

**SAN DIEGO  
UNIVERSITY  
FOR  
INTEGRATIVE STUDIES**



**General Catalog**

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## San Diego University for Integrative Studies

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## **ABOUT THE UNIVERSITY**

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### ***MISSION STATEMENT***

The *mission* of San Diego University for Integrative Studies is to provide an educational environment, including distance education, residential, and blended approaches, that will facilitate and encourage adult learners who value and strive to pursue academic and intellectual growth. The University provides academic and practical training utilizing an applied approach to adults who seek to grow from an interdisciplinary, integrative education in support of their personal and professional goals, and aim to make significant contributions to their community.

### ***INSTITUTIONAL GOALS AND OUTCOMES***

In fulfillment of its mission, SDUIS will

- Develop students who seek to be lifelong learners
- Provide students with knowledge and skills relevant to 21<sup>st</sup> century careers
- Create an inclusive environment that celebrates the unique backgrounds of the staff, faculty and learners

The institutional purposes of the University's educational programs include:

- Preparing students for academic and professional success through direct classroom or distance instruction, supervised work experience, and tutorial study with distinguished faculty who have demonstrated expertise in their respective fields.
- Measuring student achievement through examinations and evaluations of explicit demonstrations of academic competence with attention to professional ethical standards.
- Encouraging recognition of the rich diversity of peoples, cultures, and ideas that add to a chosen field of study through integrative educational programs and instructional methodologies.

All information, including statements of fees, course offerings, admissions and graduation requirements contained in this catalog are subject to change without notice.

The University is not liable for unintended errors or omissions or for the statements of any employee, advisor or faculty member in conflict with the contents of this catalog.

### ***PHILOSOPHY***

Integrative education emphasizes personal development, maturity, and wisdom combined with technical and professional skills. The goal of the San Diego University for Integrative Studies is to prepare a graduate who possesses the competence and the understanding to help others effectively. Learning at SDUIS is designed to cultivate competence in service to others and integrates academic and scholarly discipline with intuitive and spiritual understanding. Experience in applying the skills acquired and insights gained require intensive training, supervised work experience, and community service.

Integrative studies and Humanistic psychology emerged as a consequence of reductionist, biological, and mechanistic views of human beings. Integrative studies follow a holistic model by acknowledging the individual's capacity for choice, self-healing, growth, and spirituality. The implementation of this model considers individuals in their many inseparable dimensions: mind, body, and spirit and in their social, cultural, and environmental contexts. The scope of integrative studies embraces areas and methods of inquiry based upon human experience and the

contemporary issues men and women confront in their daily lives.

Scholastically, integrative education combines cognitive and methodological skills with affective and intuitive skills. It recognizes that maturity and effectiveness are manifestations of perspective, experience, and self-knowledge. These attributes are not only assimilated through ordinary didactic instruction but are nurtured through experiential learning. The experiential component includes small group discussion, role-playing, case studies, student presentations, simulations, clinical internships or other supervised work experiences, and self-assessment. Integrative education requires a commitment to change, growth, and respect for perceptual and cultural diversity.

### ***PROGRAMS OF STUDY***

Academically, the University aspires to educate knowledgeable practitioners, professionals and community leaders who bring to their work a special awareness of their social, ethical, and professional responsibilities. San Diego University for Integrative Studies is proud to provide education for individuals committed to human service and personal development. The following programs reflect these commitments:

#### **Certificate Programs (non-degree, undergraduate level)**

- Certificate in Accounting (40 quarter credits)
- Certificate in Advertising (40 quarter credits)
- Certificate in Communication (40 quarter credits)
- Certificate in Executive Leadership Coaching (40 quarter credits)
- Certificate in Family Leadership Coaching (40 quarter credits)
- Certificate in Fashion Design (40 quarter credits)
- Certificate in Graphic Design (40 quarter credits)
- Certificate in Hospitality Management (40 quarter credits)
- Certificate in Information Technology Systems (40 quarter credits)
- Certificate in International Business Administration (40 quarter credits)
- Certificate in Marketing (40 quarter credits)
- Certificate in Sport Coaching (40 quarter credits)
- Certificate in Web Design (40 quarter credits)

#### **Certificate Program (non-degree, graduate level)**

- Certificate in Expressive Arts Therapy (40 quarter credits)
- Certificate in Sport Management (40 quarter credits)
- Certificate in Sport Psychology (40 quarter credits)

#### **Undergraduate Degree Programs**

- Bachelor of Arts in Business Administration (180 quarter credits)

#### **Graduate Degree Programs**

##### **Master of Arts Degree Programs**

- Master of Arts in Expressive Arts Therapy (90 quarter credits)
- Master of Arts in Information Technology (95 quarter credits)
- Master of Arts in Marriage and Family Therapy (101 quarter credits)
- Master of Arts in Sport Counseling (90 quarter credits)

## **Master's Degree Programs**

Master of Accounting (90 quarter credits)

Master of Business Administration (80 quarter credits)

Master of Business Administration, Specialization: Hospitality Management (80 quarter credits)

Master of Business Administration, Specialization: Marketing (80 quarter credits)

Master of Business Administration, Specialization: Sport Management (80 quarter credits)

## **Doctoral Degree Programs**

Doctor of Business Administration (110 quarter credits)

Doctor of Psychology (105 quarter credits)

## ***OUR STUDENTS***

The University provides a supportive and creative environment for mature individuals who are seeking a positive change in their lives. Historically, SDUIS students have often been embarking on one of life's great transitions, such as: homemakers creating new roles and opportunities; accomplished professionals finding new directions and dimensions; recently retired professional athletes or military personnel looking for a new purpose; paraprofessionals in human services who have been counseling peripherally while desiring enhanced techniques and the opportunity to enter private practice; licensed practitioners seeking a higher degree of competence and state of the art approaches; and, those improving the quality of their personal as well as professional lives. At present, the majority of our students are young adult international students from more than 50 countries.

## ***CAMPUS DESCRIPTION***

The main (and only) campus of the University is located in historic Old Town San Diego, close to the Pacific Ocean and Interstate 5. The facilities available at the University include administrative offices, classrooms, library, student lounge, computer labs, conference rooms, reception area and file room.

Old Town San Diego is considered the "birthplace" of California and is home to over 150 restaurants, shops and historical sites. Miles of oceanfront beach are within a few miles, and Mission Bay, with more than 4,000 acres of bay, bike paths, grassy knolls and parks, is approximately three miles north of Old Town. Within 10 miles are the University of California, San Diego (UCSD) and San Diego State University (SDSU), where students of San Diego University for Integrative Studies can access library facilities as well as cultural and educational events.

## ***INSTRUCTIONAL EQUIPMENT AND MATERIALS***

All SDUIS classrooms are equipped with an instructor's laptop computer linked to a flat-screen TV monitor for projection of classroom materials visible to the class. Each classroom also has a whiteboard and markers, and a place where notices and paper displays can be posted. Classrooms are also furnished with chairs and worktables for students as well as for the instructor. The content of most classes can be delivered with this standard set of equipment.

As appropriate, certain classrooms contain other supplies and equipment needed for the particular class. For example, Fashion Design classes may include fabric samples, garment patterns, sewing machines, and ironing boards, etc., as appropriate to the specific course topic.

Fashion design students are expected to have access to a sewing machine, ironing board, and dress-fitting mannequin for outside-of-class assignments. IT-related classes may require download and use of open-source, publicly available software such as Wordpress. Students are expected to have access to computers capable of downloading and running contemporary versions of such software, as well as internet access.

Details of required materials are provided in the syllabi for the courses involved. Students who temporarily do not have their own access to a computer with this capability may use computers in one of the University's computer labs for purposes of study, course assignments, etc.

Graphic Design-related courses may require download of publicly available software such as InDesign, Photoshop and Illustrator, as well as design tools including drawing tablet, colored pencils, T-square and ruler.

### ***INSTRUCTIONAL METHODS:***

All SDUIS degree and certificate programs are delivered by a combination of online-only and residential hybrid courses. Approximately half of the courses in each program are designated as online-only, and the remaining courses are offered as residential hybrid courses as described below.

#### **Residential hybrid courses**

- 1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes. All instruction at the San Diego University for Integrative Studies is provided in English.
- 2) Courses are traditionally taught in lecture style with group discussions, video presented material, simulations, student presentations, and written assignments. Each hybrid course also includes a required component of academic work conducted on-line by means of the University's learning management system, known as NEO.
- 3) For some programs, instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. Upon completion of the core curriculum, students become involved in their capstone research project, the Master's Thesis. In addition, students are required to complete fifty (50) clock hours of personal counseling provided by a licensed psychologist or therapist approved by the University. Grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.
- 4) Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or an equally qualified mentor who is approved by the Chief Academic Officer (CAO). Students seeking an independent course are directed to meet with the Registrar to sign an independent study contract and obtain CAO approval.

5) Student learning performance outcome evaluations include essay and objective examinations, research, reports, and experiential activities, conducted both in residence and on-line.

### **Distance Education**

1) Approximately half of the courses in each program offered by the San Diego University for Integrative Studies are offered through distance education, and the remaining courses are offered in a hybrid or blended format as described above. Direct education is delivered to students via the Internet, using the learning management system NEO, which allows for the delivery, and tracking of e-learning courses and content, discussion forums, and testing. All instruction at the San Diego University for Integrative Studies is provided in English.

2) Each student is provided with a syllabus that contains an outline of the course objectives, course content, weekly assignments and student performance expectations.

3) Instructors work closely with students to monitor their progress.

### ***LEARNING MANAGEMENT SYSTEM (LMS)***

The University utilizes NEO as its Learning Management System (LMS). Students interact with their faculty and peers in the online student portal. To receive attendance credit for the week, students participate in discussion forums, read articles, view/listen to media, review material, and upload projects and assignments for feedback by peers and faculty on NEO.

Upon enrollment, students receive a password to gain access to the LMS. Each course has a unique location on the LMS. Course curriculum, the syllabus, lectures, reference materials, and links to outside resources are included in the courses.

### ***INSTRUCTIONAL MODALITIES***

Residential hybrid classes held on campus at 3900 Harney Street, San Diego, CA 92110 also provide routine, in-class and out-of-class online instructional services to students, which further reinforce course objectives and curriculum content. In terms of 21<sup>st</sup> Century instructional approaches, this process facilitates a comprehensive immersion into the basic science and theoretical foundations of Psychology, for example. Students working on their capstone research projects, either the Master's Thesis, Doctoral Dissertation, or DBA Doctoral Project, participate in ongoing Thesis / Dissertation list Services for online group instructional interaction, guided by the Director of Research.

Completely Distance Learning classes at the San Diego University for Integrative Studies are delivered over the internet where the student and instructor/faculty are not located in the same place. Learning is fundamentally asynchronous, meaning that while working within the quarter time frame, the student decides when and from where to access and complete required weekly assignments. Direct education is delivered to students via the NEO Learning Management System previously described. Students submit their assignments to the class weekly, as prescribed in each course syllabus. Instructor and students review the work and provide feedback to the student weekly. Each student is provided with a syllabus that contains an outline of the course objectives, course content, weekly assignments and student performance expectations. Distance Learning students find themselves in a world with no limits of resources and information. The internet enables the student to access libraries, articles, books, journals, newspapers, and many other sources of information. With no classroom attendance required,



students have increased flexibility to manage their academic work along with other life responsibilities.

**LEGAL CONTROL**

This institution is owned by the San Diego University for Integrative Studies, Inc., a California Corporation. San Diego University for Integrative Studies, Inc. is wholly owned by Cristina Versari, PhD.

