

GENERAL CATALOG

January 1, 2020 to December 31, 2021



SAN DIEGO
GLOBAL KNOWLEDGE
UNIVERSITY

1095 K Street, Suite B, San Diego, CA 92101
Tel. (619) 934-0797 | Fax. (888) 454-7320 | Toll Free. (800) 215-0541
Website. www.sdgku.edu | Email. info@sdgku.edu

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Dear Student or Prospective Student:

It is my pleasure to welcome you to San Diego Global Knowledge University (SDGKU), and to introduce you to our Catalog. SDGKU's student-centered, video-based instructional approach makes it possible for you to pursue a degree, certificate, training or professional development program with maximum flexibility of time and location anywhere in the world. Our robust website www.sdgku.edu and learning management systems are available 24/7 for students to access conveniently from anywhere in the world, thus providing a virtual classroom with a global outreach. It is our mission to offer educational programs that help students develop global skills and competencies to achieve their personal success and advance their careers.

The general catalog has two purposes: to acquaint you with the regulations and accepted practices of the University and to serve as a comprehensive guide to its courses and programs. It will help you find answers to many of your questions about SDGKU. It also outlines the vision and mission that justify this new generation "technology-based" university based in San Diego.

I extend to you my sincere wishes for a successful and enriching educational experience at our university.

Sincerely,

Miguel A. Cardenas, Ph.D.

President



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INTRODUCTION

Academic Calendar 2020-2021

Year-round excluding Holidays. See Appendix for specific holidays and class sessions, as well as start and end dates.

Special Programs

Certain courses or programs have specific starting and ending dates. These dates will be clearly announced when such offerings are made.

Administration

The following persons are members of our university governing board, executive team and staff.

Governing Board

- Victor Botello (Chairman)
- Lynn Hajar
- Miguel A. Cardenas Jr.
- Connie de la Rosa
- Miguel A. Cardenas (Secretary)

Executive and Administration Team

- Miguel A. Cardenas, Ph.D., Founder/President and CEO
- Ilian Rosales, Chief Administration Officer
- Miguel A. Cardenas Jr., Ph.D., Chief Academic Officer
- Tonya Parker-Jones, Chief Compliance Officer
- Devahn Parker, Director of Admissions and Registrar
- Beatriz Escobedo, Chief Student Services Officer
- Farah Palomas, Bookkeeper
- Briana Ochoa, Librarian

- Jesenia Contreras, Student Services Assistant
- Lidia Ramirez, Administrative Assistant

Hours of Operation

Business hours and office faculty and staff availability:

Monday - Friday, 9AM-5PM Pacific Standard Time (except holidays)

Statement of Legal Control

SDGKU is a California for-profit corporation. Its officers are Miguel A. Cardenas, President and Miguel A. Cardenas Jr, Secretary/Treasurer. Legal control of the corporation is held by Miguel A. Cardenas, majority shareholder.

History of the University

SDGKU was constituted as a for-profit S-corporation under the laws of the State of California in December 2007 and was granted approval to operate as a degree granting institution by the Bureau for Private Postsecondary Education (BPPE) in April 2011. Dr. Miguel Cardenas created the institution with the intent of sharing global knowledge and developing global competencies through the use of technology.

Vision, Mission, Goals, and Objectives

Vision

To be the leading university dedicated to the technology-supported delivery of “new generation” global knowledge and the development of competencies essential for a more prosperous and responsible global society.

Mission

To offer educational programs that help students develop global skills and competencies to achieve their personal success and advance their careers.

Goals

- To provide students personal and career advancement opportunities through a education and training model with a global and multicultural focus.
- To offer quality on-line and multi-modal degree and non-degree programs and courses featuring a “dual curriculum”[®] that combines “global competency” building curricula with the traditional academic approach. A “global competency”, defined as a “competency (or competence) with global knowledge”, is a specific set of skills or abilities needed to be able to successfully perform and compete at a global level.
- To provide highly effective, student-centered learning through multi-lingual, video course-based instruction and forum-based interaction with faculty and peers.
- To offer innovative, globally relevant, inter-disciplinary educational programs and courses ideal for joint and collaborative delivery with universities, business organizations and interested development agencies, thus promoting the concept of a “networked” university.

Objectives

To this end, San Diego Global Knowledge University will:

- Support learning and teaching with a global perspective as its primary goal.
- Sustain long and short-range planning as an integral part of the institution.
- Maintain a safe working environment for staff and faculty.

- Encourage free scholarly inquiry and protect the university as a forum for discussion and critical examination of ideas.
- Provide flexible scheduling to ensure access to education to working adult students.
- Allocate human and financial resources for student support services, educational programs, and library materials.
- Seek external funding to help economically disadvantaged students with partial tuition and scholarships.
- Recruit and retain highly qualified and culturally diverse faculty and staff.
- Incorporate technology to strengthen instruction, student services, and administration for planning and decision-making purposes.
- Provide programs that support the admission, retention, and education of under-represented groups that have had limited access to education.
- Preserve and transmit the pluralistic, multilingual and multicultural heritage of our global society.

Status

San Diego Global Knowledge University is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE), under School Code 76587244. Approval to operate refers to compliance with minimum standards set forth in the Education Code.

Statement of Accreditation

San Diego Global Knowledge University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, bachelor’s degrees, and master’s degrees. The Accrediting Council for Independent Colleges and

Schools is recognized as a national accrediting agency by the United States Department of Education. ACICS is located at 1350 Eye Street, NW, Suite 560, Washington D.C. 20005, telephone (202) 336-6780.

Notice: Students should be aware that if they request to transfer units to another university or college, the receiving institution may or may not accept the units of credit. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. Graduates of SDGKU degree programs are not subject to licensure exams in California and other States.

Financial Solvency

San Diego Global Knowledge University does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years, nor 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 (11 U.S.C. Sec. 1101 et seq.).

2020-2021 General Catalog

The San Diego Global Knowledge University General Catalog is published annually. The current catalog is in effect from January 1, 2020 to December 31, 2021. Though care is given to assure information in this publication is an accurate description of programs, policies, procedures, facilities, personnel, and other matters relevant to the operation of the San Diego Global Knowledge University, there may be additions and deletions. The catalog is a

contract between SDGKU and its students. As changes in the schedule, programs, policies, personnel, and other matters are affected; they may supersede the descriptions found in this edition. Changes may occur in fees, courses, and announcements after the printing of the catalog. Any questions a student may have regarding this catalog that have not been satisfactorily answered by SDGKU may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, www.bppe.ca.gov, (916) 574-8900, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

ADMISSIONS

Application to the University

The Office of Admissions and Records is supervised by the University Director of Admissions and Registrar (DAR). The DAR is responsible for processing applications, determining admission eligibility, registering students, posting grades, evaluating transcripts and producing official transcripts. Individuals interested in registering at San Diego Global Knowledge University may apply online at www.sdgku.edu, using the online application function. Students must complete all application and enrollment requirements, submitting all necessary documents via the online application function.

Students must supply complete and accurate information and must request official transcripts from the high school, community colleges, or universities they have attended. Official transcripts must be sent directly from the institution to the DAR. The DAR will accept transcripts issued to students only if they are certified by a public notary or other authority. Failure to file complete and authentic documents may result in denial of admission, cancellation of academic credit, suspension or expulsion. All records submitted to the DAR become the property of the University and are placed in the students' permanent file. No confidential information will be released without students' authorization. If students do not complete the admission application process, the DAR will keep their records as prescribed by state regulations.

The Office of Admissions and Records accepts applications on a continuous basis. The university does not set deadlines for accepting applications nor documents. Nevertheless, before students can register and attend classes, they must have a complete file and their transcripts evaluated. For transcript evaluation, the DAR can accept unofficial transcripts while waiting for the official transcripts to arrive. Students should submit a copy of the "Request for Transcript" form or a letter demonstrating that transcripts were ordered. When the file is complete, the DAR adds the "Determination of Eligibility" stamp to the application. After all official transcripts and other documents have been reviewed; students complete the enrollment agreement and will be registered for classes. A non-refundable fee of \$40.00 USD is required for admission. Checks should be made payable to "San Diego Global Knowledge University."

Applicants must complete all registration requirements prior to accessing or attending the first instructional session of the course or program of study. For non-degree and degree programs, students must pay a registration fee of \$100.00 USD.

Student Portal Access

SDGKU provides a confidential and unique Username and Password to each student. This verifies the student's identity throughout their program of study. Only the student has access to this confidential information to protect his/her privacy. No additional fees or charges will be assessed associated with the verification of student identity.

Student portal access is permanently deactivated upon graduation, withdrawal

or Leave of Absence. The information and records in the student account will remain an exclusive property of the university until deleted or erased permanently at the discretion of the university.

Application Acknowledgment

The Director of Admissions and Registrar (DAR) will notify the student when the application process is complete. If students have not received notification within three weeks, they should contact the Office of Admissions and Records office to seek information. Applicants are not officially admitted until the DAR sends a formal admissions letter.

Admission Requirements

The following admission requirements are mandatory for all non-academic and academic programs. Regularly enrolled students, as well as Title IV eligible students, must meet these requirements. Ability-to-benefit (ATB) students are not eligible for enrollment or to receive Title IV funding.

For Academic Non-degree programs, students qualify for regular admission if they submit:

- The corresponding SDGKU on-line Application for Admission through www.sdgku.edu.
- Proof of high school completion (or equivalent) or higher.
- All students with foreign transcripts must have them translated and evaluated by a member of the Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admission Officers (AACRAO), or National

Association of Credential Evaluation Services (NACES) prior to admission.

- For Bachelor's Degree programs, students qualify for regular admission if they submit:
- The corresponding SDGKU on-line Application for Admission through www.sdgku.edu.
- Official transcripts of record from a high school recognized by the United States Department of Education or equivalent, including established foreign high schools, if the institution offering the program documents that its minimum required courses of study, units and content rigor are the same as those of a high school from an institution approved by the United States Department of Education.
- Transfer students must submit official transcripts from any university where they have earned academic credit. Only credits from a United States Department of Education accredited university will be accepted. If a transfer student has earned credits from an internationally based university, the university must be recognized by government or higher educational authority from the country where the university is located.
- All students with foreign transcripts must have them translated and evaluated by a member of the Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admission Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) prior to admission.

For Master's degree programs, students qualify for regular admissions if they submit:

- The corresponding SDGKU on-line Application for Admission through www.sdgku.edu.

- Official transcripts of undergraduate record of a relevant bachelor's degree from a public or private institution of higher learning approved by an accrediting association recognized by the United States Department of Education, or any institution of higher learning, including established foreign institutions, if the institution offering the bachelor's degree program documents that its minimum required courses of study, units and content rigor are the same as those of a bachelor's degree from an institution approved by an accrediting association recognized by the United States Department of Education.
- Transfer students must submit official transcripts from any university where they have earned academic credit. Only credits from a United States Department of Education accredited university will be accepted. If a transfer student has earned credits from an internationally based university, the university must be recognized by government or higher educational authority from the country where the university is located.
- All students with foreign transcripts must have them translated and evaluated by a member of the Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admission Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) prior to admission.

Admission Acceptance and Denial

The Director of Admissions and Registrar (DAR) informs applicants if they have been accepted for admissions. A signed Enrollment Agreement by the student and acceptance letter signed by the University

President is a secondary document that demonstrates acceptance to the program. The DAR informs applicants if they have been denied for admissions to SDGKU by issuing a denial letter signed by the University.

Applicants may be denied admission if they do not submit the required documentation for admission. This includes submitting original transcripts meeting program standards, personal identification without discrepancies, accurate legal name, a signed enrollment agreement among other key documents.

Non-native English-speaking students enrolled in programs taught in the English language

Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. Non-degree: Student enrolled in non-degree programs are not required to show proof of English language proficiency.
2. Undergraduate Degree: A minimum total score of 57 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT); 6.0 on the International English Language Test (IELTS); 44 on the Pearson Test of English Academic Score Report; 95 on the Duolingo English Test; or 53 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the

Certificate of Proficiency in English (ECPE), or a high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

3. Master's Degree: A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

4. A minimum score on the College Board Accuplacer ESL Exam Series as follows:

- ESL Language Use: Score of 85
- ESL Listening: Score of 80
- ESL Reading: Score of 85
- ESL Sentence Meaning: Score of 90
- ESL Writeplacer: Score of 4
Comprehensive Score for all exams of 350

5. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;

6. English Language Proficiency as a Workskill (ELPW) examination, level 3 score minimum for bachelor's programs; level 2 score minimum for master's programs.

7. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;

8. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A "B" or higher is required for master's degree.

Foreign Students

A foreign student is one who holds a United States visa as a student, an exchange visitor, or other nonimmigrant classification, or one who enrolls on-line and resides and is a citizen of a country other than the U.S. San Diego Global Knowledge University is not SEVIS approved, nor can it issue visas to students or faculty. SDGKU does not provide visa services nor will it vouch for student status and any associated charges.

Health insurance

All visa applicants must agree to obtain and maintain health insurance as a condition of registration and continued enrollment at the University. Such insurance must be in amounts as specified by the United States Information Agency (USIA) and NAFSA: Association of International Educators.

Non-residential Institution

San Diego Global Knowledge University (SDGKU) has no responsibility to find or assist a student in finding housing. It is a non-residential institution. There are no dorms on campus to house students. There

is no housing placement office in the counseling center.

Student Advising, Career and Placement Services

SDGKU provides advising and guidance services on personal or academic problems and employment opportunities, as well as career services, to students upon request. The Institution does not guarantee employment or the starting salary of its graduates.

Late Registration

Since SDGKU's programs are primarily web-based, students can register and enroll individually on-line for each program according to the academic calendar. However, unless they have met all requirements for enrollment, such as transcripts and payment of fees, they will not be allowed to access or start their SDGKU program of interest.

Change of Program

Students may drop and change a degree or non-degree program/course before attendance at the first-class session, or the seventh day after enrollment, whichever is later.

Transferability of Units and Degrees

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits the student earns at San Diego Global Knowledge University (SDGKU) is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the degree, diploma, or certificate you earn in the educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at SDGKU are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of the course work at the 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 SDGKU to determine if your credits or degree, diploma or certificate will transfer."

Units earned at San Diego Global Knowledge University in most cases will not be transferable to any other college or university. In addition, if a student earned a degree, diploma, or certificate through San Diego Global Knowledge University, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university.

Technology Requirements

The following technology requirements for students including hardware and software needed to successfully study at San Diego Global Knowledge University.

Hardware

- An internet connection - broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone or headset
- A webcam or HD webcam
- Monitor settings of 256 or higher colors; 800 x 600 or higher pixels (optional)
- Sound card / speakers installed and working properly (optional)

Operating System

- MacOS X with macOS 10.9 or later, or
- Windows 10 or above

Processor and RAM

- Minimum Processor: Single Core 1Ghz or Higher
- Recommended Processor: Dual Core 2 Ghz. or Higher (i3/i5/i7 or AMD equivalent)
- Minimum RAM: At least 4 Gb.
- Recommended RAM: 4 Gb. or more

Software

Students can view and access all SDGKU webpages using one of the following web browsers: Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, or Safari. To view other course or site content download Adobe Acrobat Reader to view and print course materials and Flash Player is required for some site segments or presentations. Microsoft Word, Excel, and Powerpoint are also required for some lesson segments or presentations.

TUITION AND FEES

Academic Program Costs

Effective August 2021

Non-Degree, Academic Program

Full Stack Development Immersive

Tuition per one (1) unit	\$ 540.00
Tuition per two (2) units	\$ 1,080.00
Tuition per twelve (12) units	\$ 6,480.00
Tuition for program (24) units	\$ 12,960.00
Application, Registration, and Other Fees	\$ 4,290.00
STRF (CA residents only)	\$ 8.50
Total Cost	\$ 17,250.00
Total Cost (CA residents)	\$ 17,258.50

Bachelor's Program

B.S. Global Management

Tuition per one (1) unit	\$ 320.00
Tuition per three (3) units	\$ 960.00
Tuition per twelve (12) units	\$ 3,840.00
Tuition for program (126) units	\$ 40,320.00
Application, Registration, and Other Fees	\$ 11,165.00
STRF (CA residents only)	\$ 25.50
Total Cost	\$ 51,485.00
Total Cost (CA residents)	\$ 51,510.50

Master's Programs

M.S. International Management & M.S. Communication and Technology

Tuition per one (1) unit	\$ 540.00
Tuition per three (3) unit	\$ 1,620.00
Tuition per twelve (12) units	\$ 6,480.00
Tuition for program (45) units	\$ 24,300.00
Application, Registration, and Other Fees	\$ 4,077.50
STRF (CA residents only)	\$ 14.00
Total Cost	\$ 28,377.00
Total Cost (CA residents)	\$ 28,391.00

Students are required to pay tuition and fees at the time of registration. Diplomas will not be issued without payment in full of all tuition and fees. Payment plans may be available for certain programs and courses upon request by students. The SDGKU administration reserves the right to modify tuition and fees at any time. Students will be notified before the next registration day or immediately on-line via www.sdgku.edu.

