiveness of the policy and implement changes to the program, if needed.
- Ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and type of sanctions the school imposes on employees as a result of such violations or fatalities.

The school acknowledges a legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the school fulfills the requirements of the Federal regulations.

The following school offices will have representatives on the Biennial Review Committee: The Chancellor, the Compliance Officer, the Human Resources Office and the Dean of Students.

Materials Reviewed:

- The Higher Education Amendments of 1998 (P.L. 105-244) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L.101=-226)
- Previous Biennial Review reports
- Alcohol and other Drug Policy documents distributed to all faculty, students and staff.
- State laws regarding drug and alcohol abuse.
- Summary of alcohol and other drug-free programming/events sponsored by the school.

POLICY:

School policies on alcohol and drugs are seen in every area of the campus. Some of the most common policies are found in various departments of the school such as the Office of the Dean of Students and the Financial Aid Office. Several Policies are listed below:

Federally Mandated Policy:

Distribution:

The Federally Mandated Policy about alcohol and other drugs is distributed annually to each staff member and student.

For Year 2015,

- The Alcohol and Drug Free Campus Policy was distributed to all faculty, staff, current and prospective students.
- The Policy was also placed on the School Website and may be viewed by all.

Alcohol-and Drug-Free Campus Workplace Policy Summary:

The school is committed to provide students, faculty, staff and visitors with a safe and healthful campus and workplace. The school recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The School recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the school's ability to fulfill its mission. Therefore, an Alcohol-and Drug-Free Campus/workplace Policy has been developed. Compliance with this policy is considered a condition of employment and attendance at the University. All employees and students are notified of this policy by hard copy.

Student Use of Alcoholic Beverages:

All students are responsible for complying with State law regarding the use of alcohol

- The age in most states is 21 to be in possession of alcoholic beverages
- Persons 21 or over may not make alcoholic beverages available to minors
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.

Education:

Many departments on campus are involved in educating students about alcohol and other drugs. In particular, at Orientation drug and alcohol abuse are discussed and information disseminated.

Enforcement:

The Chancellor enforces policies and laws regarding alcohol and other drug use. Students and staff are referred to various agencies to receive help with drug or alcohol problems.

Summary:

The committee conducted a comprehensive study of the alcohol and drug policy for the previous two years. The school is in compliance with the Drug Free Schools regulations, has an effective policy, consistently enforces standards of behavior and distributed the policy in writing to our students.

The school has developed a comprehensive approach to address alcohol and other drug issues on campus. We will continue to develop, evaluate, assess and pursue the best practices for the school to create a safe and healthy environment for our students.

Medical & Recreational Marijuana:

When it comes to medical marijuana, colleges are left to choose between the right of the patient and compliance with federal law.

Any institution that receives federal funding must prohibit possession and use of marijuana.

Drug and Alcohol Abuse Prevention Information

The school is committed to protecting the safety, health and well-being of its employees and students and recognizing that abuse of alcohol and other drugs compromises this dedication. This drug policy is designed to assist staff and students to benefit from an alcohol/drug free lifestyle.

A school that participates in the FSA programs must provide drug and alcohol- prevention information to its students, faculty, and employees each year.

In addition, a school that participates in the Campus-Based programs must have a drug-free awareness program for its employees that include a notice to its employees of unlawful activities and the actions the school will take against an employee who violates these prohibitions.

Information that Must Be Included in Drug Prevention Materials for Students:

- Information on preventing drug and alcohol abuse;
- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol;

- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.

****Information from the 2008-2009 FSA Handbook, Volume 2, Chapter 6, Page 85****

Helpful Websites:

http://www.brainsource.com/brain_on_drugs.htm

<http://www.nida.nih.gov>

DRUG FREE CAMPUS GUIDELINES

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the school has set forth in this guide the legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol, as well as the range of school sanctions that can be imposed for violation of the school's policies regarding substance abuse. Both students and employees should read this carefully.

Policy:

The United States Department of Education has issued regulations for the implementation of the provisions of the "Drug-Free Schools and Communities Act Amendments of 1989" (Public law 101-226). The school will distribute annually to each student and employee information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property.

Standards of Conduct:

The school is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

The following shows the Federal penalties:

Federal Trafficking Penalties				
DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture	Death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual	400 gms or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture	Not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual	1 kg or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million individual; \$10 million other than individual.	50 gms or more pure or 500 gms or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gm or more	Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs	Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		

All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	110 kg or less		
Hashish Oil	1 kg or less		

Health Risks

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

Alcohol:

Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

Cigarettes and other Nicotine Products:

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed.

In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

Prescription Medications:

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

Marijuana:

Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered.

Cocaine and Crack:

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

Barbiturates:

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respirator depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

Amphetamines:

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

Hallucinogens:

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

Steroids (anabolic):

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of

which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

Narcotics:

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or “track” marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.

Treatment:

Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual’s life including medical and mental health services, and follow-up options (e.g. community or family-based recovery support systems) can be crucial to a person’s success in achieving and maintaining a drug-free lifestyle.

Hotline Numbers:

National Drug and Alcohol Treatment referral Services: 800-662-4357

School Disciplinary Sanctions:

It is the school policy to discourage all violations of Federal, State or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by the school.

Students:

Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate, school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

Faculty:

Faculty who violate the school’s standards of conduct are subject to disciplinary action including reprimand, suspension, or dismissal.

Other Employees:

The school may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

SSU attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours of operation, which are stated in the school catalog. School facilities are locked during times the school is not open. SSU has no residence halls or student housing.

SSU maintains a campus security and crime prevention policy that conforms to the best practices possible. To be successful, these programs must embody the proper attitudes towards personal safety and crime prevention, on the part of both students and staff. It also requires cooperation in all safety and security related matters between student and teacher, teacher and administrator, and also between each student and his/her fellow students. Only through such a cooperative effort can a campus security and crime prevention program be established and preserved for the entire campus community.

The following campus safety measures are in place:

- Locking front door with video intercom secured access
- Security cameras recording 24/7
- Locking doors to office & back staff areas
- Locking doors to freight entrance and stairwell
- Fire extinguishers as per CA fire code
- Means of egress and exit signs posted as per CA fire code
- Incident reports are in place to assure timely and appropriate care is provided for any injuries

As part of student orientation, SSU also provides a description of school policies and procedures as well as outside resources available for students to inform them about campus security and crime prevention.

Security Policies and Crime Reporting Procedures

It is the policy of SSU that students and employees shall report any and all safety hazards, crimes, loss of property, significant illness, or injury to a school director. Proper reporting facilitates the apprehension of criminals and assists in making the entire campus safe. All school directors are mandated to investigate incidents and to coordinate with local law enforcement agencies to apprehend those who violate these regulations or commit crimes on campus. When necessary, SSU will press charges against criminal violators.

SSU's Chancellor maintains a crime log in the school administrative offices. The crime log records criminal incidents and alleged criminal incidents that are reported to the Campus Security Authorities. To view the log, please stop by his office, contact him by phone 619-298-1829.

In terms of reporting crimes, SSU utilizes a spreadsheet that is maintained by the School's Campus Security Authority (CSA). All crime reporting is kept in a password protected, secure document data

base. Records include, but are not limited to, copies of crime reports; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from local authorities; correspondence with the Dept of Ed regarding Clery Act compliance and the Violence Against Women Act (VAWA); and copies of notices to students and employees about the availability of the annual security report. All documentation is dated and easily retrievable.

Please refer to the following table regarding SSU’s crime reporting procedures and emergency notification and evacuation procedures:

Policy or Procedure	Response Time Frame
<p>Emergency notification and evacuation procedures for alerting the campus community about significant emergencies or dangerous situations. These policies and procedures are disclosed in SSU’s annual security report.</p>	<p>SSU will use emergency notification procedures whenever there is an <i>immediate threat</i> to the health or safety of students or employees on campus.</p>
<p>Issue timely warnings to alert the campus community about crimes that pose a serious or continuing threat to safety. These policies and procedures are disclosed in SSU’s annual security report.</p>	<p>SSU will issue a warning whenever there is a threat that a crime is ongoing or may be repeated.</p>
<p>Collect crime reports from campus security authorities within the institution.</p>	<p>SSU will identify local school authorities (CSA’s) at the beginning of the calendar year who will collect crime reports on an ongoing basis.</p>
<p>Request crime statistics from local law enforcement in SSU’s local jurisdiction</p>	<p>SSU will make a request annually with the CA police department.</p>
<p>Publish an annual security report containing campus security policy disclosures and crime statistics for the previous three years.</p>	<p>SSU will publish and distribute their report or provide a notice of its availability annually by Oct. 1.</p>

Campus Security Authority

SSU does not employ campus peace officers or contractual security officers. As such, school employees do not have powers of arrest and will call 911 in the event of a crime or other situation that warrants police intervention. Because SSU does not have a campus police department or security office, it does not keep a daily crime log.

Campus Security Authority (CSA) officials are defined as school official(s) who have significant responsibility for student and campus activities, including, but not limited to student discipline and campus judicial proceedings or who has the authority and the duty to act or respond to particular issues on behalf of the institution. At SSU, the Campus Security Authority officials are:

- (I) Chancellor
- (II) Compliance Officer

The function of the campus security authorities are to collect and report allegations of Clery Act crimes that they conclude were made in good faith. CSA's are not responsible for determining authoritatively whether a crime took place and do not have the authority to apprehend any alleged perpetrator of a crime.

Policies for Preparing the Annual Disclosure of Crime Statistics – Clery Act

SSU's yearly crime statistics are compiled on a calendar year basis and in accordance with the definitions of crime provided by the FBI for use in the Uniform Crime Reporting (UCR) systems. For sex offenses only, SSU uses definitions from the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

On an annual basis, SSU will gather these statistics and report crimes that occurred on campus and on public property within, or immediately adjacent to and accessible from, the SSU campus. SSU prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Nothing in the law shall be construed to permit SSU to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of this Act.

Personal Safety and Crime Prevention Tips

While SSU attempts to provide a safe and secure environment, students, faculty, staff and visitors are ultimately responsible for their own safety. As SSU becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, this information will be added to this policy or kept on file in SSU's administrative offices. If requested, such information may be obtained from a school director. As well, information about Personal Safety and Crime Prevention Tips will be handed out at new student orientations.

Please see the following safety and crime prevention tips:

1. Reduce or eliminate opportunities that may make you a target.
2. Increase awareness in places you are most comfortable.
3. Trust your instincts regardless of feeling embarrassed.
4. Prepare your schedule daily with safety in mind.

Purse/Wallet Safety

- Students should carry purses, portfolios or briefcases in a manner that will allow you to let go. Straps placed across your shoulder, around your neck or wrapped around your waist have caused injuries because women could not free themselves during a purse snatch.
- Always be aware of your surroundings and carry your pocketbook clasp toward you, close to your body, tucked in the bend of your elbow as if it were a football. If there is a long strap, wrap it around the bag.
- If someone attempts to snatch your pocket book, let go of it, especially if there is a weapon involved. When dining out, the only place for your purse should be your lap. The back of a chair is an easy target for a thief. Never carry a wallet in a rear pocket; use a front trouser or an inside coat pocket.
- Be particularly aware of your purse/wallet in crowded situations, such as rush-hour trains and buses. If you are jostled in a crowd, be aware that a pickpocket might be responsible. Beware of arguments or commotions designed to distract you while your pocket or purse is being picked.
- Minimize the amount of money, credit cards and valuables you carry by only taking items that are necessary for the day. Divide money between your purse/wallet and pockets. Carry your keys on your person separate from your identification

Walking - Be Street Smart

- Use well-populated and well-lit streets. If you suspect you are being followed, stay away from deserted blocks and head for an area where there are people or to the nearest open store. If you are driven home, ask the driver to wait until you are safely inside. Should a motorist bother you while you are walking, reverse your direction. If you are still followed, seek a safe location and yell for help, if possible.

Elevator

- When waiting for an elevator, leave the lobby/hallway if someone makes you feel uncomfortable. Check the elevator's mirror before entering. Stand between the control panel and door when in the elevator. Exit the elevator if someone enters that makes you feel uneasy. If you feel the need to give an excuse, you can say, "Oh, I forgot my mail." If accosted, press as many buttons as possible to try and get the elevator to stop at the next floor.

Trolley and Bus

- Use only entrances marked by a green indicator, where there is a clerk present 24 hours a day. Have your money or Metro Card available. Use designated waiting areas during off-peak hours. Ride in the conductor's car during off-peak hours. Sit in the center of the car, away from the door, to avoid a purse or chain snatch.

- Cover jewelry; turn stone rings toward the palm side of your hand. Stay awake and aware and exit with the crowd. Wait and walk close to the wall. Wait for the bus on the sidewalk away from the curb. Sit near the front of the bus. Be aware of your wallet/purse to avoid a pickpocket.

ATM

- Be aware of suspicious people near the entrance. Use well-lit, well-populated ATM's. Avoid ATM's that have unlocked doors or are directly out on the street. Block a bystander's view when doing your transaction. Use mirrors, positioned at the ATM, to see behind you. Put your money away and take your card and receipt before exiting an ATM. Your card is exclusively for your entry only. Make sure the door closes behind you.

Violence Against Women Reauthorization Act (VAWA)

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions like SSU to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

The changes made to the Clery Act by VAWA did not affect in any way Title IX of the Education Amendment of 1972 (Title IX), its implementing regulations or associated guidance issued by the Department's Office for Civil Rights (OCR) Nothing in the Clery Act, as amended by VAWA, alters or changes an institution's obligations or duties under title IX as interpreted by OCR.

In compliance to VAWA, SSU's Campus Security and Crime Prevention Policy includes procedures to follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from such a report.

This policy also includes information about a victim's options for, and available assistance in, changing academic, living, and/or transportation situations if requested and reasonably available, regardless of whether the victim chooses to report the crime to campus authorities or local law enforcement.

Below is a list of the major changes that have been made to the Clery Act regulations and information regarding the 2015 Campus Safety and Security Survey, used to report Campus crime statistics to the Department:

Summary of the Major Changes to the Clery Act Regulations:

- Require institution to collect and report information regarding incidents of dating violence, domestic violence, Sexual assault, and stalking that occur on an institution's Clery Geography and are reported to a Campus Security Authority or to local law enforcement agencies;

- Require institutions to disclose statistics of such incidents in their Annual Security Reports (ASRs) and the Campus Safety and Security Survey to maintain credible documentation that substantiates the institution's crime statistics.
- Require institutions to have policies and procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the institution's crime statistics.
- Clarify the very limited circumstances in which an institution may remove reports of crimes that have been "unfounded" by law enforcement officials and require institutions to report to the Department and disclose in the ASR the number of crimes that were "unfounded" and subsequently withhold from their crime statistics.
- Revise the definition of "rape" to reflect the Federal Bureau of Investigation's (FBI) updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy, and sexual assault with an object that are used the UCR National Incident-Based Reporting System;
- Revise the categories of bias for the purposes of Clery Act hate crime reporting to add gender identity and to separate ethnicity and national origin into different categories;
- Require institutions to provide information on culturally relevant, inclusive prevention awareness programs to incoming students and new employees, as well as describe these programs in their ASRs. These programs must include: a statement that the institution prohibits the crime of dating violence, domestic violence, sexual assault and stalking; the definitions of these terms in the applicable jurisdiction; the definition of "consent," in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on the institution's policies and procedures after a sex offense occurs;
- Require institution to provide and describe in their ASRs, ongoing prevention and awareness campaigns for students and employees. These campaigns must include the same information as the institution's primary prevention and awareness program;
- Define the terms "awareness programs," "bystander intervention," "ongoing prevention and awareness campaigns," "primary prevention programs," and "risk reduction";
- Require institutions to describe each type of disciplinary proceedings used by the institution in cases of alleged dating violence, domestic violence, sexual assault, or stalking; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking; and the standard of evidence that will be used during the disciplinary proceeding;
- Require institutions to list all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Require institutions to describe the range of protective measures that the institution may offer following an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Require institutions to provide students or employees who report being victims of dating violence, domestic violence, sexual assault or stalking with a written explanation of their rights and options, regardless of whether the offense occurred on campus, including written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community, and the availability of changes to academic, living, transportation, and working situations, or protective measures regardless of whether the victim reports to law enforcement.

- Require institutions to provide for a prompt, fair, an impartial disciplinary proceeding in cases of alleged dating violence, domestic violence, sexual assault, or stalking in which: (1) officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused; (2) the accuser and the accused have equal opportunities to have others present, including an advisor of their choice; (3) the accuser and the accused receive simultaneous notification, in writing, of the result of the proceedings and any available appeal procedures; (4) the proceeding is completed in a reasonably prompt time frame; (5) the accuser and the accused are given timely notice of meetings at which one or the other or both may be present; and (6) the accuser, the accused and appropriate officials are given timely and equal access to information that will be used during information and formal disciplinary meetings and hearings.
- Define the terms “proceeding” and “result”; and
- Specify that compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act, commonly known as FERPA (1974).

Missing Student Notification Policy

There are no campus housing facilities at SSU, so a missing student notification policy is not mandated. When a student is absent 5 days in a row, the student’s home is called, and messages are left to have the student get in touch with SSU to indicate a reason for absence. The missing student’s emergency contact are also contacted by phone. This policy is separate from SSU’s academic attendance policies.

Emergency Response and Evacuation Plan

SSU maintains an Emergency Response and Evacuation Plan. SSU may also test emergency response and evacuation procedures periodically through drills or exercises. To obtain a copy of SSU’s Emergency Response and Evacuation plan, please contact a school director.

Disciplinary Proceedings

SSU does not tolerate violence or other threatening conduct against any members of SSU community. This includes criminal acts against persons or property, as well as harassment based on sex, gender, race, ethnicity, or disability. SSU will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school- sponsored events. This includes acts of violence against women.

SSU will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by SSU against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, SSU will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Voluntary Crime Reporting

If anyone is aware that a crime is being or has been committed on SSU campus or at a school-sponsored/related event off-campus, the crime should be reported as soon as possible to SSU Administration as well as the local law enforcement. If the crime has occurred during non-business hours and SSU’s office cannot be reached, local law enforcement can be contacted immediately, and it should be reported directly to SSU as soon as possible the next business day. Immediate notification should be made to the following: John Tucker; Chancellor.

Upon notification, the Chancellor will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the school are included in the annual campus crime statistics. In addition, the school will request crime information CA police or other local law enforcement agencies that may have not been reported to the school's administrative office and, if appropriate, include it in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed to the campus community related to a reported crime.

Voluntary, Confidential Crime Reporting

All reports of crime or misconduct will be investigated, and all criminal violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the campus community arises, timely reports or warnings will be issued through e-mail announcements, mass text messages, in-class announcements, or other appropriate means of communication.

If warranted, pastoral counselors and professional counselors must inform persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. That being said, SSU does not employ any campus-based pastoral or professional counselors.

Drug and Alcohol Abuse Prevention

Please refer to SSU's policy regarding Drug and Alcohol abuse prevention. Anyone violating this policy will be removed from school property and disciplinary action will be taken. SSU's Drug and Alcohol Abuse Prevention Policy is reviewed by SSU on a biannual basis and given to students at the time of enrollment and employee each year.