**Board of Governors**

The Board of Governors members are:

- Cristina Versari, PhD, Chair
- Stuart Hurwitz, JD
- Randall McManus, JD
- Richard Miller, JD
- Raymond J Trybus, PhD
- Lisa Bulgatz, PhD

**Program Advisory Boards**

SDUIS has formed Advisory Boards for each of the three academic program areas in which we teach: (1) Psychology and related programs; (2) Business related programs; and (3) Information technology and design programs. The lead individuals for these boards are as follows:

**Business**

- Lucy Gomez, Director of Sales
- Chika Sasaki, Owner, GUNNZO
- Jan Strode, CEO

**Counseling & Psychology**

- Peter Lambrou, PhD
- Jerry Sherk, MA
- Kenda Smith, MA
- Phil Smith, MA

**IT and Design**

- Steve Bray
- Steve Burns
- Raymond Trybus, PhD

**SDUIS OFFICE HOURS**

Monday – Friday 8:30am – 12:30 pm and 1:30 pm – 5:00pm, Pacific time

Faculty and instructors are available to speak to prospective and current students via email and the information can be requested at the office. Students may also request an appointment to speak to faculty/instructors in person.

Technical support is available outside of SDUIS office hours via the NEO Learning Management System.

**INSTITUTIONAL STATUS AND DISCLOSURES**

**APPROVALS/ACCREDITATION**

San Diego University for Integrative Studies is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in the state of California. Therefore, SDUIS meets the BPPE's minimum standards as set forth in the California Private Postsecondary Education Act of 2009. Title 5, Division 7.5 of the California Code of Regulations, Private Postsecondary Education.

The University's Marriage and Family Therapy program is approved by the California Board of Behavioral Sciences (BBS). Graduates of the Master of Arts in Marriage and Family Therapy program are academically qualified for California State licensure as Marriage and Family Therapists.

SDUIS is approved by the Student and Exchange Visitor Program under the US Department of Homeland Security.

### ***REQUIRED DISCLOSURES***

SDUIS is not approved by the U.S. Department of Education for participation in the Title IV Federal Financial Aid Programs.

SDUIS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has a petition of bankruptcy been filed against SDUIS within the preceding 5 years that resulted in re-organization under chapter 11 of the US Bankruptcy code (11 USC sec 1101 et seq.).

### **University Catalog**

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

The SDUIS catalog is updated every two years. SDUIS reserves the right to make changes to catalog information during the interval between regular updates.

Current catalogs are available to students and the public on the University's website. A printed copy may be requested by a student from the Admissions Department. Our Catalog is available on our website, and prospective students are not required to provide any personal contact information for access or download.

### **Complaints**

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

### ***HOUSING AND TRANSPORTATION***

San Diego University for Integrative Studies is a non-residential campus serving a wide variety of students. It does not provide dormitory facilities or off-campus student housing. The school assumes no responsibility in matters of student housing and transportation.

The cost of housing and transportation is assumed by all SDUIS students and will vary depending upon the individual's living situation and mode of transportation to and from the school. There are several apartment buildings in the Old Town area and surrounding neighborhoods, with rental costs ranging from \$900 for a studio to \$2800 for a two bedroom apartment per month, plus applicable fees. Short-term rental properties are also available at a range from \$1400 to \$2800 per month

Our students commute to the school to attend classes and all special events or seminars. Students can take a bus, train, taxi, shuttle, carpool or drive their own vehicles to get to the campus. Students assume the cost(s) for the form of transportation used.

### ***STATEMENT OF NONDISCRIMINATION***

Students of any race, color, age, gender or gender identity, sexual orientation, nationality, and ethnicity are admitted to all rights, privileges, programs and activities available at San Diego University for Integrative Studies. The University maintains a non-discriminatory policy regarding race, color, age, gender or gender identity, disability, creed, sexual orientation, and national or ethnic origin in the administration of educational policies, admissions policies, and other University administered programs.

### ***NOTICE CONCERNING TRANSFERABILITY OF CREDITS***

#### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

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

### ***NOTICE TO PROSPECTIVE STUDENTS***

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and

full accreditation by November 1st, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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 within the State of California. Graduates of an unaccredited institution may face restrictions that could include difficulty in obtaining licensing in a state outside of California.

Disclaimer: Licensing laws and regulations vary considerably from state to state outside California, and states also make changes to their laws and regulations periodically. SDUIS makes no claim as to whether our MFT and PsyD program curriculum would meet the educational requirements for licensing in any state outside California. SDUIS's PsyD program is not accredited by the American Psychological Association (APA) and has not received designation by the Association of State and Provincial Psychology Boards/National Register (ASPPB/NR), which are requirements for licensure in some states.

If you are considering applying for licensure in other states after you graduate, it is essential for you to determine before you enroll the other state's licensing requirements and whether the degree from SDUIS would meet those requirements. SDUIS does not and cannot make any claim or assurances about this issue.

If a 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, and that, 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.

### ***LANGUAGE OF INSTRUCTION AND PROFICIENCY***

All instruction is in English and all papers, projects, theses and dissertations must be written in English. The English proficiency level required of native English speakers is that of a high school diploma from a US high school, or the equivalent. The required English proficiency level for non-native English speakers is determined by the University's policy on English Proficiency Assessment Requirements as described below.

### **English Proficiency Assessment Requirements**

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. **Undergraduate degrees and certificates:** 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; or a high school diploma completed at an accredited recognized high school where the medium of instruction is English.
2. **Master's degree or graduate-level certificates:** 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.
3. **Professional doctoral degree:** A minimum score of 65 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 58 on the Pearson Test of English Academic Score Report.
4. 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. This corresponds to a score of 62 or higher, Advanced 1 level, on the Cambridge Michigan Language Assessment (CAMLA) English Placement Test.
5. A transcript indicating completion of at least 30 semester credit hours or 45 quarter credit hours with an average grade of "C-" or higher at an institution accredited by an agency recognized by the US 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. An average grade of "B-" or higher is required for admission to master's degree programs, graduate-level certificate programs, and professional doctoral degree programs.

#### ***ONLINE STUDENT IDENTITY AUTHENTICATION AND PRIVACY***

The NEO Learning Management System (LMS) for students in fully online and hybrid courses is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Student identity will be maintained in a private format by the University in accord with established institutional privacy and confidentiality policies with access provided only to agents of the University who require immediate and necessary use of the information to fulfill the various academic activities of the University. It is the student's responsibility to strictly preserve the privacy of their login and password information.

Students are prohibited from sharing login and password information. Any such intentional comprise of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from SDUIS. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their passcodes.

#### **UNIVERSITY RESOURCES**

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### ***LIBRARY RESOURCES***

SDUIS students, faculty, and staff have full-text access to extensive online library materials via the Library and Information Resources Network, Inc. (LIRN), of which SDUIS is a member. SDUIS also hosts a small physical library, housing use-on-site reference materials, and a series of carrels with computers for access to the electronic collections. Library hours are Monday through Thursday from 12:00 pm to 4:00pm, and from 5:00 pm to 8:00 pm, and Saturdays from 10:00 am to 2:00 pm. Students may access library services here, including assistance from the Librarian on using the online library access, as well as identifying and accessing library materials. The LIRN materials and other resources accessed via web links are available at any time from any computer with internet access.

SDUIS's LIRN subscription includes the following ProQuest databases:

- Psychology Database
- Social Science Premium Collection
- Applied Social Sciences Index and Abstracts (ASSIA)
- Criminal Justice Database
- Education Database
- Education Resources Information Center (ERIC)
- International Bibliography of the Social Sciences (IBSS)
- Linguistics and Language Behavior Abstracts (LLBA)
- PAIS Index
- PILOTS: Published International Literature on Traumatic Stress
- Political Science Database
- Social Science Database
- Social Services Abstracts
- Sociological Abstracts
- Sociology Database
- Worldwide Political Science Abstracts

The SDUIS library webpage at <https://proxy.lirn.net/SDUnivForIntegrativeStudies> also includes links to the following library services and collections:

- General online library resources
- Library of Congress e-collections
- TinyCat: access to dissertations and theses
- REALIA Project (information on language teaching)
- Internships and Career Resources
- Sports Psychology Resources
- Managerial Economics Resources

In addition to access to the University's own library resources, students may elect to seek borrowing privileges at local or other university libraries. SDUIS reimburses for the purchase of

the library card, once the student submits the receipt as proof of purchase.

Students can access the University of California, San Diego libraries consisting of six (6) libraries throughout the UCSD campus, providing users with access to more than 7 million digital and print volumes, journals, and multimedia materials. For borrowing privileges, students may purchase the Community Borrowing card for a fee of \$100 for 12-months.

San Diego State University main library is also available, through purchase of the community member card at an annual cost of \$60. The SDSU library contains over 7 million items in its collection, including books, periodicals, microfilm, and electronic subscriptions. Community users may also access SDSU electronic materials via the San Diego Public Library (<http://sandiego.gov/public-library/catalog-databases>) or via the San Diego County Library (<http://sdcl.org>).

A professional librarian and information specialist experienced in the electronic retrieval of information is available in each library.

Distance Learning students may also select another library near where they are located for similar access if available, and with the same reimbursement of costs incurred for obtaining library use privileges.

### ***CAREER SERVICES***

Because nearly all SDUIS students are international students who are in the United States on student visas, they are generally not permitted to work in the United States, and hence SDUIS does not provide extensive career services. Students in the US on student visas are permitted, in accordance with federal government regulations, to engage in part-time Curricular Practical Training (CPT) during their academic program, and/or in Optional Practical Training (OPT) after completion of their academic program. The University provides periodic workshops, mandatory for those who wish to pursue CPT or OPT, which provide all the necessary information for participating in this process. Students may contact Administrative Office for further information about CPT and OPT. The Librarian is also available to provide limited career services information.

### ***STUDENT SERVICES***

#### **Student Orientation**

Basic orientation information is provided to new students on an individual basis by the Admissions Representatives. In addition, group student orientation sessions are held each quarter, generally during the second week of each quarter. Attendance at these group orientation sessions is mandatory, as this is an opportunity for the University to notify students of changes in policies or procedures (in addition to the written notice that is provided) and other important information.

#### **Student ID cards**

SDUIS makes available student ID cards with a photo, upon request by the student. This is optional, not a requirement. Student ID cards are sometimes helpful in accessing student discounts from outside vendors and similar benefits. SDUIS student ID cards may also be used



in lieu of other identification for such purposes as proctored exams and entrance into student events.

### **Changes in student contact information**

Students are expected to keep their basic contact and related information up to date in the University's records. When a student's information changes for any reason (including but not limited to name, address, telephone number(s), email address(es), passport and visa information, etc.) the student must contact the Administrative Office to provide the updated information within 10 days of the change. This may be done via email, telephone, or an in-person visit to the office.

### **Graduation Ceremony**

SDUIS hosts an annual in-person graduation ceremony, usually on a Sunday near the end of June, in a hotel or conference venue in San Diego. Students who have completed their programs and wish to participate in the ceremony will receive the necessary information from the Administrative Office well in advance of the scheduled event date. The information provided will explain the steps needed to apply for participation in the ceremony, process for fitting and renting caps and gowns, graduation rehearsal the day before the event, guest tickets and invitations, associated costs, etc. The graduation is always a festive event and is followed by a reception for graduates and their guests, along with SDUIS faculty, staff, and administration.

### **Special Events**

Students and other members of the SDUIS community are invited to attend periodic workshops, lectures, and special events sponsored by the University.

### **Student Organizations**

SDUIS students are commuter students with limited time for additional external activities outside school. However, student organizations evolve periodically when needed.

### **Study Groups**

University students are allowed to use available classroom space during regular office hours for study groups, peer or organizational meetings, and capstone research project planning, among other activities. Students make scheduling arrangements with the Administrative Office at least one (1) week in advance of the date and time being requested.

### **Campus Tours**

All prospective students who visit San Diego University for Integrative Studies receive a tour of the campus by an Admissions Representative. This includes a personal introduction to the administrative staff as well as available students and faculty.

### **Career Placement**

Career Placement assistance is not currently offered by SDUIS.