General Fees

Application Fee (non-refundable, one time)	\$ 40.00
Registration Fee (non-refundable, one time)	\$100.00
Other Fees (Online Materials):	
Non-degree Program	\$ 2,100.00
Bachelors Program	\$11,025.00
Masters Program	\$ 3,937.00
Textbooks per course	\$ 25-200

Official transcript fee by request	\$ 100.00
Unofficial transcript fee by request	\$ 50.00
Replacement diploma by request	\$ 30.00
Returned check fee (for any cause)	\$ 25.00

Student Tuition Recovery Fund (STRF)

Assessment Fee (non-refundable):
\$0.50 per \$1,000 of SDGKU charges
rounded to nearest thousand dollars.

Tuition Discounts

Partial tuition waivers are available for international students and SDGKU employees and employees' family that qualify. For any additional information or questions please contact SDGKU at (619) 934-0797.

Withdrawal and Refund Policy

SDGKU expects students to register for courses with the understanding that they will remain in the course for the entire curriculum. A refund policy has been established so that students who withdraw from class will share in costs incurred.

Official Withdrawals

It is the student's responsibility to inform the admission's office immediately of their intent to withdraw from a course by completing the "Drop Class" Form (requested by student). In this case, the effective date of withdrawal will be the day of approval in the "Drop Class" Form by SDGKU.

Unofficial Withdrawals

If the student withdraws without notice to SDGKU, the date the school terminates the student enrollment due to academic failure or violation of its rules or policies stated in this catalog is the effective date of withdrawal.

Cancellations and Refunds

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. This is applicable to on-ground, online, and hybrid courses. If students paid fees and did not access the instructional program, or attend class, all fees except for the non-refundable registration/enrollment fee will be returned to them. The refund will be mailed within 45 days from the time of the withdrawal or cancellation, according to the schedule below.

Students may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, a five-week course at SDGKU (35 days duration) at a total cost of \$1200 has the following refund schedule:

After Attending Example

<i>Days Scheduled</i>	<i>% Complete</i>	<i>School Retains</i>	<i>Refund to Student</i>
7 days	20%	\$ 240.00	\$960.00
14 days	40%	\$ 480.00	\$720.00
21 days (60%)	60%	\$ 720.00	\$480.00

After 21 days - \$1,200.00 No refund

If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

Enrollment Agreement

All students are required to sign an enrollment agreement before beginning classes or accessing on-line instruction. The enrollment agreement includes items pertaining to tuition and fees, billing, attendance, financial assistance, payment options and other matters of enrollment. The agreement is a legally binding instrument when signed by the student and accepted by the university. The agreement acknowledges that the student has had time to read and understand the terms.

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.

Payments and Release of Records

Unofficial transcripts are made available at no cost to graduating students 60 days after completion of their program of study.

Per the Educational Debt Collection Practices Act of the State of California, SDGKU does not withhold transcripts from students as a debt collection tactic. SDGKU

understands that withholding transcripts can cause severe hardship on a student and prevent a student from pursuing professional or career opportunities.

Official and unofficial transcripts are released only after the student has requested and paid the corresponding fees. Please see “General Fees” section in this general catalog.

Maintenance/Retention of Records

SDGKU has the policy of maintaining all records for at least five years from the date of completion or withdrawal at its primary administrative location. Transcripts in particular shall be kept permanently. SDGKU will maintain a file for each student who enrolls whether or not the student completes the educational program.

Student Tuition Recovery Fund Disclosure

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, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95833, www.bppe.ca.gov, (916) 574-8900, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or 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 non-collection 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.

FINANCIAL

San Diego Global Knowledge University participates in federal financial aid programs, veterans educational benefit programs, and active military tuition assistance (TA). The following policies address financial service programs currently offered to students at the university.

Return to Title IV Policy

San Diego Global Knowledge University (SDGKU) is required to apply Return to Title IV (R2T4) provisions to Federal Student Aid (FSA) recipients who withdraw from their program of study. This refund formula determines the amount of FSA funds a student has earned as of the last day of attendance or academic activity. The R2T4 policy is in addition to SDGKU institutional refund policy. If a student withdraws prior to completing more than 60 percent of the term (e.g., payment period), the percentage of FSA funds earned will equal the percentage of days completed in the payment period prior to the withdrawal date. After the 60% point in the payment period, a student has earned 100 percent of the FSA funds he or she was scheduled to receive during the period. For determining when the refund must be paid, the Title IV refund will be issued 45 days from the date of determination.

If the student has received any Federal Title IV financial aid funds, the school is obligated to do a R2T4 even if a credit balance has already been issued to the student. For programs beyond the current payment period, if a student withdraws prior to the next payment period then all

charges collected for the next period will be refunded. If a balance due results from the R2T4 calculation, the student will be responsible for the unpaid balance.

If the student has received federal student Financial Aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. Students shall return 50% of grant funds if the calculation requires the student to return funds after San Diego Global Knowledge University has returned its share.

Post-Withdrawal Disbursement Policy

If the Federal Student Aid funds the student earned as calculated under the R2T4 refund policy is greater than the total amount disbursed, the student may be eligible to receive a post-withdrawal disbursement of federal funds. The University will offer any loan amount related to a post-withdrawal disbursement that is due within 180 days of the date the University. An explanation of the post-withdrawal disbursement must be responded to by the student and/or parent within 14 days of the notification. If the student and/or parent does not respond, the post-withdrawal disbursement of loan funds will not be applied to outstanding charges.

Refund Distribution Order Policy

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Federal Perkins Loans
4. Direct PLUS Loan
5. Federal Pell Grant
6. FSEOG

For more information on refund policies relating to Title IV funding see: www.nsls.ed.gov/nslds

Title IV Disbursement Policy

At San Diego Global Knowledge University (SDGKU) Title IV grants and loans are processed for one academic year at a time. There are a minimum of two disbursements scheduled for each academic year. An academic year has two semesters for the degree programs or two payment periods for the academic non-degree program. SDGKU will disburse grants and loans (for those who qualify) in two installments, with the first half disbursed approximately 2 weeks from start of the first semester or payment period of the academic year. The second half will be disbursed after the start of the second semester or payment period of the academic year. First-time student loan borrowers will receive their first disbursement of loan proceeds on the 31st day of the start date. To receive scheduled disbursements, all required financial aid documents must be cleared by the Office of Financial Aid (OFA), and the student must maintain Satisfactory Academic Progress as defined in the SDGKU General Catalog. Students can reapply for subsequent loans and grants after successfully completing the University's requirements to progress to the next academic year.

Repeat Coursework and the Impact on Title IV Eligibility

The Department of Education has guidelines that may impact the receipt of financial aid for students who repeat (retake) coursework. These repeated courses may impact student's financial aid eligibility. For repeated coursework to count toward a student's financial aid enrollment status:

1. The student may receive Title IV aid for a previously passed course (with a "D" grade or better) only once, if, the

student is receiving credit for the course.

2. If the student has previously passed a course (with a "D" grade or better) and then subsequently failed the same course (with a grade of "F"), Title IV aid may not be used to pay for the course again.
3. If the student enrolls in a previously repeated course for a third time, Title IV aid may not be used to pay for the course.
4. There is no regulatory limit on the number of times the student may receive Title IV aid to retake a failed course (with a grade of "F"), unless they have previously passed that course.

Although a student may retake a failed course until they pass the course, Satisfactory Academic Progress (SAP) policy may affect a student's ability to continue receiving financial aid.

Loans

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at

another institution or other government assistance until the loan is repaid.

Private Education Loans

Private Education Loans, also known as alternative education loans, help bridge the gap between the cost of student's education and the limited amount the government allows students and/or parents to borrow for its approved programs. A student and/or parent can apply for either a private loan with their private lending institution or apply for a Direct Parent PLUS (parents of a dependent undergraduate student) or Direct Graduate PLUS (for graduate level students only).

Private Institutions Loans: A student and/or parent may apply for a private loan with their private lending institution, which the interest rate will be based on their credit rating which can be higher than the Federal Direct Parent PLUS may offer. San Diego Global Knowledge University does not have a preferred lender list.

Verification Process

A student may be selected by the U.S. Department of Education or by the University to participate in the verification process of information submitted on their Federal Application for Federal Student Aid (FAFSA). For students selected by the Department of Education's Central Processor (CPS), the following procedures have been established by federal regulations. CPS prints an asterisk next to the Expected Family Contribution (EFC) on the ISIR, SAR, or SAR Acknowledgement to identify a student who has been selected for verification. A student selected for

verification will usually be required to complete a Verification Worksheet. An IRS Transcript may also be required. The University may ask for additional documents to complete the verification process. The student will receive written notification from the University of verification requirements and the timelines for completing the process. The student must complete the verification within seven days of written notice from the University. Data elements corrections involving the federal processor must be made before the Federal Student Aid Report (SAR) correction deadline of June 30th. An applicant's failure to provide required documentation within the specified time frame will result in the loss of all Title IV aid, and the tuition balance becomes due immediately. Even if the ISIR is not selected for verification, any conflicting information must be resolved before federal student aid may be disbursed. Students will be notified of any changes to be made to the ISIR because of the verification process. The University will make any information that requires a change/update to the ISIR with the student's authorization. A student who becomes aware of the need for a change to their ISIR data should notify the Office of Student Financial Aid so the University can make the necessary correction.

Determining Amount of Student's Award

To determine a student's eligibility for federal student aid, the student must first complete a Free Application for Student Aid (FAFSA) for each award year. An award year is defined for the periods of July 1 - June 30 of each year. The FAFSA is made available on October 1st of each year. A

completed FAFSA that includes the school code will generate a SAR to the applicant and an ISIR to the school. Once the ISIR report is received by the school, the financial aid office will review the ISIR for any c-codes, verification flags and/or discrepancies. Once all C-codes, verification flags and/or discrepancies are cleared by the applicant, the financial aid office will determine the student's maximum eligibility for the following awards:

Federal Pell Grant (Undergraduate Students Only - Full Stack Development Immersive and Bachelor's in Global Management)

Federal Pell Grant is free money from the government and does not have to be repaid. Federal Pell Grant is usually awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. In some cases, however, a student enrolled in a post baccalaureate teacher certification program might receive a Federal Pell Grant. Students are not eligible to receive a Federal Pell Grant if they are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances: (1) Student's withdraw early from the program for which the grant was given to them. (2) Student's enrollment status changed in a way that reduced their eligibility for their grant (for instance, if a student switch from full-time

enrollment to part-time, their grant amount will be reduced.

Federal Direct Unsubsidized Loans (Undergraduate Students Only)

Direct Subsidized Loans are available to undergraduate students with financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan (1) While they are in school at least half-time. (2) For the first six months after students leave school (referred to as a grace period). (3) During a period of deferment (a postponement of loan payments).

Federal Direct Unsubsidized Loans (Undergraduate and Graduate Students)

Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. With the unsubsidized loans students are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.

Federal Direct Parent PLUS Loan

When a parent applies for a Direct PLUS Loan, the parent can authorize the University to use their loan funds to satisfy their student's direct and indirect cost (tuition and fees, and room and board). Parents are not required to provide this authorization. As a parent borrower, the parent can also use the Direct PLUS Loan Application to: (1) Designate whether the University pays any credit balance to the student or to the parent. (2) Request a deferment while the student is in school, and for an additional deferment for six months after the student ceases to be enrolled at least half time. (3) Request a

change to the loan amount specified in a previously submitted application.

Federal Direct Grad PLUS Loans

When students apply for a Direct PLUS Loan as a graduate or professional student, students can authorize the University to use their loan funds to satisfy the Cost of Attendance to include tuition and fees, room and board, transportation, and personal expenses. The Direct PLUS Loan Application also allows students to request a change to the loan amount specified in a previously submitted application.

This is a request for supplemental information in connection with student's application for a Federal Direct PLUS Loan (Direct PLUS Loan) through the William D. Ford Federal Program. Some schools may have a different process for obtaining the additional information needed to process students' Direct PLUS Loan application.

The information that students provide will be sent to the University the student selects. The University will use the information collected to determine their eligibility for a Direct PLUS Loan and originate their application. Before student's can receive a Direct PLUS Loan, they must complete a Direct PLUS Loan Master Promissory Note (Direct PLUS Loan MPN), which explains all the terms and conditions of Direct PLUS Loans and constitutes their legally binding agreement to repay all Direct PLUS Loans that students receive under the Direct PLUS Loan MPN. Students will have an opportunity to complete the Direct PLUS Loan MPN after they complete the Direct PLUS Loan Application.

The Direct Grad PLUS Loan Request allows the student to: (1) Designate whether the

school pays any credit balance to the student. (2) Request a deferment while the student is in school and (3) Request an additional deferment for 6 months after the student ceases to be enrolled at least half time. The student's school will notify them what loans, if any, they are eligible to receive. If students have questions regarding their loan eligibility, the next steps in the processing of their loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, students need to contact their school's financial aid office.

Example of Financial Aid Eligibility

If the student is an undergraduate, the financial aid office will review the students' Expected Family Contribution (EFC) to determine how much (if eligible) Federal Pell grant the student may receive. The financial aid office will confirm with the admissions office if the student has any transfer units to determine the grade level the student is in to determine the award amount. If the student did not receive transfer credit from a previously attended school, the student will be deemed grade level one:

Example of grade level one independent student with zero EFC:

- Pell \$6,495 (2021-2022 Award Year)
- Subsidized \$3,500 (less loan fees)
- Unsubsidized \$6,000 (less loan fees)

Total Award Amount that the student is eligible for is: \$15,995 for the first academic year.

Professional Judgement Policy

There are unusual situations where you will need to exercise your discretion as a financial aid administrator: when

modifying data used to calculate the expected family contribution (EFC), performing dependency overrides, resolving conflicting information, reporting cases of fraud, and determining a student to be an unaccompanied homeless youth. The authority to conduct professional judgment reviews is granted by sections 479A and 480(d)(7) of the Higher Education Act of 1965. Section 479A is concerned with the authority to adjust data elements of the FAFSA application and the authority to refuse to certify a student loan. Section 480(d)(7) is concerned with the authority to override a student's dependency status. On January 29, 2021, in GEN21-02 The letter reminds financial aid administrators of their ability to exercise documented professional judgment when determining eligibility of students for federal student aid and encourages Financial Aid Administrators to consider the special circumstances that may arise for students and families during the ongoing COVID-19 pandemic, especially as they relate to unemployment or reduction in work.

Dependency Override

Financial aid administrators have the authority, through Section 480(d)(7) of the Higher Education Act, to change a student's status from dependent to independent in cases involving unusual circumstances. The U.S. Department of Education has given guidance regarding situations that do and do not qualify as unusual circumstances that merit a dependency override. In particular, the following circumstances do not merit a dependency override, either alone or in combination:

- Parents refuse to contribute to the student's education;

- Parents are unwilling to provide information on the application or for verification;
- Parents do not claim the student as a dependent for income tax purposes;
- Student demonstrates total self-sufficiency.

Circumstances that merit a dependency override may be as follow but not limited to:

- an abusive family environment (e.g., sexual, physical, or mental abuse or other forms of domestic violence);
- abandonment by parents;
- incarceration or institutionalization of both parents;
- parents lacking the physical or mental capacity to raise the child;
- parents whereabouts unknown or parents cannot be located;
- parents hospitalized for an extended period;
- an unsuitable household (e.g., child removed from the household and placed in foster care);
- married student's spouse dies or student gets divorced.

Abandonment is the failure of the parent to provide financial support or to communicate with the child for a long time, generally understood to be a year or more. In custody cases this is a prerequisite for a court to deem the child abandoned by the parent and to order the parent's parental rights terminated. Abandonment can also refer to physical abandonment, where the child is left on a doorstep or delivered to a hospital. So, there are two key elements to the definition of abandonment: (1) no contact for at least a year, and (2) no support for at least a year. (Note that if a parent abandons a child and later reenters the child's life, the courts would be very slow to restore parental rights, if at all. So, if a

student has had no contact with a parent for most of the student's life, recent attempts to reconcile do not prevent a dependency override on the grounds of abandonment.)

A student may request and apply for a Dependency Override through the Professional Judgment (PJ) process by submitting a FAFSA and provide documents to the Office of Financial Aid. The following documents include:

1. A letter stating why he/she is requesting a professional judgement review.
2. Submitting two letters from two different people who live in separate homes that can attest to the situation of the student and why they feel that their appeal should be approved.
3. Supporting documentation (if PJ is requested due to loss or reduction of income).