The State of California sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the school administrative office.

Sexual Assault and Related Crimes

SSU is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, SSU strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking.

Sexual harassment is defined as *any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply.*

SSU encourages the reporting of sexual misconduct that is prompt and accurate. Anyone who believes that they have been subjected to sexual assault or harassment is encouraged to immediately contact the Academic Advisor on campus or the Chancellor in order to quickly respond to allegations and offer immediate support to the victim. SSU is committed to protecting the confidentiality of victims and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of the SSU community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, SSU engages in ongoing prevention and awareness education programs. All incoming students and employees are required to receive educational materials about these subjects, and all members of SSU community are encouraged to participate in training focused on the prevention of sexual misconduct.

This policy applies to all members of the SSU campus community, including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct (this can be someone who witnessed an incident or who wishes to report an incident on behalf of another). The policy applies to these parties regardless of sexual orientation or gender identity.

SSU's Sexual Assault and Related Crimes policy prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking. Please refer to the Crime Definitions section for a complete list of terms and prohibited acts.

This policy covers all educational programs, and campus and school-related activities, including, but not limited to, student organizations (course review sessions, tutoring sessions, barbell club) community organizations with student [and/or faculty] participation, and all other educational or extracurricular events hosted by or at SSU.

This policy covers sexual misconduct occurring between individuals in various types of relationships. These include, but are not limited to, student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to faculty/staff, faculty member to student, staff to student, and supervisor to subordinate. Sexual misconduct may be acts committed by an individual or collective action committed by members of a group or organization. These acts may be committed against an individual or against a group or organization. These acts may be committed by a stranger, an acquaintance, or someone with whom the victim has a social, romantic, or intimate relationship. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity.

Establishing Time Frames for the Review Process

SSU is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct and will conduct a timely review of all complaints of domestic violence, dating violence, and/or stalking. Unless there are extenuating circumstances, review and resolution is expected to take place within sixty (60) calendar days from receipt of the complaint.

The preliminary review of all complaints, including any necessary interviews to be conducted and any necessary interim measures to be put in place, will usually be completed within 5 days of receipt of the complaint.

The subsequent, comprehensive review and investigation of the complaint, including interviews with all involved parties and gathering of evidence, is usually completed within 10 days of receipt of the complaint.

Results of the complaint, via either a formal hearing or waiver of hearing are typically issued within 15 days of receipt of the complaint.

An appeal of the results must be submitted within 7 days of receipt of the written result. Unless there are extenuating circumstances, decisions on appeals are typically issued within 5 days of submission of the appeal.

Evidence

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be shared with the opposing party at least three (3) business days in advance of the scheduled hearing. SSU Director presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. SSU Director presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.

Notification

Both parties must be notified simultaneously and in writing of:

1. The result of the disciplinary proceeding;
2. Any petition for appeal (which should be available to both parties);
3. Any change to the result that may occur prior to the time that the result becomes final
4. When the results become final.

Notification of findings

Within five (5) business days after the adjournment of the hearing, the student conduct hearing body shall submit written findings of fact, conclusions regarding the charge(s), and imposition of a sanction, if any, to the respondent and any school official who is determined by the presiding School Director to have a legitimate interest in the result. In the case of sexual misconduct and violations involving dating violence, domestic violence, sexual assault, or stalking, both the complainant and respondent shall also receive simultaneous notice of the results and sanctions imposed (and the rationale for the result and sanctions), as well as notice of any possible changes to the result that may occur before it becomes final, and when the result becomes final.

Sanctions

SSU considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations and subject to suspension and/or expulsion from SSU.

Retaliation

No member of the SSU community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a complaint, serves as a witness, or assists or participate in a proceeding in any manner. Participants who experience retaliation should report the incident to a School Director.

Where to Report All Acts of Sexual Misconduct/Violence

Filing a Complaint with SSU:

A student may report sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking to the following school officials:

- Chancellor
- Compliance Officer

Filing a Complaint with a State and/or Federal Agency:

A student who is not satisfied with the SSU's handling of a complaint, may also file a complaint with federal and state agencies. A list of agencies can be found on page 11 and 14 of this policy handout.

Dual Filing a Complaint with the School and a State and/or Federal Agency:

In addition, the Complainant may file a complaint with the appropriate State or Federal agency at any point during the process. A list of agencies is given in this Catalog under the Student Grievance Policy.

The school will work with the victim, should it be requested, in making changes that can be reasonably accommodated relative to the student's academic, living, work and/or transportation situation. Though SSU does not provide student housing, SSU is still obligated to comply with a student's *request* for a living and/or academic situation change following an alleged sex offense. All determinations are at the sole discretion of SSU.

Student Disciplinary and Employee Disciplinary Complaints:

Potential Outcomes under the Procedures:

Criminal Complaints: The complaint may result in criminal penalties, such as fine, community service, probation, jail sentence, registration as a sex offender with the CA police.

Institutional Complaints:

a) Under the sexual harassment policy, if there is a finding that a sexual assault may have occurred and the alleged perpetrator is:

A student, then the matter is referred to the Chancellor for student discipline, and the penalties may be disciplinary probation, suspension or expulsion from SSU.

An employee, then the matter is referred to a Human Resources for employee discipline and the penalties may include fines, formal counseling, probation, suspension with or without pay, or termination from employment.

Under the Student Disciplinary process penalties may be probation, suspension or dismissal from SSU.

Under the Employee Disciplinary process, the penalties may be fines, formal counseling, probation, suspension with or without pay, or termination from employment.

SSU is firmly committed to a policy that encourages timely disclosure of sexual misconduct. Any person, who, in good faith, reports sexual misconduct will be protected from retaliation (defined as an adverse action taken because an individual has engaged in protected activities), threats of retaliation, suspension or discharge from an educational opportunity or employment, or any other forms or means of discrimination because this person reported sexual misconduct.

If a student becomes the victim of a sexual assault at SSU, their first priority should be to get to a place of safety. They should then obtain necessary medical treatment. SSU strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a school director and/or to a school faculty. Filing a police report with a School CSA will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. By filing a police report, victims are assured of the following:

The victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;

Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);

Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

SSU will also provide notification to students of existing off-campus counseling, mental health or other student services for victims of sex offenses, if requested. SSU encourages students and employees to take advantage of these materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through local community agencies. Please see the list below for counseling and support services outside SSU system:

Rape, Abuse, and Incest National Network (RAINN)

Toll-free Hotline: 1-800-656-HOPE

www.rainn.org

National Sexual Violence Resource Center

123 North Enola Drive

Enola, PA 17025

Phone: (717) 909-0710

Toll-free: 1-877-739-3895

www.nsvrc.org

Bystander Intervention Programs:

SSU will provide safe and positive options for bystander interventions that an individual may take to prevent harm or intervene in risky situations.

Bystander Intervention programs are defined as programs to teach men and women how to speak out against rape myths, and to intervene if someone is at risk of being assaulted. These programs have been shown to be an effective prevention tool.

Below are some resources that SSU uses to help teach Bystander Intervention:

- Report: <http://www.nacua.org/documents/WhiteHouseTaskForceonSexualAssaultReport.pdf>
- Not Alone: Together Against Sexual Assault: <https://www.notalone.gov/>
- Climate Survey Toolkit: <https://www.notalone.gov/assets/ovw-climate-survey.pdf>
- PSA: <http://www.whitehouse.gov/1is2Many>
- Bystander Intervention Factsheet: <https://www.notalone.gov/assets/bystander-summary.pdf>
- Establishing Prevention Programming:
<http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>

A common challenge with increasing bystander participation is that bystanders are often unsure of themselves as responders and unclear about whether intervention is unwelcome or needed. To help address this challenge, SSU also recommends the following bystander intervention programs:

- One in Four USA: <http://www.oneinfourusa.org/themensprogram.php>
- Coaching Boys Into Men: <http://www.futureswithoutviolence.org/engaging-men/coaching-boys-into-men/>
- The Men's Project: <http://themensproject.ca/>
- Green Dot: <https://www.livethegreendot.com/>

Registered Sex Offenders

Also, in accordance with the Federal Campus Sex Crimes Prevention Act, registered sex offenders are required to register the name and address of any post-secondary school at which he or she is a student or employee.

Bias-Related Crimes

To ensure an environment where an individual can achieve his/her academic and/or career goals, the Legislature of the State of California established, in compliance with state laws, policies and procedures to protect the entire school community from what has been termed “bias-related crime.” As required by law, we are providing information about bias-related crimes and crime prevention.

Definition of Bias-Related Crime

Bias-related offenses occur when persons are harassed, annoyed, threatened, alarmed, struck, shoved, kicked, or subjected to physical contact because of their race, color, religion, national origin, ancestry, gender, religious practice, age, sexual orientation, or disability. A racially or religiously targeted incident is an act or attempt by any person or group of persons against the person or property of another individual or group which may in any way constitute an expression of racial or religious hostility. This includes: threatening phone calls, graffiti, hate mail, physical assaults, vandalism, cross burning, fire bombing, and the like.

SSU’s Policy for Dealing with Bias-Related Crimes

It is our policy to ensure that the rights guaranteed by California State law and the U.S. Constitution are protected for all citizens, regardless of race, color, ethnicity, or religion. When such rights are infringed upon by violence, threats, or other harassment, SSU will use every resource necessary to rapidly and decisively identify the perpetrator(s), arrest them, and bring them to trial.

Students who have been victims of bias-related crimes should immediately report the incident to one of the following:

John Tucker-Chancellor of SSU

Should a student become a victim of a bias-related crime, all materials pertaining to the crime should be preserved, documented, and reported immediately to the aforementioned officials.

Preventing Bias-Related Crimes

Differences among people, as well as their similarities, need to be discussed so that all can learn to appreciate the uniqueness of every group. In SSU’s multicultural and multiethnic community, we hope that through we may be able to help each student understand and contest negative racial attitudes, religious discrimination, and cultural intolerance.

Counseling and Support Services for Victims of Bias-Related Crimes

Anyone who is a victim of a bias-related crime is encouraged to seek counseling from a trained mental health professional. SSU will assist any student wishing to contact outside agencies, including local police, regarding charges and complaints of a bias-related crime.

Crime Codes and Definitions

In compliance with federal law, in an effort to promote the personal safety of SSU community, the following information has been prepared for review. SSU must produce and distribute an annual report containing the crime statistics defined in SSU's stated security policies. This report focuses on the federal requirements under the Jeanne Clery Disclosure Security Policy and Campus Crime Statistics Act and the Violence against Women Act (VAWA). As of 2015, the following categories of crimes on the campus, certain non-campus properties, and certain public property areas will be reported to the local police:

- i. Homicide
- ii. Manslaughter by Negligence: The killing of another person by gross negligence
- iii. Murder and Non-negligence Manslaughter: The willful (non-negligent) killing of one human being by another
- iv. Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will where the victim is incapable of giving consent
- v. Forcible Rape: The carnal knowledge of another person, forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent incapacity.
- vi. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent incapacity.

The Violence Against Women Act (VAWA) and its proposed regulations require the inclusion of certain California definitions in a campus's Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students. These required terms and definitions are:

- (l) Consent: Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with development disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

- (II) Consent (abbreviated): Clear, unambiguous, and voluntary agreement between the participating individuals to engage in specific sexual activity.
- (III) Domestic Violence: An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.
- (IV) Sexual Assault: According to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
- (V) Stalking: The term stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to causes a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

Reporting Locations

For the purpose of reporting, SSU's crime statistics are compiled in accordance with the categories of on-campus and public properties as per the following definitions:

- (I) On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes
- (II) Non-campus Buildings/Property: Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- (III) Public Property: All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution or the facility, and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

Policy of Non-Discrimination

Southern States University does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, handicap, or prior military service in the administration of its educational policies and procedures. Specifically, the University does not discriminate in admission, financial aid, employment, or entry or exit from educational courses and programs.

Student Grievance Policies And Procedures

The University continually strives to provide a fair and reasonable University governing system and is committed to ensuring that all University parties have access to the information they need regarding the University's policies and procedures. Note that grades are not subject to grievance under this policy (see Grade Appeals in this Catalog).

For students, the University adheres to the following Student Grievance Procedure:

1. If a student has a grievance regarding services or academic policies procedures, the student must first take responsibility for resolving the grievance by talking with the party with whom they have a grievance. If the matter is resolved at this level (level one), it is considered an informal grievance and the University does not keep a record of the matter.
2. If the matter is not resolved at level one, the student may bring the matter to the attention of SSU administration. An administrator employing a fact gathering procedure in which both parties, and any third parties involved, are asked to review the facts of the matter investigates a grievance at this level. If it is an academic matter, the Vice Chancellor, Academic Affairs will act as mediator (or the Chancellor if the Vice Chancellor, Academic Affairs is an involved party). If it is an administrative matter, the Dean of Students or the Academic Advisor on campus will act as a mediator (or the Vice Chancellor, Academic Affairs if the Dean of Students or the Academic Advisor on campus is an involved party). If the matter is resolved at this level (level two), the University may provide the student with a written response and keep a record of the resolution, but it is still considered an informal grievance.
3. If the matter is not resolved at level two, the student may file a Formal Complaint. To do this the student obtains (from the University Registrar) a Student Complaint Form, completes it, and takes it to the Dean of Students or the Academic Advisor on campus to discuss his/her concerns. In this discussion the student should provide all of the facts and names of those who may be aware of the problem. The institution shall, within 15 days of receiving the complaint, act on the matter. A suggested resolution may be made and presented to both parties independently. If it is an academic matter, the Vice Chancellor, Academic Affairs may suggest the resolution (or the Chancellor if the Vice Chancellor, Academic Affairs is an involved party). If it is an administrative matter, the Dean of Students or the Academic Advisor on campus may suggest the resolution (or the Vice Chancellor, Academic Affairs if the Dean of Students or the Academic Advisor on campus is an involved party). If this action resolves the complaint, then the resolution and the original complaint are filed and the matter is closed. If, however the complaint remains unresolved, the matter proceeds to level four. The University also reserves the right to reject a complaint if it is determined to be unfounded. If the complaint is unfounded, the complainant shall be informed in a timely manner.

4. At level four, a conference is set up with both parties, plus the Dean of Students or the Academic Advisor on campus and/or the Vice Chancellor, Academic Affairs. The first attempt in this conference is to review the facts, review the previous attempts at resolution, and attempt a new and successful resolution to which all parties can agree. If there is no agreement at this time, the Dean of Students or the Academic Advisor on campus and/or the Vice Chancellor, Academic Affairs will decide on behalf of the University and will inform the parties in writing of the final resolution of the complaint. The Vice Chancellor, Academic Affairs has overall responsibility to ensure that student complaints are resolved in a timely manner, and s/he is always available by appointment.

The University will maintain a summary of each formal complaint and its disposition, including reasons for the disposition and any related documents, in the student's file. If the student is dissatisfied with the final resolution as determined by the Vice Chancellor, Academic Affairs (or Dean of Students or Academic Advisor on campus), s/he has the right to file a complaint with the California Bureau for Private Postsecondary Education and/or ACICS, at the addresses below.

THE CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Mailing Address: P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 431-6959
Toll Free: (800) 1-888-370-7589
Fax: (916) 263-1897
Website: www.bppe.ca.gov

Students may also file a formal complaint with the Accrediting Council for Independent Colleges and Schools (ACICS):

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

Address: 750 First Street, NE
Suite 980
Washington, DC 20002-4241
Website: www.acics.org

STUDENT SERVICES

Academic Advising

The Academic Advising Office works with students to help match the university's resources to the needs and goals of students so that they get the maximum benefit from their university experience. Our office encourages and promotes student learning in a welcoming and supportive environment. We clarify university policies, procedures, and requirements to ensure student retention and timely graduation.

Academic advisors facilitate academic responsibility and competence by educating students to use resources effectively, seek and receive guidance on academic program planning, encouraging students to think critically and develop and complete action steps.

Why Academic Advising is Important

Advising is a process of helping students diminish the confusion that comes with a new environment to clarify their goals and get the most out of their educational experience. Academic Advising is a planning process that helps students to approach their education in an organized and meaningful way. It is a student-centered process that should result in the student gaining a clearer understanding of his/her goals and the experience of higher education. It is an information exchange that empowers students to realize their maximum educational potential.

Advising is available to help students

- Diminish confusion: prospective, new, continuing and transfer students
- Understand graduation requirements
- Develop an academic plan
- Discuss transfer credit
- Understand course prerequisites
- Inform academic probation status to avoid SAP dismissal
- Discuss leave of absence
- File grievances and complaints
- Process evaluation of prerequisite and prerequisite exceptions
- Plan your next quarter's schedule

What Are the Students' Responsibilities Regarding Advising?

General Catalog. Know your catalog year and be sure you know where the University catalog can be found (<http://www.ssu.edu/academic/general-catalogs/>). The General catalog establishes the requirements you must complete for graduation, as well as lists all university academic and administrative policies and procedures.

See your adviser regularly. Don't wait until you encounter a problem before seeing an adviser. Check your degree/academic progress regularly.

Keep an advising file. Keep a personal copy of your academic records transcripts (official or unofficial) from each college or university you have attended.

Plan your advising sessions during non-peak times. Avoid the busy advising times during the registration period and at the first week of classes for continuing students

Petition to Graduate. Graduation is not automatic; you must petition to graduate. Ask your adviser to check on whether you are meeting your graduation requirements and when applicable file your Petition to Graduate.

Where to Go for Academic Advising

San Diego Main Campus

Academic Adviser
1094 Cudahy Place
Suite 120
San Diego, CA 92110
(619) 298-1829

Irvine Branch Campus

Academic Adviser
2855 Michelle Drive
Suite 380
Irvine, CA 92606
(949) 833-8868

Libraries and Resource Material Center

The SSU library is an academic division within the SSU University that serves the information and research needs of its students, faculty, and administration. The University maintains libraries for the degree programs at both its San Diego and Irvine campuses.

In addition to the hard and soft cover books and periodicals, and the audio and video materials in the two physical library facilities, the University provides 24/7 access to pre-paid subscriptions of several respected online libraries (electronic databases), including the Library Information Resources Network consortium (LIRN: ProQuest, Gale Infotrac, and EBSCO Host). Additionally, the library maintains a list of relevant and reliable open online resources in each discipline of study and can recommend public library facilities/local university libraries that can be accessed to obtain research materials.

Students doing research on-campus and off-campus can access SSU online library catalog, subscription databases, and research guides from any Internet connected computer via the online learning portal Moodle or via the SSU Website, Library page (password protected access). Database training sessions are offered each quarter for students and Faculty members on two university campuses: San Diego and Irvine. Librarians are available for face-to-face, phone, or email research consultations on Mondays–Thursdays, and on Saturdays, when classes are in session. Information about SSU library service hours is posted on the SSU Website/Library page. After hour consultations are available per student or faculty request.

The library's circulating items include books, periodicals, audio, and video materials. Non-circulating items include Course Reserves and Reference Materials for use in the library. SSU Library Circulation

Policy is posted on Moodle and on the Website. Library privileges start with the first day of the first enrollment quarter for students, and with the first day of employment for faculty and staff. Each borrower that uses his/her circulation privileges assumes full responsibility for all materials charged to his or her account and for knowledge and acceptance of library policies regarding borrowing materials from the library, including loan periods, renewals, returns, and fine rates.