### ***ACADEMIC COUNSELING***

The Admissions Representative provides the initial academic counseling to students who are registering for the first time. Each student receives an official Program Status Report (PSR), at the time of initial enrollment, which lists the sequence of the required courses for their degree program. Academic advising for continuing students is provided by the Administrative Office.



The Dean of Academic Affairs and the Administrative staff remain available for on-going academic counseling throughout the year and routinely provides recommendations and offers academic assistance. Students should schedule an appointment in advance for a consultation with the Administrative Office.

### ***DISABLED STUDENT SERVICES***

The University welcomes students with disabilities. Students who have special needs are encouraged to contact the Dean of Academic Affairs to make arrangements for the needed services. Such students may be entitled to receive approved modifications, accommodations, or auxiliary aids to enable them to participate in and benefit from all educational programs and activities on the campus. San Diego University for Integrative Studies is committed to providing opportunities for higher education and for making its programs, activities, and facilities fully accessible to persons with disabilities. The University is fully compliant with the Americans with Disabilities Act of 1960 and section 504 of the Federal Rehabilitation Act of 1973.

## **ADMISSION INFORMATION**

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### ***PROGRAM ENTRANCE REQUIREMENTS***

#### **Certificate Programs**

Students enrolling in a Certificate Program will be admitted based upon the same admissions requirements as degree programs at the appropriate level. SDUIS does not accept for admission any student who does not have either a High School Diploma or a GED.

#### **Bachelor of Arts Degree Programs (BA)**

Students enrolling in the bachelor's degree program must have a High School Diploma or GED. SDUIS does not accept for admission any student who does not have either a High School Diploma or a GED.

#### **Master's Degree Programs and Master's level Certificate Programs**

Students enrolling in the University's Master's degree programs must have a bachelor's degree. Specific prerequisite courses must be completed before or during the first year of study.

#### **Doctoral Degree Programs**

Students enrolling in the University's doctoral programs must have a relevant Master's degree in addition to specific prerequisite courses, which must be completed before or during the first year of study.

### ***ONLINE TECHNOLOGY REQUIERMENTS***

Students must have regular daily access to a computer that meets the following minimum requirements:

- A functioning e-mail account
- Access to Microsoft Office suite 2010 or later
- Intel I3 Processor or higher
- A monitor capable of displaying 1024x768 at 16bit color
- Minimum 4 GB of RAM
- High-speed Internet access on LAN connection (DSL or faster)

- Wireless connection (802.11n or ac)
- While dial-up may work, it may not be suitable for many applications
- A supported web browser
  - Mozilla Firefox, version 37 or later
  - Internet Explorer, version 10 or later
  - Safari, version 6 or later
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Adobe Flash, version 17 or later
- Adobe Reader, version DC
- Java, version 8 or later

Note: Best practice is to allow application software (QuickTime, Adobe Reader, etc.) to update as new versions are released.

#### **Operating Systems for PC Users:**

- Windows 7/8/10 - 32 or 64 bit
- Windows Media Player

#### **Operating Systems for Mac Users:**

- OS X 10 - version 10.8x or newer
- Apple QuickTime

#### **Additional requirements for Accounting and IT courses:**

- 6 GB free hard disk space
- Computer administrator rights (the ability to install software)
- CD/DVD drive
- Windows PC or access to Windows PC (the Optum program is not compatible with Mac computers)

#### **Additional requirements for tablet users:**

- Windows PC or access to Windows PC to attach and upload documents

## ***ADMISSIONS PROCEDURE***

### **Non-Degree Programs**

A potential Certificate student must complete the admissions packet and submit the following:

1. Application for admission with a \$75 fee.
2. Educational intent statement (2-3 page essay or update for returning students).

3. Two (2) letters of recommendation.
4. Copy of HS Diploma, HS Transcripts, or GED (translated as required).
5. For graduate level certificate programs, an official university transcript showing the award of a bachelor's degree.
6. Declaration of finances for International students is required.
7. Foreign, non-English speaking students must submit evidence that they meet the English Proficiency Assessment Requirements for the specific certificate level as specified in this Catalog.

### **ONLINE ASSESSMENT**

The assessment of the applicant's skills and competencies to succeed in a distance education environment is a basic requirement for admissions. All prospective students will be interviewed about their familiarity with online education, their access to the minimum online technology requirements for participation in the program and their ability to work independently within a technology-rich environment. Applicants will be required to complete the Readiness for Online Education Assessment during the admissions process. Applicants that do not score well will be counseled as to how they may acquire the necessary skills to be successful in an online environment. Applicants will be allowed to retake the Online Education Assessment after 24 hours. Applicant will not be enrolled until he/she has demonstrated the ability to be successful in an online environment.

### ***DEGREE PROGRAMS***

Admission to the University's degree programs is based largely on a process of personal interview(s) and evaluation of relevant academic and professional experience. Since the programs at SDUIS are humanistic and professional in orientation, the school seeks students who are committed to promoting compassion, personal responsibility and well-being in themselves and others.

The University's admission policy is not competitive versus other applicants. The criteria for admission into any of the degree programs are based on the applicant's academic preparation and his/her apparent orientation to humanistic and integrative education. No entrance exams are required.

A potential degree student must complete the admissions packet and submit the following:

1. Application for admission with a \$75 fee.
2. Educational intent statement (2-5 page essay or update for returning students).
3. Two (2) letters of recommendation.
4. Official transcripts from schools previously attended.

5. Transferability of Credits form.
6. Transcripts from foreign, non-English speaking Universities must be accompanied by a certified official translation of the transcript and evaluation by a degree evaluation service to determine equivalency of credits.
7. Declaration of finances for International students is required.
8. Foreign, non-English speaking students must submit evidence that they meet the English Proficiency Assessment Requirements as specified in this Catalog.

### **ONLINE ASSESSMENT**

The assessment of the applicant's skills and competencies to succeed in a distance education environment is a basic requirement for admissions. All prospective students will be interviewed about their familiarity with online education, their access to the minimum online technology requirements for participation in the program and their ability to work independently within a technology rich environment. Applicants will be required to complete the Readiness for Online Education Assessment during the admissions process. Applicants that do not score well will be counseled as to how they may acquire the necessary skills to be successful in an online environment. Applicants will be allowed to retake the Online Education Assessment after 24 hours. Applicant will not be enrolled until he/she has demonstrated the ability to be successful in an online environment.

In addition, prior to signing an enrollment agreement, the student and an institutional representative are required to initial and date the **Notice to Prospective Degree Program Students**. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.

### ***ADMISSIONS EVALUATION PROCESS (DEGREE AND NON-DEGREE)***

After all admissions materials have been received and evaluated, a Final Admissions Interview will be scheduled. The applicant is notified within two weeks of this interview on the status of his or her candidacy. During the Final Admissions Interview, the degree plan is reviewed with the applicant and the Student Enrollment Agreement form is completed.

Completed applicant files are given a final review by the Chief Executive Officer or designee, and a letter is sent to the applicant with formal notice that the application for admission has been accepted or denied, as the case may be.

Students who are accepted receive a Student Handbook, ID card by request, Disabled Student Services information or financial assistance information, if appropriate.

Deadline for admission as a Full Status student is one (1) month prior to the beginning of the quarter. US citizens and permanent resident applicants who are enrolling in a class or auditing a class (non-degree seeking students) have up through the first quarter to provide official transcripts to document they meet the program's educational requirements.

After the student receives the registration information forwarded by the Administrative Office, he/she registers for classes and is required to settle all appropriate fees prior to the deadline for the upcoming quarter.

Admissions documents submitted to SDUIS become the property of the University and cannot be returned, forwarded, or released to the student, other organizations or institutions, professional associates, family, or friends. Copies of admission documents are provided at the time of enrollment and may be requested later upon payment of the required fee, if applicable.

### ***TRANSFER CREDIT POLICY***

When students wish to transfer credits into a degree program at SDUIS, all credits must be from an accredited institution and have not been counted towards a completed degree program, or one to be completed concurrently elsewhere. If a course is evaluated at the University as being equivalent to a course required in the student's program, it may be accepted as such. The amount of transfer credit permitted varies with each program.

The following formula is used when changing semester hours to quarter hours:

- 1 semester hour = 1.5 quarter hours
- 2 semester hours = 3.0 quarter hours
- 3 semester hours = 4.5 quarter hours
- 4 semester hours = 6.0 quarter hours
- 5 semester hours = 7.5 quarter hours

Credits eligible for transfer must be earned at schools of higher education that are nationally or regionally accredited, or foreign institutions recognized by the U.S. Department of Education.

In determining how courses are evaluated for acceptance as transfer credits, each course will be compared with the catalog course description from the school previously attended (where transfer credits will come from) to the SDUIS catalog course description. The student will provide a copy of the catalog with course description(s) that was in use during the time the student had attended that school, in order for the evaluation to occur. Courses eligible for transfer at the graduate level must have been completed within the last 10 years, or 6 years for the license-leading programs. At the BA level, each case will be evaluated individually.

SDUIS does not accept credit awarded for prior experiential learning.

Credits transferred into the Bachelor of Arts program are limited to 135 quarter hours. A passing grade of "C-" or better is required for courses to transfer into the Bachelor of Arts program. Master's programs transfer credits are limited to 10 quarter credits. These hours must be in subjects directly related to the core courses for the degree. A passing grade of "B-" or better is required for courses to transfer into SDUIS graduate programs.

No more than 45 quarter hours can be transferred into any of the Doctoral programs. These hours must be in subjects directly related to the core courses for the degree.

The University does not accept undergraduate credit hours, even at advanced levels, as transfer credit in graduate programs.

This institution has not entered into an articulation or transfer agreement with any other college or university. A student may appeal the credits accepted for transfer through the grievance procedure.

### ***RESIDENCY REQUIREMENTS***

The residency requirement refers to the minimum number of credits of formal classroom instruction that must be completed with the University to meet all course requirements. For the bachelor's degrees, the residency requirement is 45 quarter hours.

In MBA programs the residency requirement is 70 quarter hours; in the Master of Arts in Information Technology the residency requirement is 85 quarter hours; in the Marriage and Family Therapy (MFT) program, the residency requirement is 91 quarter hours; and in the Master's in Accounting, MA in Expressive Arts, and MA in Sport Counseling programs the residency requirement is 80 quarter hours.

The residency requirement for the DBA programs is 65 quarter hours, and for the Doctor of Psychology the residency requirement is 60 quarter hours. The following courses cannot be transferred into SDUIS programs and must be completed at the university:

1. CPS 605 – Clinical Counseling Skills Training
2. CPS 611 – Advanced Clinical Skills Training
3. CPS 702 – Group Therapy: Theory & Practice
4. CEX/SPO 600 – Business Principles

### **Residency Requirement for Counseling and Psychology Students**

Students enrolled in a counseling or psychology program are required to complete the following courses in the residential classroom hybrid setting. These courses must be completed at SDUIS and cannot be transferred from another university. The University's fifteen (15) quarter hours residency requirement are offered as intensive courses in the Winter and Summer Quarters, and includes the following:

- CPS 605 – Clinical Counseling Skills Training
- CPS 611 – Advanced Clinical Skills Training
- CPS 702 - Group Therapy: Theory & Practice

### ***INTERNATIONAL STUDENTS MINIMUM COURSE REGISTRATION***

The minimum number of classes an international student must register for per quarter is as follows:

For the bachelor's programs, the requirement is a minimum of three classes per quarter for three consecutive quarters; no more than the equivalent of one class or five credits per quarter may be counted toward the full course of study requirement if the class is taken completely online through distance education.

For the certificate, master's and doctorate programs, the residency requirement is a minimum of two classes per quarter for three consecutive quarters; no more than the equivalent of one class or five credits per quarter may be counted toward the full course of study requirement if the class is taken completely online through distance education.