ACADEMIC SUPPORT

Library

SDGKU students have access to on-line references and e-links to numerous instructional support resources. The SDGKU Chief Librarian is available via telephone (619-934-0797) or email (bochoa@sdgku.edu) during regular business hours (Mon-Fri, 9AM-5PM PST, except holidays) to help students plan any of their research projects or to identify where they can find books and other materials. To access the library students must enter through their student portal accounts and from their home profile page click on the “Library” link.

Instructional Support

The Office of Academic Affairs (OAA) is responsible for the planning and scheduling of courses and programs. The OAA oversees activities of advisement, academic programs, library and support educational materials, and the publication of the university catalog.

If instructors identify students who are having problems, they fill out a referral and send it to the OAA. The OAA and instructors design a remedial study plan for students to follow.

Academic Advising

At the time of enrollment, students are assigned an advisor. Initially, the OAA will be the primary advisor. Student reserves

the right to request a particular faculty member as an advisor. Academic advisement is of utmost importance for first-time students.

Office of Admission and Records

The Office of Admissions and Records serves in admission advising, processing applications for admissions, admitting eligible applicants, registering students in classes, establishing and maintaining academic records of students, and evaluating students' academic records for graduation.

The Office of Admissions and Records, directed by the DAR, is also responsible for collecting statistical data on admission, enrollment, and graduates for purposes of research and evaluation, and reports to different departments.

Instructional, Administrative, and Technology Facilities and Services

The instructional services and administrative electronic processing and data collection, including student admissions, grades, fiscal and property accounting, personnel, and other functions are provided from an advanced web-based proprietary content management and course-builder system. The administration, faculty, instructors and staff all have 24/7 access to this e-infrastructure via the SDGKU website www.sdgku.edu. SDGKU is a pioneer of video-based instruction. Its unique broadcast quality, pre-produced seminars/lectures are complemented with instructional manuals, competency-building tests, selected readings, reports, projects, action plan exercises, and live

videoconferencing to maximize the student's learning and skill acquisition in each course and curricular module. Online templates are used by students to submit most of these assignments to their professors/instructors, who will respond in a maximum of seven days depending on type of assignment and the scope of the evaluation.

For on ground classroom instruction, a 250 sq. ft. conference room is available, with Bluetooth connectivity and Internet access. In addition, there is a 1000 sq. ft. collaboration area for students to study individually or in a group setting. All technology and equipment, such as Wi-Fi, monitors, as well as desks and chairs are made available to students. All classes are held at 1095 K St., Ste. B., San Diego, CA 92101.

The technical requirements for on-ground, online, and hybrid courses are the following:

Operating Systems

- Windows 10 or above, MacOSX 10.9 or later
- Computer processor of Single Core 1 Ghz or higher, or Dual Core 1 Ghz or higher
- 512 megabytes of RAM or higher
- Monitor settings of 256 or higher colors; 800 x 600 or higher pixels
- Sound card/speakers installed and working properly

Internet Connection

You must have an active Internet connection. High-speed (Broadband) Internet access, such as DSL, cable, T-1, or ISDN is recommended for best performance. All SDGKU videos are also encoded and made available for convenience to the user at lower speeds

down to 54 kbps. However, lower modem speeds than this may not play the videos.

Installed Software

You can view and access all SDGKU webpages using one of the following web browsers; Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, or Safari. To view other course or site content you should download Acrobat Reader to view and print course materials, and Flash Player is required for some site segments or presentations. Microsoft Word, Excel, and PowerPoint are also required for some lesson segments or presentations. A Zoom videoconferencing plugin should be installed prior to use.

Help Viewing Webcasts

The quality of the video stream is mostly dependent on the volume of Internet traffic at the time of transmission. However, if you are experiencing problems viewing videos, you may need to make some adjustments or modifications to your system. The screen resolution, aspect ratio and other settings on your monitor / video card may also have an effect on the quality of the video. You may need to adjust display settings and/or make monitor adjustments. For maximum streaming quality, avoid having multiple software programs in use while viewing the video.

Graduates and Alumni Relations

SDGKU graduates of academic and non-academic programs develop mastery of at least one global competency and are usually leaders in their organizations and communities. Academic achievement requires that the action plans and practical projects that students propose and implement as part of the curriculum are

usually aligned with the needs and interests of their employers or community of interest.

The mission of the SDGKU Alumni Association (SDGKU-AA) is to promote and strengthen academic and professional ties and networks with the growing global community of these distinguished graduates from its academic and non-academic programs. It is an important and valuable resource in support of SDGKU's global outreach. Members of SDGKU-AA are invited to attend events and activities throughout the year.

STUDENT RIGHTS

Policies for Non-discrimination

San Diego Global Knowledge University does not discriminate on the basis of race, religion, color, national origin, sex, handicap or disability, or age in any of its policies, procedures, or practices. The university's nondiscrimination policies comply with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Vietnam Era Veterans Readjustment Assistance Act of 1974 (pertaining to veterans), and section 504 of the Rehabilitation Act of 1973 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the university's programs and activities, including vocational education. To inquire about the equal opportunity policies or to request a copy of the university's grievance procedures covering discrimination complaints, contact the Chief Academic Officer, SDGKU, 1095 K St., Suite B., San Diego, CA 92101, telephone (619) 934-9390.

Responsibility

SDGKU students are expected to observe standards of conduct consistent with respect for the law, the fulfillment of contractual obligations, consideration for the rights of others, and a high level of personal integrity. All members of the college, students, staff and faculty, should be aware that their behavior, both online and off-line, reflects on the university.

Student Privacy Rights and Policies

The Federal Family Educational Rights and Privacy Act of 1974 and its regulations adopted thereunder and California

Education Code 67100 et seq. were designed to protect the privacy of students concerning their records. Institutions must provide students access to records directly related to them and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law requires that written consent of the student be received before releasing personally identifiable data about the student's own records to other than a specified list of exceptions.

San Diego Global Knowledge University has adopted a set of policies and procedures concerning implementation of its statutes and regulations. Students may request copies of these policies and procedures concerning implementation of statutes and regulations in the Office of Academic Affairs. Among the types of information included in the campus statement of policies and procedures are the following:

- The type of student records and the information contained in them
- The official responsible for the maintenance of each type of record
- The location of access lists which indicate persons requesting or receiving information from the record
- Policies for reviewing and expunging records
- The access rights of students
- The procedures for challenging the content of student records
- The cost, which will be charged for reproducing copies of records
- The right of students to file a complaint with the Department of Education

The office to review complaints and adjudicate violations is:

The Family Educational Rights and Privacy Act Office (FERPA)

*U.S. Department of Education
330 "C" Street, Room 4511
Washington, D.C. 20202*

Under the Act, SDGKU is authorized to release information concerning students. This information may include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

The above information is subject to release by the university at any time unless the campus has received prior written objections from students specifying information, which students request and be released. Written objections should be sent to the Office of Academic Affairs.

The university is authorized to provide access to student records to campus officials and employees who have legitimate educational interest in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other

institutions to which the student is transferring).

The university is required by law to release information to state agencies on request concerning students who have requested in writing that such information be released to state agencies. Students will have an opportunity to request in writing release of such information. Students will also have an opportunity to forbid release of such directory information to state agencies or any other person or organization. The university will retain discretion regarding the release of such information to agencies of the State of California in cases where the student has neither requested nor forbidden the release of directory information concerning himself or herself to agencies of the State of California on request for purposes of recruitment.

Appeal to either request or forbid the release of directory information to State Agencies for recruitment purposes also must be made at the Student Services Office.

Discrimination Grievances

Students who have been subject to any form of discrimination on the basis of race, religion, color, national origin, sex, handicap or disability, status as a Vietnam-era or special disabled veteran or age, or who have been the victim of sexual harassment, may submit their complaint in accordance with the Policies and Procedures for Student Discipline and Grievances. Students should direct inquiries regarding the filing of such grievances to the Chief Academic Officer, SDGKU, 1095 K St., Suite B., San Diego, CA 92101, telephone (619) 934-9390.

Inquiries regarding federal laws and regulation about nondiscrimination in education or the university's compliance with those provisions should be directed to:

U.S. DEPARTMENT OF EDUCATION

Office for Civil Rights

50 Beale St., Suite 7200

San Francisco, CA 94105

Ocr.sanfrancisco@ed.gov

Tel: (415) 486-5555

Students with Disabilities

SDGKU complies with the American Disabilities Act of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Accordingly, qualified persons with disabilities cannot, on the basis of disability, be denied admission or subjected to discrimination in admission decisions. Further, no qualified disabled student may be excluded from any academic, research, counseling, financial aid, or other post-secondary education program or activity that the university provides to all students on the basis of that student's disability.

Racial and Sexual Harassment

San Diego Global Knowledge University student body is made up of individuals from diverse ethnic, linguistic, racial, and cultural groups. It is essential that all members of the university recognize the need for an awareness of, sensitivity to, and respect for the cultural heritage, gender, disability, and sexual orientation of others. An individual's or group's action or activities which promote degrading or demeaning social stereotypes based on race, age, ethnicity, national origin, gender, sexual orientation, religion, or disability will not be tolerated.

Students who behave abusively toward members of the SDGKU community based on the aforementioned criteria will face serious consequences and will be subject to disciplinary action. Any student who commits acts of sexual or racial harassment manifested by acts of physical abuse, threats of physical abuse, verbal abuse, and/or hazing activities may be subject to suspension or expulsion from the university.

Discrimination on the Basis of Gender

San Diego Global Knowledge University does not discriminate on the basis of gender in its programs or activities. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination on the basis of gender in education programs and activities. Such programs include the admission and employment of students.

SDGKU is committed to providing equal opportunities to men and women students in all programs.

Sexual Assault and Acquaintance Rape

The University will not tolerate sexual assault in any form, including date/acquaintance rape. Every allegation of sexual assault will be reported to the police. Where there is reason to believe that the university's regulations prohibiting sexual assault have been violated, the university will pursue strong disciplinary action. This discipline includes the possibility of suspension and dismissal or termination from the University.

Any employee, student or other person at the university who commits a rape or other crime of a sexual nature specified in the California Penal Code can be criminally prosecuted. In addition, employees and students can be disciplined under the California Education Code even if the criminal justice authorities or the person assaulted choose not to pursue criminal prosecution.

Discrimination on the Basis of Race, Color, or National Origin

SDGKU complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of the University.

Discrimination on the Basis of Age

SDGKU complies with the provisions of the Age Discrimination Act of 1975 and the regulations developed under the law. The Act states that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Discrimination on the Basis of Disability

SDGKU complies with the American Disabilities Act of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Accordingly, qualified persons with disabilities cannot, on the basis of disability, be denied admission or subjected to discrimination in admission

decisions. Further, no qualified disabled student may be excluded from any academic, research, counseling, financial aid, or other post-secondary education program or activity that the university provides to all students on the basis of that student's disability. Disabled students will not be subject to any extra eligibility criteria in comparison to other students nor are subject to additional tuition, fees or costs. Any qualified disabled student may contact the Director of Admissions and Registrar or the Chief Academic Officer to request reasonable accommodations at no cost. The disabled student always has the option of not taking the accommodations by informing the Director of Admissions and Registrar or the Chief Academic Officer of their decision.

Discrimination on the Basis of Marital Status, Religion, or Sexual Orientation

The University does not discriminate on the basis of marital status, religion, or sexual orientation. Students are urged to refer any complaint of any type of harassment to the Office of Academic Affairs.

Drug and Alcohol Abuse Prevention

The University policy regarding the possession, use, and/or sale of alcoholic beverages or illicit drugs by SDGKU staff, faculty or visiting students is governed by state and municipal law and further governed by the Student Conduct Code. The university expects that individuals and groups will conduct themselves and operate within the scope of the rules and regulations. Proven violations of these policies and regulations will lead to serious consequences and may include criminal prosecutions as well as suspension.

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that: (a) institutions certify to the Secretary of Education that they have developed plans to effectively combat the unauthorized distribution of copyrighted material; (b) institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials; and (c) institutions publicize alternatives to illegal file sharing. SDGKU responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both our President/CEO, Chief Academic Officer and Chief Compliance Officer to investigate and respond.

SDGKU will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and

penalties imposed, as well as facing automatic loss of computer access, and possible suspension. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. Consistent with our educational principles, we view education as the most important element in combating illegal sharing of copyrighted materials at SDGKU. We use a wide variety of methods to inform our community about the law and our internal response to copyright infringement claims: Language has been added to the Annual Security Report outlining the Digital Millennium Copyright Act, as well as sanctions for non-compliance.

SDGKU blocks access from campus to all legitimate sources of copyrighted material. Although we cannot maintain an up-to-date list of alternatives, we point students to the Educause list at <http://www.educause.edu/Resources/Browse/LegalDownloading/33381>.

SDGKU will review this plan each year to insure it is current and maintains the

appropriate and necessary information to effectively combat illegal file sharing, as well as update the methods employed as new technological deterrents become available.

Cancellation and Withdrawals

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. To obtain the refund a notice must be submitted to “SDGKU Administration Services, 1095 K Street, Suite B, San Diego, CA 92101” by midnight following the first day of scheduled instruction or no later than the seventh day after enrollment, whichever is later. The appropriate form is available by request from SDGKU if you wish to cancel the enrollment contract, but your notice may take any form as long as it is written and states that you no longer wish to be bound by this agreement. If delivery of the cancellation form is sent by mail, the notice must be postmarked on/or before the date notice is required.

A student can withdraw from a course after the sixth class session without obtaining a refund of charges paid. In this case a permanent mark of “W” will be placed on the student’s transcript with no grade points assigned.

Expulsion, Suspension and Probation of Students

The following procedures consonant with the due process have been approved by the President of the university. Any student on campus may be expelled, suspended,

placed on probation or given a lesser sanction for one or more of the following:

- Non-payment for university dues such as tuition and fees
- Cheating or plagiarism in connection with any academic program
- Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information
- Misrepresentation of oneself or of an organization to be an agent of the university
- Obstruction or disruption, on or off university property, of the educational process, administrative process or other function
- Physical abuse of the person or property of any members of the university, of their family, or the threat of such physical abuse
- Theft of, or non-accidental damage to, university property, or property in the possession of, or owned by, members of the university
- Unauthorized entry into, unauthorized use of, or misuse of university property
- On university property, the sale of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis
- Knowing, possessing, or use of explosives, dangerous chemicals or deadly weapons on university property or at an on-line forum or bulletin board
- Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function
- Abusive behavior, directed toward, or hazing of, a member of the university campus
- Violation of any order of the university president, notice of which had been given prior to such violation and during the academic term in which the violation occurs; either by publication in the university bulletin, or by posting notice on an official bulletin board designated for this purpose, and which

order is consistent with any of the other provisions of this section

- Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation

The following terms are defined as:

- "Member of the university" is defined as meaning San Diego Global Knowledge University administration, academic, non-academic and administrative personnel, students, and other persons on the university property and at other university functions.
- The term "university or campus property" includes real or personal property in the possession of, or under the control of, the Administration of San Diego Global Knowledge University.
- The term "deadly weapons" includes any instrument or weapon of the kind known as a blackjack, sling shot, bully, sand club, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club
- The term "behavior" includes conduct and expression
- The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the university, but the term "hazing" does not include athletic events or other similar contests or competitions.

Disposition of Fees

The President of the university may place on probation, suspend, or expel a student for one or more of the causes enumerated.

No fees or tuition paid by or for such students for the session in which he or she is suspended or expelled will be refunded, in accordance with the refund policy. If the student is readmitted before the close of the session in which he or she is suspended, no additional tuition or fees will be required of the student on account of the suspension.

Disciplinary Hearing

The President of the university shall take appropriate disciplinary action against any student, members of the faculty, members of the support staff, or member of the administration of the university who after a prompt hearing by a university body, has been found to have willfully disrupted the orderly operation of the university. Nothing in this section shall be construed to prohibit, where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, interim suspension pending a hearing, provided that a reasonable opportunity be afforded the suspended person for a hearing within 10 days. The disciplinary action may include, but need not be limited to, suspension, dismissal, or expulsion. These provisions shall be applicable to any university employee dismissed pursuant to this section.

Grievances

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-(888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov. They may also contact the Accrediting Council for Independent Colleges and Schools (ACICS) by calling (202) 336-6780.

Academic Grievance and Grade Appeals

The university provides procedures for the orderly processing of grievances by students against members of the faculty and for the appeal of assigned grades. The Board is empowered to act upon grievances and appeals, which are properly filed.

Academic grievances may be filed when a student feels aggrieved in (non-grade) matters concerning an academic decision, action or judgment by a faculty member. A grade appeal may be filed when a student believes a grade is based on error, violation of university policy, refusal by the instructor to report a grade, discrimination or other improper conduct toward the student. Grade appeals based wholly or in part on a subjective or qualitative judgment of an instructor will not be considered by the Board.