Career Services

The mission of the Career Services Department is to provide efficient, effective, and personalized services to SSU students, alumni, and employers. Career Services interfaces between the campus and the employment community to facilitate career development through career coaching, workshops, seminars, and career employment.

Services provided include, but are not limited to:

- Resumes and cover letter workshops
- Interview preparation
- Career assessment and research
- Job placement – including career fairs, on/off campus employment, and job boards.

SSU also holds regular workshops to provide further information for career exploration and development. The University does not guarantee employment or income expectations for current students or alumni.

Alumni Relations

An important goal for SSU is to promote the success of University graduates. The University provides students with opportunities to develop both professionally and personally including:

- E-mails and web postings detailing job opportunities
- Surveys to monitor our alumni placement and employer satisfaction
- Library services
- Computer lounge
- Up-to-date information in events such workshops and networking events

University Housing

Southern States University is a commuter institution; students are expected to make their own living arrangements. The institution does not have dormitory or housing facilities and has no responsibility to find or assist students in finding housing. However, the University administration is available to provide assistance to students wishing to secure housing, including home-stay, nearby student apartments and other local housing options. Here are websites with information on housing in the San Diego and Irvine areas:

San Diego:

The average price of a 1 bedroom/1 bath near the San Diego campus is around \$1,600
According to: <https://www.rentometer.com/analysis/1-bed/san-diego-ave-san-diego-california-92110/qkjOBfeZY3o>

Irvine:

The average price of a 1 bedroom/1 bath in the Irvine Area is around \$1800

According to: <https://www.rentometer.com/analysis/1-bed/2855-michelle-drive-irvine-california-92606/MMXFLFnxfrQ>

Campus Security

SSU does not employ campus peace officers or contractual security officers. As such, school employees do not have powers of arrest and will call 911 in the event of a crime or other situation that warrants police intervention. Because SSU does not have a campus police department or security office, it does not keep a daily crime log.

Social Media

Today, social media is crucial to all kinds of businesses, but this is especially true in the education field. Social media allows SSU to be connected with prospective students, current students, and alumni all around the world. Thus, various social media sites are used to facilitate the University's students' lives. The University posts events, job opportunities, and promotes relations between students on social media sites such as on Facebook <https://www.facebook.com/SSUfashionvalley?ref=hl> and <https://www.facebook.com/pages/Southern-States-University-Newport-Beach-Campus/135528006501702?ref=hl>

On SSU's Facebook page students can exchange books, peruse job opportunities (including instructions for applying for these jobs) and/or socialize with other students. The University recommends its new students join this page to be apprised of all upcoming events at Southern States University.

Academic Programs of Study

SSU's undergraduate and graduate degree and certificate programs are designed and offered in a way that appropriately balances distinct types and levels of education and training and includes a comprehensive curriculum with appropriate coursework to achieve the program outcomes that are valuable to students' business, marketing, and information technology industries.

The SSU programs of study are designed for both individuals who are just beginning their education to establish a solid foundation of knowledge in the practices of business and information technology as well as to provide students who are already practicing in the field to deepen their knowledge, skills, abilities, and attitudes for the benefit of those they serve.

Courses within each academic program may be any combination of in-person, online, or a hybrid of the two modalities. SSU courses incorporate any combination of tools available (video lectures, short videos on specific concepts, external links, discussion threads, etc.) as well as study guides, textbooks, and other materials as dictated in each course syllabus.

Note: Graduation from an SSU certificate or degree program does not confer a state or other external certification. Students are encouraged to consult with state boards as well as specialty associations should they wish to receive official certification, credentialing, and/or licensure.

Course Types Offered

Southern States University places courses into two or three categories within a specific program of study: core, elective, and general education (where applicable). Each course may be applied to one or more of these course types based on the specific graduation requirements of each distinct academic program of study.

Core Courses

Courses designated as "Core" are those that are required for a given program of study. Undergraduate students must achieve grades of "D" or better in all core courses in their program of study. Graduate students must achieve grades of "C" or better in all core courses.

Elective Courses

Elective courses are taken by students seeking to fulfill credit requirements for their program of study that are not explicitly required for program completion. To apply the course to degree completion, the course must be directly applicable to the Program Learning Outcomes. Elective course grades earned must be "D" or better for undergraduate students or "C" or better for graduate students. Students are encouraged to discuss their elective course options with their Academic Advisor before enrolling.

General Education for Undergraduate Students

General education courses are intended to provide students with broad knowledge in English, mathematics, speech, historical, social, economic, scientific, and philosophical studies. The general education requirements help to develop skills and competencies that enhance both academic, personal, and professional success.

General Education Learning Outcomes (GELOs)

GELO 1: Apply written communication skills in a professional setting.

GELO 2: Demonstrate oral communication skills for presenting ideas in front of a diverse audience.

GELO 3: Apply quantitative reasoning skills for analyzing information and facts in a complex world.

GELO 4: Utilize information literacy skills for gathering scientific underpinnings, facts, and information.

GELO 5: Apply critical thinking skills for making well-informed decisions.

Definition of General Education Subjects

English Composition

Courses in English Composition enhance the ability to read and listen critically and to communicate ideas, feelings, information, and knowledge. The skills learned in these studies also enhance the ability to evaluate, solve problems, and make reasoned decisions. College-level English is the only discipline considered to fulfill this requirement.

Human Communication

These courses develop and improve effective communication skills and use logical thought processes to communicate and express results. Through the use of effective resources, students can interpret and analyze problems, evaluate answers, make judgments, and enhance general knowledge. Disciplines considered for fulfilling this requirement include communication, speech, and world languages.

Natural Sciences (Life or Physical)

These courses help develop awareness, appreciation, and understanding of the relationships between the world of natural phenomena and human activities. The use of the scientific method will be used to investigate and judge naturally occurring phenomena and the various roles of humankind in nature. Courses include astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, and physics. Other natural science courses may be considered.

Humanities

Courses in humanities encompass a study of the human condition with the use of analytic, critical, and speculative methods. These courses develop awareness and response regarding the ways people, both past and present, use thought, language, and communication concepts regarding individual, social, and cultural values, beliefs, and traditions. Courses include visual art, history, literature, performing arts, and philosophy.

Social, Behavioral, and Political Sciences

Social, behavioral, and political science courses focus on people as members of society and promote the appreciation of how institutions, groups, and individuals in societies operate and stimulate critical thinking regarding the actions and response of a given society. These courses focus on the interaction of social, economic, political, geographic, linguistic, religious and cultural factors, with emphasis on the ways humans understand the complex nature of their existence. Disciplines considered for fulfilling this requirement include cultural anthropology, cultural geography, economics, linguistics, political science, psychology, sociology, ethics, and world civilizations.

Mathematics

Courses in mathematics and quantitative reasoning will cover the science of numbers, symbols in place of numbers, and their operations, interrelations, combinations, generalizations, and abstractions and of space configurations and their structure, measurement, transformations, and generalizations to solve equations with supporting explanations. Students must take and pass elementary, college or intermediate algebra, the equivalent, or higher-level mathematics and quantitative reasoning course to fulfill this requirement.

UNDERGRADUATE PROGRAMS

Southern States University offers one (1) degree program at the undergraduate-level: A Bachelor of Business Administration (BBA) that can be completed in four years.

Undergraduate Degree Program

Bachelor of Business Administration (BBA) Program

Southern States University's Bachelor of Business Administration is a four-year degree program structured to provide students with an academic foundation solidly built upon general education and specialized business courses. This approach recognizes that, in today's challenging business environment, success requires a combination of critical thinking and practical business skills. The lower division introductory general education courses are designed to promote critical thinking skills by providing students with a basic knowledge and understanding of the humanities, arts, and sciences, while the lower division introductory business courses are designed to provide students with a basic knowledge and understanding of business fundamentals and practices. The program is structured so that success in the lower division courses will improve the student's confidence and ability to succeed in the more challenging and focused upper division courses. The upper division courses in the BBA program build upon the fundamentals covered in both the general education and business introductory courses, providing a consistent, cohesive undergraduate general education that is also commensurate with the business needs of today and tomorrow. The in-depth general education and business principles and practices that students learn throughout SSU's Bachelor of Business Administration program provide them with the skill set required to succeed in today's competitive business environment. Successful completion of the program requires 180 Quarter Credits.

BBA Program Learning Outcomes:

Upon completion of the program, BBA graduates will be able to:

Program Learning Outcome 1. Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions.

Program Learning Outcome 2. Demonstrate understanding of the various stakeholders, components and issues involved in ethical business practices.

Program Learning Outcome 3. Apply communication skills in a professional setting.

Program Learning Outcome 4. Apply understanding of the practices in and resources available to management, marketing, finance, and accounting functions. Promote an understanding of the practical interactions among them in determining an enterprise's economic viability.

Program Learning Outcome 5. Demonstrate professional competence in the marketing field profession.

Employment Potential - BBA

Upon completion of this program, students could reasonably seek employment as the following:

- General Operations Manager (SOC2010 – 11-1021; CIP2010 – 52.0201)
- Sales Manager (SOC2010 – 11-2022; CIP2010 – 52.0201)
- Administrative Services Manager (SOC2010 – 11-2022; CIP2010 – 52.0201)
- Industrial Production Manager (SOC2010 – 11-3011; CIP2010 – 52.0201)
- Transportation, Storage, and Distribution Manager (SOC2010 – 11-3071; CIP2010 – 52.0201)

- Construction Manager (SOC2010 – 11-9021; CIP2010 – 52.0201)
- Social and Community Services Manager (SOC2010 – 11-9151; CIP2010 – 52.0201)
- Manager, all other (SCO2010 – 11-9199; CIP2010 – 52.0201)
- Cost Estimator (SOC2010 – 13-1051; CIP2010 – 52.0201)
- Management Analyst (SOC2010 – 13-1111; CIP2010 – 52.0201)

Bachelor of Business Administration (BBA) Program Courses

Lower Division General Education Requirements 40.5 Quarter Credits

ENG 111	Composition and Rhetoric	4.5 Quarter Credits
HIST 101	US History 1	4.5 Quarter Credits
HIST 102	US History 2	4.5 Quarter Credits
HUM 110	Principles of Humanities	4.5 Quarter Credits
MTH 125	College Algebra	4.5 Quarter Credits
PHIL 111	Introduction to Ethics	4.5 Quarter Credits
POLS 155	Introduction to Political Science	4.5 Quarter Credits
SCI 110	Introduction to Physical Science	4.5 Quarter Credits
SPCH111	Public Speaking	4.5 Quarter Credits

Lower Division Core Course Requirements 49.5 Quarter Credits

ACC 201	Accounting I	4.5 Quarter Credits
ACC 202	Accounting II	4.5 Quarter Credits
BUS 101	Business Foundations and Analysis	4.5 Quarter Credits
BUS 210	Business Law	4.5 Quarter Credits
BUS 220	Business Communications	4.5 Quarter Credits
CIS 111	Introduction to Business Information Systems	4.5 Quarter Credits
ECON 100	Macroeconomics	4.5 Quarter Credits
ECON 101	Microeconomics	4.5 Quarter Credits
MKT 110	Principles of Marketing	4.5 Quarter Credits
MTH 130	Business Statistics	4.5 Quarter Credits
MTH 135	Business Calculus	4.5 Quarter Credits

Upper Division General Education Requirements 31.5 Quarter Credits

ENG 305	Technical Writing	4.5 Quarter Credits
HIST 410	World History	4.5 Quarter Credits
HUM 305	Impact of Science Fiction on Historical and Modern Literature	4.5 Quarter Credits
HUM 405	European Humanities	4.5 Quarter Credits
MTH 305	Statistics	4.5 Quarter Credits
MTH 310	Finite Math with Applications	4.5 Quarter Credits
MUS 305	The History of American Music	4.5 Quarter Credits

Upper Division Core Course Requirements**27 Quarter Credits**

BUS 480	Capstone	4.5 Quarter Credits
FIN 305	Business Finance	4.5 Quarter Credits
MGT 305	Operations Management	4.5 Quarter Credits
MGT 310	Principles of Management and Organization	4.5 Quarter Credits
MKT 305	Marketing Fundamentals	4.5 Quarter Credits
PHIL 305	Business Ethics	4.5 Quarter Credits

The BBA program includes a Marketing Specialization:**Upper Division Marketing Specialization Courses****31.5 Quarter Credits**

MKT 310	Consumer Behavior	4.5 Quarter Credits
MKT 315	Global Marketing	4.5 Quarter Credits
MKT 320	Sales Strategies	4.5 Quarter Credits
MKT 405	Introduction to Marketing Research	4.5 Quarter Credits
MKT 411	Introduction to Advertising	4.5 Quarter Credits
MKT 415	Services Marketing	4.5 Quarter Credits
MKT 420	E-Marketing	4.5 Quarter Credits

BBA Program Requirements

Lower Division	Classes	Credits
Lower Division Core Classes	11	49.5
Lower Division General Education Classes	9	40.5
Total Lower Division Requirements	20	90
Upper Division		
Upper Division Core Classes	6	27
Upper Division Specialization Classes	7	31.5
Upper Division General Education Classes	7	31.5
Total Upper Division Requirements	20	90
BBA Total Graduation Requirements	40	180

Admission Rules and Standards – Undergraduate Degree Programs

Students applying for admission to an undergraduate degree program are required to satisfy the following admission requirements:

1. Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees;
2. Provide verification of completion of a high school diploma (from a state-recognized school), High School Equivalency, or Certificate of Equivalency/Proficiency. Diplomas from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>). Both a copy of the official foreign academic record and an official English translation must be included;
3. Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>). Both a copy of the official foreign academic record and an official English translation must be included;
 - o Note: Veteran students and beneficiaries using VA funds are reminded that ALL postsecondary educational transcripts and training records must be submitted and that each State Approving Agency has the right to require additional and reasonable criteria from veteran students and beneficiaries.
4. Submit a written, single-spaced essay of at least 500 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations;
5. Complete an interview with a one or more members of the SSU Admissions Team, including an SSU Student Ambassador. Results of this interview will be considered when determining student acceptance to the university; and
6. English Language Proficiency Policy for all Degree-Seeking Students: Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard through one of the following:
 - TOEFL (Test of English as a Foreign Language) result of 61 or above on the IBT (Internet Based Test), 500 or above on the PBT (Paper Based Test), or
 - IELTS (International English Language Testing System) result of 5.0 or above, or
 - Duolingo English Test result of 80 or above, or
 - Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 2.0 GPA for at least one academic term.

Test scores more than two years old will not be accepted.

7. Ability-to-Benefit: SSU does not participate nor admit students using Ability-to-Benefit (ATB) criteria.
8. Experiential Learning: SSU does not award credit for prior experiential learning.

9. International Students on a Student Visa: In addition to the above items, international students applying for a student visa in the USA must submit the following:
- i. Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
 - ii. Copy of passport, including information page, Visa, and I-94 validity page; and
 - iii. Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.

Readmission to the Undergraduate Program After Withdrawal or Dismissal

Students who have withdrawn or been dismissed from an SSU undergraduate degree program may apply for readmission to their respective programs after the conclusion of at least one academic term without classes, provided they have paid off all tuition and fees from their previous enrollment. Readmitted students reenter the program subject to the Catalog requirements in effect at the time of readmission. Students seeking readmission must satisfy the following admission requirements:

1. Submit a new Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees;
2. Submit an updated resume;
3. Submit any other documents required for regular admission, unless SSU already has those documents on file; and
4. Students who have been dismissed must submit a written, single-spaced essay of at least 1000 words addressing the details of the dismissal and explaining why and how the student believes readmission to the program will result in a successful outcome.
5. In addition to the above items, international students applying for a student visa seeking readmission must submit the following:
 - i. Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
 - ii. Copy of passport, including information page, Visa, and I-94 validity page; and
 - iii. Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.

Students who return to the Associate or Bachelor program after voluntarily withdrawing or being dismissed will have all of their existing grades and GPA carry forward subject to all Catalog policies regarding Repeats. Therefore, students who have used all their potential Repeats and are not maintaining a 2.0 GPA will not be readmitted into the program.

If a student dismissed due to their failure to meet Satisfactory Academic Progress standards or Academic Misconduct is readmitted and then dismissed again for academic reasons, that student is no longer eligible for readmission.

Transfer Credit – Undergraduate Degree Programs

Internal Transfers

All credits earned in SSU's undergraduate certificates are internally transferable to SSU's undergraduate degree programs if they comprise the same course requirements.

Transfer credit is not automatic, and the student will need to petition for it in order to be valid for the new program. The new program record will reflect a letter grade of "T" for any internal transfer credit earned.

External Transfers

Credits earned for comparable course work in an undergraduate program can be transferred into the Southern States University BBA program if the following conditions are met:

- Official transcript of coursework is submitted to the University. Originating school must operate with approval of the regulatory agency of the state or country in which it is located, and have accreditation recognized by the USDE (or equivalent);
- Applicants with international credits wishing to qualify for transfer credit must establish equivalency with respect to academic credit by submitting transcripts for review and certification to a National Association of Credential Evaluation Services (www.naces.org) member organization.
- Course descriptions, as detailed in the catalog or syllabi of the originating institution, are comparable to SSU courses in terms of breadth, rigor, level, and depth;
- Courses must be completed with a minimum GPA of 2.0;
- Coursework must have been completed within seven years of completing application to Southern States University;
- Credit value of completed coursework (or clock hours) cannot be less than that required by Southern States University (semester credits are converted to quarter credits by multiplying by 1.5, i.e., 3 semester credits multiplied by 1.5 equates to 4.5 quarter credits).

Students may transfer no more than 135 quarter credits to the BBA program. Note that no more than seventy-five (75) percent of SSU's undergraduate degree program can be completed through a combination of (a) transfer and (b) any other award of credit.

Students must petition before the beginning of their second term to obtain credit for any classes completed prior to their enrollment with SSU.

The University does not guarantee transfer of credits.

Non-Traditional Collegiate Education Transfer Credit, Including Military Experiential Credit

SSU accepts non-traditional collegiate education in the form of transferable credits that can be applied towards Associate's or Bachelor's degrees. A student may transfer a maximum of 72 credits from a non-traditional setting using the following options:

- A maximum of 72 credits in the BBA program may be earned through the College Level Examination (CLEP)
- A maximum of 27 credits in the BBA program may be transferred from the following programs:
 - ❖ Defense Activity for Non-Traditional Education Support (DANTES) independent study/credit by examination courses
 - ❖ Excelsior College Examinations
 - ❖ Credit that has been recommended by the American Council on Education. This is listed in the ACE National Guide to College Credit for Workforce Training
- A maximum of 45 credits in the BBA program may be transferred from prior military coursework or experience. Coursework or experience must be evaluated by the American Council on Education (ACE), including the acceptance of the Joint Service Transcript (JST) recommended by ACE.

The University does not grant experiential credit for work experience gained outside of the military. SSU maintains a written record of previous education or training of veterans and eligible persons clearly indicating where credit has been granted, if appropriate, and notifies them accordingly.