### ***NON-DEGREE SEEKING STUDENTS***

The University invites qualified people who are not enrolled in a degree program but meet the admissions requirements for the program to take courses as non-degree seeking students. Non-degree seeking students who later decide to enter a degree program must satisfy all admission requirements in effect at the time of their formal enrollment. The same attendance and refund policies apply for the non-degree seeking students as for all enrolled SDUIS students. These courses appear on a transcript with the respective grades. Up to three courses may be applied to degree programs by non-degree seeking students who later enroll (as long as courses taken apply to the degree program). Applicants on a student visa are not eligible to apply as non-degree seeking students.

### ***COURSE AUDIT***

Qualified individuals (admitted students or non-degree seeking students) who wish to attend a class without receiving credit may register to audit a course for a reduced fee. Alumni can audit classes and certain special events at a 20% discount. Students must meet all admission requirements. Some classes cannot be taken as an audit.

Classes completed as an audit do not satisfy University degree requirements and will not appear on a transcript. Registered students can change from audit to credit status before the last class meeting by completing the appropriate forms, paying the tuition difference and completing all course requirements.

### ***READMISSION***

Students who have withdrawn or been dismissed from the University can reapply for admission by doing the following:

1. Submit application for admission to the Admissions Representative.
2. Pay application fee.

If readmitted, the student is responsible for fulfilling all requirements, policies, procedures and fees in effect at the time of re-enrollment.

## **FINANCIAL INFORMATION**

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Tuition is due and payable at the time of registration each quarter. Students are permitted to pay tuition and any fees using Master Card, Visa, Discover or American Express in addition to cash, check, money order, or cashier's check.

For the psychology and related programs (\$240 per credit costs), because of their higher tuition rates, tuition for the quarter may be paid in three installments due on the 15<sup>th</sup> of each month. Students must



request and be approved for the Monthly Payment Plan by the Administrative Office, prior to course registration.

Tuition is subject to change. Students will be notified of any tuition increase(s) in the SDUIS Quarterly Schedule of Classes.

***TUITION AND FEES***

The following tuition amounts and required non-refundable fees (\$75 Application Fee, \$175 one-time Registration Fee and STRF fee of \$0.00), the Comprehensive Exam fee (if applicable), the \$300 Petition to Graduate or Petition of Certificate Completion fee, as well as the estimated book costs to complete each program are as follows:

***Certificate Programs***

| <i>Certificate Programs</i>   | <b>Cost per Credit</b> | <b>Program Tuition</b> | <b>\$75 Application, \$175 Registration and \$300 Grad Fee</b> | <b>Est Book Costs</b> | <b>Total Costs for Program Completion</b> |
|---|------------------------|------------------------|--|-----------------------|---|
| Certificate in Advertising (40 quarter credits)                           | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in Communication (40 quarter credits)                         | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in Executive Leadership Coaching (40 quarter credits)         | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in Family Leadership Coaching (40 quarter credits)            | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in Fashion Design (40 quarter credits)                        | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in Graphic Design (40 quarter credits)                        | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in Hospitality Management (40 quarter credits)                | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in IT (40 quarter credits)                                    | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in International Business Administration (40 quarter credits) | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in Marketing (40 quarter credits)                             | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in Sport Coaching (40 quarter credits)                        | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in Sport Management (40 quarter credits)                      | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Certificate in Web Design (40 quarter credits)                            | \$120.00               | \$4,800.00             | \$550.00   | \$800.00              | \$6,150.00                                |
| Graduate Certificate in Expressive Arts Therapy (40 quarter credits)      | \$240.00               | \$9,600.00             | \$550.00   | \$800.00              | \$10,950.00                               |



|  |          |            |          |          |             |
|--|----------|------------|----------|----------|-------------|
| Graduate Certificate in Sport Psychology(40 quarter credits) | \$240.00 | \$9,600.00 | \$550.00 | \$800.00 | \$10,950.00 |
|--|----------|------------|----------|----------|-------------|

### ***Degree Programs***

| <b><i>Degree Programs</i></b>  | <b>Cost per Credit</b> | <b>Program Tuition</b> | <b>\$75 Application, \$175 Registration and \$300 Grad Fee</b> | <b>Exam fees</b> | <b>Est Book Costs</b> | <b>Total Costs for Program Completion</b> |
|--|------------------------|------------------------|--|------------------|-----------------------|---|
| Doctor of Business Administration (110 quarter credits)  | \$120.00               | \$13,200.00            | \$550.00   |                  | \$2,500.00            | \$16,250.00                               |
| Doctor of Psychology (105 quarter credits)   | \$240.00               | \$25,200.00            | \$550.00   | \$150.00         | \$2,500.00            | \$28,400.00                               |
| Bachelor of Arts in Business Administration (180 quarter credits)                              | \$78.00                | \$14,040.00            | \$550.00   |                  | \$3,600.00            | \$18,190.00                               |
| Master of Arts in Expressive Arts Therapy (90 quarter credits)                                 | \$240.00               | \$21,600.00            | \$550.00   | \$150.00         | \$2,000.00            | \$24,300.00                               |
| Master of Arts in Information Technology (95 quarter credits)                                  | \$120.00               | \$11,400.00            | \$550.00   |                  | \$2,000.00            | \$13,950.00                               |
| Master of Arts in Marriage and Family Therapy (101 quarter credits)                            | \$240.00               | \$24,240.00            | \$550.00   | \$150.00         | \$2,000.00            | \$26,940.00                               |
| Master of Arts in Sport Counseling (90 quarter credits)  | \$240.00               | \$21,600.00            | \$550.00   | \$150.00         | \$2,000.00            | \$24,300.00                               |
| Master of Accounting (90 quarter credits)  | \$120.00               | \$10,200.00            | \$550.00   |                  | \$2,000.00            | \$12,750.00                               |
| Master of Business Administration (80 quarter credits)   | \$120.00               | \$9,600.00             | \$550.00   |                  | \$2,000.00            | \$12,150.00                               |
| Master of Business Administration, Specialization: Hospitality Management (80 quarter credits) | \$120.00               | \$9,600.00             | \$550.00   |                  | \$2,000.00            | \$12,150.00                               |
| Master of Business Administration, Specialization: Marketing (80 quarter credits)              | \$120.00               | \$9,600.00             | \$550.00   |                  | \$2,000.00            | \$12,150.00                               |
| Master of Business Administration, Specialization: Sport Management (80 quarter credits)       | \$120.00               | \$9,600.00             | \$550.00   |                  | \$2,000.00            | \$12,150.00                               |

### **SCHEDULE OF TOTAL CHARGES**

Total tuition and fee charges are based on the sum of base tuition and fees, specific to the degree level and the program in which a student is enrolled:

Degree Level: \_\_\_\_\_ Program: \_\_\_\_\_

Total Tuition: \$ \_\_\_\_\_

Non-refundable  
Application fee: \$75

Non-refundable  
Registration fee: \$175

(1) Abroad Booking fee: \$ 300  
(if applicable)

Estimated Cost of Textbooks: \$ \_\_\_\_\_

Non-refundable STRF: \$0 (currently)

Petition to Graduate fee/  
Petition of Certificate Completion fee: \$300

Comprehensive Exam fee: \$150  
(if applicable)

(2) Other fees include: \$ \_\_\_\_\_

Note: licensing fees (if applicable) are payable to state licensing board, not to SDUIS)

(1): This fee applies to all International students who are applying for admission from outside of the United States. This fee is \$300. This fee is refundable when a student cancels enrollment, before entering the US.

(2): Other fees may include, for example a student ID, the cost to order a transcript, or credit card decline fee. These fees are incidental and are used to pay for services other than tuition.

### **Estimated Cost of Textbooks**

The approximate cost of a textbook is \$100 per class. This cost is administered by the bookseller, not paid to SDUIS. For a list of required textbooks, students can go to <http://www.sduis.edu>. Students who do not have Internet service are welcome to use the University's computer lab during regular office hours. Students have the option to buy their texts from any bookstore that best suits their needs. Textbooks may be obtained either in electronic format or in traditional paper format, and may be rented or leased or purchased, at the student's discretion.

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:

\$ \_\_\_\_\_

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:

\$ \_\_\_\_\_

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:

\$ \_\_\_\_\_

### **SCHEDULE OF FEES**

The following is a breakdown of various fees for which students are responsible for paying based on their particular status with the University.

1. **Application Fee**: This is a non-refundable fee that must accompany the SDUIS application form to be completed and submitted by all students applying to the school. The fee is \$75.
2. **Registration Fee**: This one-time registration fee is payable at the time of initial registration. The fee is \$175 and \$100 of the fee is non-refundable should a student officially withdraw from the University prior to the start of classes.
3. **Estimated Cost of Textbooks**: The estimated average cost of a textbook is \$100 per class. This cost is administered by the bookseller, not paid to SDUIS.
4. **Late Registration Fees**: Students who register or add classes after the registration deadline are assessed a fee of \$65. Students who register after the late registration period has elapsed are charged a late registration fee of \$80.00.
5. **Late Tuition Payment Fee**: A late processing fee of \$65 is charged when a monthly payment is received after the date scheduled.
6. **Added Course Fee**: Students with a tuition contract, who elect to take courses in addition to those included in their original degree programs, will be assessed the tuition rate in effect at the time the additional courses are taken. Additional courses must be paid for at the time of registration.
7. **Retaking a Class**: Students who wish to retake a class which they have not successfully completed are able to do so by registering for it and paying the appropriate full tuition fees.
8. **Petition for an Incomplete Fee**: The petition for an incomplete, which is a twelve (12) week extension for a class, may only be used in extreme hardship cases. The petition must be submitted with the fee of \$50.
9. **Returned Check Fee or Declined Credit Card**: This fee is charged for each check that is returned by the bank or whenever a credit card payment is declined. The fee is \$25.
10. **M.A. & MFT Comprehensive Examination Fee**: All MFT students and students enrolled in the MA Expressive Arts Therapy or MA Sport Counseling programs are required to take this examination. The fee is payable in advance of the examination date and is \$150.
11. **Psy.D. Comprehensive Examination Fee**: All doctoral students enrolled in the Doctor of Psychology program are required to take this examination. The fee is payable in advance of the examination date and is \$150.
12. **Comprehensive Exam Retake Fee**: This fee is charged for retaking any portion of the comprehensive examination (master's and doctoral) and is payable in advance of the exam

date. The fee is \$90.

13. **Transcript Fee:** To protect a student's privacy, transcripts are available upon written request and require one week (5 business days) to process. There is a \$25 fee per official transcript. Rush transcript requests (within 2 business days) are assessed for each transcript requested and is \$35 per official transcript . The fee is non-refundable once the transcript has been issued.

14. **Unofficial Transcript Fee:** Students may request in writing an unofficial transcript at a fee of \$10. The fee is non-refundable once the transcript has been issued.

15. **Graduation Fee:** This fee must accompany the Petition to Graduate Form regardless of graduation ceremony attendance. This cost includes use of a cap and gown and is \$300.

16. **Certificate Completion Fee:** This fee applies to Certificate program students and must accompany the Petition of Certificate Completion form regardless of graduation ceremony attendance. This cost includes use of a cap and gown and is \$300.

17. **Abroad Booking Fee:** This administrative fee applies to all International students who are applying from outside the United States and covers the University's additional costs in processing such applications. This fee is \$300 and is refundable upon cancellation of enrollment before the student enters the United States.

18. **International Courier Fee:** Includes shipment of documents by SDUIS to students overseas, including admission documents, acceptance letter, form I-20, diploma, etc. Fee is based on DHL online quote and is non-refundable once SDUIS has shipped the documents.

19. **Student ID:** Picture ID cards are available upon request at a cost of \$20 for new, returning and continuing students. This fee is non-refundable once the ID card has been made.

20. **Diploma Replacement Fee:** A non-refundable fee of \$75 is charged to replace a lost, damaged, or duplicate diploma, or for a student requesting a new diploma due to a legal name change. Legal documentation must be provided to support a name change. A form, available from the Administrative Office, must be completed for all replacement diploma requests.