Students are encouraged to resolve matters informally with the faculty member prior to filing an academic grievance or grade appeal. Students should also seek the review of the appropriate department chair or designee. If the matter cannot be resolved in this manner, the student may file a formal grievance or grade appeal. The grievance or appeal must be presented in writing within six months in which the matter occurred or the grade assigned.

Grounds for a Grade Appeal

Students may disagree with a grade given by an instructor. The only circumstances which allow a student to appeal a grade are when one or a combination of the following events occurs:

- An error in calculating the grade

- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards
- Assignment of a grade based on factors other than the student achievement, e.g., prejudice or discrimination
- Inconsistent or inequality applied standards for evaluation of student academic performance

The following procedures are to be followed:

Initial Inquiry

Any appeal of grades by a student must be communicated to the instructor in writing, within 45 days following the completion of the course. It is the responsibility of the student appealing a grade to base the appeal on clear and substantive grounds. A mere disagreement with an instructor's judgment is not sufficient. Appeals based on a desire to improve a grade through additional work or retesting are not acceptable.

Grade Appeals Committee

If, after the student has consulted with the instructor, the appeal cannot be resolved, the student must put the appeal in writing to the Chief Academic Officer (CAO) within 30 days of the written appeal to the instructor. The student must provide relevant evidence in this written request for a grade appeal. The CAO or designee will forward the written statement to the instructor for a response, which should be received from the instructor within 30 days. The instructor's written response will be forwarded to the student with a copy to the Chief Academic Officer.

If the appeal remains unresolved, the CAO will refer all documentation to the academic appeal's committee, which is a standing committee. The academic appeal's committee consists of three people: the CAO's designee and at least two faculty members appointed by the CAO. The academic appeal's committee will consider the documentation provided and may decide:

- To change the instructor's grade
- To grant the student a grade appeal hearing
- That there is not sufficient evidence to justify a grade appeal hearing

The academic appeals committee will render a final decision within 30 days of receiving documentation from the CAO. The decision is forwarded to the Chief Academic Officer who informs the student, the instructor and the Office of Admissions and Records of the decision in writing.

The decision of the academic appeal's committee on these matters is final and cannot be appealed unless the student has raised issues of discrimination in which case the student should follow the procedures on grievances related to discrimination or sexual harassment.

The Grade Appeal Hearing

If the academic appeal's committee decides that a grade appeal hearing is justified, the student, the vice-president, and the instructor are notified. The grade appeal hearing should be held within the 90 days of the student's original written appeal. The hearing will be conducted by the academic appeal's committee, which will hear and consider relevant evidence and statements from the student, the instructor, and a student advocate. Based

on the grounds for a grade appeal described above, the written documentation, and the statement made at the grade appeal hearing, the academic appeal's committee will render a final decision within ten days of the hearing. This decision is forwarded to the Chief Academic Officer and the DAR in writing.

Grievance Policy

First Step - Anyone with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter. Conferences can be done via telephone or any other videoconferencing technologies, or in-person if possible. **Second Step** - If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from the Chief Academic Officer. **Third Step** - If the second step has not resolved the grievance, the aggrieved party should seek guidance from the Academic Appeals Committee, if it is an academic issue. Otherwise, the aggrieved party should proceed to step 4. **Fourth Step** - If the previous steps have not resolved the grievance within 48 hours of the incident, the aggrieved party must present to the President, in writing, all facts of the grievance. Within 24 hours, upon receipt of the written information, the CAO will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the CAO, and two staff/faculty members not involved with the incident in question. All persons or their representatives involved with the incident must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and

immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 48 hours. The Committee's decision will be final. For any filing of grievances not resolved by SDGKU, students, employees and other interested parties may contact the Accrediting Council for Independent Colleges and Schools at 1350 Eye Street, NW, Suite 560, Washington, D.C. 20005.

STUDENT SERVICES

Student Services/OLE

San Diego Global Knowledge University provides a number of services to support students' academic and professional goals. Student services include student advising and scheduling, records evaluation, tuition assistance, library, Internet access, and on-line university information.

Faculty/student and student/student interaction and communication is facilitated at different levels through asynchronous “forum-based” written messaging and electronic bulletin board, as well as email, teleconferencing, videoconferencing, and face-to-face meetings. This interactive capability is an essential component of SDGKU’s “Optimum Learning Environment” (OLE) in our learning management system (LMS), where video, audio and electronic text are integrated and sequenced to enhance student comprehension. The program is designed to maximize students’ learning and academic progress through interaction with each other and with their instructors.

Orientation

The Office of the Chief Academic Officer conducts orientation sessions for entering students. The orientation takes approximately 45 minutes, and it is done at a distance or in a face-to-face modality. The orientation is mandatory for all new students.

Advisement

All students are expected to meet face to face or at a distance upon enrollment with a designated academic advisor. Students may refer to their student account on the SDGKU website to monitor their progress. It is the students' responsibility to follow it and seek assistance from SDGKU through the various contacts and support provided by SDGKU.

Website

Students have access to program and course information on their SDGKU Student Portal, including the beginning date, the instructor, required textbooks, and electronic links for their purchase.

Student Records

Students can access their private records by using their own password. Strict security measures are in place to protect students' privacy. Students are admonished not to share their password with other students. Students can view courses completed and their grades.

International Student Program

The International Students Program is under the direction of the Chief Academic Officer (CAO). The office of the CAO provides services to all international students after they have been formally admitted to the University and who decide to reside in San Diego.

Outreach and Recruitment

Outreach and recruitment activities are part of the SDGKU development plan. Throughout the year the President,

Officers and staff of SDGKU make presentations at university campuses in the San Diego region, nationally and internationally, to attract the best academic and professional talent for its degree and non-degree programs.

Institutional Relations

The Chief Academic Officer (CAO) is responsible for advancing cooperative relationships between SDGKU and other California schools and colleges. The office informs present and prospective students of their access to all campus information to promote their success at SDGKU.

Disabled Student Services

The Office of Academic Affairs ensures that students with disabilities are provided all services equitably. Services include priority registration, registration assistance, proctoring of exam, referral to on-campus and off-campus resources.

ACADEMIC PROGRAMS

Academic Year

The academic year is the calendar year, January through December. Courses and programs have maximum durations clearly indicated in the respective course descriptions. New students or continuing students may enroll at any given date or time. Due to the intensive structure of SDGKU courses, students register for only one degree or non-degree course at a time. Students, who wish to register for more than three (3) units in a five-week period, must complete an Academic/Continuing Education Overload Form in the Office of Admissions and Records and have the form signed by their academic advisor.

Unit of Credit

Academic courses at San Diego Global Knowledge University carry a three (3), (2) or one (1) semester equivalent unit value unless specified otherwise in the course description. Students are expected to study at least two (2) hours outside of class for every “contact” hour of instruction. A semester unit of credit equals 15 hours lecture, 30 hours laboratory work or 45 hours of externship instruction.

Grading Policies

Grades are determined by instructors in a number of ways. Professors choose criteria to determine grades in their classes. This may include the quality of work done on assignments, promptness in doing assigned work, attendance and participation.

Professors will publish their criteria in the syllabus for each course.

Letter Grade	Numerical Grade		Grade Points
A	95-100	(Excellent)	4.00
A-	90-94		3.75
B+	87-89		3.35
B	83-86	(Good)	3.00
C+	77-79		2.35
C	73-76	(Average)	2.00
C-	70-72		1.75
D+	67-69		1.35
D	63-66	(Poor)	1.00
D-	60-62		0.75
F	Failure		0

CR	Credit	Non-academic work approved
NC	No Credit	Non-academic work not approved
I	Incomplete	Academic work not completed, but with approval of a justified reason, may finish course requirements within a month from end of course with no consequences to grade
IP	In Progress	Academic work not completed and presently in progress
TR	Transfer Credits	Does not affect GPA, receives credit only
R	Repeat	Courses repeated, not computed into GPA
W	Withdrawal	Not computed into GPA

Incomplete Grades

Incomplete grades ('I') may be given for students that cannot complete course assignments on time for a justified reason. Students must request an incomplete grade and be approved by the university to receive an extension on submittal of remaining coursework. If the student does not complete the coursework needed to

obtain a final grade in the time period approved for the extension, the final course grade may be changed to an 'F'.

Withdrawal

If students withdraw from a course or from the university, they should contact the Office of Admissions and Records as soon as possible to obtain a clearance. Failure to do so may result in an "F" being posted on their permanent record. "W" is not computed into student's CGPA.

Repeat Grade

Students may repeat a class (R). The first grade is substituted by the second grade. Only the repeat grade will be used in averaging the CGPA. Students also forfeit the units.

Grading Guidelines

The following guidelines on grading have been designed for both faculty and students.

- The evaluation of students' performance in a course and the appropriate grade is the responsibility of the instructor.
- Instructors should clearly explain in the course syllabus, grading criteria and the expectations on all written assignments or tests.
- Up to 10 days may elapse between SDGKU's receipt of student assignments, project reports and forums before a response from the instructor is submitted.
- To prevent allegations of plagiarism on written assignments, students should be warned that all direct and indirect quotations from other sources should be properly acknowledged. The instructor should explain the extent to which the student's paper is expected to be independent of the references and clearly distinguishable from them.
- Instructors should be willing to give students an explanation of their grade.

Instructors are expected to return graded assignments to students in a timely manner.

- Except for a clerical error in calculating a grade, instructors may not change a course grade after the grade has been submitted to the DAR via the SDGKU electronic system. This regulation is designed to protect the faculty from student pressure.

Distance Education Attendance Policy

Students taking classes in an online format are expected to attend each week. Attendance is defined as participating in an academic activity within the online classroom, which includes posting in a graded discussion forum or submitting a written assignment. Experience has shown that good grades are strongly correlated with attendance, practice and participation. Students who do not participate in class are often surprised at how quickly and thoroughly they get behind. Lack of participation does not qualify the student for a refund. Students are responsible for following the published policy on deadlines for drop and withdrawal.

Students who do not attend at least once in any seven consecutive day period shall be issued an attendance warning. Students who do not attend at least once in any 14 consecutive day period may be dropped from the course and administratively withdrawn from the University retroactive to the last date of recorded attendance. Students who attend on the first day following 14 consecutive days of non-attendance will not be dropped from their course or administratively withdrawn.

Students must be officially enrolled in order to attend class and receive a grade. The Office of Admissions and Registrar shall not post grades for students who are not enrolled.

Distance Education Privacy Policy

All students will be assigned a confidential username and password for access to their courses and academic records in the SDGKU learning management system. This information will remain private and is protected from use by third parties.

Satisfactory Academic Progress

SDGKU's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program. The SAP standards are consistently applied to all students in establishing academic achievement within 150% of the program (e.g., maximum time frame). All students at SDGKU are full-time and enrolled with that designation.

SAP Evaluation Periods

SDGKU's SAP standards measure a student SAP at the completion of every 12 units of credit scheduled. The University can provide an academic grade report to each student, which will include grades earned in each course and units attempted.

Maximum Time Frame

The maximum time frame in which a student may complete his or her program is the period of time in which it will take the student to attempt 150% of the academic credits contained in his or her program.

Quantitative Requirement Credit Completion

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily complete course credits are counted as credits completed. To be making SAP, a student must complete a minimum number of attempted credits in the following schedule:

Minimum Credit Completed Requirement

Full Stack Development Immersive Program

Scheduled Units	<u>1-12</u>	<u>13-24</u>
Attempted Credits	67%	67%
CGPA	2.0	2.0

Bachelor of Science in Global Management Program

Scheduled Units	<u>1-12</u>	<u>13-24</u>	<u>25-36</u>
Attempted Credits	67%	67%	67%
CGPA	2.0	2.0	2.0

Scheduled Units	<u>37-48</u>	<u>49-60</u>	<u>61-72</u>
Attempted Credits	67%	67%	67%
CGPA	2.0	2.0	2.0

Scheduled Units	<u>73-84</u>	<u>85-96</u>	<u>97-108</u>
Attempted Credits	67%	67%	67%
CGPA	2.0	2.0	2.0

Scheduled Units	<u>109-126</u>
Attempted Credits	67%
CGPA	2.0

Master of Science in Communication and Technology and Master of Science in International Management

Scheduled Units	<u>1-12</u>	<u>13-24</u>	<u>25-36</u>
Attempted Credits	67%	67%	67%
CGPA	3.0	3.0	3.0

Scheduled Units	<u>37-45</u>
Attempted Credits	67%
CGPA	3.0

Qualitative Requirements

SDGKU measures qualitative progress on the basis of a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's Cumulative Grade Point Average (CGPA). A Withdrawal (W) or Incomplete (I) will not be included when calculating the student's CGPA.

Academic Warning

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate evaluation level will receive written notification from the Office of the DAR stating that he or she is being placed on Academic Warning. A student on Academic Warning status will have one semester or Title IV payment period to remedy deficiencies. If the student does not achieve SAP during this period, he or she will be placed on probation. During the Academic Warning period, a Title IV student will remain eligible to receive Title IV funds.

SAP Appeals, Probation, and Reinstatement

Students with Title IV financial aid who fail to make SAP must successfully appeal to be placed on probation. Therefore, if such student does not achieve SAP, the student cannot be placed on probation unless he or she successfully appeal. Appeal is a process by which a student who is not meeting SAP

standards, petitions the school for re-consideration of his eligibility for FSA funds.

Students who fail to meet SAP requirements after an Academic Probation period will be terminated by the University and are no longer eligible to receive Title IV funds. Students are permitted to appeal the termination for the University. A SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic Probation period. An approved appeal will require a defined academic plan and an extended enrollment status; however, all credits and grades attempted will count towards the 150% of the program standard time frame.

A student who has been suspended, disqualified or dismissed and who desires to apply for reinstatement must submit a written petition to the Office of Academic Affairs (OAA). The petition must include convincing evidence that the student will be ready and able to make satisfactory progress.

A student who petitions the OAA due to lack of academic progress must include documentation on the following:

- The rate of progress was slowed as a result of a physical disability or medical condition; or
- For other extenuating circumstances, as properly documented.

Students who fail to meet OAA conditions will be dismissed from SDGKU. These disqualified students may apply for new admission to SDGKU after three months have elapsed by completing all the administrative and cost requirements of a regular entering student at the date of application.

Title IV funds will be available to dismissed students only after reinstatement.

Program Changes and Seek to Earn a Credential in a Different Program

When a student changes program the units completed, and corresponding grades will not be carried over to the new program.

Transfer of Credit and its Effect on SAP

Transfer credit does not affect CGPA. A student receives credit only on their academic transcript.

Repetition of Courses and Grade Changes

Students are obligated to repeat a failed course if needed for graduation. Students may repeat any course to raise their GPA. For degree programs, the original grade entry will be changed to an (R) and the repeated course units will be considered as units attempted in computing the grade point average. Any exception must be authorized by the OAA. For non-degree programs, students must re-start and repeat the entire program curriculum if previously withdrawn from the program.

Educational Objectives/Student Achievement/Standards

San Diego Global Knowledge University is committed to ensuring that faculty, instructors and students are aware of what students need to know and do as graduates of SDGKU academic and non-academic programs, consistent with its purposes and character. This general catalog describes the established educational objectives by program, and the section “Course Description” lists them by course.

In particular, for SDGKU’s Master of Science Degree programs, the publication entitled

“Educational Objectives: A Guide for SDGKU Faculty, Instructors, Students and Community”, SDGKU (2020-2021)

provides a detailed description of these educational objectives by course. These publications are made available to M.S. degree students upon their admission to SDGKU, as well as the criteria SDGKU faculty/instructors apply for measuring and evaluating the level of achievement of these learning goals by the students.

Educational objectives per course are revised every three years by an academic committee consisting of two or more designated faculty/instructors, thus assuring academic quality and relevancy.

Through its purposes and educational objectives, SDGKU dedicates itself to higher learning, the search for truth, and the dissemination of knowledge. SDGKU functions with integrity and autonomy, pursuing the highest ideals for its students in the process of preparing them as citizens and leaders more globally competitive and responsible.

SDGKU graduates master knowledge across various academic disciplines particularly relevant to the global system, its processes and dynamics. These include systems analysis, business and management, communication, economics, demography, information and telecommunications technologies, health and the environment, technology transfer and others.

Through their action plan reports and essays they submit as part of their course work, they acquire and master skills in

expository and creative writing, in the use of reasoning to solve complex real-life problems, and in synthesizing interdisciplinary experiences and knowledge.

As graduates, they are expected to be able to function in a technological and pluralistic society, with mastery of at least one global competency. These are the standards for student achievement at SDGKU.