A student seeking transfer credit must request an official transcript be sent to Southern States University by the college or university awarding credit. In addition, students must submit a completed Petition for Transfer Credit form to the University Registrar. Consideration will be given to Petitions for Transfer Credit based on the aforementioned conditions.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Southern States University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Southern States University to determine if your credits or degree will transfer.

Southern States University has not entered into articulation or transfer agreements with any other college or university.

SATISFACTORY ACADEMIC PROGRESS (SAP) – UNDERGRADUATE DEGREES

In order to progress satisfactorily through an educational program, students must meet the following standards of Satisfactory Academic Progress (SAP) or they will be dismissed from the University.

- 1) All students must complete their program within the Maximum Time Frame (MTF), which is 1.5 times the expected time for program completion.
- 2) Maximum credit hours reflect the maximum allowable quarterly credits before a student is required to graduate or is disqualified from a program.
- 3) Undergraduate students must maintain a minimum cumulative grade point average (GPA) of 2.0 to meet graduation requirements. (See Grading section under Scholastic Rules, Regulations and Academic Policies for information on how to calculate GPA.)
- 4) Withdrawals remain on the transcript, and no grade points are assigned. “W” is a permanent grade. A “W” or withdrawal does not affect the cumulative grade point average (CGPA).
- 5) No grade points are assigned for an “I” grade. An “I” or incomplete does not affect the cumulative grade point average (CGPA).
- 6) Students may be required to, or may choose to, repeat a class in order to improve academic performance. Undergraduate students may repeat up to four courses. Classes may only be repeated one time. Students may not repeat courses in which a grade of “B” or better has been earned. The new grade will be included in the GPA computation and the first attempt will be removed. The first attempt will be notated with an “R” on official transcripts but will-not be included into GPA calculations. Students will be charged the full tuition rate when repeating a course.
- 7) Students can audit a class. This does not require students to actively participate in regularly graded activities. Audited classes are subject to a special tuition rate and have no effect on GPA calculations or Satisfactory Academic Progress (SAP).
- 8) Transferred credit receives no grade for each transferred class, and the credit is not entered into grade point average. Transfer credit does not affect the Maximum Time Frame.

Program	Credits Required for Graduation	Maximum Time Frame	Maximum Credit Hours
BBA	180	6 Years	270 Credit Hours

The following measurements are used to determine Satisfactory Academic Progress:

1. A percentage of the Maximum Time Frame (MTF)
2. Minimum cumulative grade point average (GPA)
3. Minimum Successful Completion Rate (MSCR)

Program	Total Required Credits Attempted	Percentage of Total Required Credits Attempted	Minimum Cumulative GPA	Minimum Successful Completion Rate
BBA	45	25%	2.0	55%
	90	50%	2.0	60%
	135	75%	2.0	64%
	180	100%	2.0	67%

Both the Minimum Successful Completion Rate and the Cumulative GPA are evaluated at the end of each academic year (an academic year is three quarters in which courses are attempted in each quarter). Additionally, the Minimum Cumulative GPA is evaluated at the end of every academic quarter.

Students who have reached 100% of their MTF are ineligible for Academic Probation and are subject to immediate dismissal from the University.

Readmitted Students and MTF

Students that are re-admitted into an undergraduate program will continue with their MTF from the last term of enrollment.

Policies on Satisfactory Academic Progress (SAP)

- Students are required to abide by attendance policies to achieve Satisfactory Academic Progress.
- The following grades will lower the percentage of courses successfully completed because of their inclusion in courses attempted:
 - ❖ F or Failing
 - ❖ NP or No Pass
 - ❖ I or Incomplete
 - ❖ W or Withdrawal
- Course repetitions will be counted twice in the percentage of courses attempted but will only be applied once toward the number of courses completed.
- Courses that have been audited or transferred from another institution are not calculated into the GPA for purposes of SAP.
- If a student completes or leaves an SSU undergraduate program and later seeks a higher degree in an SSU graduate program, the undergraduate credits do not carry over to the graduate program GPA for purposes of SAP.

Financial Aid Students

The SAP policy for Title IV, HEA students is identical to the school standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.

Academic Probation

Students who fail to abide by the terms of SAP will be placed on academic probation. A student in an undergraduate program must maintain an overall grade point average of 2.0 for all undergraduate work attempted. A grade point average of less than 2.0 will result in the student being placed on academic probation.

A student is also subject to academic probation if s/he has three or more 'Incompletes' at any time. An "Incomplete" for more than one quarter reverts to an "F" (failing) grade.

When a student is placed on probation because of a substandard grade-point average, the student is required to meet with an Academic Advisor. A plan for improving the grade-point average to 2.0 level or above is made. Undergraduate students are allowed two quarters to correct their academic deficiencies (if they do not exceed the Maximum Time Frame). The University recommends that if possible any coursework in which a letter grade of “D” was earned should be repeated while on academic probation.

If a student corrects their academic deficiencies within the allowable timeframe, they will be removed from probationary status.

SAP Dismissal

Students who are on Academic Probation will be dismissed from the University if they fail to abide by the terms of their Academic Probation and/or do not rectify their academic deficiencies in the time allotted.

Students may also be dismissed for failure to make Satisfactory Academic Progress (please see course Repeat policy).

For International Students: Students who have been dismissed for lack of Satisfactory Academic Progress will fall out of status, resulting in termination of their SEVIS I-20. Therefore, if an international student is notified of an SAP Dismissal the student must contact the DSO in conjunction with their status change.

For Veterans: VA educational benefits are discontinued when the veteran or eligible person ceases to make satisfactory progress after two probationary terms. Individuals in this category, subject to such rules, should consult with the appropriate University official regarding SAP Dismissals.

Satisfactory Academic Progress Dismissal Appeals Policy

Satisfactory Academic Progress (SAP) defines the standards that University students must meet to continue their studies; failure to meet these standards will result in dismissal from the University. Prior to being dismissed from the University, when a determination has been made that a student is not meeting SAP, that student will be placed on academic probation (see above section on Academic Probation for probationary terms). If the student fails to meet the terms of their academic probation and correct their academic deficiencies, they will be summarily dismissed from the University (SAP Dismissal).

If a student has been dismissed due to not meeting SAP standards, and wishes to appeal his/her dismissal, the student should first consult with his/her Academic Advisor. If, at the conclusion of any such consultation, the student does not believe there are legitimate grounds for their dismissal, they may file an SAP Dismissal Appeal with the Chief Academic Officer.

An SAP Dismissal Appeal is normally granted when a student can document that a) they have met the terms of their academic probation, and b) legitimate mitigating circumstances, beyond the student's control, were present which affected their academic performance (i.e., personal illness or accident, illness or accident of immediate family or family member, loss of housing, military duty, etc.). An SAP Dismissal Appeal must address the student's compliance with the terms of their probation and explain the mitigating circumstances that led to the substandard academic performance during the probationary period that resulted in their dismissal. Supporting documentation (e.g., doctor's notes, military orders, etc.) must be included with the appeal to substantiate the mitigating circumstances.

The Chief Academic Officer is looking for evidence that a student has met the terms of their academic probation and adequately identified and resolved the issues that led to their substandard academic performance before granting an appeal and permitting them to continue their studies on a reinstatement probationary quarter. Students should provide an explanation of how the circumstances have been resolved, changed or will be different if they are reinstated and permitted to continue their studies. It is strongly recommended that a student meet with their Academic Advisor before submitting their appeal.

To be considered, a student's SAP Dismissal Appeal must be submitted within 15 days after they have been notified of their dismissal and must include any and all evidence and documentation. A student's appeal is considered complete when it is submitted, and students will not be permitted to supply any additional facts and/or documentation on their own volition; however, a student may be asked for additional information if it is deemed necessary by the Chief Academic Officer.

A final decision by the Chief Academic Officer will be rendered within 15 days of the SAP Dismissal Appeal submittal. The decision of the Chief Academic Officer is final and cannot be appealed.

The appeals process does not affect the maximum time frame. An appeal does not stop the clock on graduating within the specific time period.

Qualifying Appeals

If a student qualifies for an appeal based on mitigating circumstances, the student will be placed on a reinstatement probationary quarter. At the end of a student's reinstatement probationary quarter, the student will either: 1) be dismissed; 2) remain on reinstatement for one additional quarter; or 3) be returned to good standing. Requirements and criteria for each of these are as follows:

1. The student is dismissed if:
 - a. They withdrew from all courses during the quarter; or
 - b. The GPA for the reinstatement probationary quarter was below 2.0.
2. The student remains on reinstatement probation for one additional quarter if the student's GPA for the reinstatement probationary quarter was at least 2.0 but the student's cumulative GPA remains below 2.0. At the end of the second reinstatement probationary quarter, the student is dismissed if:
 - i. The student withdrew from all courses during the quarter; or
 - ii. They have not corrected their academic deficiencies and their cumulative GPA is below 2.0.
3. The student returns to good standing if:
 - a. The student has completed the quarter; and
 - b. The student's cumulative GPA has improved to at least 2.0.

BBA - Financial Aid Satisfactory Academic Progress

Any BBA student that is receiving Federal Student Aid (FSA) authorized by Title IV of the Higher Education Act must maintain Satisfactory Academic Progress (SAP) in their course of study according to the standards and practices set forth by the University. FSA recipients need to refer to the appropriate Academic-SAP policy for their program as outlined in this Catalog. This includes both the Qualitative progress measure of Grade Point Average and the Quantitative progress measure of Pace of Progression. **Formal Financial Aid SAP (FA-SAP) evaluations will be made at the end of each Academic Year.** An academic year is defined as three quarters.

Financial Aid Ineligibility

If a financial aid recipient is determined to NOT be meeting FA-SAP at the formal evaluation point, i.e., the end of an Academic Year, the student loses Financial Aid eligibility.

Financial Aid Probation

If a student wishes to appeal their ineligibility for FSA funds, they can do so by submitting a “Financial Aid Termination Appeal” request to the Financial Aid Director within 5 business days of notification of their financial aid ineligibility. The appeal must explain why the student failed to make satisfactory progress and what has changed in the student’s situation that will allow him/her to make satisfactory progress at the next evaluation. If a student is granted the appeal, he/she will be placed on Financial Aid Probation.

Generally, an FSA recipient can only be on Financial Aid Probation for one quarter. When placed on Financial Aid Probation, a determination will be made as to whether the student can mathematically come into compliance with the SAP policy within one term (quarter). If this is not possible, a Financial Aid Academic Plan will be developed for the student in which he/she will remain on FA Probation for the duration of the FA Academic Plan. An FA Academic Plan will be developed for a duration of multiple terms; specifically, for the number of terms needed for the student to be in compliance with FA-SAP. At the end of each term in the FA Academic Plan, the student must meet the terms of the FA Academic Plan. If at any end of quarter evaluation, the student is not meeting the terms of the FA Academic Plan, the student loses Financial Aid eligibility.

If the student’s original appeal is denied, the student loses Financial Aid eligibility and must use their own resources to attend and complete coursework.

GRADUATE DEGREE PROGRAMS

Southern States University offers two-degree programs at the graduate-level, a Master of Business Administration and a Master of Science in Information Technology.

Master of Business Administration (MBA)

Southern States University's Master of Business Administration is a two-year program designed to help prepare students for dealing with a world of business and industry that is constantly changing and evolving. With its emphasis on providing a solid academic and theoretical business foundation combined with modern management skills, the program is structured to ensure its students acquire an in-depth understanding of the structure of the global economy, as well as the practical business decision-making skills required to cope with the ever-increasing complexity of business activities in this global economy. In addition to its educational focus on globalization and international business knowledge and skills, SSU is uniquely positioned to offer an MBA program that brings together aspirants from countries all around the world to study in a collaborative spirit. In consideration of students' tight schedules and responsibilities, SSU's MBA courses are offered on weekday evenings and Saturday mornings and afternoons. In addition, the MBA program can be offered up to 100% online.

MBA Program Learning Outcomes:

Upon completion of the program, MBA Graduates will be able to:

Program Learning Outcome 1: Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions.

Program Learning Outcome 2: Utilize both quantitative and qualitative methodologies to examine the global business environment within which successful multinational firms operate.

Program Learning Outcome 3: Apply and integrate relevant theories and practical solutions to different problems that continue to confront business managers in various settings.

Program Learning Outcome 4: Develop a successful business model employing knowledge of the various business and management components and constructs, strategic initiatives, and leadership principles currently used in global business environments.

Program Learning Outcome 5: Communicate and present in a clear and professional manner.

Employment Potential - MBA

Upon completion of this program, students could reasonably seek employment as the following:

- Chief Executive (SOC2010 – 11-1011; CIP2010 – 52.0201)
- General Operations Manager (SOC2010 – 11-1021; CIP2010 – 52.0201)
- Sales Manager (SOC2010 – 11-2022; CIP2010 – 52.0201)
- Administrative Services Manager (SOC2010 – 11-2022; CIP2010 – 52.0201)
- Industrial Production Manager (SOC2010 – 11-3011; CIP2010 – 52.0201)
- Transportation, Storage, and Distribution Manager (SOC2010 – 11-3071; CIP2010 – 52.0201)

- Construction Manager (SOC2010 – 11-9021; CIP2010 – 52.0201)
- Social and Community Services Manager (SOC2010 – 11-9151; CIP2010 – 52.0201)
- Manager, all other (SCO2010 – 11-9199; CIP2010 – 52.0201)
- Cost Estimator (SOC2010 – 13-1051; CIP2010 – 52.0201)
- Management Analyst (SOC2010 – 13-1111; CIP2010 – 52.0201)
- Postsecondary Business Teacher (SOC2010 – 25-1011; CIP2010 – 52.0201)

Master of Business Administration (MBA) Courses

<u>MBA Core Classes</u>		49 Quarter Credits
BU-500	Business Fundamentals	3.0 Quarter Credits
BU-501	Financial Accounting	4.0 Quarter Credits
BU-502	Applied Business Research and Communication Skills	4.0 Quarter Credits
BU-504	Integrated Marketing Communications	4.0 Quarter Credits
BU-506	Managerial Economics	4.0 Quarter Credits
BU-510	Operations Management	4.0 Quarter Credits
BU-513	Statistics for Business	4.0 Quarter Credits
BU-517	Business Law	4.0 Quarter Credits
BU-521	Organizational Leadership	4.0 Quarter Credits
BU-522	Managerial Finance	4.0 Quarter Credits
BU-524	Strategic Management	4.0 Quarter Credits
BU-599	Professional Applied Project	6.0 Quarter Credits

The MBA program provides an International Business Specialization:

<u>International Business Specialization Courses</u>		16 Quarter Credits
BU-530	Globalization of Business	4.0 Quarter Credits
BU-532	International Economics	4.0 Quarter Credits
BU-534	International Marketing	4.0 Quarter Credits
BU-536	Global Strategy and Management	4.0 Quarter Credits

MBA Program Requirements

	Classes:	Credits:
MBA Core Classes	12	49
International Business Specialization Classes	4	16
MBA Total Graduation Requirements	16	65

Master of Science in Information Technology (MSIT)

Southern States University's Master of Science in Information Technology is a two-year program that prepares students in the field of information technology. With its emphasis on providing a solid academic and theoretical foundation combined with modern IT skills, the program is structured to ensure its students acquire an in-depth understanding of the IT field, as well as the technical skills required to cope with the ever-increasing complexity of IT issues in the modern world. In consideration of students' tight schedules and responsibilities, SSU's IT courses are offered on weekday evenings and Saturday mornings and afternoons. In addition, the MSIT program can be offered up to 100% online.

MSIT Program Learning Outcomes:

Upon completion of the program, MSIT Graduates will be able to:

Program Learning Outcome 1: Demonstrate in-depth understanding of the role of IT in organizations and the various technologies comprising the broader area of information technology, and their interworking.

Program Learning Outcome 2: Analyze the ethical issues in information systems and measures to address them.

Program Learning Outcome 3: Utilize information systems project management skills.

Program Learning Outcome 4: Design a complete IT system with database, networking, and other technologies and tools comprising IT.

Program Learning Outcome 5: Apply technologies in server scripting, e-commerce, cloud computing, data analytics, information security, and computer forensics.

Employment Potential - MSIT

Upon completion of this program, students could reasonably seek employment as the following:

- Computer and Information Systems Manager (SOC2010 - 11-3021; CIP2010 - 11.0103)
- Computer and Information Research Scientist (SOC2010 - 15-1111; CIP2010 - 11.0103)
- Computer Systems Analyst (SOC2010 – 1121; CIP2010 – 11.0103)
- Software Developer, Applications (SOC2010 – 15-1132; CIP2010 – 11.0103)
- Software Developer, Systems Software (SOC2010 – 15-1133; CIP2010 – 11.0103)
- Computer Network Architect (SOC2010 – 15-1143; CIP2010 – 11.0103)

Master of Science in Information Technology (MSIT) Program

MSIT Required Core Courses

56 Quarter Credits

IT-500	IT Foundations	2.0 Quarter Credits
IT-501	Information Technology Systems	4.0 Quarter Credits
IT-502	Systems Analysis and Design	4.0 Quarter Credits
IT-510	Database Systems	4.0 Quarter Credits
IT-511	Advanced Database Systems	4.0 Quarter Credits
IT-513	Computer Networks	4.0 Quarter Credits
IT-516	Web Information Systems	4.0 Quarter Credits
IT-517	Electronic Commerce Systems	4.0 Quarter Credits
IT-520	Information Security	4.0 Quarter Credits
IT-530	Cloud Computing	4.0 Quarter Credits
IT-531	Data Analytics	4.0 Quarter Credits
IT-532	Computer Forensics	4.0 Quarter Credits
IT-533	Ethical Issues in IT	4.0 Quarter Credits
IT-599	IT Capstone Project	6.0 Quarter Credits

MSIT Program Requirements

	Classes:	Credits:
MSIT Required Core Courses	14	56
MSIT Total Graduation Requirements	14	56

Admission Rules and Standards – Graduate Degrees

Students applying for admission to a graduate degree program are required to satisfy the following admission requirements:

1. Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees;
2. Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution. Diplomas and transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>). Both a copy of the official foreign academic record and an official English translation must be included;
3. Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>). Both a copy of the official foreign academic record and an official English translation must be included;
 - a. Note: Veteran students and beneficiaries using VA funds are reminded that ALL postsecondary educational transcripts and training records must be submitted and that each State Approving Agency has the right to require additional and reasonable criteria from veteran students and beneficiaries.
4. Submit a written, single-spaced essay of at least 1000 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations;
5. Submit two official Letters of Recommendation (professional or academic references only);
6. Provide a current resume;
7. Complete an interview with a one or more members of the SSU Admissions Team, including an SSU Student Ambassador. Results of this interview will be considered when determining student acceptance to the university; and
8. English Language Proficiency Policy for all Degree-Seeking Students: Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard through one of the following:
 - TOEFL (Test of English as a Foreign Language) result of 61 or above on the IBT (Internet Based Test), 500 or above on the PBT (Paper Based Test), or
 - IELTS (International English Language Testing System) result of 5.0 or above, or
 - Duolingo English Test result of 80 or above, or
 - Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 3.0 GPA for graduate program applicants, for at least one academic term.

Test scores more than two years old will not be accepted.