21. **TOEFL Test Fee:** The Test of English as a Foreign Language is a test for students whose native language is not English and is an admission requirement for all certificate and degree programs offered at SDUIS. The University offers the Institutional TOEFL. To take the institutional TOEFL at SDUIS, a student must register for the test and pay the \$50 non-refundable registration fee.

SDUIS will also accept scores from the computer-based TOEFL (CBT), Internet-based TOEFL (iBT) or paper-based TOEFL (PBT) administered by the Educational Testing Service. Test fees vary by country, ranging from \$160 to \$225 USD; these fees are administered by the Educational Testing Service; they are not paid to SDUIS.

22. **Student Tuition Recovery Fund:** This non-refundable fee is due at the time of enrollment.

STRF requires that institutions collect from each newly enrolled student an “STRF fee” currently in the amount of \$.0 per thousand dollars (\$1000.00) of tuition paid. See provisions of the act as stated on page 2 of the SDUIS Student Enrollment Agreement.

23. **Materials Replacement Fee:** This fee will be charged in the event a student fails to return, loses, or damages the psychological assessment kit. This fee will vary, based on the actual market cost to replace the kit, ranging from \$1175 to \$1205, plus tax and shipping fees.
24. **Marriage & Family Therapy Licensing Fees:** Students who graduate with their Master’s degree in Marriage and Family Therapy may encounter the following fees, in order to become licensed in the state of California. These fees are administered by the Board of Behavioral Sciences; they are not paid to SDUIS.

| California Board of Behavioral Sciences Description (As of 10/01/2016) | Fee                 |
|--|---------------------|
| IMF Registration Application (initial or subsequent)                   | \$75.00             |
| IMF Annual Registration Renewal  | \$75.00             |
| LMFT License Examination Application                                   | \$100.00            |
| LMFT Law & Ethics Exam (initial & re-exam)                             | \$100.00            |
| LMFT Clinical Exam (initial & re-exam)                                 | \$100.00            |
| LMFT Initial License (prorated)  | \$130.00<br>maximum |

25. **CPT Request Fee:** To request CPT, a student must submit the request form along with the \$100 fee. Once the student’s academic record, job offer letter and cooperative agreement have been reviewed for eligibility, this fee is non- refundable.
26. **OPT Request Fee:** To request OPT, a student must submit the request form along with the \$100 fee. Once the student has attended the OPT workshop, the fee is non-refundable.
27. **Change of Program Fee:** A student who is currently enrolled and registered for courses may request a change to their academic program. Students must submit the Request for Change in Student Program form and the \$150 non-refundable fee.

***TRANSFER POLICY***

This information is for F-1students who want to transfer their SEVIS record.

Admission to a new school does not by itself authorize an international student in F-1 status to begin studying full-time at the new school.

You must request SDUIS to transfer/release your F-1 U.S. government SEVIS I-20 record to your new school before you can begin full-time studies there. The U.S. government calls this process a “SEVIS transfer.”

**Eligibility for a SEVIS Record Transfer**

- You must currently be maintaining F-1 status
- You must have an offer of admission from a new school
- If you already graduated or completed OPT, you must still be within your 60-day grace period

- The start of classes at your new school must be within 5 months of one of the following:
  - Academic program completion at SDUIS;
  - Last day of enrollment at SDUIS, if not graduating from SDUIS;
  - OPT authorization end date;
  - For students not completing OPT period, the requested SEVIS I-20 transfer/release date.

If the period of time between F-1 activities is longer than 5 months, your SEVIS record is not eligible for transfer. Your new school must issue a new initial I-20 with a new SEVIS number.

If you are discontinuing your studies at SDUIS without completing your program, SDUIS will not transfer your SEVIS record before the end of the quarter. You must continue with your current courses until the end of the quarter, then provide the Administrative Office with the University Withdrawal Form, formally cancelling your program enrollment at SDUIS. You must also provide a letter of acceptance to another SEVP-certified school to include program start date. After the quarter has ended your SEVIS record may be transferred.

If you are graduating at the end of the current quarter, do not plan to apply for OPT and want to transfer to a new school, you must provide a letter of acceptance to another SEVP-certified school to include program start date. After the quarter has ended your SEVIS record may be transferred as long as you request the transfer within your 60-day grace period.

If you graduated from a program and have obtained OPT approval but you DO NOT plan to start a job/practical training position, you must request the transfer at least 10 business days before your 90-day-limit of unemployment ends. If you exceed 90 days of unemployment, your F-1 status is considered invalid. To request the transfer you must provide a letter of acceptance to another SEVP-certified school to include program start date. Your OPT authorization will be cancelled as soon as your record is transferred.

If you completed your practical training and want to transfer to a new school, you must provide a letter of acceptance to another SEVP-certified school to include program start date within your 60-day grace period.

## ***CANCELLATION AND REFUND POLICY***

### **Student's Right to Cancel**

A student has five (5) calendar days after signing an enrollment agreement to cancel their enrollment and receive a full refund of all monies paid.

After *five (5) calendar days* from signing an enrollment agreement 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. SDUIS will refund the student any money he/she paid, less a registration/application and administration fees not to exceed \$250.00, and less any deduction for equipment not returned in good condition. The refund will be issued to the student, and mailed to the student's home address on file, within 30 days of receipt of

the notice of cancellation,

After the end of the cancellation periods, students also have the right to withdraw at any time; and the right to receive a pro rata refund if the student has completed 60 percent or less of the period charged (see Refund Policy below).

### **Student Notification of Cancellation or Withdrawal from a Program**

Cancellation/withdrawal occurs when the student completes and submits the UNIVERSITY WITHDRAWAL & NOTICE OF CANCELLATION FORM to the following address: SDUIS, 3900 Harney Street, San Diego, CA 92110. This can be done by mail, by email, or by hand delivery. The form is available from the front desk, and from the University's website.

The notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. If the written notice of cancellation/withdrawal is sent by email, it is effective on the day of electronic transmission.

### **Refund Policy**

The refund policy as stated below is applied to all students who withdrawal from their program after attendance at the first class session in their program of study.

The refund policy for the unused portion of tuition costs follows the appropriate guidelines of the California Education Code. The amount of a refund is determined by the date that the student last attended class or participated in an educational related activity online. The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.

The refund will be issued to the student, and mailed to the student's home address on file, within 30 days of receipt of the notice to withdrawal. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**Refund Policy Example:** For a five-unit course meeting for a total of 12 class meetings, the formula is: (All prepaid tuition for the course being withdrawn from) x (class meetings left to be completed / total number of class meetings) = Refund Amount. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

| Hours of Instruction | Class Meetings | Refund Amount             |
|----------------------|----------------|---------------------------|
| 4.10                 | 1              | \$600.00 (course tuition) |
| 8.20                 | 2              | \$500.00                  |
| 12.30                | 3              | \$450.00                  |
| 16.40                | 4              | \$400.00                  |
| 20.50                | 5              | \$350.00                  |
| 25                   | 6              | \$300.00                  |
| 29.10                | 7              | \$250.00                  |
| 33.20                | 8              | \$0.00                    |



|       |    |        |
|-------|----|--------|
| 37.30 | 9  | \$0.00 |
| 41.40 | 10 | \$0.00 |
| 45.50 | 11 | \$0.00 |
| 50    | 12 | \$0.00 |

*For example, a student may attend 5 class meetings, but then elect to drop. The refund would be prorated as follows:  $\$600 - (\$600 \times 5 \text{ meetings} / 12 \text{ meetings}) = \$350$  (refund due to student)*

Refund example for Distance Learning Course:

| Lessons/Weeks of Instruction | Refund Amount |
|------------------------------|---------------|
| 1                            | \$1200.00     |
| 2                            | \$ 800.00     |
| 3                            | \$ 600.00     |
| 4                            | \$ 400.00     |
| 5                            | \$0.00        |
| 6                            | \$0.00        |

*For example, a student may attend a class for 3 weeks and need to drop. The refund would be prorated as follows:  $\$1200 \times 3 \text{ wks} / 6 \text{ wks} = \$600$ .*

## **WITHDRAWAL AND DISMISSAL ACTIONS**

### **Dismissal**

A student may be dismissed from the University for any of the following reasons:

- \* Failure to meet financial obligations
- \* Failure to complete a minimum of four (4) classes each year with passing grades or failure to enroll in any courses for two consecutive quarters
- \* Failure to meet probation requirements
- \* Failure to meet International Student requirements
- \* Excessive absences from class(es)
- \* Incomplete course work
- \* Unethical and/or illegal behavior or conduct
- \* Inappropriate, disruptive, or unprofessional behavior
- \* Lack of reasonable or consistent academic progress
- \* Drug use and alcohol abuse
- \* Sexual Harassment
- \* Academic dishonesty, including plagiarism
- \* Damage to school property
- \* Fraud

A warning letter will be mailed to the student prior to dismissal and the opportunity for consultation with the Director of Compliance will be available to discuss solutions to problems that may be remedied within 2 weeks of notification. After meeting with the Director of Compliance the student may submit an appeal letter to the University's Grievance Committee for reconsideration of the solution. If such a letter is not received within 2 weeks from the meeting with the Director of Compliance, then the student will be dismissed.



***COURSE DROP/ ADD PERIOD***

**(For certificate and degree program enrollments)**

The University allows a student to drop a class before the fifth (5) hour of a class with a full refund. For students who drop a class after the fifth (5) hour of instruction, refunds are pro-rated for the unused portion of the tuition costs. The refund is paid by the Business Office within 30 days from the date the Add/Drop form is received in the Administration office or by the date of the post-mark, if mailed. This applies to students who remain in an enrolled status only.

***COURSE RETAKES***

Course retakes are charged at the same cost per credit as all other courses in a program. Students are responsible for paying for retake courses in the quarter in the enrollment period in which they are rescheduled.

***STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)***

5 CCR § 76215 § 76215. Student Tuition Recovery Fund Disclosures.

(a) 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.

(b) 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**  
**Mailing Address:** P.O. Box 980818, West Sacramento, CA 95798-0818. **Physical Address:** 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 **Phone:** (916) 574-8900, **Toll Free:** (888) 370-7589, **Main Fax:** (916) 263-1897 **Website:** [www.bppe.ca.gov](http://www.bppe.ca.gov), Student Tuition Recovery Fund **Email:** [strf@dca.ca.gov](mailto:strf@dca.ca.gov)

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.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

The current STRF amount is currently \$0.00 per \$1000 of tuition paid.

### ***FINANCIAL ASSISTANCE***

SDUIS is not approved by the US Department of Education to participate in the Title IV Financial Aid Programs.

The following options are available for those students seeking financial assistance:

**Independent Loans:** Many financial institutions offer loans to those individuals with good credit. They can also suggest ways to secure a loan.

**Employee Reimbursement:** Many companies offer tuition reimbursement or tuition assistance to employees completing their college degrees. Students should contact their personnel office for their company's policy regarding continuing education.

## **ADMINISTRATIVE POLICIES**

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### ***REGISTRATION FOR CERTIFICATE OR DEGREE COURSES***

Quarterly class schedules with a registration form are made available to all students (by email and at the SDUIS website). Students are required to complete the form and submit it before the registration deadline accompanied by the payment. Quarterly registration deadline dates are

published in the catalog and SDUIS website as well as on the registration form. A late registration fee will be assessed to those students whose registration form arrives after the deadline. Registration will only be processed if accompanied by appropriate payment or credit card authorization. Registration forms received without payment will not be processed.

Full time status refers to graduate students registered in at least 10 quarter credits per quarter and undergraduate students must be registered in 15 quarter credits per quarter.

Part-time status refers to those graduate students registered in less than 10 quarter credits per quarter and undergraduate students registered in less than 15 quarter credits per quarter.

A student is officially registered when she or he selects the appropriate course(s) and makes the correct tuition payment.