Non-degree, Academic Certificates Offered

San Diego Global Knowledge University offers the following non-degree, academic certificates:

- Full Stack Development Immersive

Degrees Offered

San Diego Global Knowledge University the following academic degrees:

Bachelor's Degree

- Global Management

Master's Degrees

- International Management
- Communication and Technology

Academic Regulations

All students are subject to the academic regulations of the university. Students are responsible for ensuring that they are aware of and meet all departmental and university requirements. It is the student's responsibility to learn about academic deadlines.

Academic Suspension

A student may be suspended from SDGKU if at the end of any course or program:

- The student earns grades that would place him/her on academic probation a second time
- The student earns for the course a final grade of D+ or less

If, after academic probation, a student's academic work has not shown sufficient progress, the student will be ruled academically disqualified and will be ineligible to continue to study at the university.

To be readmitted after Academic suspension, the student must address a letter of petition to the CAO's office.

Unauthorized Withdrawal

A student who drops out of the university without notice will be considered to have resigned. Students who resign under these circumstances are not normally considered for readmission. Withdrawal without notice will be noted on the face of the official transcript. Students who are readmitted may petition to have this notation expunged from their record.

Leave of Absence

Students may request a leave of absence of no more than 180 days in any 12-months period from the university by applying in writing to the Office of the Chief Academic Officer (CAO), at any time prior to the first day of class.

To be readmitted following an approved leave of absence of not more than 6 months, students need only notify the Chief Academic Officer of the intention to

terminate their leave at least one month before the beginning of their intended reinstatement.

Transfer of Credit Policy

Transfer of credit for appropriate work from another institution may be granted according to the policy established by SDGKU. No more than three-fourths of the credits required for the bachelor's program and no more than one-half of the credits required for the master's programs may be transferred from another institution. In most cases, transfer credits will not be possible unless the other institution offers a curriculum comparable to that of SDGKU's programs. The awarding of transfer credits is the sole responsibility of the Chief Academic Officer (CAO).

All foreign transcripts must be translated and evaluated by a member of the Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admission Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) prior to the awarding of transfer credits. These foreign transcript translations and evaluations are the responsibility of the student and must be provided to SDGKU prior to admission.

Graduation Requirements

- Eligibility for graduation in a non-academic course require a Credit Grade (CR), which represent satisfying the minimum competence requirement established in the course.
- Eligibility for graduation requires a minimum cumulative grade point average (CGPA) of at least 2.0 (C) on all FSDI and BS degree work completed

and a minimum CGPA of at least 3.0 (B) on all MS degree work completed.

- Complete satisfactorily all the requirements of their on-line curriculum on www.sdgku.edu. Non-native English speakers (enrolled in a degree course or program) must also pass an English language competency exam.
- Participation (physical or virtual) in graduation activities is contingent upon completion of all graduation requirements. In exceptional cases where minimal requirements have not been completed, arrangements must be made in advance with the Chief Academic Officer.

Honors

Exceptional academic scholarship is recognized upon graduation for students in degree programs who achieve a GPA of 3.75 or more. These honor students upon graduation will receive their degree Diploma marked with the legend "With Distinction".

Clearance for Graduation

When students have completed all requirements for an academic degree program, SDGKU will process and issue the corresponding Diploma within a maximum period of 8 weeks.

Academic Freedom Policy

SDGKU is a progressive and liberal educational institution where scholars and teachers are allowed ample latitude with respect to their discussions with students and the position they take without fear of retribution or reprisal, regardless of religious or political beliefs and values. This academic freedom policy is an integral part of SDGKU's institutional programs and services. Faculty, instructors and invited speakers have permanent access to

SDGKU's academic affairs and other operations officers to ensure that its institutional policies promote faculty freedom.

Student Ethical Behavior

The personal behavior and ethical conduct of students impact on the climate and reputation of the entire institution. It is essential that students act with integrity and with respect toward all members of the university community. The University assumes that all students will conduct themselves as mature, responsible and courteous individuals who will comply with all policies and regulations.

Academic Honesty

SDGKU expects that all academic work submitted by students be original, or in the case of cited material, properly acknowledged as the work, ideas, or language of another. All acts of academic dishonesty are strictly prohibited. These include, but are not limited to: cheating, plagiarism, fabrication, unauthorized collaboration, misappropriation of resource material, or any other violation of university regulations. Any form of academic dishonesty reveals a serious lack of personal integrity and distracts from the quality of a student's education. As such, cheating is a violation of university policy because it diminishes the quality of student scholarship and defrauds those who rely on the integrity of the university's academic programs.

Academic dishonesty includes any form of cheating or plagiarism (see above), or an attempt to obtain credit for academic work through fraudulent, deceptive, or

dishonest means. The following are examples of academic dishonesty, but are not intended to be inclusive:

1. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise, such as copying from another student's test;
2. Submitting work previously presented in another course;
3. Using sources or materials not authorized by the instructor in an examination;
4. Altering graded materials;
5. Sitting for an examination by a surrogate or as a surrogate;
6. Conducting any act that defrauds the result of academic process;
7. Violating software copyright.

Academic Dishonesty/Plagiarism

The maintenance of academic integrity and quality education is the responsibility of each student. Cheating and plagiarism in connection with an academic program is listed as an offense for which student may be expelled, suspended, or given less severe disciplinary sanction.

Academic dishonesty is a serious offense and diminishes the quality of scholarship and defrauds those who depend upon the integrity of the university programs. These may include cheating, fabrication, and plagiarism.

Student, Faculty, and Staff Conduct

When a person joins the university community either as a student, faculty member, or staff member, he or she agrees to participate meaningfully in the life of the university and to share in the obligation to promote and preserve its educational endeavors. Students, faculty, and staff are expected to abide by ethical standards both in their conduct and in their exercise of responsibility towards other members of the community.

The following prohibitions apply to students, faculty, and staff of SDGKU:

- No misuse, alteration or mutilation of university property.
- No stealing of any kind.
- No physical or verbal abuse of faculty, administration, or fellow students is permitted, as well as inappropriate conduct that can threaten or endanger anyone at the university.
- No obstruction or interference of movement on university property, or disruption of activities on university property.
- No unlawful possession use or distribution of illegal drugs, or abuse of alcohol on university property during any student activities.
- No violation of any federal, state, or local ordinance.
- No aiding, abetting, encouraging, inciting, or participating in a riot.
- No use or possession of any dangerous weapons, firearms, ammunition, substances, materials, bombs, explosives, or incendiary devices prohibited by law.
- No misrepresentation or falsification of materials leading to the awarding of any degree. If this violation, which has serious legal and personal consequences, is discovered, the degree will be revoked.
- No unauthorized use of university facilities or personnel.
- No disregard of or violation of university policies or regulations.
- No forgery or misuse of university documents, records, or identification.
- No disorderly, lewd, indecent, or obscene conduct or expression in or on university property.
- No defamatory statements, undocumented allegations, attack upon personal integrity, or harassment of any kind.
- No failure to comply with directions of university officials acting in the performance of their duties.
- No conducting personal business for gain while teaching or participating in other university activities in or on university property or facilities.
- No failure to maintain the highest ethical standards in interactions with students, staff, and faculty with regard to confidentiality and personal privacy.

NON-DEGREE, ACADEMIC PROGRAM

Full Stack Development Immersive

The Full Stack Development Immersive is designed to take individuals with little to no programming experience and make them successful software developers. The program consists of 24-units (semester equivalent), comprising sixteen, 1-unit courses and four, 2-unit courses for a total program length of 30 weeks. The student workload for this program is a minimum of 1080 hours, where 360 hours is dedicated to contact work or instruction and 720 hours or more of outside study or preparation.

The term “Full Stack” means that students will be working with every layer in the “stack” of a typical web application: user interface, front end (browser), middle tier, and back end (server and database). The program has a deep emphasis on the most popular current web technology languages: HTML, CSS, JavaScript and Python. It will also cover many peripheral tools, technologies and methodologies such as GitHub and Agile as the students are working through the material.

The term “immersive” is in reference to the delivery style. Students will be building websites and applications as they work through each week of the program. These sites and programs will start out as relatively simple single page websites, to fully functioning web applications with

integrations to external data sources and mobile app capability. At the end of the program, students will build applications using everything they have learned throughout the program in a setting that will reflect a typical web startup or technology department at a large company. They will leave the program having deployed a fully functioning web company that is live on the web and accessible through a mobile device.

The program is taught on-ground, online, and hybrid modalities in the English language.

General Objective

To develop professionals capable of designing software, fully functioning websites and applications accessible on the web and/or mobile devices.

Specific Outcomes

1. Understand and apply the concept of “Full Stack” in web development and the basic principles and rules of web design.
2. Learn, identify and apply some of the most used digital languages in industry, their strengths and applications.
3. Learn and be able to implement data structure and system design techniques for solving problems in different environments and contexts.
4. Learn and implement project management methodologies and skills of web development projects in a variety of organizational environments.

Requirements

Applicants for this non-degree program must submit the following documents:

- The corresponding SDGKU on-line Application for Admission through www.sdgku.edu
- Official transcripts of record from a high school recognized by the United States Department of Education or equivalent, including established foreign high schools, if the institution offering the program documents that its minimum required courses of study, units and content rigor are the same as those of a high school from an institution approved by the United States Department of Education

FSDI 119	Capstone II: Agile Methodology and Architecture	2
FSDI 120	Capstone III: Project Management	2

General Plan

This program consists of 20 courses (24 total units). 17 courses (18 units) cover core subject matter and 3 courses (6 units) are Capstone series.

Minimum duration

6 months

Maximum duration

9 months

Course	Name	Units
FSDI 101	Introductory HTML & CSS	1
FSDI 102	Intermediate HTML & CSS	1
FSDI 103	Programming Fundamentals and UX Design	1
FSDI 104	JavaScript Fundamentals	1
FSDI 105	jQuery Fundamentals	1
FSDI 106	JavaScript and jQuery Solutions	1
FSDI 107	Introductory React	1
FSDI 108	FSDI 108: Introductory Python	1
FSDI 109	Intermediate React	1
FSDI 110	Introductory Web API with ASP.net/Flask	1
FSDI 111	Intermediate Python and Flask	1
FSDI 112	Introductory Django	1
FSDI 113	Intermediate Django	1
FSDI 114	Algorithms and Data Structures	1
FSDI 115	User Experience and Responsive Design	1
FSDI 116	Software Development Methodology Fundamentals	1
FSDI 117	Agile Architecture and Software Project Management	2
FSDI 118	Capstone I: User Experience	2

FSDI Course Descriptions

On-ground, online and hybrid, in English and Spanish

Core Courses

FSDI 101: Introductory HTML & CSS

(1 unit)

This course is designed to cover the fundamentals of the HTML programming language and CSS creation of rules that specify how the content of an element should appear. Students will develop skills like creating the basic structure of a website, text, lists and images. They will create their first HTML5 website with each of the elements presented in the course. Students will gain a basic understanding of the functions and inner-workings of CSS, how to write CSS rules, and how to apply CSS rules to HTML pages.

FSDI 102: Intermediate HTML & CSS

(1 unit)

This course presents an intermediate-level HTML programming language and CSS creation of rules that specify how the content of an element should appear. Students will develop skills like creating the more advanced structures of a website, such as images, tables as well as audio and video integration. They will create an HTML5 website with each of the elements presented in this and the previous course. Students will gain a thorough understanding of the functions and inner-workings of CSS, how to write CSS rules, and how to apply CSS rules to HTML pages.

FSDI 103: Programming Fundamentals
(1 unit)

This course teaches students how to program in Scratch, an easy-to-use visual programming language. In particular, the course will introduce students to the fundamental principles of computing and will help them think like software engineers. Since programming is fundamentally about figuring out how to solve a series of problems and writing relating algorithms, a clear set of steps to solve any problem will be presented in this course. Students will learn how to develop an algorithm, progress to reading code, then understand how programming concepts relate to algorithms.

FSDI 104: JavaScript Fundamentals
(1 unit)

This course presents the key concepts in computer programming using JavaScript. Students will learn the basic principles of how computers create models of the world by using data and how JavaScript is utilized to change the contents of an HTML page. Students will gain an understanding of the basics of JavaScript and how the Document Object Model (DOM) allows access to change a document's contents while it is loaded into the browser. Students will also explore how events are used to trigger code.

FSDI 105: jQuery Fundamentals
(1 unit)

This course presents the principles of jQuery and how it can make the process of writing scripts faster and easier. Students will learn how to take a series of common tasks that require many lines of JavaScript code to accomplish and wrap them into

methods that can be called with a single line of code. In addition, students will be introduced to Ajax and Application Programming Interfaces (APIs), including new APIs that are part of HTML5 and those of sites like Google Maps.

FSDI 106: JavaScript and jQuery Solutions
(1 unit)

This course is designed for students to utilize fundamental JavaScript and jQuery knowledge to create a project that can demonstrate their basic knowledge of each. Students will continue to practice writing code and learning more advanced topics of JavaScript and jQuery, given their importance for full stack developers because jQuery is the most widely deployed JavaScript library, with 3 to 4 times more usage than any other JavaScript library on the web.

FSDI 107: Introductory React
(1 unit)

This course explores JavaScript based front-end application development using React.js. Students will use JavaScript ES6 to develop a React application. They will be introduced to various aspects of specific React components, or smaller pieces of code, which allow for more complex user interface (UI) designs and the creation of reusable UI components. In addition, students will learn about React router and its role in developing single-page applications.

FSDI 108: Introductory Python
(1 unit)

This course presents the basic principles of Python, a general-purpose coding language that can be used for other types of

programming and software development besides web development, in contrast to HTML, CSS and JavaScript. This includes back-end development, data science, and writing scripts among other things. Students will build a Python application utilizing lists, if statements, if else statements, dictionaries, classes and functions. A particular focus will be given to testing and debugging a Python application for quality control purposes.

FSDI 109: Intermediate React
(1 unit)

This course focuses on designing controlled forms. Students will be introduced to Flux architecture as a design pattern and Redux as a predictable state container for JavaScript apps or an application data-flow architecture. The course explores various aspects of Redux and its use to develop React-Redux powered applications. Students will then learn how to perform asynchronous calls to communicate with a REST API.

FSDI 110: Introductory Web API with ASP.net/Flask
(1 unit)

This course provides an overview of Web API implementation with ASP.net and Python Flask, open-source web application frameworks designed for web development to produce dynamic web pages. This is a unique course focused on creating a backend API connected to NoSQL database (MongoDB) as way to persist JSON object. This backend will be used by an online store build with React as the front-end framework. Students will be focused on creating the back-end business and data logic, as well as exposing the functionality

as a RESTful API, the latest standard for API development.

FSDI 111: Intermediate Python and Flask
(1 unit)

This course is designed to teach students how to leverage the Flask micro web framework using Python programming language to build and run software applications of various types. Throughout this course students will learn how to create micro-services, write and employ templates to create graphical frontends for their web applications, connect applications to databases to allow users to create, read, update and delete persistent records, leverage web forms to obtain user input and more. The course presents some classical examples for analysis and development by the student, such as building a restful backend that interacts with a database to store user data, a blog type website and a basic e-commerce or online store type application.

FSDI 112: Introductory Django
(1 unit)

This course takes an expanded look at Python as a programming language building on the student's introductory Python knowledge, particularly focusing on Django, a high-level Python web framework that encourages rapid development and clean, pragmatic design. Students will be exposed to the peer development process of a web-based application, including its testing and deployment using Django.

FSDI 113: Intermediate Django
(1 unit)

This course is designed to introduce students to more complex problems

surrounding the development and deployment of a Django application. The user will gain intimate knowledge on how to build a more robust, secure and scalable application using the Django framework. Students will experience why Django is the most popular Python framework for web development and a key tool for full stack developers seeking to use a framework that includes all the necessary features by default instead of offering them as separate libraries.

FSDI 114: Algorithms and Data Structures
(1 unit)

This course covers the essential information that every serious programmer needs to know about algorithms and data structures, with emphasis on applications and scientific performance analysis of Python implementations. It covers elementary data structures, sorting, and searching algorithms. Using a combination of data structures and algorithms, students will learn how to apply them to drastically improve the performance of a program by designing efficient data structures which are key to designing efficient algorithms.

FSDI 115: User Experience and Responsive Design
(1 unit)

This course is focused on helping students build a complete design project from start to finish while applying the principals and guidelines of UX design, such as user testing and wire frames. Students will learn how responsive design is used to build and end product that will provide a good user experience across as many devices as possible. Their project will have Responsive Web Design (RWD) functionality that reflects dynamic changes to the

appearance of a website depending on the screen size and orientation of the device being used to view it, as well as page elements that reshuffle as the viewpoint grows or shifts.