9. Ability-to-Benefit: SSU does not participate nor admit students using Ability-to-Benefit (ATB) criteria.
10. Experiential Learning: SSU does not award credit for prior experiential learning.
11. International Students on a Student Visa: In addition to the above items, international students applying for a student visa in the USA must submit the following:
 - i. Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
 - ii. Copy of passport, including information page, Visa, and I-94 validity page; and
 - iii. Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.
12. Additional Admissions Requirement for the M.S. Information Technology: In addition to the above items, a student applying to the M.S. Information Technology must submit the following:
 - Must have coursework taken in information systems, information technology, computer science, software engineering, mathematics, programming, business OR must have some background in those fields.

Readmission to a Graduate Program After Withdrawal or Dismissal

Students who have withdrawn or been dismissed from the University may apply for readmission to their respective programs after the conclusion of at least one academic term without classes, provided they have paid off all tuition and fees from their previous enrollment. Readmitted students reenter the program subject to the Catalog requirements in effect at the time of readmission. Students seeking readmission must satisfy the following admission requirements:

1. Submit a new Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees;
2. Submit an updated resume;
3. Submit any other documents required for regular admission, unless SSU already has those documents on file; and
4. Students who have been dismissed must submit a written, single-spaced essay of at least 1000 words addressing the details of the dismissal and explaining why and how the student believes readmission to the program will result in a successful outcome.

5. In addition to the above items, international students applying for a student visa seeking readmission must submit the following:
 - iv. Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
 - v. Copy of passport, including information page, Visa, and I-94 validity page; and
 - vi. Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.

Students who return to an SSU graduate program after voluntarily withdrawing or being dismissed will have all of their existing grades and GPA carry forward subject to all Catalog policies regarding Repeats. Therefore, students who have used all their potential Repeats and are not maintaining a 3.0 GPA will not be readmitted into the program.

If a student dismissed due to their failure to meet Satisfactory Academic Progress standards or Academic Misconduct is readmitted and then dismissed again for academic reasons, that student is no longer eligible for readmission.

***International Students on a student visa are only eligible for certain programs approved by Student and Exchange Visitor Program. Please check with the admissions office before applying.**

Transfer Credit – Graduate Degree Programs

Internal Transfers

All credits earned in SSU's graduate certificates are internally transferable to SSU's graduate degree programs if they comprise the same course requirements.

Transfer credit is not automatic, and the student will need to petition for it in order to be valid for the new program. The new program record will reflect a letter grade of "T" for any internal transfer credit earned.

External Transfers

Graduate credits earned for comparable course work can be transferred into the Southern States University graduate degree programs if the following conditions are met:

- Official transcript of coursework is submitted to the University. Originating school must operate with approval of the regulatory agency of the state or country in which it is located, and have accreditation recognized by the USDE (or equivalent);
- Applicants with international credits wishing to qualify for transfer credit must establish equivalency with respect to academic credit by submitting transcripts for review and certification

to a National Association of Credential Evaluation Services (www.naces.org) member organization;

- Course descriptions, as detailed in the catalog or syllabi of the originating institution, are comparable to SSU courses in terms of breadth, rigor, level, and depth;
- Courses must be completed with a minimum GPA of 3.0;
- Coursework must have been completed within seven years of completing application to Southern States University;
- Credit value of completed coursework (or clock hours) cannot be less than that required by Southern States University (semester credits are converted to quarter credits by multiplying by 4/3, i.e., 3 semester credits multiplied by 4/3 equates to 4 quarter credits).

Students may transfer no more than 20 percent into a graduate program (13 credits in the MBA program and 11 credits in the MSIT program).

Students must petition before the beginning of their second term to obtain credit for any classes completed prior to their enrollment with SSU.

The University does not guarantee transfer of credits.

A student seeking transfer credit must request an official transcript be sent to Southern States University by the college or university awarding credit. In addition, students must submit a completed Petition for Transfer Credit form to the University Registrar. Consideration will be given to Petitions for Transfer Credit based on the aforementioned conditions.

Military Coursework and Experiential Credit

A maximum of 13 credits may be transferred from prior military coursework or experience. Coursework or experience must be evaluated by the American Council on Education (ACE), including the acceptance of the Joint Service Transcript (JST) recommended by ACE. The University does not grant experiential credit for work experience gained outside of the military. SSU maintains a written record of previous education or training of veterans and eligible persons clearly indicating where credit has been granted, if appropriate, and notifies them accordingly.

Veteran students and beneficiaries using VA funds are reminded that ALL postsecondary educational transcripts and training records must be submitted and that each State Approving Agency has the right to require additional and reasonable criteria from veteran students and beneficiaries.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Southern States University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in an educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This

may include contacting an institution to which you may seek to transfer after attending Southern States University to determine if your credits or degree will transfer.

Southern States University has not entered into articulation or transfer agreements with any other college or university.

SATISFACTORY ACADEMIC PROGRESS (SAP) – GRADUATE DEGREES

In order to progress satisfactorily through an educational program, students must meet the following standards of Satisfactory Academic Progress (SAP) or they will be dismissed from the University.

- 1) All students must complete their program within the Maximum Time Frame (MTF), which is 1.5 times the expected time for program completion.
- 2) Maximum credit hours reflect the maximum allowable quarterly credits before a student is required to graduate or is disqualified from a program.
- 3) Graduate students must maintain a minimum cumulative grade point average (GPA) of 3.0 to meet graduation requirements. (See Grading section under Scholastic Rules, Regulations and Academic Policies for information on how to calculate GPA.)
- 4) Withdrawals remain on the transcript, and no grade points are assigned. “W” is a permanent grade. A withdrawal does not affect the cumulative grade point average (CGPA).
- 5) No grade points are assigned for an “I” grade. A “I” or incomplete does not affect the cumulative grade point average (CGPA).
- 6) Students may be required to, or may choose to, repeat a class in order to improve academic performance. Graduate students may repeat up to two courses. Classes may only be repeated one time. Students may not repeat courses in which a grade of “B” or better has been earned. The new grade will be included in the GPA computation and the first attempt will be removed. The first attempt will be notated with an “R” on official transcripts but will-not be included into GPA calculations. Students will be charged the full tuition rate when repeating a course.
- 7) Students can audit a class. This does not require students to actively participate in regularly graded activities. Audited classes are subject to a special tuition rate and have no effect on GPA calculations or Satisfactory Academic Progress (SAP).
- 8) Transferred credit receives no grade for each transferred class, and the credit is not entered into grade point average. Transfer credit does not affect the Maximum Time Frame.

Program	Credits Required for Graduation	Maximum Time Frame	Maximum Credit Hours
MBA	65	3 Years	97 Credit Hours
MSIT	56	3 Years	84 Credit Hours

The following measurements are used to determine Satisfactory Academic Progress:

1. A percentage of the Maximum Time Frame (MTF);
2. Minimum cumulative (GPA);
3. Minimum Successful Completion Rate (MSCR)

Program	Total Required Credits Attempted	Percentage of Total Required Credits Attempted	Minimum Cumulative GPA	Minimum Successful Completion Rate

MBA	32	50%	3.0	60%
	65	100%	3.0	67%
MSIT	28	50%	3.0	60%
	56	100%	3.0	67%

Both the Minimum Successful Completion Rate and the Cumulative GPA are evaluated at the end of each academic year (an academic year is three quarters in which courses are attempted in each quarter). Additionally, the Minimum Cumulative GPA is evaluated at the end of every academic quarter.

Students who have reached 100% of their MTF are ineligible for Academic Probation and are subject to immediate dismissal from the University.

Readmitted Students and MTF

Students that are re-admitted into a graduate degree program will continue with their MTF from the last term of enrollment.

Policies on Satisfactory Academic Progress (SAP)

- Students are required to abide by attendance policies to achieve Satisfactory Academic Progress.
- The following grades will lower the percentage of courses successfully completed because of their inclusion in courses attempted:
 - ❖ C-, D or F, which are failing grades
 - ❖ NP or No Pass
 - ❖ I or Incomplete
 - ❖ W or Withdrawal
- Course repetitions will be counted twice in the percentage of courses attempted but will only be applied once toward the number of courses completed.
- Courses that have been audited or transferred from another institution are not calculated into the GPA for purposes of SAP.
- If a student completes or leaves the SSU BBA program and later seeks a higher degree in the SSU MBA program or the MSIT program, the BBA credits do not carry over to the MBA or MSIT programs GPA for purposes of SAP.

Financial Aid Students

The SAP policy for Title IV, HEA students is identical to the school standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.

Academic Probation

Students who fail to abide by the terms of SAP will be placed on academic probation. Graduate program students must maintain an overall grade point average of 3.0 for all graduate work attempted. A grade-point average of less than 3.0 will result in the student being placed on academic probation.

A student is also subject to academic probation if s/he has three or more 'Incompletes' at any time. An "Incomplete" for more than one quarter reverts to an "F" (failing) grade.

When a student is placed on probation because of a substandard grade-point average, the student is required to meet with an Academic Advisor. A plan for improving the grade-point average to 3.0 or above is made. Graduate students are allowed two quarters to correct their academic deficiencies (if they do not exceed the Maximum Time Frame). The University recommends that any coursework in which a letter grade of "C" was earned should be repeated while on academic probation.

If a student corrects their academic deficiencies within the allowable time frame they will be removed from probationary status.

SAP Dismissal

Students who are on Academic Probation will be dismissed from the University if they fail to abide by the terms of their Academic Probation and/or do not rectify their academic deficiencies in the time allotted.

For International Students on a student visa: Students who have been dismissed for lack of Satisfactory Academic Progress will fall out of status, resulting in termination of their SEVIS I-20. Therefore, if an international student is notified of an SAP Dismissal the student must contact the DSO in conjunction with their status change.

For Veterans: VA educational benefits are discontinued when the veteran or eligible person ceases to make satisfactory progress after two probationary terms. Individuals in this category, subject to such rules, should consult with the appropriate University official regarding SAP Dismissals.

Satisfactory Academic Progress Dismissal Appeals Policy

Satisfactory Academic Progress (SAP) defines the standards that University students must meet to continue their studies; failure to meet these standards will result in dismissal from the University. Prior to being dismissed from the University, when a determination has been made that a student is not meeting SAP, that student will be placed on academic probation (see above section on Academic Probation for probationary terms). If the student fails to meet the terms of their academic probation and correct their academic deficiencies, they will be summarily dismissed from the University (SAP Dismissal).

If a student has been dismissed due to not meeting SAP standards, and wishes to appeal his/her dismissal, the student should first consult with his/her Academic Advisor. If, at the conclusion of any such consultation, the student does not believe there are legitimate grounds for their dismissal, they may file an SAP Dismissal Appeal with the Chief Academic Officer.

An SAP Dismissal Appeal is normally granted when a student can document that a) they have met the terms of their academic probation, and b) legitimate mitigating circumstances, beyond the student's control, were present which affected their academic performance (i.e., personal illness or accident, illness or accident of immediate family or family member, loss of housing, military duty, etc.). An SAP

Dismissal Appeal must address the student's compliance with the terms of their probation and explain the mitigating circumstances that led to the substandard academic performance during the probationary period that resulted in their dismissal. Supporting documentation (e.g., doctor's notes, military orders, etc.) must be included with the appeal to substantiate the mitigating circumstances.

The Chief Academic Officer is looking for evidence that a student has met the terms of their academic probation and adequately identified and resolved the issues that led to their substandard academic performance before granting an appeal and permitting them to continue their studies on a reinstatement probationary quarter. Students should provide an explanation of how the circumstances have been resolved, changed or will be different if they are reinstated and permitted to continue their studies. It is strongly recommended that a student meet with their Academic Advisor before submitting their appeal.

To be considered, a student's SAP Dismissal Appeal must be submitted within 15 days after they have been notified of their dismissal and must include any and all evidence and documentation. A student's appeal is considered complete when it is submitted, and students will not be permitted to supply any additional facts and/or documentation on their own volition; however, a student may be asked for additional information if it is deemed necessary by the Chief Academic Officer.

A final decision by the Chief Academic Officer will be rendered within 15 days of the SAP Dismissal Appeal submittal. The decision of the Chief Academic Officer is final and cannot be appealed.

The appeals process does not affect the maximum time frame. An appeal does not stop the clock on graduating within the specific time period.

Qualifying Appeals

If a student qualifies for an appeal based on mitigating circumstances, the student will be placed on a reinstatement probationary quarter. At the end of a student's reinstatement probationary quarter, the student will either: 1) be dismissed; 2) remain on reinstatement for one additional quarter; or 3) be returned to good standing. Requirements and criteria for each of these are as follows:

1. The student is dismissed if:
 - a. They withdrew from all courses during the quarter; or
 - b. The GPA for the reinstatement probationary quarter was below 3.0.
2. The student remains on reinstatement probation for one additional quarter if the student's GPA for the reinstatement probationary quarter was at least 3.0, but the student's cumulative GPA remains below 3.0. At the end of the second reinstatement probationary quarter, the student is dismissed if:
 - i. The student withdrew from all courses during the quarter; or
 - ii. They have not corrected their academic deficiencies and their cumulative GPA is below 3.0.
3. The student returns to good standing if:
 - a. The student has completed the quarter; and
 - b. The student's cumulative GPA has improved to at least 3.0.

MBA - Financial Aid Satisfactory Academic Progress

Any MBA student that is receiving Federal Student Aid (FSA) authorized by Title IV of the Higher Education Act must maintain Satisfactory Academic Progress (SAP) in their course of study according to the standards and practices set forth by the University. FSA recipients need to refer to the appropriate Academic-SAP policy for their program as outlined in this Catalog. This includes both the Qualitative progress measure of Grade Point Average and the Quantitative progress measure of Pace of Progression. **Formal Financial Aid SAP (FA-SAP) evaluations will be made at the end of each Academic Year.** An academic year is defined as three quarters.

Financial Aid Ineligibility

If a financial aid recipient is determined to NOT be meeting FA-SAP at the formal evaluation point, i.e., the end of an Academic Year, the student loses Financial Aid eligibility.

Financial Aid Probation

If a student wishes to appeal their ineligibility for FSA funds, they can do so by submitting a “Financial Aid Termination Appeal” request to the Financial Aid Director within 5 business days of notification of their financial aid ineligibility. The appeal must explain why the student failed to make satisfactory progress and what has changed in the student’s situation that will allow him/her to make satisfactory progress at the next evaluation. If a student is granted the appeal, he/she will be placed on Financial Aid Probation.

Generally, an FSA recipient can only be on Financial Aid Probation for one quarter. When placed on Financial Aid Probation, a determination will be made as to whether the student can mathematically come into compliance with the SAP policy within one term (quarter). If this is not possible, a Financial Aid Academic Plan will be developed for the student in which he/she will remain on FA Probation for the duration of the FA Academic Plan. An FA Academic Plan will be developed for a duration of multiple terms; specifically, for the number of terms needed for the student to be in compliance with FA-SAP. At the end of each term in the FA Academic Plan, the student must meet the terms of the FA Academic Plan. If at any end of quarter evaluation, the student is not meeting the terms of the FA Academic Plan, the student loses Financial Aid eligibility.

If the student’s original appeal is denied, the student loses Financial Aid eligibility and must use their own resources to attend and complete coursework.

UNDERGRADUATE CERTIFICATES

Southern States University offers one (1) certificate programs at the undergraduate level that are three quarters long with nine courses in total. The certificates can be completed up to 100% online. These certificates are:

- Undergraduate Certificate in Marketing

Undergraduate Certificate in Marketing

The Undergraduate Certificate in Marketing program is designed to give participants the knowledge, skills, and abilities to begin a career in a marketing related field. The certificate addresses marketing and communication issues in today's evolving and highly competitive business environment. A total of nine courses at the undergraduate level build strong foundation skills in core subject areas and develop analytical, critical, and creative thinking. Elective courses guide students into functional areas of marketing, or allow a broader focus, affording students the ability to develop skills necessary to take on the many challenges present in this constantly evolving field. Students who join the program should expect to acquire the core knowledge and skills needed to understand and assist in the implementation of marketing plans and marketing tactics.

Requirements

To receive the Undergraduate Certificate in Marketing from Southern States University, students must successfully complete the seven (7) required core courses and two (2) electives for a total of 40.5 credit hours, which is equivalent to 405 contact hours. Students must complete the requirements within a five (5) quarter period.

Program Learning Outcomes:

Upon completion of the program, graduates will be able to:

- Program Learning Outcome 1. Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions.
- Program Learning Outcome 2. Demonstrate a sound foundation in contemporary marketing theory and practice.
- Program Learning Outcome 3. Assist in the creation of comprehensive and targeted marketing plans.
- Program Learning Outcome 4. Align and integrate marketing messaging and campaigns with an organization's strategic objectives.

Employment Potential - UCertM

Upon completion of this program, students could reasonably seek employment as the following:

- Advertising and Promotions Manager (SOC2010 – 11-2011; CIP2010 – 52.1401)
- Marketing Manager (SCO2010 – 11-2021; CIP2010 – 52.1401)
- Sales Manager (SCO2010 – 11-2022; CIP2010 – 52.1401)
- Market Research Analyst or Marketing Specialist (SOC2010 – 13-1161; CIP2010 – 52.1401)

Undergraduate Certificate in Marketing Courses

Core Requirements (7 courses)

31.5 Quarter Credits

BUS 101	Business Foundations and Analysis	4.5 Quarter Credits
MKT 305	Marketing Fundamentals	4.5 Quarter Credits
MKT 310	Consumer Behavior	4.5 Quarter Credits
MKT 315	Global Marketing	4.5 Quarter Credits
MKT 320	Sales Strategies	4.5 Quarter Credits
MKT 411	Introduction to Advertising	4.5 Quarter Credits
MKT 420	E-Marketing	4.5 Quarter Credits

Electives (2 required)

9 Quarter Credits

BUS 210	Business Law	4.5 Quarter Credits
CIS 111	Introduction to Business Information Systems	4.5 Quarter Credits
MGT 310	Principles of Management and Organization	4.5 Quarter Credits
MKT 405	Introduction to Marketing Research	4.5 Quarter Credits
MKT 415	Services Marketing	4.5 Quarter Credits
PHIL 305	Business Ethics	4.5 Quarter Credits

Certificate Program Requirements

	Classes	Credits
Undergraduate Certificate in Marketing – Core Requirements	7	31.5
Undergraduate Certificate in Marketing – Electives	2	9
Total for Undergraduate Certificate in Marketing	9	40.5

Note: Several of these courses have prerequisites as shown in the course listing on the next pages. Prerequisites must be fulfilled before enrolling in a course with such prerequisites.