### ***HOLD ON RECORDS***

A hold will be placed on the records of any student who has unpaid obligations to the University or has failed to comply with other requirements or regulations. If the student has made partial payment, the portion of grades or transcripts withheld would correspond on a prorated basis to the unpaid obligation. If the course of study consists of only one course, the grades and transcript will be withheld until the tuition or loan obligation is paid in full. Students with unpaid obligations will not be permitted to register for the subsequent quarter.

### ***ATTENDANCE POLICY***

The University requires a minimum of 80% class attendance and individual instructors may require more. A student who has missed more than 20% of a class (8 hours of a 5 quarter unit class, or 4 hours of a 2.5 quarter unit class) will be administratively dropped.

Students who have missed nearly 20% of a class will receive a "Drop Warning" letter in the mail, which states that if they miss one (1), more class they will be administratively dropped from that class. If a student misses one (1) more class after the receipt of the Drop Warning, they will then receive a "Drop Notice" letter stating they have been administratively dropped from that class. Refunds for administrative drops are prorated and based on the last date of attendance.

SDUIS requires that students sign the "Class Attendance Sheet" provided in each class in order to receive credit for attending the class.

Under certain circumstances, a student may have missed more class hours than permitted due to reasons beyond their control. The student can request permission to arrange a plan with the instructor to complete the required course work they had missed. The instructor has the right to approve or deny the student's request. All work must be completed by the end of that quarter.

### ***ONLINE COURSES ATTENDANCE POLICY***

Distance learning students are required each week to participate by 1) attending weekly Zoom meetings, 2) participate in the course discussions, and 3) submit assignments/complete quizzes or tests as scheduled a minimum of five (5) times per week. Students who fail to participate will receive a "Drop Warning." Students will be given a deadline to submit any late or missed work or review any Zoom meeting missed.

Students who fail to take corrective action are withdrawn from the course.

***ONLINE SDUIS RESPONSE POLICY***

SDUIS Faculty will respond to student submissions and questions within 48 hours of receipt. Final grades will be posted within 3 weeks of the quarter end date.

***DEFINITION OF A QUARTER CREDIT***

A quarter credit is comprised of at least 10 hours of academic engagement and 20 hours of preparation. Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the institution; contributing to an academic online discussion; initiating contact with a faculty member to ask a question about the academic subject studied in the course and laboratory work, externship, or internship. Preparation is typically homework, such as reading and study time, and completing assignments and projects.

During the course of their studies at SDUIS, students have regular contact with faculty members in a variety of settings and venues. The SDUIS model recognizes the independence of the adult student but also provides tremendous opportunity for support.

Students have direct contact with their faculty as they give feedback online, mentor students, and evaluate the student's work product for each course. While students work independently as they read original sources and write the required discussion posts, their faculty are available for assistance and/or discussion at the student's request. Meeting requests may also initiate from faculty who recognize that a student needs additional support, for example, if a work product is late or does not meet minimum standards.

Other academic engagement activities include assigned group discussions on specific academic topics and relevant audio/video presentations.

***DEFINITION OF AN ACADEMIC YEAR***

An academic year is defined as 3 quarters of instruction.

***ENROLLMENT STATUS***

Full time enrollment status is defined as a minimum of 10 credits per quarter in certificate and graduate programs, 15 credits in bachelor programs.

***COURSE DROP POLICY***

There are two types of class drops: one initiated by the student, the other initiated by the University.

***Student Initiated Class Drop***

A course is dropped by submitting an Add/Drop form to the Registrar (available in the Administrative Office or the course(s) may be dropped online on the SDUIS website). This may be done at any time in a quarter. International students whose I-20 is dependent upon full time status who withdraw from a course or are academically dismissed and are unable to achieve full-time status during the quarter, will be withdrawn. International students are encouraged to speak with the DSO prior to withdrawing from a

course to understand if there are consequences to their I-20 status.

**Distance Learning** students must submit an Add/Drop form preferably by email, no later than the Sunday of the first week to receive a full refund. Each week equals one lesson.

### **University Initiated Class Drop**

An administrative drop occurs when a student fails to attend 80% of a class. International students whose I-20 is dependent upon full time status who are withdrawn from a course or are academically dismissed and are unable to achieve full-time status during the quarter, will be withdrawn. International students are encouraged to speak with the DSO to understand if there are consequences to their I-20 status.

### **PROBATION**

It is the policy of the University that any student who fails to meet the minimum academic requirements of their degree program will be placed on probation or dismissed from the school. All students who receive a failing grade in any subject during any quarter will be placed on academic probation. No Report will become an "F" after one (1) quarter. Students will receive a "Notification of Academic Probation" letter from the Registrar stating they have been placed on probation. Students are required to meet with the Director of Compliance to address the situation. Probation will be removed when a student completes two (2) consecutive quarters with all passing grades.

To maintain regular status at SDUIS, students must:

- Attend classes (at least 80%)
- Maintain minimum passing grades  
(BA – C-; MA – B-; MBA – B-;  
MS – B-; DBA – B-; Psy.D. – B-)
- Complete all courses and not receive a failing grade
- Be current with payments.
- Take and pass sufficient courses to complete the program within the maximum time frame
- Not fail to enroll in a course for 2 consecutive quarters.
- If coursework has been completed, register every quarter for BA (Senior Project), MA (Thesis/Project Writing) and DBA/Psy.D. (Dissertation/Project Writing) until project has been completed.

### ***MAXIMUM DEGREE TIME COMPLETION***

- MA/MS must be completed within 5 years from the time of enrollment.
- MBA must be completed within 8 years from the time of enrollment.
- DBA must be completed within 8 years from the time of enrollment.
- Psy.D. must be completed within 8 years from the time of enrollment.

### ***LEAVE OF ABSENCE***

The Exceptions Review Committee will consider a request for a leave of absence from studies due to financial, medical and other emergency reasons. Students must submit a "Petition for Leave of Absence" form (available in the Administrative Office) detailing the reasons for

requesting the leave. Leave of absence must be approved each quarter and may not exceed 4 quarters per degree program. Those students who have completed all of their coursework with the exception of their dissertation or thesis may only be granted a leave of absence due to extenuating circumstances, if approved by the ERC.

A leave of absence does not extend the deadline for an incomplete grade nor does it extend the time limit for completion of a degree. Current outstanding financial obligations must be paid; under normal circumstances, an unpaid balance precludes re-entry into a program and institutes a Hold on Records.

### **Additional criteria for International Students**

Students may request a Leave of Absence if they need to depart the United States. LOA requests must be submitted in writing before LOA start date with signature and will be reviewed on a case by case basis. Documentation is required, including a copy of airline ticket with departure date and return date. For students on F1 visa, the SEVIS record will move to terminated status during the departure dates, and will be reactivated for the return to the U.S.

F-1 students who experience a medical emergency or event and need a break from their studies, may qualify to request a reduced course load (RCL) for medical conditions. Please refer to the reduced course load (RCL) section below for additional information.

### ***MEDICAL REDUCED COURSE LOAD (RCL)***

( for International Students)

All Reduced Course Load (RCL) requests must be submitted in writing, with student signature, and the dates being requested. Requested start date for course reduction must be submitted in advance, and an official response must be received by the student prior to attending class at a reduced schedule. RCL requests are reviewed by the Exceptions Review Committee (ERC) in accordance with SEVP Policy for F-1 visa holders. RCL requests for medical conditions must include supporting documentation. Medical conditions must be substantiated by medical documentation from a licensed medical doctor, Doctor of Osteopathy or Clinical Psychologist, in accordance with SEVP Policy. SDUIS cannot accept medical documentation signed by medical staff other than a licensed medical doctor (for example, a certified nurse practitioner CNP is not acceptable). The date of the Doctor's visit must be no more than 10 (ten) days prior to the RCL request form being submitted to the office.

RCL requests must be approved by the Exceptions Review Committee and recorded in SEVIS by the Designated School Official (DSO). Students who have been approved for RCL are required to maintain the agreed upon schedule to maintain their F1 Visa status. Students that have been approved for RCL will receive a customized RCL Class Schedule and will be allowed to attend classes for the amount of time specified. At the end of the RCL Class Schedule, students will be expected to return to full time attendance, to maintain their F1 Visa status. Students who fail to maintain their RCL Class Schedule and have poor attendance may be considered for dismissal and/or termination.

Students are encouraged to maintain good communication with the administrative office and the school's DSO to fulfill F1 Visa status requirements during the Reduced Course Load process.



### ***TRANSCRIPTS OF RECORDS***

To protect the confidentiality of students and alumni, copies of transcripts of course work completed at the University must be requested in writing and sent to the attention of the Registrar. The written request must include the following: 1) the student's signature needed for release; 2) requester's full name; 3) social security number; 4) the address (es) where the transcript(s) should be sent; and 5) a processing fee for each transcript mailed. Although University transcripts indicate the number of credits transferred from other institutions of higher education, individual courses are not listed.

It normally takes one (1) week to process a request for transcripts. If a week is not soon enough, the requester may put in a rush order, which is processed within two (2) business days upon receipt of the written request and is charged a rush order processing fee for each transcript. Issuance of full transcripts may be denied when the requester has unfulfilled financial obligations to the University.

Students should be aware of the difference between the two types of transcripts: "Official copies" are those sent directly from the Registrar's office to the respective agency or institution. This is the type normally required by potential employers, or schools. "Student copies" are not sealed and can be given directly to the student. Therefore, they are considered unofficial copies.

### ***EXCEPTIONS TO ACADEMIC REGULATIONS***

If a student wishes to question a policy or procedure of the University, he or she must submit a "Student Request Form" form (available in the administrative office) to the Academic Review Committee. Notification with response is sent by mail within 30 days of the request. Exceptions to SDUIS academic policies can only be approved by the Academic Review Committee. Individual staff members are not authorized to grant student requests for exceptions to SDUIS policy or procedures.

### ***ETHICAL CONDUCT***

San Diego University for Integrative Studies embraces a high standard of integrity of performance for students, administrators, faculty, and staff members. All members of the campus community have the responsibility to foster a standard of conduct which reflects credit on themselves and on the University, while preserving a climate that respects the dignity and integrity of each individual. San Diego University for Integrative Studies expects and requires that all students maintain the ethical standards of the professions and careers for which they are training. Plagiarism, or presenting the ideas, words, views, images, recordings, or visual works of another, as if they were one's own, is considered unethical conduct by the University. Failure in maintaining such standards or engaging in actions that are deleterious to San Diego University for Integrative Studies may result in disciplinary action, including dismissal.

### ***GRIEVANCES***

If students have a complaint or protest regarding University procedures, policies, academic decisions, faculty, staff, or other students that they wish to formally submit, they are advised to file a grievance. San Diego University for Integrative Studies is committed to resolving all student grievances in a fair and timely manner. Students are encouraged to first seek guidance from the Registrar, Dean of Academic Affairs, the President, or designee, regarding their

concerns. When such concerns cannot be initially resolved, the following grievance procedure is followed:

### **Informal Review**

A student with a grievance should first schedule an appointment with the Dean of Academic Affairs. If the Dean of Academic Affairs is the subject of the grievance, then the student should contact the President. The Dean of Academic Affairs, or the President, tries to resolve the matter to the satisfaction of all parties. If this informal review does not result in resolution, the student may file a formal grievance with the Grievance Review Committee.

### **Formal Review**

The grievant must complete a "Student Request" form (available in the administrative office) and submit it to the Registrar. Students may have witnesses and other administrative, faculty, or student support at the grievance hearing. In most cases, the Grievance Review Committee makes a decision within five (5) working days unless external consultation is necessary. Normally, the student is notified by mail of the decision of the Committee within two (2) weeks.

### **Final Review**

If the grievant remains dissatisfied, he or she may appeal the decision with the San Diego University for Integrative Studies Final Review Board with lawyer. All facts, issues, recommendations, supporting documentation, as well as a second "Student Request" form must be submitted in writing. The Board notifies the students of its final decision within thirty (30) days of the final request.