FSDI 116: Software Development Methodology Fundamentals
(1 unit)

This course presents several aspects of the software development life cycle (SDLC), an iterative and multi-step process that provides a systemic approach for building and delivering software applications. Students will be exposed to methodologies like Agile, Scrum and test-driven development. Students will learn how to use certain methodologies, which project managers employ for the design, planning, implementation and achievement of their overall project objectives. Students will be required to engage in a collaborative effort of forming self-organizing and cross-functional teams, as well as defining the end user.

FSDI 117: Agile Architecture and Software Project Management
(2 units)

This course presents some of the fundamentals of software architecture and design patterns within an Agile environment. Students will write code based on various design patterns and will select the most appropriate architecture that is adaptable and applicable to their project. Students will review various tasks associated with Software Project Management, such as cost and effort estimation, an essential consideration for all freelancers and junior full stack developers.

Capstone Courses

FSDI 118: Capstone I: User Experience (2 units)

This course is designed to integrate several concepts and tools discussed in previous courses. Students will begin working on the basic programming tasks for their final Capstone project. In particular, focusing on designing, building and testing user experience (UX) aspects of the project. A special focus will be made on branding, usability and function as key drivers that enhance the experience that people have while interacting with a product while making sure they find value in what is being provided.

FSDI 119: Capstone II: Agile Methodology and Architecture (2 units)

This course will take students through the process defining a development approach and general architecture for the final Capstone project. Students will continue to develop their project using an Agile methodology. Students will implement the principles of adaptive planning leading to flexible responses to change while also employing architectural styles and design patterns that allow the incorporation of any change in the development process.

FSDI 120: Capstone III: Project Management (2 units)

This course concludes the Capstone series and Full Stack Development Immersive program. Students are required to finalize their Capstone projects, by implementing

various programming principles presented in the program and by demonstrating their own ability to manage the development process and financial feasibility of their respective projects. Students will be launching their projects as live websites or applications that can be used to demonstrate the competencies they acquired in the program at a minimum, and if possible, as fully functioning tools that provide value to society. Students are required to present their final projects to their peers and submit a written report to the instructor, simulating a real-life project rollout scenario to future employers.

BACHELOR OF SCIENCE DEGREE

Bachelor of Science in Global Management

The program is designed to develop competent global managers within education, business, government, and civil society, capable of succeeding anywhere in the world. Its interdisciplinary academic curriculum is designed to provide students with the knowledge and skills necessary for managing the creation of innovative products and services of value to society. Specific instructional areas include inspiring a global entrepreneurial perspective, starting and financing a new international venture, administrating, growing and ending the venture, as well as a directed internship. Upon completion of the program students will be able to either start their own global business or manage a new division within an existing global organization. This program is taught in on-ground, online and hybrid modalities in English. Students must come to campus for the on-ground portions of the program.

General Educational Objective

To develop professionals capable of leading and managing effectively and with a global vision, capable of meeting and solving the challenges confronting education, business, government and civil society through the humane use of new technologies and management tools, and competent in the creation of innovative applications for continuous improvement of their work activities, organizations and communities.

Specific Educational Objectives

1. Understand the concept of globalization, its evolution and current importance, as well as evaluate and manage the impact of global dynamics in a variety of organizations and environments.
2. Compare and contrast regional, national and international business environments, including legal, social and political considerations, acquiring general education knowledge and skills such as mathematics, humanities, natural sciences and communication.
3. Examine the role of comparative advantage in business environments and the importance of organizational change.
4. Understand and evaluate proliferation of new information and telecommunication technologies and their importance for business and management in the New Economy.
5. Understand and apply the concept of international managerial leadership competence (IML), including the human, technology and knowledge (ETK) dimensions of organizations, to improve organizational performance and effectiveness.
6. Apply the systems approach and methodology to solve the increasingly complex problems of organizations with a global perspective, including determination of the appropriate business and managerial strategies and techniques such as distance activity and benchmarking, as well as telecommunications and information technologies to improve decision making within organizations.
7. Understand the key dimensions of global competitiveness, including client service, environmental responsibility, health management, managerial excellence and

total quality, technology transfer and knowledge management among others.

Requirements

Applicants for this degree program must submit the following documents:

- The corresponding SDGKU on-line Application for Admission through www.sdgku.edu.
- Official transcripts of record from a high school recognized by the United States Department of Education or equivalent, including established foreign high schools, if the institution offering the program documents that its minimum required courses of study, units and content rigor are the same as those of a high school from an institution approved by the United States Department of Education.

General Plan

This program consists of 42 courses (126 total units). 12 courses (36 units) are General Education disciplines in Mathematics, Humanities, Natural Sciences, Writing and Speech. Core subject matter courses are categorized into lower and upper divisions covering 5 disciplines and a practicum series.

Maximum duration

60 months

General Education

Mathematics

Course	Name	Units
MATH 201	Algebra 1	3
MATH 202	Algebra 2	3
MATH 203	Quantitative Research Methods	3

Humanities

Course	Name	Units
ARTS 201	Intro to Art	3

PHIL 201	Intro to Philosophy and Ethics	3
HIST 201	World History	3
POLI 201	Political Science	3

Natural Sciences

Course	Name	Units
HLTH 201	Intro to Public Health	3
ESCI 201	Environmental Systems	3

Writing and Speech

Course	Name	Units
ENGL201	Introduction to Composition	3
SPCH 201	Speech and Oral Communication	3
ENGL 202	Reading and Writing Analytically	3

Lower Division

Global Business

Course	Name	Units
GBUS 301	Intro to Global Busines	3
GBUS 302	Global Business Models	3
GBUS 303	Legal Issues for Global Businesses	3
GBUS 304	Business Plan Development 1	3

Global Management

Course	Name	Units
MGMT 301	Principles of Global Management	3
MGMT 302	International Managerial Leadership	3
MGMT 303	International Human Resource Management	3

Global Systems

Course	Name	Units
GSYS 301	Intro to Global Systems	3
GSYS 302	Visioning and Creativity	3
GSYS 303	Generational Dynamics	3

Entrepreneurship

Course	Name	Units
ENTR 301	Intro to Global Entrepreneurship	3

Marketing

Course	Name	Units
MARK 301	Introduction to Global Marketing	3
MARK 302	Global Marketing Research	3

Upper Division

Global Business

Course	Name	Units
GBUS 401	Alternative Dispute Resolution	3
GBUS 402	Small Business Creation	3
GBUS 403	Business Plan Development 2	3
GBUS 404	Accounting	3
GBUS 405	Finance	3

Global Management

Course	Name	Units
MGMT 401	Strategic Management	3
MGMT 402	Risk Management and Security	3
MGMT 403	Production and Operations Management	3
MGMT 404	Sustainability	3

Global Systems

Course	Name	Units
GSYS 401	Systems Thinking and Approach	3
GSYS 402	Information Systems and Technology	3
GSYS 403	Global Competitiveness	3

Entrepreneurship

Course	Name	Units
ENTR 401	Global Venture Development	3
ENTR 402	E-commerce and Social Media	3

Marketing

Course	Name	Units
MARK 401	Global Advertising	3

Practicum

Course	Name	Units
PRAC 401	Practicum 1	3
PRAC 402	Practicum 2	3

BSGM Course Descriptions

On-ground, online and hybrid, English and Spanish

Symbols

200-499 Baccalaureate

Courses designed for students who have a High School Diploma or equivalent

General Education Courses

Mathematics

MATH 201: Algebra 1

(3 units)

This course is designed as a beginning course in algebra. The focus will be on such basic algebraic concepts as the real number system, solving algebraic equations and inequalities, and the characteristics of polynomial and rational expressions and equations.

Prerequisite: None

MATH 201: Algebra 2

(3 units)

Focus on the application of problems with a graphing calculator (calculations, matrix methods, graphing), as well as logarithms, and conic sections. Covers functions (inverse, exponential, logarithmic, radical, rational, quadratic). Applies concepts to global business scenarios.

Prerequisite: MATH 201

MATH 203: Quantitative Research Methods

(3 units)

Critical analysis of scientific research using sampling and inferences to global

populations. Basic design and measurement techniques. Development and testing of scientific hypotheses and their effective communication through oral, written, and visual modes.

Prerequisite: MATH 202

Humanities

ARTS 201: Introduction to Art

(3 units)

Emphasis in the function, interpretation, and evaluation of the visual arts, providing the skills needed for the analysis of the history, present, and future of art.

Prerequisite: None

PHIL 201: Introduction to Philosophy and Ethics

(3 units)

Emphasis on problems of morality and value from a philosophical perspective. Independent thinking is encouraged. Students will formulate their own tentative conclusions concerning a variety of vital contemporary issues facing individuals and global society.

Prerequisite: None

HIST 201: World History

(3 units)

Presents the history of the world's major civilizations covering human origins to the emergence of modernity at the beginning of the sixteenth century. Emphasizes the important influence of diverse societies on shaping our current cultural experiences and worldviews.

Prerequisite: None

POLI 201: Political Science

(3 units)

Surveys the major political philosophers, ideologies, and significant events of Western civilization and their impact on the world with emphasis on global governmental processes and institutions.

Prerequisite: None

Natural Sciences

HLTH 201: Introduction to Public Health

(3 units)

Global epidemics, environment, and community health challenges, including factors that support health of population groups and communities.

Prerequisite: None

ESCI 201: Environmental Systems

(3 units)

The earth as an ecosystem composed of biological, chemical, and physical systems and how these systems interact with one another and the human population.

Prerequisite: None

Writing and Speech

ENGL 201: Introduction to Composition

(3 units)

This course prepares students for college-level composition by emphasizing a thorough approach to writing short essays. It introduces research and documentation techniques, including readings as models for analysis and writing.

Prerequisite: None

SPCH 201: Speech and Oral Communication
(3 units)

This course covers concepts of communication, with emphasis on public speaking. It includes methods of researching and outlining speeches, group discussion techniques, theories of interpersonal, nonverbal, and listening techniques, as well as issues of language use and perception.

Prerequisite: None

ENGL 202: Reading and Writing Analytically
(3 units)

This course provides an overview of the instruction and practice in reading and writing expository, analytical, and argumentative essays. It emphasizes textual analysis, writing analytically, logical reasoning, research techniques, information literacy, and documentation.

Prerequisite: ENGL 201

**Lower (300) and Upper Division (400)
Course Descriptions**

Global Business

GBUS 301: Introduction to Global Business
(3 units)

This course presents the principles of global business strategy formulation, operation, and financing. It provides a basic overview of global business practice.

Prerequisite: None

GBUS 302: Global Business Models
(3 units)

This course examines various business models for global organizations, particularly focusing on emerging markets. Motivations for operating a firm globally, financial strategies, and human resource challenges will also be discussed.

Prerequisite: GBUS 301

GBUS 303: Legal Issues for Global Businesses
(3 units)

This course presents the legal responsibilities associated with starting a global business. It provides a general understanding of governmental regulations in various international markets.

Prerequisite: GBUS 302

GBUS 304: Business Plan Development 1
(3 units)

This course assists students in the first stages of the development a business plan with an international scope. Students design and structure their business ideas in a group setting.

Prerequisite: GBUS 303

GBUS 401: Alternative Dispute Resolution
(3 units)

This course provides an overview of the fundamentals for settling business disputes outside of the courtroom, including early neutral evaluation, negotiation, conciliation, mediation, and arbitration.

Prerequisite: GBUS 304

GBUS 402: Small Business Creation

(3 units)

This course presents strategies for starting and growing a small business. It reviews the competitive strengths and weaknesses of small businesses, as well as the implications for growth into international markets.

Prerequisite: GBUS 401

GBUS 403: Business Plan Development 2

(3 units)

This course assists students in the later stages of the development a business plan with an international scope. Students present their business ideas and review the viability and feasibility of their plan in a group setting.

Prerequisite: GBUS 402

GBUS 404: Accounting

(3 units)

Theory and practice of accounting applicable to managing global businesses, including fundamentals such as recording, summarizing, and reporting of business transactions for external reporting and other uses.

Prerequisite: MATH 203

GBUS 405: Finance

(3 units)

Financial management tools and techniques over the stages of a venture's life cycle, including topics such as the development, start up, rapid growth and maturity of a venture, as well as the relationships between market opportunity, competitive advantage, composition, and securing sources of financing.

Prerequisite: MATH 203

Global Management

MGMT 301: Principles of Global Management

(3 units)

This course presents the basic fundamentals of global management. It covers decision-making skills, leadership approaches, and administration processes of a global enterprise, providing a foundation for understanding the theory and practice of global management.

Prerequisite: None

MGMT 302: International Managerial Leadership

(3 units)

This course is designed to develop globally competent international managerial leaders capable of performing under world-class standards in education, business, government and civil society (social, political and other non-governmental organizations). Themes covered include basic leadership, decision-making, administration, and global dynamics components.

Prerequisite: MGMT 301

MGMT 303: International Human Resource Management

(3 units)

This course focuses on international human resource management (IHRM) within multinational enterprises (MNE's). It covers topics such as the development of IHRM, MNE and country culture, strategic IHRM, organizational structure and design,

international joint ventures and cross-border mergers and acquisitions, labor standards, ethics and codes of conduct, and global talent management, among other key topics.

Prerequisite: MGMT 302

MGMT 401: Strategic Management
(3 units)

This course will present the principal areas of business strategy. It helps develop skills for making strategic decisions and translating those decisions into real-world implementation. It provides an enhanced understanding of how to make revenue-generating decisions that lead to long-term achievement and value creation.

Prerequisite: MGMT 303

MGMT 402: Risk Management and Security
(3 units)

This course is designed to assist with the identification and management of risks for global ventures, including the establishment of practices that will minimize potential adverse effects. Application of organizational risk management practices is emphasized as a crucial responsibility for managers of a global business. Special focus is placed on the implementation of risk and security control measures during day-to-day operations of a global venture.

Prerequisite: MGMT 401

MGMT 403: Production and Operations Management
(3 units)

This course presents the fundamental principles for overseeing, designing, and

controlling the various processes of production and business operations. Various case studies will be examined of successful global business production and operations practices.

Prerequisite: MGMT 402

MGMT 404: Sustainability
(3 units)

This course presents the interface of human and natural systems by emphasizing the study of cultural, historic, social, economic, and political values and forces that shape resource use and constrain responses to sustainable development.

Prerequisite: MGMT 403

Global Systems

GSYS 301: Introduction to Global Systems
(3 units)

This course explores the various economic, environmental, demographic, and migratory flows of the world. It provides an overview of the various linkages and interdependencies caused by globalization, and an introduction to the systems approach for understanding global dynamics.

Prerequisite: None

GSYS 302: Visioning and Creativity
(3 units)

This course presents the importance of visioning at the individual and organizational levels, guidelines for implementing visioning programs and strategic plans, the concept of the

“learning” organization, and the challenges involved in applying these concepts internationally and globally.

Prerequisite: GSYS 301

GSYS 303: Global Demographics and Generational Dynamics
(3 units)

This course presents the implications of exponential population growth and the explosion of diversity at home and around the world. A thorough analysis of generational and cultural gaps is performed, identifying and adapting traditional models to the realities of new generations.

Prerequisite: GSYS 302

GSYS 401: Systems Thinking and Approach
(3 units)

This course presents the strategies for defining a system and the key concepts used in systems theory, such as boundary, environment, positive and negative feedback, etc. Emphasis is placed on the complexity and interconnectedness between components in a system.

Prerequisite: GSYS 303

GSYS 402: Information Systems and Technology
(3 units)

This course provides an overview of how technology is leveraged to create worldwide information systems that attempt to deliver the totality of measurable data worldwide. An exploration of modern communication networks and big data analysis are central themes covered in this course.

Prerequisite: GSYS 401

GSYS 403: Global Competitiveness
(3 units)

Global competitive success will increasingly depend on the competence and adaptability of our workforce and its productive environment. This course presents key competencies, workforce dynamics and organizational strategies that managers and leaders must now adopt to maximize the productive potential of an organization’s most valuable assets, namely, its human resources.

Prerequisite: GSYS 402

Entrepreneurship

ENTR 301: Introduction to Global Entrepreneurship
(3 units)

This course presents the nature of entrepreneurship and the importance of adopting a global perspective for successful entrepreneurship. Introductions to topics such as creating and starting new ventures, financing, growing, and ending the new venture will be covered.

Prerequisite: None

ENTR 401: Global Venture Development
(3 units)

This course presents real-life examples of successful entrepreneurs in their quest for securing global investment to develop a new venture. An in-depth analysis of the stages of entrepreneurs, their organizations, and their adaptations to emerging technologies will be a central theme in the course.

Prerequisite: ENTR 301

ENTR 402: E-commerce and Social Media
(3 units)

This course presents an overview of the various systems used for trading business services through global information networks and social media channels, as well as the role of electronic commerce in entrepreneurship.