Admission Rules and Standards – Certificates (Undergraduate Level)

Students applying for admission to a certificate program at the undergraduate level are required to satisfy the following admission requirements:

1. Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees;
2. Provide verification of completion of a high school diploma (from a state-recognized school), High School Equivalency, or Certificate of Equivalency/Proficiency. Diplomas from outside the U.S. must be evaluated by an NACES approved organization

- (<http://www.naces.org/members.htm>). Both a copy of the official foreign academic record and an official English translation must be included;
3. Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>). Both a copy of the official foreign academic record and an official English translation must be included;
 - o Note: Veteran students and beneficiaries using VA funds are reminded that ALL postsecondary educational transcripts and training records must be submitted and that each State Approving Agency has the right to require additional and reasonable criteria from veteran students and beneficiaries.
 4. Submit a written, single-spaced essay of at least 500 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations;
 5. Complete an interview with a one or more members of the SSU Admissions Team, including an SSU Student Ambassador. Results of this interview will be considered when determining student acceptance to the university.
 6. English Language Proficiency Policy for all Degree-Seeking Students: Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard through one of the following:
 - TOEFL (Test of English as a Foreign Language) result of 61 or above on the IBT (Internet Based Test), 500 or above on the PBT (Paper Based Test), or
 - IELTS (International English Language Testing System) result of 5.0 or above, or
 - Duolingo English Test result of 80 or above, or
 - Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 2.0 GPA for at least one academic term.

Test scores more than two years old will not be accepted.

8. International Students on a Student Visa: In addition to the above items, international students applying for a student visa in the USA must submit the following:
 - i. Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
 - ii. Copy of passport, including information page, Visa, and I-94 validity page; and
 - iii. Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.

Readmission to the Undergraduate Program After Withdrawal or Dismissal

Students who have withdrawn or been dismissed from an SSU certificate program at the undergraduate level may apply for readmission to their respective programs after the conclusion of at least one academic term without classes, provided they have paid off all tuition and fees from their previous enrollment. Readmitted students reenter the program subject to the Catalog requirements in effect at the time of readmission. Students seeking readmission must satisfy the following admission requirements:

1. Submit a new Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees;
2. Submit an updated resume;
3. Submit any other documents required for regular admission, unless SSU already has those documents on file; and
4. Students who have been dismissed must submit a written, single-spaced essay of at least 1000 words addressing the details of the dismissal and explaining why and how the student believes readmission to the program will result in a successful outcome.
5. In addition to the above items, international students applying for a student visa seeking readmission must submit the following:
 - i. Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
 - ii. Copy of passport, including information page, Visa, and I-94 validity page; and
 - iii. Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.

Students who return to a certificate program at the undergraduate level after voluntarily withdrawing or being dismissed will have all of their existing grades and GPA carry forward subject to all Catalog policies regarding Repeats. Therefore, students who have used all their potential Repeats and are not maintaining a 2.0 GPA will not be readmitted into the program.

If a student dismissed due to their failure to meet Satisfactory Academic Progress standards or Academic Misconduct is readmitted and then dismissed again for academic reasons, that student is no longer eligible for readmission.

CERTIFICATES (undergraduate level)

CERTIFICATES (undergraduate level)

TRANSFER CREDIT

External Transfers

Transfer credit is not allowed in the undergraduate certificates. Credit from SSU's Bachelor of Business Administration (BBA) program is not allowed.

Internal Transfers

All credits earned in SSU's undergraduate business certificates are internally transferable to SSU's Bachelor of Business Administration (BBA) program. Transfer credit is not automatic, and the student will need to petition for it in order to be valid for the new program. The new program record will reflect a letter grade of "T" for any internal transfer credit earned.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Southern States University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the education program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Southern States University to determine if your credits or degree will transfer.

Southern States University has not entered into articulation or transfer agreements with any other college or university.

UNDERGRADUATE CERTIFICATES SATISFACTORY ACADEMIC PROGRESS (SAP)

In order to progress satisfactorily through an educational program, students must meet the following standards of Satisfactory Academic Progress (SAP) or they will be dismissed from the University.

- 1) All students must complete their program within the Maximum Time Frame (MTF), which is 1.5 times the expected time for program completion.
- 2) Maximum credit hours reflect the maximum allowable quarterly credits before a student is required to graduate or is disqualified from a program.
- 3) Certificate students must maintain a minimum cumulative grade point average (GPA) of 2.0 to meet graduation requirements. (See Grading section under Scholastic Rules, Regulations and Academic Policies for information on how to calculate GPA.)
- 4) Withdrawals remain on the transcript, and no grade points are assigned. “W” is a permanent grade. A withdrawal does not affect the cumulative grade point average (CGPA).
- 5) No grade points are assigned for an “I” grade. An “I” or incomplete does not affect the cumulative grade point average (CGPA).
- 6) Students may be required to, or may choose to, repeat a class in order to improve academic performance. Certificate students may repeat up to one course. Classes may only be repeated one time. Students may not repeat courses in which a grade of “B” or better has been earned. The new grade will be included in the GPA computation and the first attempt will be removed. The first attempt will be notated with an “R” on official transcripts but will not be included into GPA calculations. Students will be charged the full tuition rate when repeating a course.
- 7) Students can audit a class. This does not require students to actively participate in regularly graded activities. Audited classes are subject to a special tuition rate and have no effect on GPA calculations or Satisfactory Academic Progress (SAP).
- 8) Transferred credit receives no grade for each transferred class, and the credit is not entered into grade point average. Transfer credit does not affect the Maximum Time Frame.

Credits Required for Completion	Maximum Time Frame	Maximum Credit Hours
40.5	5 Quarters	61 Credit hours

The following measurements are used to determine Satisfactory Academic Progress:

4. A percentage of the Maximum Time Frame (MTF);
5. Minimum cumulative grade point average (GPA);
6. Minimum Successful Completion Rate (MSCR)

Total Required Credits Attempted	Percentage of Total Required Credits Attempted	Minimum Cumulative GPA	Minimum Successful Completion Rate
18	45%	2.0	60%
40.5	100%	2.0	67%

Both the Minimum Successful Completion Rate and the Cumulative GPA are evaluated at the end of each academic cycle. Additionally, the Minimum Cumulative GPA is evaluated at the end of every academic quarter.

Students who have reached 100% of their MTF are ineligible for Academic Probation and are subject to immediate dismissal from the University.

The MTF for completing an undergraduate certificate is 5 quarters as an enrolled student. Certificate students that take a leave of absence or are not enrolled in a quarter will not have that quarter count as part of the MTF.

Readmitted Students and MTF

Students that are re-admitted into an undergraduate program will continue with their MTF from the last term of enrollment.

Policies on Satisfactory Academic Progress (SAP)

- Students are required to abide by attendance policies to achieve Satisfactory Academic Progress.
- The following grades will lower the percentage of courses successfully completed because of their inclusion in courses attempted:
 - ❖ F or Failing
 - ❖ NP or No Pass
 - ❖ I or Incomplete
 - ❖ W or Withdrawal
- Course repetitions will be counted twice in the percentage of courses attempted but will only be applied once toward the number of courses completed.
- Courses that have been audited or transferred from another institution are not calculated into the GPA for purposes of SAP.
- If a student completes or leaves an SSU certificate program and later seeks a higher degree in an SSU graduate program, the certificate credits do not carry over to the graduate program GPA for purposes of SAP.

Academic Probation

Students who fail to abide by the terms of SAP will be placed on academic probation. A student in the Certificate Programs must maintain an overall grade point average of 2.0 for all Certificate work attempted. A grade point average of less than 2.0 will result in the student being placed on academic probation.

A student is also subject to academic probation if s/he has two or more 'Incompletes' at any time. An "Incomplete" for more than one quarter reverts to an "F" (failing) grade.

When a student is placed on probation because of a substandard grade-point average, the student is required to meet with an Academic Advisor. A plan for improving the grade-point average to a 2.0 level or above is made. Certificate students are allowed two quarters to correct their academic deficiencies (if they do not exceed the Maximum Time Frame). The University recommends that if possible any coursework in which a letter grade of "D" or "F" was earned should be repeated while on academic probation.

If a student corrects their academic deficiencies within the allowable timeframe, they will be removed from probationary status.

SAP Dismissal

Students who are on Academic Probation will be dismissed from the University if they fail to abide by the terms of their Academic Probation and/or do not rectify their academic deficiencies in the time allotted.

Students may also be dismissed for failure to make Satisfactory Academic Progress (please see course Repeat policy).

For International Students: Students who have been dismissed for lack of Satisfactory Academic Progress will fall out of status, resulting in termination of their SEVIS I-20.

Satisfactory Academic Progress Dismissal Appeals Policy

Satisfactory Academic Progress (SAP) defines the standards that University students must meet to continue their studies; failure to meet these standards will result in dismissal from the University. Prior to being dismissed from the University, when a determination has been made that a student is not meeting SAP, that student will be placed on academic probation (see above section on Academic Probation for probationary terms). If the student fails to meet the terms of their academic probation and correct their academic deficiencies, they will be summarily dismissed from the University (SAP Dismissal).

If a student has been dismissed due to not meeting SAP standards, and wishes to appeal his/her dismissal, the student should first consult with his/her Academic Advisor. If, at the conclusion of any such consultation, the student does not believe there are legitimate grounds for their dismissal, they may file an SAP Dismissal Appeal with the Chief Academic Officer.

An SAP Dismissal Appeal is normally granted when a student can document that a) they have met the terms of their academic probation, and b) legitimate mitigating circumstances, beyond the student's control, were present which affected their academic performance (i.e., personal illness or accident, illness or accident of immediate family or family member, loss of housing, military duty, etc.). An SAP Dismissal Appeal must address the student's compliance with the terms of their probation and explain the mitigating circumstances that led to the substandard academic performance during the probationary period that resulted in their dismissal. Supporting documentation (e.g., doctor's notes, military orders, etc.) must be included with the appeal to substantiate the mitigating circumstances.

The Chief Academic Officer is looking for evidence that a student has met the terms of their academic probation and adequately identified and resolved the issues that led to their substandard academic performance before granting an appeal and permitting them to continue their studies on a reinstatement probationary quarter. Students should provide an explanation of how the circumstances have been resolved, changed or will be different if they are reinstated and permitted to continue their studies. It is strongly recommended that a student meet with their Academic Advisor before submitting their appeal.

To be considered, a student's SAP Dismissal Appeal must be submitted within 15 days after they have been notified of their dismissal and must include any and all evidence and documentation. A student's appeal is considered complete when it is submitted, and students will not be permitted to supply any

additional facts and/or documentation on their own volition; however, a student may be asked for additional information if it is deemed necessary by the Chief Academic Officer.

A final decision by the Chief Academic Officer will be rendered within 15 days of the SAP Dismissal Appeal submittal. The decision of the Chief Academic Officer is final and cannot be appealed.

The appeals process does not affect the maximum time frame. An appeal does not stop the clock on graduating within the specific time period.

Qualifying Appeals

If a student qualifies for an appeal based on mitigating circumstances, the student will be placed on a reinstatement probationary quarter. At the end of a student's reinstatement probationary quarter, the student will either: 1) be dismissed; 2) remain on reinstatement for one additional quarter; or 3) be returned to good standing. Requirements and criteria for each of these are as follows:

1. The student is dismissed if:
 - a. They withdrew from all courses during the quarter; or
 - b. The GPA for the reinstatement probationary quarter was below 2.0.
2. The student remains on reinstatement probation for one additional quarter if the student's GPA for the reinstatement probationary quarter was at least 2.0 but the student's cumulative GPA remains below 2.0. At the end of the second reinstatement probationary quarter, the student is dismissed if:
 - i. The student withdrew from all courses during the quarter; or
 - ii. They have not corrected their academic deficiencies and their cumulative GPA is below 2.0.
3. The student returns to good standing if:
 - a. The student has completed the quarter; and
 - b. The student's cumulative GPA has improved to at least 2.0.

Graduate Certificates

Southern States University offers four certificate programs at the graduate level that are three quarters long with seven courses in total. The certificates may be completed 100% online. These certificates are:

- Graduate Certificate in Business Administration (GCertBA)
- Graduate Certificate in Information Technology (GCertIT)

Graduate Certificate in Business Administration (GCertBA)

Southern States University's Graduate Certificate in Business Administration at the graduate level is a one-year program designed to help prepare students for dealing with a world of business and industry that is constantly changing and evolving. With its emphasis on providing a solid academic and theoretical business foundation combined with modern management skills, the program is structured to ensure its students acquire an in-depth understanding of the structure of the global economy, as well as the practical business decision-making skills required to cope with the ever-increasing complexity of business activities in this global economy. A total of seven courses build strong foundation skills in core subject areas and develop analytical, critical, and creative thinking. Elective courses guide students into several functional areas of management affording students the ability to develop skills necessary to take on the many challenges present in this constantly evolving field.

Certificate Requirements

To receive the Graduate Certificate in Business Administration from Southern States University, students must successfully complete the four (4) required core courses and three (3) electives for a total of 27 credit hours which is equivalent to 270 contact hours. Students must complete the requirements within a five (5) quarter period.

Program Learning Outcomes:

Upon completion of the program, Certificate Graduates will be able to:

Program Learning Outcome 1. Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions.

Program Learning Outcome 2. Apply relevant theories and practical solutions to different problems that continue to confront business managers in various settings.

Program Learning Outcomes 3. Demonstrate knowledge of the various business and management components and constructs. strategic initiatives, and leadership principles currently used in global business environments.

Employment Potential - GCertBA

Upon completion of this program, students could reasonably seek employment as the following:

- Sales Manager (SOC2010 – 11-2022; CIP2010 – 52.0201)
- Administrative Services Manager (SOC2010 – 11-2022; CIP2010 – 52.0201)
- Industrial Production Manager (SOC2010 – 11-3011; CIP2010 – 52.0201)
- Transportation, Storage, and Distribution Manager (SOC2010 – 11-3071; CIP2010 – 52.0201)
- Construction Manager (SOC2010 – 11-9021; CIP2010 – 52.0201)
- Social and Community Services Manager (SOC2010 – 11-9151; CIP2010 – 52.0201)
- Manager, all other (SCO2010 – 11-9199; CIP2010 – 52.0201)
- Cost Estimator (SOC2010 – 13-1051; CIP2010 – 52.0201)
- Management Analyst (SOC2010 – 13-1111; CIP2010 – 52.0201)

Graduate Certificate in Business Administration Program Courses

Core Requirements (4 courses)

15 Quarter Credits

BU-500	Business Fundamentals	3.0 Quarter Credits
BU-502	Applied Business Research and Communication Skills	4.0 Quarter Credits
BU-504	Integrated Marketing Communications	4.0 Quarter Credits
BU-521	Organizational Leadership	4.0 Quarter Credits

Elective Courses (3 courses)

12 Quarter Credits

BU-501	Financial Accounting	4.0 Quarter Credits
BU-510	Operations Management	4.0 Quarter Credits
BU-517	Business Law	4.0 Quarter Credits
BU-524	Strategic Management	4.0 Quarter Credits
BU-530	Globalization of Business	4.0 Quarter Credits

Certificate Program Requirements

	Classes:	Credits:
Core Courses – Graduate Certificate in Business Administration	4	15
Electives – Graduate Certificate in Business Administration	3	12
Total Completion Requirements – Graduate Certificate in Business Administration	7	27

Note: *Several of these courses have prerequisites as shown in the course listing on the next pages. Prerequisites must be fulfilled before enrolling in a course with such prerequisites.*

Graduate Certificate in Information Technology (GCertIT)

The Certificate in Information Technology program is designed to give participants the knowledge, skills, and abilities to begin a career in an IT-related field. The certificate addresses the role of IT in organizations and the various technologies comprising the broader area of information technology, and their interworking. A total of seven courses at the graduate level build strong foundation skills in core subject areas and develop analytical, critical, and creative thinking. Elective courses guide students into functional IT subjects, or allow a broader focus, affording students the ability to develop skills necessary to take on the many challenges present in this constantly evolving field. Students who join the program should expect to acquire the core knowledge and skills needed to understand and assist in the development and management of IT systems.

Requirements

To receive the Graduate Certificate in Information Technology from Southern States University, students must successfully complete the four (4) required core courses and three (3) electives for a total of 26 credit hours, which is equivalent to 260 contact hours. Students must complete the requirements within a five (5) quarter period.

Program Learning Outcomes:

Upon completion of the program, graduates will be able to:

Program Learning Outcome 1. Demonstrate a good understanding of the role of IT in organizations and the various technologies comprising the broader area of information technology, and their interworking.

Program Learning Outcome 2. Demonstrate understanding of the information systems life-cycle.

Program Learning Outcome 3. Apply information systems project management skills.

Program Learning Outcome 4. Assist in the design a complete IT system with database, networking, and other technologies and tools comprising IT.

Employment Potential - GCertIT

Upon completion of this program, students could reasonably seek employment as the following:

- Computer and Information Systems Manager (SOC2010 - 11-3021; CIP2010 - 11.0103)
- Computer and Information Research Scientist (SOC2010 - 15-1111; CIP2010 - 11.0103)
- Computer Systems Analyst (SOC2010 – 1121; CIP2010 – 11.0103)
- Software Developer, Applications (SOC2010 – 15-1132; CIP2010 – 11.0103)
- Software Developer, Systems Software (SOC2010 – 15-1133; CIP2010 – 11.0103)
- Computer Network Architect (SOC2010 – 15-1143; CIP2010 – 11.0103)

Graduate Certificate in Information Technology Program

Required Core Courses (4 courses)

14 Quarter Credits

IT-500	IT Foundations	2.0 Quarter Credits
IT-501	Information Technology Systems	4.0 Quarter Credits
IT-502	Systems Analysis and Design	4.0 Quarter Credits
IT-510	Database Systems	4.0 Quarter Credits

Electives (Choose 3 courses)

12 Quarter Credits

IT-513	Computer Networks	4.0 Quarter Credits
IT-516	Web Information Systems	4.0 Quarter Credits
IT-517	Electronic Commerce Systems	4.0 Quarter Credits
IT-520	Information Security	4.0 Quarter Credits
IT-530	Cloud Computing	4.0 Quarter Credits
IT-531	Data Analytics	4.0 Quarter Credits
IT-532	Computer Forensics	4.0 Quarter Credits
IT-533	Ethical Issues in IT	4.0 Quarter Credits

Certificate in IT Program Requirements

	Classes:	Credits:
Certificate in IT - Required Courses	4	14
IT Electives	3	12
Certificate in IT - Total Graduation Requirements	7	26

Note: Several of these courses have prerequisites as shown in the course listing on the next pages. Prerequisites must be fulfilled before enrolling in a course with such prerequisites.

Admission Rules and Standards – Certificate Programs (Graduate Level)

Students applying for admission to a certificate program at the graduate level are required to satisfy the following admission requirements:

1. Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees;
2. Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution. Diplomas and transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>). Both a copy of the official foreign academic record and an official English translation must be included;
3. Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>). Both a copy of the official foreign academic record and an official English translation must be included;

- Note: Veteran students and beneficiaries using VA funds are reminded that ALL postsecondary educational transcripts and training records must be submitted and that each State Approving Agency has the right to require additional and reasonable criteria from veteran students and beneficiaries.
4. Submit a written, single-spaced essay of at least 1000 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations;
 5. Submit two official Letters of Recommendation (professional or academic references only);
 6. Provide a current resume;
 7. Complete an interview with a one or more members of the SSU Admissions Team, including an SSU Student Ambassador. Results of this interview will be considered when determining student acceptance to the university; and
 8. English Language Proficiency Policy for all Degree-Seeking Students: Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard through one of the following:
 - TOEFL (Test of English as a Foreign Language) result of 61 or above on the IBT (Internet Based Test), 500 or above on the PBT (Paper Based Test), or
 - IELTS (International English Language Testing System) result of 5.0 or above, or
 - Duolingo English Test result of 80 or above, or
 - Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 3.0 GPA for graduate program applicants, for at least one academic term.