Any student, who, after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to forward the complaint to one of the following agencies as applicable:

Bureau for Private Postsecondary Education

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834

Phone: (916) 574-8900, Toll Free: (888) 370-7589, Main Fax: (916) 263-1897

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### ***STUDENT CONFIDENTIALITY AND PRIVACY POLICY***

SDUIS complies with all federal and state laws regarding confidentiality of data and records, and personal privacy. This includes the federal Family Educational Rights and Privacy Act of 1974 (FERPA). Under the provisions of FERPA, SDUIS may disclose "directory information" without a student's specific approval. SDUIS defines the following as "directory information":

- Name
- Program of Study
- Part-time/Full-time enrollment status
- Dates of attendance (including enrollment and withdrawal dates)
- Degrees and awards given by SDUIS

All new and returning students have the right to withhold the disclosure of any or all categorical



information that is provided to the University through the "Directory Information and Disclosure Prevention Request" form. Students are asked to carefully consider their decision to release information to individuals or organizations outside San Diego University for Integrative Studies. The provisions of the Family Educational Rights and Privacy Act of 1974, clearly state each student's right to refuse the release of San Diego University for Integrative Studies Directory Information and San Diego University for Integrative Studies honors each student's request to withhold or release such information. The Director of Academic Operations is available to answer any questions concerning this matter.

All members of the SDUIS community, including staff, faculty, students, administrators, and vendors or contractors are required to honor the confidentiality of all SDUIS records and data other than Directory Information as described above. All university data and records may only be used by authorized persons, and only for approved university purposes. Any university record or data may be disclosed outside the university only with specific appropriate administrative authorization, and as required by law.

All university data and records are maintained with appropriate security. Physical documents and records are kept in our secured file room, which is accessible only by authorized university personnel and only for approved purposes. Electronic records are protected by a variety of electronic security measures, including authorized users and passwords at the individual user level, as well as systemic security measures.

All staff, faculty, and students who have questions regarding these policies should bring the matter to an appropriate university administrator, who can either provide direct assistance or direct the inquirer to the relevant individual to respond.

### ***RECORD RETENTION POLICY***

In accordance with the California Education Code SDUIS has adopted the Bureau for Private Postsecondary Education record requirement standards, as follows:

#### **Required Student Records**

- (a) SDUIS shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.
- (b) SDUIS shall maintain, for each student granted a degree or certificate, permanent records of all of the following:
  - (1) The degree or certificate granted and the date on which that degree or certificate was granted.
  - (2) The courses and credits on which the certificate or degree was based.
  - (3) The grades earned by the student in each of those courses.

#### **Required Institutional Records**

SDUIS shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

- (a) The educational programs offered by SDUIS and the curriculum for each.
- (b) The names and addresses of the members of the SDUIS's faculty and records of the educational qualifications of each member of the faculty.

## ***POLICIES REGARDING HEALTH AND SAFETY***

The following policies and procedures are designed to establish a campus environment that is conducive to learning and to maintaining the health, safety, and comfort of all students and faculty.

### **Safety Information**

The University provides information to the student body, administrators, supervisors, faculty, staff members, and campus visitors concerning the safety policies and procedures to be followed in the event of an on-campus incident or crime. Any questions about these safety procedures should be directed to the Administrative Director or to the President.

### **Drug and Alcohol Use**

San Diego University for Integrative Studies is committed to an environment that is free from drug and alcohol abuse. The manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited at all San Diego University for Integrative Studies work and academic meeting places. Violation of this policy will result in dismissal. Permission to serve alcoholic beverages on all other parts of the campus must be approved by the President, or designee, five (5) days prior to the event.

### **Smoking**

No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within the facilities or on SDUIS property at any time, except in the designated smoking area. Smoking is ONLY permitted in the corner section of the back parking lot. Cigarette butts are to be disposed of in the ashtrays provided.

“Property” means the SDUIS facilities “curb to curb,” including offices, grounds, adjacent sidewalks, parking lots/ramps, company owned vehicles, and employee vehicles parked on owned and leased property.

### **Sexual Harassment**

The University maintains a policy that prohibits any member of the campus community to sexually harass, assault, or injure another. It especially strives to maintain a study and work environment free of inappropriate and disrespectful conduct of a sexually harassing nature. If a student, faculty or staff member, or visitor to the San Diego University for Integrative Studies campus feels they have been witness to, or the victim of, an on-campus sexual assault, or subject to any form(s) of sexual harassment, they should follow the procedures set forth by the University. These procedures are posted in the administration office and other prominent campus locations. Anyone who violates this policy will be subject to disciplinary action that includes dismissal of a student and termination of employment of an employee

### **Reporting On-Campus Crimes**

If a student, faculty or staff member, or visitor feels they have been witness to or the victim of an on-campus crime involving violence, theft, injury, destruction of property, or illegal drugs or alcohol use, they should follow the established University procedures. These procedures are posted in the administration office and other prominent campus locations. If the crime has been committed by a member of the San Diego University for Integrative Studies campus community, appropriate disciplinary action will follow. Contact the available member of the administrative staff or Faculty member to report such incidents immediately. However, 911 should first be

called in emergency situations.

### **Animals**

Except for guide-dogs for the blind or other approved animals for assistance to people with disabilities, animals are prohibited from all campus buildings.

## **ACADEMIC GUIDELINES**

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### **TIME LIMITATIONS**

Students are expected to make reasonable and consistent academic progress through their program. San Diego University for Integrative Studies supports students in working toward completion of their respective programs in a timely manner. Students who fail to earn a passing grade in a minimum of four (4) courses per year or fail to enroll in courses for two (2) consecutive quarters, or who are unable to complete a program within the established time limitations (graduate degrees) or are not seen as making reasonable progress, the University has the right to put them on probation or dismiss them. Students working on their dissertation, master thesis, or senior project must be registered for the respective course every quarter until the project has been completed. The dissertation, master thesis, or senior project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson and SDUIS Director of Research.

San Diego University for Integrative Studies has established time limitations on the completion of its graduate degrees. The Master's programs must be completed within five (5) years from the time of official enrollment until graduation and the Psy.D. and DBA programs must be completed within eight (8) years.

### **GRADING STANDARDS**

The University will use a combination of letter and pass/fail grades. Grades, along with written feedback from the instructor, will be used to accurately inform students of their progress, areas of strengths or need for improvement(s). The grading system at SDUIS was designed to accurately reflect students' performance relative to generally recognizable professional and educational standards for a given degree level. It is an individual's performance, rather than effort, experience, or mere attendance that are the substantial basis for assigning a grade. Requirements and performance expectations increase with the level of degree sought, from bachelors to masters to doctorate.

Academic and personal accomplishment is recognized and expected at SDUIS. It is the intention of the administration and faculty that all students attain a high level of proficiency in their course work and make satisfactory progress in their degree program, or individual educational pursuits.

### **LETTER GRADES**

Letter grades are awarded for courses by the instructor using a university approved objective measure. The instructor also has the option of using a plus or minus system to further distinguish degrees of achievement.

Student will receive a copy of this evaluation along with written comments for each class by

mail.

\* The Thesis, Dissertation Writing and Senior Project courses (699, 800, 801) do not receive a letter grade but receive credit upon satisfactory completion. Course in progress (IP) will be assigned for Thesis, Dissertation and Senior Project courses, until completed.

***Grade descriptions are as follows:***

***A*** - Excellent achievement and high scholarship.

***B*** - Above average work for undergraduates. Average graduate student work.

***C*** - Average performance for undergraduates. Below the average performance expected from graduate students. Graduate students must repeat the course if it is required in their degree program.

***D*** - Minimally passing performance for undergraduates. For graduate students, work does not meet graduate student standards. All students must repeat a course if it is required in their degree program.

***F*** - Unsatisfactory work for all students. All students must repeat a course if it is required in their degree program.

***P*** – Average student work at all levels

***NP*** – No Pass, equivalent to a failing grade in Pass/ No Pass courses.

***PH*** – Pass with Honors. Excellent achievement. Equivalent to a grade of A at all levels.

For coursework not completed by the student the following designations may appear on a student transcript:

***IP***- Course in progress.

- An IP is awarded when a student is unable to satisfy the practical hours required in a course and the student achieved a B- or higher in the classwork portion of the course. An IP can only be designated once per course, and only for courses where practical hours are required. Students awarded an IP are required to retake the course in the next available quarter.
- For Master thesis and or dissertation courses, if the student has demonstrated significant progress, an IP may be awarded up to the programs maximum time frame.
- For students in the DBA program, for the BUS800 and BUS801 courses, up to two IPs per course may be awarded. Only under exceptional circumstances provided student request with supporting documentation will approval for a third IP be considered and approved by the Academic Review Committee.

***W***- Withdrew from class in good standing.

***WF***- Withdrew from class with failing grade or administrative drop from class due to failure to meet attendance requirement.

***Inc***- Incomplete, final grade outstanding. Students who, for extenuating circumstances, need to receive an incomplete in any of their courses, must submit a "Petition for Incomplete" (obtained from the Registrar or SDUIS website, approved and signed by the Instructor) and pay a \$50 a processing fee. The petition must be submitted no later than the last day of the quarter. If he or she successfully resolves the incomplete, the instructor will assign the appropriate grade. A grade of PH or A cannot be assigned

under these circumstances. Work must be submitted to the instructor no later than 12 weeks after the end of class.

SDUIS uses a 4.0 scale in assigning grade points. The grades and grade point values are as follows:

| <i>Letter Grade</i> | <i>% From</i> | <i>% To</i> | <i>Grade Point Value</i> |
|---------------------|---------------|-------------|--------------------------|
| A+                  | 98            | 100         | 4                        |
| A                   | 94            | 97          | 4                        |
| A-                  | 90            | 93          | 3.7                      |
| B+                  | 87            | 89          | 3.3                      |
| B                   | 84            | 86          | 3                        |
| B-                  | 80            | 83          | 2.7                      |

| <i>Letter Grade</i> | <i>% From</i> | <i>% To</i> | <i>Grade Point Value</i> |
|---------------------|---------------|-------------|--------------------------|
| C+                  | 77            | 79          | 2.3                      |
| C                   | 74            | 76          | 2                        |
| C-                  | 70            | 73          | 1.7                      |
| D+                  | 67            | 69          | 1.3                      |
| D                   | 64            | 66          | 1                        |
| D-                  | 60            | 63          | 0.7                      |
| F                   | 1             | 59          | 0                        |

1. The following sample calculation outlines how CGPA is determined:

| Course                             | Grade | Credit Hours Attempted | Credits Earned | Quality Points      | = | Quality Points Earned |
|------------------------------------|-------|------------------------|----------------|---------------------|---|-----------------------|
| Writing Skills & Research          | B     | 5                      | 5              | 3.0                 | = | 15.0                  |
| Finance & Environmental Accounting | A     | 5                      | 5              | 4.0                 | = | 20.0                  |
| Quantitative Methods in Business   | F     | 5                      | 0              | 0                   |   | 0                     |
| Academic English Skills            | W     | 0                      | 0              | Not computed in GPA |   |                       |
| Total                              |       | 15                     | 10             | 35                  |   |                       |
|                                    |       |                        |                |                     |   |                       |

Cumulative Grade point average (CGPA) = 35 (sum of quality points earned) divided by 15 (sum of computed credit hours attempted included in CGPA = 2.33 CGPA).