Prerequisite: ENTR 401

Marketing

MARK 301: Introduction to Global Marketing
(3 units)

This course provides an introduction to international marketing concepts. Topics covered include assessing organization internationalization potential, external environmental analysis for global market segmentation, target country market selection, entry strategies, international product, pricing decisions, analysis of international distribution systems, developing international advertising and promotion programs.

Prerequisite: None

MARK 302: Global Marketing Research
(3 units)

This course presents the marketing research process. In particular it focuses on research design and data collection principles for qualitative and quantitative research techniques in international marketing practice.

Prerequisite: MARK 301

MARK 401: Global Advertising
(3 units)

This course focuses on basic advertising practices, including historical perspectives, the changing role of advertising, the evolving agency structure, audience targeting, creative strategy, regulation, social responsibility and ethics, globalization, and current trends and developments.

Prerequisite: MARK 302

Practicum

PRAC 401: Practicum 1
(3 units)

During this course the student presents and implements a pre-approved proposal of directed research documenting experiences and results. This must be a real project that shows results of implementation. The student also develops and submits a directed research report that illustrates an understanding of the topics presented in the program.

Prerequisite: None

PRAC 402: Practicum 2
(3 units)

During this course the student evaluates their directed research proposal, results and outcomes, explaining the criteria for evaluation, assessment methods and final conclusions. The student receives approval or rejection of the report, a course grade, and if satisfactory, recommendation for candidacy to obtain the Bachelor of Science in Global Management degree.

Prerequisite: PRAC 401

MASTER OF SCIENCE DEGREES

Master of Science in International Management

The Master's Degree in International Management is offered to students who have completed an undergraduate degree in a relevant discipline.

This Master of Science program is designed to develop competent international managerial leaders within education, business, government and civil society, capable of succeeding anywhere in the world. Its interdisciplinary academic curriculum was developed based on the premise that students enrolled will have diverse academic and professional backgrounds. The central theme of the program, international management, is presented through a unique proprietary conceptual framework called IML (International Managerial Leadership) Competence, which includes key leadership, decision-making and administration, and global dynamics components. Specific instructional areas include strategic vision and planning, international benchmarking and global markets, networked collaboration, managerial excellence, productivity and technology transfer.

The task of managing any organization today is becoming more complex, diverse and multinational. It is now common that a manager holds a meeting, face-to-face or virtually, in one country or city in the

morning, supervises a project in another location, and returns to his/her place of residence during the same day. During these visits, this person might have interacted with people from different cultures and languages. These realities are increasingly commonplace for managers and leaders at all levels.

This new environment, in which organizations think globally and act locally, requires that managers develop new knowledge and new skills, changing their traditional protocols. In the face of this new reality, we now need a new type of decision-maker and leader that masters a solid international vision and perspective. This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

General Educational Objective

To develop professionals capable of leading and managing their productive activities and organizations effectively and with a global vision, capable of meeting and solving the challenges confronting education, business, government and civil society through the humane use of new technologies and management tools, and competent in the creation of innovative applications for continuous improvement of their work activities, organizations and communities.

Specific Educational Objectives

1. Understand the concept of globalization, its evolution and current importance, as well as evaluate and manage the impact of global dynamics in organizations to improve their competitiveness.
2. Understand and apply the concept of international managerial leadership

competence (IML), including the human, technology and knowledge (ETK) dimensions of organizations, to improve organizational performance and effectiveness.

3. Apply the systems approach and methodology to solve the increasingly complex problems of organizations with a global perspective, including determination of the appropriate business and managerial strategies and techniques such as distance activity and benchmarking, as well as telecommunications and information technologies to improve decision making within organizations.

4. Understand the key dimensions of global competitiveness, including client service, environmental responsibility, health management, managerial excellence and total quality, technology transfer and knowledge management among others.

5. Lead and implement global business strategies and manage organizations with a global vision and social responsibility.

Requirements

Applicants for this degree program must submit the following documents:

1. The corresponding SDGKU on-line Application for Admission through www.sdgku.edu.
2. Official transcripts of undergraduate record of a relevant bachelor's degree from an institution approved by the State of California Bureau for Private Postsecondary and Vocational Education, public or private institution of higher learning accredited by an accrediting association recognized by the United States Department of Education, or any institution of higher learning, including established foreign institutions, if the institution offering the bachelor's degree program documents that its minimum required

courses of study, units and content rigor are the same as those of a bachelor's degree from an institution approved by the Council or accredited by an accrediting association recognized by the United States Department of Education; and

3. A certified copy of bachelor's degree diploma

General Plan

This program consists of 15 courses (45 total units). 12 courses (48 units) cover core subject matter and 3 courses (6 units) are Capstone series.

Minimum Duration

12 months

Maximum Duration

24 months

<i>Course</i>	<i>Name</i>	<i>Units</i>
IM 501	Globalization and the New Economy	3
IM 502	Workforce Dynamics and Global Competitiveness	3
IM 503	Systems Approach and Methodology	3
IM 504	Strategic Vision and Planning	3
IM 505	Leadership and Human Competence	3
IM 506	Responsible Management of Environmental Quality	3
IM 507	Productivity and Health Management	3
IM 508	Networked Organizations and Distance Activity	3
IM 509	Telecommunications and the Global Electronic Village	3
IM 510	Benchmarking and Client Service	3
IM 511	Managerial Excellence and Total Quality	3
IM 512	Technology Transfer and Knowledge Management	3
IM 513	Directed Research I	3
IM 514	Directed Research II	3
IM 515	Directed Research III	3

MSIM Course Descriptions

On-ground, online and hybrid, English and Spanish

Symbols

500+ post-baccalaureate

Courses designed for students who have a Bachelor's degree. Most 500 and 600 courses designate post baccalaureate (Master's degrees) courses.

Core Courses

IM 501: Globalization and the New Economy

(3 units)

The persistent and controversial process of globalization that communities, organizations and individuals have experienced with increasing intensity in recent years, fueled by the explosion of telecommunications and information technologies, has generated a "New Economy" in which markets, resources, productivity, organizational values, and other factors of competitive success are now more "knowledge-based" and held to standards of world-class performance. Competent managers must now be able to understand the dynamics of this complex new reality, provide leadership, and make decisions within this internationalized environment, implementing change and innovation constantly. This Course presents key element of this new context crucial to the role of successful managers and leaders within business, education and government.

Prerequisite: None

IM 502: Workforce Dynamics and Global Competitiveness

(3 units)

Global competitive success will increasingly depend on the competence and adaptability of our workforce and its productive environment. Global demographic trends and workplace dynamics are now strategic elements of all key managerial decisions, given the changing nature of work and job markets. This Course presents key competencies, workforce dynamics and organizational strategies that managerial leaders must now incorporate to be able to maximize the productive potential of an organization's most valuable assets, namely, its human resources.

Prerequisite: IM 501

IM 503: Systems Approach and Methodology

(3 units)

Modern managerial practice requires the application of the systems approach and methodology. This is the basis for the development of emotional, technological and knowledge ("ETK") competencies as the framework for a new international managerial leadership ("IML"), which will increasingly be the key to the successful role of managers in this Third Millennium. This Course presents the conceptual and practical aspects of the systems approach and methodology, the "MAC" road to success, the broad ETK competence, and the more specific IML competence with its certification guide and standards manual.

Prerequisite: IM 502

IM 504: Strategic Vision and Planning

(3 units)

The emerging global marketplace and intense competition at all levels mandates

that managerial leaders visualize and plan for the future systematically and with an “intelligent” or adaptive strategy. They must “empower” others around them with a strategic vision and shared-learning mechanism that focuses strengths and energies on those actions needed to achieve the required goals within the mission established for the organization or community of interest. This Course presents the importance of visioning at the individual and organizational levels, guidelines for implementing visioning programs and strategic plans, the concept of the “learning” organization, and the challenges involved in applying these concepts internationally and globally.

Prerequisite: IM 503

IM 505: Leadership and Human Competence
(3 units)

Management without effective leadership cannot be afforded by competitive organizations and communities today. World-class business, education and government require decision-making with competence to convince others to perform in the interest of common goals. This Course presents the concept and development of leadership as an essential human competence, the strategies of empowerment, the ethics and responsibilities of effective leadership in a globalized environment, and the strategies for creative teamwork and coaching.

Prerequisite: IM 504

IM 506: Responsible Management of Environmental Quality
(3 units)

Environmental responsibility is increasingly a key competitive advantage for organizations and communities around the world. Managerial theory and practice today cannot be sound without recognizing environmental quality as a strategic resource to be protected and enhanced. This Course presents the concept and strategies of implementing quality systems and standards, such as ISO 9000 and ISO 14000, the costs and training challenges involved, outlooks on certification norms, procedures and benefits, and the growing workplace toxicology, viral agents and other risks caused by globalization and world inequities.

Prerequisite: IM 505

IM 507: Productivity and Health Management
(3 units)

Effective managerial leadership requires the formulation and implementation of appropriate strategies to protect and enhance the health and well-being of our human resources and minimize associated productivity risks. Health is increasingly the most precious asset we have at the individual, organizational and community levels. This Course presents the inter-relationships between work, health and the environment, strategies to improve productivity in the workplace, the influence of “stress” and other growing global disease, the value of organizational “spirituality”, and the concept of integrated risk management and planning.

Prerequisite: IM 506

IM 508: Networked Organizations and Distance Activity

(3 units)

Organizations and communities are increasingly networked and geographically disperse. Managers at all levels must now face the challenges of collaborating at a distance and in networks.

Telecommunications and e-technologies are enabling us to operate increasingly effectively within this new modality of interaction and performance. This Course introduces the competence of distance activity and networked collaboration, its international professional standards and certification, the sequential use of technologies as a strategy to optimize work in human networks, the e-organization, and the realities of managing virtual teams.

Prerequisite: IM 507

IM 509: Telecommunications and the Global Electronic Village

(3 units)

The explosive growth of telecommunications has truly created a new global electronic village in which business, education, government and civil society must now collaborate and compete. The global communications highway is now a huge network of wired and wireless connections that support video, voice and data transfer and exchange, with regulatory, ethical, financial and political challenges that managerial leaders must be able to incorporate boldly and effectively. This Course presents the nature and characteristics of this global electronic village, the challenges and opportunities it presents to decision-makers, the

applications and evolution of satellites, digital telephony and the Internet, e-commerce, and the educational/training challenges derived from a technology-oriented society.

Prerequisite: IM 508

IM 510: Benchmarking and Client Service

(3 units)

The “New Economy” has motivated a new culture of good customer service and superior client-oriented performance. Total quality, Just-in-Time, re-engineering and other new management approaches advocate this concept as a strategic value crucial for success in the new competitive-cooperative environment we face today. Managers must benchmark or learn from competitors to gain or maintain productive leadership. This Course presents the characteristics and requirements for developing a commitment to customer satisfaction, the concept and methodology of benchmarking, the principles for service excellence, and the implementation of client-relationship management systems.

Prerequisite: IM 509

IM 511: Managerial Excellence and Total Quality

(3 units)

The quality movement has evolved from a product/service-oriented managerial approach to a more integrated and systems-oriented strategy that emphasizes optimal resource allocation and continuous improvement at all levels. This Course presents the evolution and standards of international total quality, the concept of global intelligence and performance competence, the strategic value of emotional and multi-cultural competence,

the requirements for managerial excellence, and the basic elements of organizational responsibility.

Prerequisite: IM 510

IM 512: Technology Transfer and Knowledge Management
(3 units)

Globalization and intense competition have fueled the transfer of knowledge and free trade as never before. The process of identifying, negotiating, transferring, blending and adapting new technology is now an essential strategic component of the success of any organization or community. Effective managers must be capable of transforming know-how into marketable value that can sustain their leadership and prestige. This Course presents the concept and practice of “commercial diplomacy,” the approach and protocols of international technology transfer and management, the realities and opportunities of electronic commerce and trade, and the strategic nature of knowledge protection and management.

Prerequisite: IM 511

feedback and recommendations for implementation.

Prerequisite: IM 512

IM 514: Directed Research II
(3 units)

During this Course the student implements the Directed Research or a certain component of it, documenting experiences and results. The student receives a grade and guidelines for evaluating results and outcomes.

Prerequisite: IM 513

IM 515: Directed Research III
(3 units)

During this Course the student evaluates his/her Directed Research proposal, results and outcomes, explaining his/her criteria, assessment methods and final conclusions. The student receives a final approval for his/her Directed Research and, in such a case, recommendation for candidacy to obtain the Master of Science Degree.

Prerequisite: IM 514

Capstone Courses

IM 513: Directed Research I
(3 units)

During this Course the student first takes the IML global competency exam. He/she can take the exam a maximum of two times to get a passing score (80%), otherwise he/she is disqualified from this Course and must enroll again. The next task is to formulate, develop and submit a Directed Research proposal that illustrates his/her understanding of the topics presented in Courses 1 through 12 and his/her “International Managerial Leadership” performance competence. The student receives

Master of Science in Communication and Technology

The Master's Degree in Communication and Technology is offered to students who have completed an undergraduate degree in a relevant discipline. This Master of Science Degree Program is designed to develop competent professional leaders of communication and technology within education, business, government and civil society, capable of succeeding anywhere in the world.

Its interdisciplinary academic curriculum was developed based on the premise that students enrolled will have diverse academic and professional backgrounds. The central theme of the program, interactive distance and networked telecommunication, is presented through a unique conceptual framework called "Distance Activity" (DA) Competence, which includes essential tasks of visioning and promotion, technology management, administration and logistics in networked collaborative environments. Specific instructional areas of the curriculum include globalization and technology, telecommunications and collaboration networks, computer information systems and databases, virtual teams, communication cultures and environments, global competitiveness, managerial strategies and decision-making, among others.

Satellites, digital telephony and the Internet are changing the way we live and work. Decision-makers at all levels must now acquire competence in coordinating and developing the interactive technology-based distance communication and

networked collaboration systems needed today by our organizations, communities, countries and global society to become more productive and safer.

The phenomenon of greatest impact in our productive and social lives during the Third Millennium will be the development of the networked organization and collaborative environment. Professional coordinators, instructors and consultants of distance activity and networked collaboration will be the key to competitive success at the local, regional and globally levels. Human (E), technology (T) and knowledge skills and competencies will be essential for effective performance of these new generation professionals. This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

General Objective

To develop professionals capable of leading, developing and managing distance activity and networked collaboration effectively and with a global vision, competent to meet and solve the challenges of globalization and the New Economy by making use of new technology and management tools with a human approach, and equipped to implement innovative applications for continuous improvement of their activities, organizations and communities.

Specific Objectives

1. Understand the concept of globalization, its evolution and current importance, as well as evaluate and manage the impact of new information and telecommunication technologies in organizations to improve their competitiveness.

2. Understand and apply the concept of distance activity competence in networked organizations, including the skills for coordination, training and consulting in human networks to maximize performance.

3. Apply the systems approach and methodology to manage and implement appropriate new technologies to solve the increasingly complex problems of organizations with a global perspective, including telecommunications, internet and world wide web applications, to improve communication and decision making within organizations.

4. Understand the key dimensions of client service and global competitiveness for networked organizations, including strategic visioning, quality and productivity, human and emotional competence, risk management and conflict resolution, knowledge management and intellectual property.

5. Innovate, lead, manage and evaluate technology-based strategies and projects to increase performance and global market outreach of organizations.

Requirements

Applicants for this degree program must submit the following documents:

1. The corresponding SDGKU on-line Application for Admission through www.sdgku.edu.
2. Official transcripts of undergraduate record of a relevant bachelor's degree from an institution approved by the State of California Bureau for Private Postsecondary and Vocational Education, public or private institution of higher learning accredited by an accrediting association recognized by the United States Department of Education, or any institution of higher learning, including established foreign institutions, if the institution offering

the bachelor's degree program documents that its minimum required courses of study, units and content rigor are the same as those of a bachelor's degree from an institution approved by the Council or accredited by an accrediting association recognized by the United States Department of Education; and

3. A certified copy of bachelor's degree diploma

General Plan

This program consists of 15 courses (45 total units). 12 courses (48 units) cover core subject matter and 3 courses (6 units) are Capstone series.

Minimum Duration

12 months

Maximum Duration

24 months

<i>Course</i>	<i>Name</i>	<i>Units</i>
CT 501	Globalization and the New Technology	3
CT 502	Distance Activity Management	3
CT 503	Training and Development of Distance Activity Professionals	3
CT 504	Planning and Development of Distance Activity Collaboration Networks	3
CT 505	Strategic Vision	3
CT 506	Telecommunications and the Global Electronic Highway	3
CT 507	Productivity and Health Management	3
CT 508	Risk Management and Conflict Resolution	3
CT 509	Knowledge Management and Intellectual Property	3
CT 510	Human and Emotional Competence for Networked Organizations	3
CT 511	Quality and Productivity	3
CT 512	Client Service and Global Competitiveness	3
CT 513	Directed Research I	3
CT 514	Directed Research II	3
CT 515	Directed Research III	3

MSCT Course Descriptions

On-ground, online and hybrid, English and Spanish

Symbols

500+ post-baccalaureate

Courses designed for students who have a Bachelor's degree. Most 500 and 600 courses designate post baccalaureate (Master's degrees) courses.