Test scores more than two years old will not be accepted.

8. Additional Admissions Requirement for the Graduate Certificate in Information Technology: In addition to the above items, a student applying to the Graduate Certificate in Information Technology must submit the following:

- Must have coursework taken in information systems, information technology, computer science, software engineering, mathematics, programming, business OR must have some background in those fields.

9. International Students on a Student Visa: In addition to the above items, international students applying for a student visa in the USA must submit the following:

- i. Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
- ii. Copy of passport, including information page, Visa, and I-94 validity page; and
- iii. Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.

Readmission to a Graduate Program After Withdrawal or Dismissal

Students who have withdrawn or been dismissed from the University may apply for readmission to their respective programs after the conclusion of at least one academic term without classes, provided they have paid off all tuition and fees from their previous enrollment. Readmitted students reenter the program subject to the Catalog requirements in effect at the time of readmission. Students seeking readmission must satisfy the following admission requirements:

1. Submit a new Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees;
2. Submit an updated resume;
3. Submit any other documents required for regular admission, unless SSU already has those documents on file; and
4. Students who have been dismissed must submit a written, single-spaced essay of at least 1000 words addressing the details of the dismissal and explaining why and how the student believes readmission to the program will result in a successful outcome.
5. In addition to the above items, international students applying for a student visa seeking readmission must submit the following:
 - i. Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which

- case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
- ii. Copy of passport, including information page, Visa, and I-94 validity page; and
 - iii. Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.

Students who return to an SSU graduate certificate program after voluntarily withdrawing or being dismissed will have all of their existing grades and GPA carry forward subject to all Catalog policies regarding Repeats. Therefore, students who have used all their potential Repeats and are not maintaining a 3.0 GPA will not be readmitted into the program.

If a student dismissed due to their failure to meet Satisfactory Academic Progress standards or Academic Misconduct is readmitted and then dismissed again for academic reasons, that student is no longer eligible for readmission.

***International Students on a student visa are only eligible for certain programs approved by Student and Exchange Visitor Program. Please check with the admissions office before applying.**

TRANSFER CREDIT – Graduate Certificates

External Transfers

Transfer credit is not allowed in the Certificate Programs. Credit from SSU's Master of Business Administration (MBA) or Master of Science in Information Technology (MSIT) programs is not allowed.

Internal Transfers

All credits earned in SSU's Certificate in Business Administration and Certificate in Strategic Management are internally transferable to SSU's Master of Business Administration (MBA) program; similarly, all credits earned in SSU's Graduate Certificate in Information Technology are internally transferable to SSU's Master of Science in Information Technology (MSIT) program.

Transfer credit is not automatic, and the student will need to petition for it in order to be valid for the new program. The new program record will reflect a letter grade of "T" for any internal transfer credit earned.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Southern States University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Southern States University to determine if your credits or degree will transfer.

Southern States University has not entered into articulation or transfer agreements with any other college or university.

GRADUATE CERTIFICATES SATISFACTORY ACADEMIC PROGRESS (SAP)

In order to progress satisfactorily through an educational program, students must meet the following standards of Satisfactory Academic Progress (SAP) or they will be dismissed from the University.

- 1) All students must complete their program within the Maximum Time Frame (MTF), which is 1.5 times the expected time for program completion.
- 2) Maximum credit hours reflect the maximum allowable quarterly credits before a student is required to graduate or is disqualified from a program.
- 3) Graduate students must maintain a minimum cumulative grade point average (GPA) of 3.0 to meet graduation requirements. (See Grading section under Scholastic Rules, Regulations and Academic Policies for information on how to calculate GPA.)
- 4) Withdrawals remain on the transcript, and no grade points are assigned. "W" is a permanent grade. A withdrawal does not affect the cumulative grade point average (CGPA).
- 5) No grade points are assigned for an "I" grade. A "I" or incomplete does not affect the cumulative grade point average (CGPA).
- 6) Students may be required to, or may choose to, repeat a class in order to improve academic performance. Certificate students may repeat up to one course. Classes may only be repeated one time. Students may not repeat courses in which a grade of "B" or better has been earned. The new grade will be included in the GPA computation and the first attempt will be removed. The first attempt will be notated with an "R" on official transcripts. This grade will not be included in GPA calculations. Students will be charged the full tuition rate when repeating a course.
- 7) Students can audit a class. This does not require students to actively participate in regularly graded activities. Audited classes are subject to a special tuition rate and have no effect on GPA calculations or Satisfactory Academic Progress (SAP).
- 8) Transferred credit receives no grade for each transferred class, and the credit is not entered into grade point average. Transfer credit does not affect the Maximum Time Frame.

Program	Credits Required for Graduation	Maximum Time Frame	Maximum Credit Hours
Graduate Certificate in Business Administration	27	5 Quarters	40 Credit Hours
Graduate Certificate in Information Technology	26	5 Quarters	39 Credit Hours

The following measurements are used to determine Satisfactory Academic Progress:

1. A percentage of the Maximum Time Frame (MTF);
2. Minimum cumulative (GPA);
3. Minimum Successful Completion Rate (MSCR)

Program	Total Required Credits Attempted	Percentage of Total Required Credits Attempted	Minimum Cumulative GPA	Minimum Successful Completion Rate
Graduate Certificate in Business Administration	15	55%	3.0	60%
Graduate Certificate in Information Technology	13	50%	3.0	60%

Both the Minimum Successful Completion Rate and the Cumulative GPA are evaluated at the end of each academic year (an academic year is three quarters in which courses are attempted in each quarter). Additionally, the Minimum Cumulative GPA is evaluated at the end of every academic quarter.

Students who have reached 100% of their MTF are ineligible for Academic Probation and are subject to immediate dismissal from the University.

The MTF for completing a graduate certificate is 5 quarters as an enrolled student. Certificate students that take a leave of absence or are not enrolled in a quarter will not have that quarter count as part of the MTF.

Readmitted Students and MTF

Students that are re-admitted into a graduate program will continue with their MTF from the last term of enrollment.

Policies on Satisfactory Academic Progress (SAP)

- Students are required to abide by attendance policies to achieve Satisfactory Academic Progress.
- The following grades will lower the percentage of courses successfully completed because of their inclusion in courses attempted:
 - ❖ C-, D, or F, which are failing grades
 - ❖ NP or No Pass
 - ❖ I or Incomplete
 - ❖ W or Withdrawal
- Course repetitions will be counted twice in the percentage of courses attempted but will only be applied once toward the number of courses completed.
- Courses that have been audited or transferred from another institution are not calculated into the GPA for purposes of SAP.
- If a student completes or leaves an SSU certificate program and later seeks a higher degree in an SSU graduate program, the certificate credits do not automatically carry over to the graduate program GPA for purposes of SAP.

Academic Probation

Students who fail to abide by the terms of SAP will be placed on academic probation. Graduate program students must maintain an overall grade point average of 3.0 for all graduate work attempted. A grade-point average of less than 3.0 will result in the student being placed on academic probation.

A student is also subject to academic probation if s/he has three or more ‘Incompletes’ at any time. An “Incomplete” for more than one quarter reverts to an "F" (failing) grade.

When a student is placed on probation because of a substandard grade-point average, the student is required to meet with an Academic Advisor. A plan for improving the grade-point average to 3.0 or above is made. Graduate students are allowed two quarters to correct their academic deficiencies (if they do not exceed the Maximum Time Frame). The University recommends that any coursework in which a letter grade of “C” was earned should be repeated while on academic probation.

If a student corrects their academic deficiencies within the allowable time frame they will be removed from probationary status.

SAP Dismissal

Students who are on Academic Probation will be dismissed from the University if they fail to abide by the terms of their Academic Probation and/or do not rectify their academic deficiencies in the time allotted.

For International Students: Students who have been dismissed for lack of Satisfactory Academic Progress will fall out of status, resulting in termination of their SEVIS I-20.

Satisfactory Academic Progress Dismissal Appeals Policy

Satisfactory Academic Progress (SAP) defines the standards that University students must meet to continue their studies; failure to meet these standards will result in dismissal from the University. Prior to being dismissed from the University, when a determination has been made that a student is not meeting SAP, that student will be placed on academic probation (see above section on Academic Probation for

probationary terms). If the student fails to meet the terms of their academic probation and correct their academic deficiencies, they will be summarily dismissed from the University (SAP Dismissal).

If a student has been dismissed due to not meeting SAP standards, and wishes to appeal his/her dismissal, the student should first consult with his/her Academic Advisor. If, at the conclusion of any such consultation, the student does not believe there are legitimate grounds for their dismissal, they may file an SAP Dismissal Appeal with the Chief Academic Officer.

An SAP Dismissal Appeal is normally granted when a student can document that a) they have met the terms of their academic probation, and b) legitimate mitigating circumstances, beyond the student's control, were present which affected their academic performance (i.e., personal illness or accident, illness or accident of immediate family or family member, loss of housing, military duty, etc.). An SAP Dismissal Appeal must address the student's compliance with the terms of their probation and explain the mitigating circumstances that led to the substandard academic performance during the probationary period that resulted in their dismissal. Supporting documentation (e.g., doctor's notes, military orders, etc.) must be included with the appeal to substantiate the mitigating circumstances.

The Chief Academic Officer is looking for evidence that a student has met the terms of their academic probation and adequately identified and resolved the issues that led to their substandard academic performance before granting an appeal and permitting them to continue their studies on a reinstatement probationary quarter. Students should provide an explanation of how the circumstances have been resolved, changed or will be different if they are reinstated and permitted to continue their studies. It is strongly recommended that a student meet with their Academic Advisor before submitting their appeal.

To be considered, a student's SAP Dismissal Appeal must be submitted within 15 days after they have been notified of their dismissal and must include any and all evidence and documentation. A student's appeal is considered complete when it is submitted, and students will not be permitted to supply any additional facts and/or documentation on their own volition; however, a student may be asked for additional information if it is deemed necessary by the Chief Academic Officer.

A final decision by the Chief Academic Officer will be rendered within 15 days of the SAP Dismissal Appeal submittal. The decision of the Chief Academic Officer is final and cannot be appealed.

The appeals process does not affect the maximum time frame. An appeal does not stop the clock on graduating within the specific time period.

Qualifying Appeals

If a student qualifies for an appeal based on mitigating circumstances, the student will be placed on a reinstatement probationary quarter. At the end of a student's reinstatement probationary quarter, the student will either: 1) be dismissed; 2) remain on reinstatement for one additional quarter; or 3) be returned to good standing. Requirements and criteria for each of these are as follows:

1. The student is dismissed if:
 - a. They withdrew from all courses during the quarter; or
 - b. The GPA for the reinstatement probationary quarter was below 3.0.
2. The student remains on reinstatement probation for one additional quarter if the student's GPA for the reinstatement probationary quarter was at least 3.0, but the student's cumulative

GPA remains below 3.0. At the end of the second reinstatement probationary quarter, the student is dismissed if:

- i. The student withdrew from all courses during the quarter; or
 - ii. They have not corrected their academic deficiencies and their cumulative GPA is below 3.0.
3. The student returns to good standing if:
- a. The student has completed the quarter; and
 - b. The student's cumulative GPA has improved to at least 3.0.

Course Descriptions

Course Numbering

Southern States University's course numbering system differentiates courses that are appropriate for particular populations of students and helps advisers and students find appropriate courses by providing an indication of the expectations for the level at which the course is taught.

Undergraduate Lower-division Courses (100-299)

Courses numbered at the 100 level are generally designed for newly admitted students and normally do not have prerequisites. Courses numbered at the 200 level are generally designed for second-quarter students. Courses at the 200 level may be taken by any student; however, where course prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

Undergraduate Upper-division Courses (300-499)

Courses numbered at the 300 and 400 levels are upper-division courses designed for continuing students. Even though prerequisites may not be stated, such courses may expect special proficiency or maturity in the discipline and therefore, there is the expectation of previous experience in the discipline. Where course prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

Graduate Level Courses (500-599)

Courses numbered at the 500 level are for graduate level students. Within this level, even though prerequisites may not be stated, such courses may expect special proficiency or maturity in the discipline. Therefore, there is the expectation that students will complete courses numbered 500 through 519 before courses numbered 520 through 529; courses numbered 530 through 539 are generally designed for students who have completed courses numbered 500 through 529. Where prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

Prerequisites

The prerequisite system is designed to ensure that students have sufficient knowledge and ability to succeed in progressively more challenging courses. A student may petition for an exception to a prerequisite if the student can demonstrate sufficient knowledge or ability through another means (e.g., relevant prior course work, assessment levels, certification, license or work experience). A petition form may be obtained from the University Registrar.

Undergraduate Level Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
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ACC 201	Accounting I	4.5
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This course analyzes and records business transactions manually. Emphasis is placed on understanding the accounting cycle, preparing financial statements, bank reconciliations, and payroll. Prerequisite: None

ACC 202	Accounting II	4.5
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This is the second of two in-depth accounting courses. In this course, students focus on using accounting data to formulate business decisions. Topics include the value chain, job costing, manufacturing overhead allocation, activity-based costing, cost behavior, cost-volume-profit analysis, pricing decisions, and the budgeting process. Prerequisite: ACC 201 or equivalent with a grade of "C" or better

BUS 101	Business Foundations and Analysis	4.5
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This course provides a comprehensive view of today's dynamic American businesses and the global economy. Specific topics include starting a small business, satisfying customers, managing operations, motivating employees, building teams, managing information, managing financial resources, and exploring the ethical and social responsibilities of American businesses. Prerequisite: BUS 101 or equivalent with a grade of "C" or better.

BUS 210	Business Law	4.5
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This course surveys the legal environment of business organizations. It explores the sources of law and the constitutional basis of regulation, social and ethical influences, corporate responsibility, judicial and administrative systems, contracts, torts, agency, bankruptcy and consumer protection. Prerequisite: None

BUS 220	Business Communications	4.5
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This course will help students to develop the ability to compose various types of business communications, with an emphasis on well-organized, clear, concise and persuasive letters, memos, and reports. Students will learn to analyze and to present both written and oral business communications, including those involved with seeking employment. Prerequisite: ENG 111 or equivalent with a grade of "C" or better.

BUS 480	Capstone	4.5
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The capstone course will enable students to apply knowledge and skills gained from their core coursework. Students will use critical analysis towards case studies and situations that are likely to be seen in relevant and realistic business endeavors. Prerequisite: Completion of lower and upper division core courses.

CIS 111 Introduction to Business Information Systems 4.5

This course will provide an introduction to software-based business applications. Components of the course will include data processing, spreadsheets, decision support systems, and databases. Students will acquire knowledge for the purpose of analyzing situations and determining and applying the appropriate business information systems to address the issue(s) at hand. Prerequisite: None

ECON 100 Macroeconomics 4.5

This course introduces the principles and policies of macroeconomics, including the practical aspects of economic analysis as applied to supply and demand, national production, consumption, saving, taxation, inflation, employment and growth. Students will be exposed to graphical analysis and basic algebraic functions. Prerequisite: None

ECON 101 Microeconomics 4.5

This course introduces the principles of microeconomics as applied to supply and demand, price and output determination, market structures, government regulation, labor/management relations, distribution of income, and international trade. Students will also be exposed to graphical analysis and basic algebraic functions. Prerequisite: None

ENG 111 Composition and Rhetoric 4.5

This course emphasizes expository writing for academic and business purposes. It guides students in developing ideas and their expression, specific writing skills, correct sentence structure, and critical thinking. Students will learn several organizational or rhetorical forms, such as cause and effect, argumentation, comparison and contrast, and persuasion. They will read and analyze samples of various discourse styles or texts. They will also collaborate in pairs or groups to refine their skills in writing and editing. Prerequisite: None

ENG 305 Technical Writing 4.5

Technical Writing will assist students with various correspondence modes, for example: reports, proposals, and other communications that require particular formats. Students will learn communication processes across technological fields along with correct form and tonality. They will also learn how to conduct a job search by means of written and oral communications. They will review and practice technical writing skills, including logical sentence progression, and sentence structure for clarity and appropriateness. Prerequisite: ENG 111 or equivalent with a grade of “C” or better

FIL 101 The Filmmakers 4.5

Students will learn the basics skill sets of a film or TV production: learning the roles of a director, producer, actor, cinematographer production designer, costume director, assistant director, script supervisor, agent, editor, gaffer/ grip, to name a few. Students will benefit from the lessons learned from different guest speakers. At the end of the course, a simple group video will be completed. Prerequisite: None

FIL 102 Introduction to Film Theory and History 4.5

This course will give an overview of the cinematic arts, technique, aesthetics, criticism, history, and social implications of cinema. This course introduces students to the basic terms, concepts and methods used in cinema studies and helps build critical skills for analyzing films, technologies, industries, styles and genres, narrative strategies and ideologies. Prerequisite: None

FIL 220 Production Management and Planning 4.5

This course is an analysis of the procedure, problems and budgets in planning a feature-length script for film and television production. This class examines the nuts and bolts of Film and Television production, specifically from the Studio, Network, and Line Production perspective. The syllabus follows the common practices and protocols of the Industry from Pre-Production, through Production and Post-Production, including discussion of the tangential marketing and distribution business sectors as they relate to Production Management. The course will cover some of the best practices and personal development guidelines that relate to the unique business culture of entertainment. Prerequisite: None

FIL 250 TV/Film Post Production Processes 4.5

This course is about the evaluation of all stages of post-production, media management, editing, sound mixing, music, preparation of deliverables. Emphasis is on the overall post-production process and the larger decisions necessary in these areas, and the importance of knowing your post-production direction well before filming takes place. Hands-on learning with non-linear editing software will introduce the students to creating a project and properly organizing and naming files for the purposes of picture editorial. Prerequisite: None

FIL 301 Story Analysis and Development 4.5

This course offers an introduction to the art and discipline of reading a motion picture screenplay, summarizing its narrative content, and evaluating its dramatic, cinematic, and commercial potential for a movie or TV show. An overview will be given of all aspects of conventional narrative filmmaking by way of in-class film screenings, readings of screenplays for existing movies and discussions of class materials. Students will also learn basic conventions for formatting a screenplay. Prerequisite: None

FIL 411 Film Directing 4.5

In this course, students explore the work of major movie directors in order to learn about directorial style and cinematic themes, as well as what makes an influential director. The emphasis here will be on film directing theory, where students watch films and scenes of various styles of directors. Students will learn the role of the film director and how to identify the artistic hand of the director on the film set. Students will screen numerous independently produced feature films and meet different filmmakers. Prerequisite: None

FIL 433 Producing 5.5

This is a specialized course designed to provide students with a framework for understanding the dynamics of producing – as an art form and a business profession – and for completing a creative product in the entertainment & media industries. Students are introduced to the basic in film and television acquisition, development, production, distribution, marketing, and sales. Emphasis is on the role of the producer and creative organizational techniques of producing. This course provides fundamental and practical instruction in the step-by-step realization of a film and television program. While productions will not be implemented through the class, students will individually serve as producers/executive producers on projects of their own choosing. Student producers will engage in a detailed pre-production phase, which covers research, concept, format development, securing of rights and permissions, pitching to networks and studios, contracts and agreements, formation of the production plan, budget development, assembling staff and crew, identifying talent, determining locations, photo and film archive research, refining the shooting schedule and budget plan. Prerequisite: None

HIST 101 U.S. History I 4.5

This course is a historical survey of the cultural, political, economic, and institutional forces and events that shaped the United States from its beginning through the period of the Reconstruction. Prerequisite: None

HIST 102 U.S. History II 4.5

U.S. History II is a survey of the cultural, political, economic, and institutional forces that have shaped the United States since 1877. The class focuses on the major historical events and figures up from that year to the present time. Prerequisite: HIST 101 or equivalent with a grade of “C” or better.