Core Courses

CT 501: Globalization and the New Technology

(3 units)

The process of globalization is presented as a series of economic, technological, social and political phenomena affecting society worldwide. The explosion of telecommunications and information technologies is described and analyzed in the context of an increasingly interconnected global society or "village" with emphasis on the traditional communications media and professional activity.

Prerequisite: None

CT 502: Distance Activity Management

(3 units)

This course presents the growing phenomena of distance activity and networked collaboration within organizations in education, business, government and civil society, with emphasis on the human competencies required to perform more effectively at a distance with optimal use of available technologies. Promotion, technology

management, administration and logistic tasks involved in distance activity are presented and discussed.

Prerequisite: CT 501

CT 503: Training and Development of Distance Activity Professionals

(3 units)

This course presents the human and functional competencies required to train and develop professionals of distance activity and networked collaboration in any organization or community of interest, including train-of-trainer skills and human/emotional skills to communicate and convince others of the many benefits of this growing collaborative modality ideally suited for "networked" organizations.

Prerequisite: CT 502

CT 504: Planning and Development of Distance Activity Collaboration Networks

(3 units)

This course presents the human and technical knowledge and abilities needed to plan, develop and implement distance activity infrastructure and collaborative systems in organizations within education, business, government and civil society. The sequential use of technologies to optimize networked collaboration will be presented, along with the systems planning and development strategies to maximize benefits, costs and outcomes.

Prerequisite: CT 503

CT 505: Strategic Vision

(3 units)

This course presents the concept and process of visioning within organizations and communities of interest in the context of the New Economy and the globalized environment we face today. Strategies and methods for implementing strategic visioning programs are presented and compared, including the use of intuition and multicultural interpretations of risks and scenario analysis. Visioning for communications professionals as related to technology development and usage will be discussed and analyzed.

Prerequisite: CT 504

CT 506: Telecommunications and the Global Electronic Highway I
(3 units)

Currently available telecommunications technologies and applications are presented and discussed for education, business, government and civil society. Satellite, microwave, digital telephony and Internet technologies are analyzed in terms of strengths and weaknesses. Concepts of modality, media and technology in the context of interactive communication processes are defined and discussed, emphasizing the “global electronic highway” evolving worldwide today.

Prerequisite: CT 505

CT 507: Telecommunications and the Global Electronic Highway II
(3 units)

The telecommunications industry is analyzed in historical perspective and in the context of the globalized environment facing education, business and government today. Technology management and evaluation criteria and models are presented, virtual team applications are

analyzed and studied, and modalities of multi-technological collaboration discussed.

Prerequisite: CT 506

CT 508: Risk Management and Conflict Resolution
(3 units)

The concept and methodology of business continuity and risk management is presented in this course, with special emphasis on the factors involved in technology-based communications systems. Strategies for managing and resolving conflict are also described and analyzed, including alternative dispute resolution techniques (arbitration, mediation, conciliation) and commercial diplomacy.

Prerequisite: CT 507

CT 509: Knowledge Management and Intellectual Property
(3 units)

This course presents the concepts and techniques of knowledge management within organizations and communities of interest, including risks, protection and cost factors, with emphasis on technology-based systems. The topic of intellectual property is discussed (including patents, copyrights and trademarks) in the context of our globalized education, business and government environment, addressing ethical and political issues such as in Internet-based or “e” commerce.

Prerequisite: CT 508

CT 510: Human and Emotional Competence for Networked Organizations
(3 units)

This course discusses the human and emotional skills and attitudes needed for competent performance within virtual teams and networked organizations, in the context of “ETK” (emotional, technology, knowledge) competence and the environment of constant change and innovation increasingly seen throughout the world. The value of “emotional” competency is analyzed in decision-making and leadership roles, as well as the need for multi-cultural sensibility in all professional endeavors.

Prerequisite: CT 509

CT 511: Quality and Productivity
(3 units)

This course presents the relationship between quality and productivity in the context of interactive communication processes and technology-based collaboration. Customer relationship-building is discussed within the increasingly competitive productive environment of education, business and government, as well as benchmarking strategies and processes. Organizational synchronization is introduced as a systemic strategy to enhance productivity and performance.

Prerequisite: CT 510

CT 512: Client Service and Global Competitiveness
(3 units)

This broad concept of client service is presented in relation to our global competitiveness and productive success. The impact of effective communications systems within organizations and between organizations and clients is discussed and analyzed. The concept and strategies of “organizations synchronization” are

proposed as a new generation approach to client retention and global competitiveness.

Prerequisite: CT 511

Capstone Courses

CT 513: Directed Research I
(3 units)

During this capstone course the student first takes the DAC global competency exam. If he (she) gets a minimum passing score of 80%, the next task is to report on a practical (real) experience or project of Distance Activity Coordination. Finally, he formulates, develops and submits a Directed Research proposal that illustrates his/her understanding of the topics presented in the MSCT curricular courses and his/her “Distance Activity Coordination” performance competence.

Prerequisite: CT 512

CT 514: Directed Research II
(3 units)

During this capstone course the student first takes the DAI global competency exam. If he (she) gets a minimum passing score of 80%, the next task is to report on a practical (real) experience or project of Distance Activity Instruction. The student then implements the Directed Research or a certain component of it as proposed in Course MSCT 513, documenting experiences and results.

Prerequisite: CT 513

CT 515: Directed Research III
(3 units)

During this final Capstone course the student first takes the DACON global competency exam. If he (she) gets a minimum passing score of 80%, the next task is to report on a practical (real) experience or project of Distance Activity Consulting. The student then evaluates the results and outcomes of the Directed Research implemented in Course MSCT 514, explaining his/her criteria, assessment methods and final conclusions. The student receives a final approval for his/her Directed Research and, in such a case, recommendation for candidacy to obtain the Master of Science Degree.

Prerequisite: CT 514

FACULTY

San Diego Global Knowledge University faculty members have the academic degrees and experiential credentials necessary to provide instruction and facilitate learning. Faculty with academic backgrounds from universities outside of the United States have their foreign academic degree(s) validated for equivalency in the United States.

Faculty List

Miguel A. Cardenas, Ph.D.

Lead faculty for the Master of Science in Communication and Technology program

Dr. Cardenas is Founder and President of San Diego Global Knowledge University. He is a graduate of San Diego State University, where he obtained a B.S. degree in Electrical Engineering “Summa Cum Laude”. He later attended UCLA, having been distinguished with the “Chancellor’s Teaching Fellowship,” a four-year award which represents the highest academic honor to an entering graduate student at the University of California system. There he completed a Master of Science degree in the field of Operations Research and a Ph.D. in Systems Engineering. During the seventies, Dr. Cardenas was a full-time faculty member of the prestigious Systems Engineering Department at Case Western Reserve University in Cleveland, Ohio, where he was co-chairman of the first-ever regionalized international global modeling project called “Mankind at the Turning

Point,” sponsored by the Club de Rome. This famous global project was the first to coin and propose now widely recognized terms such as “globalization”, “interdependence” and “organic growth”. At that time, he also published the first textbooks on systems engineering and applications in the Spanish language. From 1977 to 1983, Dr. Cardenas served as chief government administrator (Oficial Mayor de Gobierno) and Secretary of Education and Social Welfare for the State of Baja California, Mexico. Dr. Cardenas has written and collaborated on numerous books and articles dealing with systems analysis, global dynamics, human networked collaboration, educational technology, managerial leadership, sustainability, synchronization, green energy, and English language proficiency as a work skill, pioneering terms and concepts such as global competency, dual curriculum, distance activity, international managerial leadership, organizational synchronization, and ETK. He has presented seminars, workshops and courses on global themes for over 45 years, producing and delivering more than 220 of them via satellite, room- videoconferencing, and the Internet to audiences in all continents. He is a widely recognized innovator and global systems thinker. In October of 2009 he received an Honoris Causa Doctor Degree from Universidad Ricardo Palma in Lima, Peru, and in June of 2011 was named Special Adviser to Tianjin College of Commerce (TCC) in Tianjin, China.

Miguel A. Cardenas Jr., Ph.D.

Lead faculty for the Bachelor of Science in Global Management and Master of Science in International Management program

Dr. Cardenas, Jr. is Chief Academic Officer at SDGKU. His responsibilities include faculty and student academic review, academic assessment of programs and courses, as well as curricular planning and development. He holds a B.S. in Biochemistry and Cell Biology from Revelle College of the University of California, San Diego (UCSD), an M.S. in International Management from San Diego Global Knowledge University, and a Ph.D. in Leadership with an emphasis in business, organizational psychology, and international relations from the Alliant School of Management and the California School of Professional Psychology at Alliant International University. He has extensive experience in global systems education, program development, and is a specialist in international business approaches and techniques, particularly “organizational synchronization”, a unique systemic framework for sustainability and global competitiveness. His areas of social science research include solar power and technology transfer, the global soccer industry, and global leadership competencies. In the area of biochemical science, Dr. Cardenas has led research studies analyzing benign prostate hyperplasia (enlarged prostate) and the ocular and nasal trigeminal detection of pungency effects of volatile organic compounds (VOC’s). Dr. Cardenas Jr. has a unique understanding of the different components of human behavior; from its most basic at the cellular and molecular

levels (organic) to the more complex individual and group levels (organizations).

Rafael Gonzalez

Faculty for the Full Stack Development Immersive program

Mr. Gonzalez is a computer engineer with over 15 years of proven professional experience building software and applications. He has worked as a software engineer, business analyst, security consultant and has held the titles of director of software development and senior software engineering manager. He has developed software that supports hundreds of millions of users worldwide and has developed key features in one of the three most used mobile operating systems in the world, amongst other projects. A strong supporter of software development best practices, agile frameworks and open-source technologies, he is passionate about sharing his knowledge and experience when it comes to software engineering.

Sergio Inzunza, Ph.D.

Faculty for the Full Stack Development Immersive program

Dr. Inzunza is a Full Stack Development Immersive professor at SDGKU. He has several years of experience teaching software development and software engineering courses for bachelors-level students. He has extensive professional experience in the field of software engineering having worked in various levels of software development for over 10 years.

Dr. Inzunza has a bachelor's degree in Computer Engineering, a master's degree in and a Ph.D. in Engineering from Universidad Autónoma de Baja California. His research areas include: Software Engineering, Human-Computer Interaction and Recommender Systems.

Samantha Jimenez, Ph.D.

Lead Faculty for the Full Stack Development Immersive program

Dr. Jimenez has several years of experience teaching computer software engineering, programming, and computer science for bachelor's-level students. She has participated in a leadership role in various software development projects both for industry and academia. She holds a Ph.D. in Engineering from the Universidad Autónoma de Baja California, a master's degree in Engineering, and bachelor's degree in Computer Systems Engineering from the University of Colima. Her research interests are human-computer interaction, dialogue systems, affective computing, and educational systems. She has presented her work in several conferences and published in international scientific journals.

Mayra Nava, Ph.D.

Faculty for the B.S. in Global Management program

Dr. Nava is an active member of the distinguished Sistema Nacional de Investigación (National System of

Researchers) in Mexico. She earned all of her university degrees at Universidad Autónoma de Baja California, Mexico. Dr. Nava has a Ph.D. and a master's degree in Economics Sciences, as well as a bachelor's degree in Economics. Her academic areas of interest are in the fields of economics and social science research and has published in academic journals and textbooks. She has several years of experience teaching bachelor's degree students in business, administrative and management sciences.

Briana Ochoa, M.S.

Librarian

Mrs. Ochoa has been a professional level librarian since 2017. She holds a Bachelor of Arts in History from Chapman University and a Master of Science in Library and Information Science from the University of Illinois, Urbana-Champaign. Mrs. Ochoa has worked for both academic and public libraries; she currently serves as a Supervising Librarian for a public library and an Online Librarian for a nursing college. At SDGKU, she will assist students and faculty with their informational needs, assist in locating research articles and assist in navigating databases.

Eric Rios, Ph.D.

Faculty for the B.S. in Global Management program

Dr. Eric Rios has extensive experience as a teacher and researcher in the areas of

marketing, business administration and economics. He earned a bachelor's degree in Marketing from La Universidad Tecnológica de Mexico with an emphasis in Industrial Business Management, a master's degree in Business Administration from Universidad de las Americas, and a Ph.D. in Economics from the Universidad Nacional Autónoma de Mexico (UNAM). He has worked as a researcher and faculty member for the Universidad Politécnica Metropolitana de Hidalgo and other private institutions, such as the Universidad de las Américas in Mexico City. He has served as consultant to several organizations, such as the BASOR company, in charge of the commercial area at the "Provision" Ophthalmology Center. He is also a Member of the National System of Researchers (National Council of Science and Technology) in Mexico.

functions of working memory, cognitive flexibility and planning. He has presented his work in several international conferences and published in international scientific journals.

Andres Mejia, Ph.D.

Faculty for the Full Stack Development Immersive program

Dr. Mejia is professor of the SDGKU Full Stack Development program. His responsibilities include course planning, curriculum design, and course lectures. He holds a bachelor's degree in Computer Engineering, a master's degree in Engineering, as well as a Ph.D. in Engineering from the Universidad Autónoma de Baja California, Mexico. He has performed research in the discipline of Human-Computer Interaction, attempting to further adapt technology to the specific characteristics of their users and persons with some form of disability. In particular, users with deficiencies in their executive

APPENDIX

2020 Academic Calendar

Start of Spring Semester	Monday, January 6
SESSION 1	Monday, January 6 - Friday, February 7
MLK Holiday - no class	Monday, January 20
SESSION 2	Monday, February 10 - Friday, March 13
Presidents' Day Holiday - no class	Monday, February 17
SESSION 3	Monday, March 16 - Friday, April 24
Spring break Holiday - no class	Monday, April 6 - Friday, April 10
SESSION 4	Monday, April 27 - Friday, May 29
Memorial Day Holiday - no class	Monday, May 25
End of Spring Semester	Friday, May 29
Start of Summer Sessions	Monday, June 1
SESSION 5	Monday, June 1 - Thursday, July 2
Independence Day Holiday - no class	Friday, July 3 - Saturday, July 4
SESSION 6	Monday, July 6 - Friday, August 7
End of Summer Sessions	Friday, August 7
Start of Fall Semester	Monday, August 10
SESSION 7	Monday, August 10 - Friday, September 11
Labor Day Holiday - no class	Monday, Sept 7
SESSION 8	Monday, September 14 - Friday, October 16
SESSION 9	Monday, October 19 - Friday, November 20
Veterans Day - no class	Wednesday, November 11
SESSION 10	Monday, November 23 - Wednesday, December 23
Thanksgiving Holiday - no class	Thursday, November 26 - Friday, November 27
End of Fall Semester	Wednesday, December 23
Winter Break Holiday - no class	Thursday, December 24 - Sunday, January 3, 2021

2021 Academic Calendar

Start of Spring Semester	Monday, January 4
SESSION 1	Monday, January 4 - Friday, February 5
MLK Holiday - no class	Monday, January 18
SESSION 2	Monday, February 8 - Friday, March 12
Presidents' Day Holiday - no class	Monday, February 15
SESSION 3	Monday, March 15 - Friday, April 23
Spring break Holiday - no class	Monday, March 29 - Friday, April 2
SESSION 4	Monday, April 26 - Friday, May 28
Memorial Day Holiday - no class	Monday, May 31
End of Spring Semester	Friday, May 28
Start of Summer Sessions	Wednesday, June 2
SESSION 5	Wednesday, June 2 - Friday, July 2
Independence Day Holiday - no class	Saturday, July 3 - Sunday, July 4
SESSION 6	Monday, July 5 - Friday, August 6
End of Summer Sessions	Friday, August 6
Start of Fall Semester	Monday, August 9
SESSION 7	Monday, August 9 - Friday, September 10
Labor Day Holiday - no class	Monday, Sept 6
SESSION 8	Monday, September 13 - Friday, October 15
SESSION 9	Monday, October 18 - Friday, November 19
Veterans Day - no class	Thursday, November 11
SESSION 10	Monday, November 22 - Thursday, December 23
Thanksgiving Holiday - no class	Thursday, November 25 - Friday, November 26
End of Fall Semester	Thursday, December 23
Winter Break Holiday - no class	Friday, December 24 - Sunday, January 2, 2022