MGT 310 Principles of Management and Organization 4.5

Principles of Management and Organization will expose students to managerial principles and functions, including planning, organizing, leading, staffing, and controlling. Students will also explore organizational functions that contribute to managerial comprehension and effectiveness. Prerequisite: None

MKT 110 Principles of Marketing 4.5

Principles of Marketing will expose students to new concepts and practices that constitute the field of marketing. This course will examine marketing from the perspective of the consumer, the organization, and society, using the underlying components that are inherent within this field. Prerequisite: None

MKT 305 Marketing Fundamentals 4.5

The purpose of this course is to identify and explore the basic concepts and decision-making areas that are central to the general functioning of marketing management. Students will be introduced to conceptual analyses that will entail consumer and business-to-business marketing by focusing on the four functions of marketing: price, product, promotion, and distribution. Prerequisite: None

MKT 310 Consumer Behavior 4.5

This course will examine and apply the principles of consumer behavior to the development and implementation of marketing strategies. The course focuses on the impact of the new media on consumer information seeking, purchasing options, and decision making, while recognizing that consumers now have fast and convenient access to information about virtually any product or service they may wish to purchase. This course also investigates marketing ethics and social responsibilities. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 315 Global Marketing 4.5

This course explores various functions in the field of global marketing. Students will learn the political, legal and cultural environments that affect firms attempting to enter foreign markets. They will also analyze the proper leadership and organizational structure, promotional strategies, and marketing mix conducive to international success. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 320 Sales Strategies 4.5

This course will encompass the various methods and concepts that are used in successful sales strategies. Students will learn the various steps involved in the sales process, including client prospecting, successfully building relationships with customers, presentation skills, and communications following the close of a sale. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 405 Introduction to Marketing Research 4.5

Introduction to Marketing Research will help students determine the relationship between research and managerial decision making. The course will specifically analyze the research processes involved in marketing research, including the overall formulation and design of the procedures that encompass the steps surrounding a successful marketing study. Students will be able to apply these findings to a research project or a case analysis. Prerequisite: MKT 305 or equivalent with a grade of “C” or better

MKT 411 Introduction to Advertising 4.5

This course exposes students to the basic points-of-view of the advertising manager and familiarizes students with the areas of concern to the advertising professional. Particular focus will be placed on audience definition, market analysis, budgeting techniques, and campaign effectiveness. Prerequisite: MKT 305 or equivalent with a grade of “C” or better

MKT 415 Services Marketing 4.5

“Services Marketing” involves various functions, including attributive marketing strategies that vary among firms that have alternate structures. Specific areas of interest in this course include service quality benefits, global service structure, service management, and entrepreneurial ventures and opportunities available in a variety of related organizations. Prerequisite: MKT 305 or equivalent with a grade of “C” or better

MKT 420 E-Marketing 4.5

This course will examine the history of the Internet and explore its continuing impact on marketing in today’s society. Students will define the relationship between the Internet and various marketing components, including the marketing mix, marketing research, and evolutionary business models that have gained prominence due to this recent innovation. Prerequisite: MKT 305 or equivalent with a grade of “C” or better

MTH 125 College Algebra 4.5

College Algebra will expose students to various numerical, analytical, and graphical approaches that pertain to the study or pre-calculus. Students will learn mathematical concepts, including logarithmical functions, complex numbers, sequential series, polynomial and binomial functions, and fractional analysis. Use of these functions will be applied towards various problems that have verifiable use in theoretical and real-world situations. Prerequisite: High School Algebra or Instructor Recommendation

MTH 130 Business Statistics 4.5

This course provides an introduction to the various methodologies involved with business statistics. Various topics will be covered in this course, including probability distributions, testing of hypotheses, correlation analysis, regression analysis, data description, and sampling. Prerequisites: MTH 125 or equivalent with a grade of “C” or better.

POLS 155 Introduction to Political Science 4.5

Introduction to Political Science will explore the nature of government and the dynamics of politics. Students will be exposed to various areas concerned with politics, including political change and instability, ideological analyses, governmental bodies, conflict within political institutions, and the relationship between politics and the economy. Prerequisite: None

SCI 110 Introduction to Physical Science 4.5

This course will give students an introduction to various attributes of the physical sciences, including, astronomy, physics, chemistry, and overall earth analysis. Particular focus will be given to fundamental analysis of these concepts, and how past, current, and future research can be applied to problems that are inherent within these fields. Prerequisite: None

SPCH 111 Public Speaking 4.5

This course introduces students to rhetoric in oral discourse and includes the principles, theories, and practices of speech communication in interpersonal, small group, and public situations. Students will learn the components of speech organization, audience analysis, delivery, and presentation. Prerequisite: None

Graduate Level Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
BU-500	Business Fundamentals	3.0

Business management requires a knowledge of quantitative and analytical decision-making methodologies for gathering, organizing, analyzing, and evaluating data and information. This MBA Orientation course is designed to provide students with an introduction to the foundational analytical concepts and quantitative methodologies in the areas of finance, accounting, economics, and statistics. This course is not designed to substitute for the traditional full courses in Accounting, Economics, Finance and Statistics that are part of SSU's MBA program; it covers the analytical frameworks in these disciplines and supplies an appropriate quantitative preparation essential to ensuring that students are "up-to-speed" and prepared for SSU's required MBA program courses.

Prerequisite: None

BU-501	Financial Accounting	4.0
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This course provides an introduction to accounting procedures and practices. Students will explore the relationship between business and accounting, and how to analyze business transactions. The course will also explain how the accounting cycle operates and the differences between accrual and cash basis accounting. It will also explain how to determine different methods of inventory and asset valuation, and it will elucidate the importance of earnings and corporate governance.

Prerequisite: BU-500 and BU-502

BU-502	Applied Business Research and Communication Skills	4.0
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This course provides an introduction to graduate business studies focusing on the applied business research and communication skills necessary to be successful in both an academic MBA program and the current economic environment and workplace. It covers information literacy, research and research methodologies, oral and written communication skills as well as critical thinking, problem solving and decision-making paradigms. As designed, the course will familiarize students with the tools necessary for the successful presentation of theories and concepts as they apply to real world managerial scenarios including business decision-making.

Prerequisite: BU-500 and BU-502

BU-504	Integrated Marketing Communications	4.0
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Integrated Marketing Communications will provide an in-depth study of promotional activities, such as advertising, personal selling, sales promotions, and direct marketing, including use of the internet. Emphasis will be placed on strategic planning or promotional activities in order to communicate with customers to achieve marketing objectives. This course will also explore the relationship of integrated marketing communications with other elements of promotional activities.

Prerequisite: BU-500 and BU-502

BU-506 Managerial Economics 4.0

This course is designed to help students analyze and think through economic problems as an executive manager or as a consumer. It teaches the skills needed to develop a working understanding of the basic principles of economics, for the purpose of making decisions within a complex business and economic environment. It also emphasizes the quantitative and qualitative applications of economics to business analysis.

Prerequisite: BU-500 and BU-502

BU-510 Operations Management 4.0

Operations Management is the implementation of the business plan by developing and executing a system which transforms inputs into finished goods or services. This course provides an overview of the concepts and quantitative methods by which managers can oversee a firm's operations and develop a competitive advantage through those operations. Topics will include forecasting, project planning, aggregate planning, inventory modeling, scheduling, materials requirements planning, strategies for location, process, layout, and supply chain management.

Prerequisite: BU-500 and BU-502

BU-513 Statistics for Business 4.0

This course will provide an introduction to statistical procedures and practices. It will cover probability tables, data description, and different types of distributions. Students will also learn the importance of regression analyses, hypothesis testing, sampling, and forecasting methodologies. These concepts will be applied to various business settings to ensure student comprehension and success.

Prerequisite: BU-500 and BU-502

BU-517 Business Law 4.0

This course will provide an overview of the ethical issues and laws that affect business sustainability. Students will also learn the relationship between ethics and laws, and how they have an overall impact on the stakeholders in an organization. Students will analyze various sources, statutes, and regulatory issues that affect domestic and international business operations.

Prerequisite: BU-500 and BU-502

BU-521 Organizational Leadership 4.0

This course will analyze the impact of leadership on organizational effectiveness. It will attempt to differentiate between a leader and a manager, and how each can be vital to an organization's success. Students will also learn new attributes of successful leaders, including interpersonal skills, attitudes, and behaviors, which can facilitate effective leadership within different types of organizations.

Prerequisite: BU-500 and BU-502

BU-522 Managerial Finance 4.0

This course will explore the scope and environment of managerial finance. Students will learn how to assess a firm's financial performance and analyze its financial statements. The course will also explain how to evaluate financial assets and explain the purpose of investing in long-term assets. It will address various capital structures, and different dividend policies that are being used by numerous firms. Students will also examine risk management, corporate restructuring, and features of international business finance.

Prerequisites: BU-500 and BU 502

BU-524 Strategic Management 4.0

In this course, students will develop the ability to identify and frame complex strategic issues in operations, design operating strategies that address those issues, and take effective action to achieve the full potential of the decisions. This course will also explore the economic principles of business strategy and develop an analytical framework for identifying and evaluating alternative strategies. It focuses on the major managerial issues associated with project management, and the tools and techniques that can be used to address them.

Prerequisite: BU-500 and BU-502

BU-530 Globalization of Business 4.0

Students will identify and analyze various concepts and frameworks associated with the global business environment, including strategic analysis, growth and opportunity identification, and structure from both a cultural and an organizational perspective. Students will also explore international management practices and how they differ based upon the configuration of an organization.

Prerequisite: BU-500 and BU-502

BU-532 International Economics 4.0

International Economics examines international trade theory and determines how international trade affects specific components within various economic and regional blocs. The course will familiarize students with monetary and banking issues that pertain to international transactions, and it will address various topics of international interest, including the balance of payments, exchange rates, trade and monetary institutions, and how different trade agreements impact tariff policies among nations.

Prerequisite: BU-500 and BU-502

BU-534 International Marketing 4.0

Students will explore international marketing concepts from an entrepreneurial and managerial perspective. Specific emphasis will be placed upon cultural components and how they affect product, price, place, distribution, and promotion. The course will also examine the impact of multinational corporations on economic, environmental, and social development.

Prerequisite: BU-500 and BU-502

BU-536 Global Strategy and Management 4.0

Students in this class will look at various issues that confront organizations that are multi-domestic, transnational, and international. Case study analysis will be used to determine whether specific actions or strategies were successful. Particular attention will be given to strategies, including joint ventures, strategic alliances, acquisitions, mergers, foreign direct investments and various methods of importing and exporting. Prerequisite: Prerequisite: BU-500 and BU-502

BU-599 Professional Applied Project 6.0

The Professional Applied Project (PAP) is the capstone course of the MBA program, and is focused on the practical application of the knowledge acquired during the student's MBA studies. The PAP is an individual project in which the participant will apply theories and concepts learned in the classroom to the preparation of a business plan. Prerequisite: All other Core MBA classes.

IT-500 IT Foundations 2.0

IT Foundations covers several most commonly used aspects of information technology, at a level which can be easily be grasped by non-majors. It presents HTML and Webpage creation, elements of human-computer interaction, digital representation of numeric, textual, and multimedia data, networks and databases, social impacts of IT, security mechanisms and privacy issues, and programming in JavaScript. Prerequisite: None

IT-501 Information Technology Systems 4.0

Information Technology Systems initially covers overviews of information systems in organizations, hardware, software, database systems, the Internet and Web. It then covers various aspects of business information systems such as electronic and mobile commerce, enterprise systems, decision support systems, and knowledge management. It then covers the various aspects of information systems development namely, investigation, analysis, design, implementation, maintenance, and review. Then security, privacy, and ethical issues in information systems are covered. Prerequisite: IT 500

IT-502 Systems Analysis and Design 4.0

This course in systems analysis and design covers: Information systems analysis fundamentals, requirements elicitation and modeling, structured analysis, specification, design and implementation, system documentation and maintenance, and quality assurance and implementation in information systems. Prerequisite: IT 500

IT-510 Database Systems 4.0

Database Systems covers the essentials of database design and management. Emphasis is placed on logical design of database systems, entity-relationship model, relational model, object-oriented model, normalization, query languages, query processing, query optimization, integrity assertions and security, and database administration. Prerequisite: IT 500

IT-511 Advanced Database Systems 4.0

Advanced Database Systems is the second course in the program dealing with database management. This course covers: data modeling with enhanced E-R model, database design theory, relational model, object-oriented model, physical database design and performance, advanced SQL, query optimization, transaction processing, concurrency, recovery, web and semi-structured data management, distributed databases, data warehousing, data quality and integration, and database administration. Prerequisite: IT 510

IT-513 Computer Networks 4.0

Computer Networks covers the protocol layers underlying modern networks. Specific topics covered are: Overview of history of computer networks leading up the modern-day Internet and Wireless networks; protocol layers such as application layer (e.g., HTTP, FTP, SMTP, DNS), transport layer (e.g., TCP, UDP), and network layer (e.g., IP), link layer (LANs, multi-access networks); overview of wireless and mobile networks; and network security. Prerequisite: IT 501

IT-516 Web Information Systems 4.0

Web Information Systems covers the major technologies driving the development of web pages, dynamic content in web pages, web servers, and databases. It also covers Rich Internet Applications (RIA), database accesses via web applications, and web application development. Prerequisite: IT 501, IT 510

IT-517 Electronic Commerce Systems 4.0

Electronic Commerce Systems covers the key elements comprising electronic commerce. Topics covered are: E-commerce business models, E-commerce categories and applications (B2B, B2C, and C2C), E-commerce infrastructure (Internet, web, and mobile platforms), E-commerce payment systems, E-commerce security, E-commerce marketing and advertisement, online retailing and services, online auction strategies, social and ethical issues in E-commerce. Prerequisite: IT 510, IT 513

IT-520 Information Security 4.0

Information Security focuses on various important aspects of security in a present-day information system. This course covers: Historical developments and components of information security, business needs of information security, legal, ethical, and professional issues in information security, risk management, planning for security, security technology and tools, cryptography and cryptographic tools, implementing information security, and information security maintenance. Prerequisite: IT 501, IT 513

IT-530 Cloud Computing 4.0

Cloud Computing presents the fundamentals, mechanisms, architecture, and models of cloud computing, as well as working with a cloud computing system. This course covers: Fundamental concepts and models in cloud computing, cloud computing deployment models, cloud computing architecture layers, security in cloud computing, cloud infrastructure and management mechanisms, cloud service models, and cloud services and cost optimization techniques. Prerequisite: IT 513

IT-531 Data Analytics 4.0

Data Analytics initially covers the basics of big data, analytics process model, data collection, sampling, and preprocessing. It then covers predictive analytics techniques (e.g., linear regression, logistic regression, decision trees, support vector machines), descriptive analytics techniques (association rules, sequence rules, segmentation), survival analysis (measurements, Kaplan-Meier analysis, parametric survival analysis), social networks analysis (metrics, relational neighbor classifier, relational neighbor classifier, collective inference), benchmarking and data quality, and applications of analytics techniques in several commonly used applications. Prerequisite: IT 510

IT-532 Computer Forensics 4.0

Computer Forensics covers investigative processes, procedures, and challenges, the technologies behind various hardware and software from where evidence can be gathered, the technologies used in the search, collection, examination, and analysis of digital evidence, and presentation of computer forensic evidence in a court of law. Prerequisite: IT 520

IT-533 Ethical Issues in IT 4.0

Ethical Issues in IT provides an in-depth study of various aspects of ethical practices in the uses and applications of information technology. Emphasis is placed on computer-related codes of ethics, ethics and responsibility of IT professionals and users, computer and Internet crimes, intellectual property issues, social networking ethical issues, privacy and anonymity, and impacts of globalization. Prerequisite: IT 501

IT-599 IT Capstone Project 6.0

In the IT Capstone course, students work on real-world projects that draw upon and apply the concepts, principles, skills, and tools that are taught in the IT courses. Students study a problem requiring an IT systems solution, then clearly define the scope of the problem, gather requirements, develop specifications, develop a project plan, design, implement, test, and document the system. The project life-cycle is managed using information systems project management techniques. The project culminates in (a) demonstrable prototype, (b) written project report, and (c) oral presentation. Prerequisite: All Courses in the MS IT Program

University Administration, Staff, and Faculty

ADMINISTRATION AND STAFF

John Tucker – **Chancellor**

Charlotte Hislop – **Vice Chancellor for Academic Affairs and Chief Academic Officer**

Monica Hofmann – **Compliance Officer**

Denise Mastro – **Director of Administration & Director of Financial Aid**

Erica Martinez – **Chief Financial Officer**

Wendy Du – **University Registrar and DSO**

Victoria Ades – **Director of Institutional Research and Assessment Coordinator**

Peggy Bilbruck – **Dean of the School of Business, Interim Dean of the School of Information Technology**

Samuel Tavares – **Director of Diversity and Recruitment**

Paola Procida – **University Bursar**

Nick Cathcart – **Accountant**

Diana de la Torre - **Human Resources Manager**

Karen O'Grady – **University Librarian**

Octavio Rodriguez – **Information Technology Coordinator**

Austin Tureaud – **Veterans Affairs Coordinator and Recruitment Specialist**

Sean Smith – **Veteran Services Coordinator**

Robert Tepper – **Marketing Advisor**

Mari Hellman – **Admissions Manager**

Beate Berg – **Branch Campus Director & PDSO – Irvine**

William Doyle - **Branch Campus Director & PDSO – Las Vegas**

Aisha Cunha – **Academic Student Services & Advising, Career Services Coordinator, & DSO**
– **San Diego & Online**

Kimi Ho – **Academic Student Services & Advising, & DSO – Irvine**

Monique Manning - **Academic Student Services & Advising, Career Services Coordinator – Las Vegas**

Sadok Abdelli – **Student Ambassador - Irvine**

Shaira Camacho – **Student Ambassador - Irvine**

Jonathan Cotrin – **Student Ambassador - San Diego**

Eric Dantas – **Student Ambassador – San Diego**

Begum Nurdermir – **Student Ambassador - San Diego**

Patrik Puska – **Student Ambassador - San Diego**

FACULTY

^ Designates Full-Time Faculty

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MSc, Computer Information Systems,
Sunderland University
BBA, Amman Alahlia University

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University
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MBA., Alliant International University
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MBA, Pepperdine University
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Teaching Location: San Diego

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Teaching Locations: San Diego

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Program:

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SOUTHERN STATES UNIVERSITY