## STUDENT EVALUATIONS

Instructors will evaluate the strengths and weaknesses of students in their classes at the end of each quarter. Confidential, written feedback will be provided to each student with personalized, constructive criticism of his or her performance. Students are evaluated in mastery and application of course content, oral and written communication skills, and class participation. Three levels of feedback are described below. Student's with Serious Concern feedback are required to meet with the Chief Academic Officer or designee and may be subject to academic probation. Categories of overall performance feedback are:

**No Concern** - Students are performing at or above expected level(s).

**Some Concern** - Students need to improve the identified knowledge and/or skill(s).

**Serious Concern** - Students are not prepared to proceed.

### ***GRADE APPEALS AND PROCEDURES***

Students must complete Steps 1-2 of the Grade Appeal Procedure within two weeks after the disputed grade is assigned.

1. A student who wishes to question a grade must discuss the matter first with the instructor of record at the start of the next academic term after receiving the grade. (For example, Winter quarter grades can be discussed at the start of the Spring quarter.) In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond Step One is to establish that an instructor assigned a grade that was arbitrary, prejudiced, or in error.

2. If the student's concerns remain unresolved after Step One, the discussion with the instructor, the student may submit a written request to the Academic Review Committee to request a grade review. Through its consultation with the instructor, the committee is charged to determine whether the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. The committee will make its decisions based on a majority vote. If the committee concludes that the grade was assigned in a fair and appropriate manner, the committee will report its conclusion in writing to the student and instructor and the matter will be considered closed. If the committee determines that compelling reasons exist for changing the grade, it will request that the instructor make the change, providing the instructor with a written explanation of its reasons.

### ***TUTORIALS***

Although the majority of students complete their course work in regular classroom settings and/or online, provisions can be made, under extenuating circumstances, for the completion of courses as tutorials.

A tutorial is an independent study course conducted under the guidance of an approved faculty member. Tutors should be recognized in their fields. It is not recommended that students use the same tutor more than once.

The following steps must be taken to successfully complete a tutorial:

1. Obtain a tutorial packet from the Registrar or SDUIS website and select the course you want to fulfill by tutorial. The course can be from SDUIS catalog or in an area you wish to study that is part of your chosen degree program.
2. Select a tutor knowledgeable in your area of study. Tutor must be appropriate to your degree level. Hold a doctorate for a doctoral level tutorial. Hold a master's for a master's level tutorial and at least a master's for a B.A. or a Certification program.

3. Complete the study plan.
  - a. Guided by a conference with the tutor and/or course description in the SDUIS catalog the student writes a 50-100 word paragraph on the intent of the learning and complete all required information(see study plan). The tutor then approves it.
  - b. Student gives the tutor the following:
    - Instructor Sheet for Tutors
    - Instructor's Personal Data Form
    - Grade Report Form
  - c. The tutor approves and signs the Study Plan and returns it to the student with their Personal Data Form.
4. Submit **Study Plan**, completed **Registration Form**, and **Personal Data Form**; to the Registrar for approval by the Academic Review Committee no later than the end of the second week of the quarter. *Submission of the necessary forms is the responsibility of the student.*
5. When approved, the student will be notified, and registered in the course. Tutorials must be approved before coursework starts and must be completed by the end of the quarter.
6. Read the entire Tutorial Packet including Instructions for Tutors. Carry out Study Plan to completion with the tutor.
7. Keep Time Log as a running record of your activities. This includes time with tutor, reading, research, writing, experiential work, etc.
8. Submit Copy of Final Project and Time Log to the Instructor for grading. Keep copies in your files until after graduation.
9. Final Grade: The tutor is responsible to get the completed grade sheet to the Registrar with a copy of Final Project and Final Log.
10. All forms submitted to the Academic Review Committee and the Final Project must be typewritten.

### ***COMPREHENSIVE EXAMINATION POLICIES AND PROCEDURES***

1. University regulations require that students enrolled in SDUIS's Master of Arts programs in Expressive Arts Therapy, Marriage and Family Therapy, and Sport Counseling, and Doctor of Psychology degree programs successfully complete a comprehensive graduate examination. The exam functions to assess students' mastery of core and specialty curriculum content central to their respective degree program, which is deemed necessary for graduate level scholarship.
2. The comprehensive examination is administered when a student has completed all of the required courses in their degree program. A student must register for the comprehensive examination by the quarterly registration deadline, with the \$150 fee, or \$90 re-take fee. If a student registers after the quarterly registration deadline, a \$65 late fee will apply. The



Registrar's Office will only accept registrations up to two-weeks prior to the comprehensive exam administration date.

3. The comprehensive examination consists of two (2) components: an objective format designed to measure the students' knowledge of the basic science and theoretical foundations of Psychology; and a written essay component comprised of practice based clinical vignettes designed to measure the students' applied knowledge of assessment and intervention strategies, psychodiagnosis, treatment planning, and the utility of various therapeutic modalities.

4. The objective component of the comprehensive examination for the University's Master of Arts degree programs in Expressive Arts Therapy, Marriage & Family Therapy, and Sport Counseling consists of questions generic to the University's Graduate Core Psychology Course Requirements. These multiple-choice items are sampled from: CPS 601; CPS 603; CPS 604; CPS 605; CPS 610; CPS 611; CPS 612; CPS 613; CPS 614; and CPS 615

In addition to questions based on the content of the above courses, faculty members contribute to a pool of exam questions based on the content of specialty-specific course requirements:

**Expressive Arts Therapy**— CEX 600; CEX 631; CEX 632; and CEX 633

**Marriage and Family Therapy**—CPS 616; CPS 617A; CPS 617B; CPS 618; CPS 619; CPS 620; 622A; CPS 624B; CPS 628; and CPS 704

**Sport Counseling**— SPO 600; SPO 651; SPO 652; SPO 653; SPO 665; and SPO 668

The objective component of the Doctor of Psychology degree programs consists of multiple-choice items sampled from: CPS 691; CPS 693; CPS 702; CPS 704; CPS 705; CPS 706; CPS 710; and CPS 711

In addition to questions based on the content of the above courses, selected questions of the University's Doctoral level comprehensive exam will be based on the content of specialty-specific course requirements central to:

**Clinical Psychology** — CPS 712; CPS 714; CPS 724; CPS 725; CPS 727; CPS 728; and CPS 729

In all objective (multiple-choice) exams the items vary from one administration to the next. There is no implication that each course area is represented by the same number of items, and there is no implication that a particular version of the exam must include items from every course area that is eligible to be included. Objective exams ordinarily consist of 150 items for the MA-level and doctoral level. However, the University reserves the right to alter the number of items in any particular administration, as necessary.

For the written essay component of the University's Master of Arts and Doctoral level comprehensive exam, students are presented with practice based clinical vignettes to test their knowledge and professional skills, as well as the ability to make judgments about appropriate techniques and methods as applicable to their scope of practice. Ordinarily, the written essay exam consists of three vignettes, of which the student is required to select and respond to two. However, the University reserves the right to alter the number of items in any particular administration, as necessary.



5. Students are encouraged to prepare for the comprehensive exams months in advance of their scheduled administration date. Routine reviews of course textbooks and other required reference materials, lecture notes, and copies of previously administered course examinations are recommended. For students who perceive objective tests as particularly challenging, develop a multiple-choice test taking response set through frequent self-administrations of objective tests that cover the various core content areas in Psychology. There are several resources that are useful for this purpose. These can typically be found in university bookstores or online resources that sell similar materials. Also check the appropriate professional licensing boards or their websites for additional useful information about their licensing exams, which typically cover similar content areas (in California, [www.psychboard.ca.gov](http://www.psychboard.ca.gov) for psychology licensing and [www.bbse.ca.gov](http://www.bbse.ca.gov) for marriage and family therapy licensing).
6. During the comprehensive exam, the test proctor provides the examinee with the necessary materials. The use of supportive adjuncts, such as a Dictionary, is prohibited. The use of cellular phones during the course of the exam is not permitted. Brief breaks are taken, one examinee at a time, as per need.
7. Comprehensive examination test items are revised for all degree program specialty areas from one administration to the next.
8. Examination performance is documented and reported in terms of a Total Correct Raw Score. Currently, students must achieve a minimum correct raw score of 70% of the items correct to pass the exam.
9. Comprehensive exam scores are determined and reported in writing to the student within 30 days from the date of the examination.
10. Students have three (3) trials to achieve a passing score. If the third attempt is unsuccessful, academic probation is assigned and the student must: submit a request for a fourth and final attempt to the Academic Review Committee; and, prepare a detailed comprehensive examination study plan for the Chief Academic Officer for review and approval. Additional academic advising will be required. Students do not review their completed examination protocols or their incorrect items.
11. Master's and Doctoral students are required to register for the comprehensive exam during the quarter that they enroll in their capstone research project, be it a thesis (699) or dissertation (800).
12. The comprehensive examination is administered on a quarterly basis. Generally, the exam is scheduled for the second month of the quarter on the second Friday of the month. The University Catalog includes a schedule of examination dates for the next several calendar years. Verify exam dates with the Registrar's office, as schedule changes are occasionally necessary, and the University is not bound to the dates announced in the Catalog.

#### ***STUDENT INTEGRITY & ACADEMIC HONESTY POLICY***

SDUIS expects professional and personal integrity from all members of the university community, including students. This expectation for students extends to the following

considerations:

1. Non-discrimination: SDUIS does not discriminate or tolerate discrimination by or against members of the university community on the basis of race, color, ethnicity, national origin, language, gender, sexual orientation, religion, age, disability, and any other protected human characteristics under federal and California law.
2. Expectation of professional conduct: SDUIS is committed to maintaining an inclusive atmosphere in line with its stated institutional value: *Create an inclusive environment that celebrates the unique backgrounds of the staff, faculty, and learners*. This expectation prohibits unwelcome, disrespectful, disruptive, threatening, unethical, illegal, or abusive behavior and communication in any university setting or university-related activity.
3. Academic honesty: Academic honesty and integrity is fundamental to each student's learning and human development. All work conducted or submitted by SDUIS students must therefore be the individual's own production, free of plagiarism. Plagiarism occurs whenever a person presents the words, ideas, or views of someone else as if they were his or her own. The use of another's published or unpublished ideas, words, or views on a paper, report, or oral presentation must be accompanied by specific citations and references. This includes appropriate citation and reference to one's own academic work which may have been submitted to the university in a previous course or program.

#### When violations occur

When plagiarism is suspected, the relevant faculty member will review the materials in question and may submit it to the university's document evaluation platform. Access to this service is available from the Chief Academic Officer. The faculty member will then assess the plagiarism detection results and the context of the event and will assign appropriate consequences to the student. With beginning students and minor problems, this may consist primarily of advisement regarding academic integrity and a requirement to re-do the assignment. With more advanced students and/or more serious or repeated problems, the faculty member will consult with the Chief Academic Officer to determine the consequences, which can vary from *zero credit for the assignment, to failing the course, to dismissal from the university*.

SDUIS takes academic dishonesty and plagiarism very seriously, and we offer resources in our classes to learn how to avoid it (a reminder statement is included in each syllabus). As a general resource, students are directed to the American Psychological Association's *Publication Manual, Sixth Edition* (this is a recommended text for all courses, in the syllabi). Students with questions in regard to academic honesty and plagiarism are advised to consult with a faculty member, who may seek further advice and consultation from the Chief Academic Officer.

When violations of the non-discrimination or professional conduct expectations occur, the relevant faculty or staff member shall report the incident to the Chief Academic Officer in writing, giving as full a description as possible of the context and the incident. Upon verification of the alleged facts, the Chief Academic Officer in conjunction with the faculty or staff member shall discuss appropriate consequences, given the nature and seriousness of the event. These consequences can range from a formal reprimand to dismissal from the university. In complex

situations, the Chief Academic Officer may convene an *ad hoc* disciplinary committee to further document the situation and recommend a resolution.

### ***SATISFACTORY PROGRESS***

Student progress is measured both on qualitative and quantitative standards. Progress is measured at the end of each quarter for students enrolled in certificate or degree programs.

#### **Undergraduate (Bachelor's level)**

**Qualitative Standard:** Students who receive one (1) or more grades of *D, F or No credit* are placed on academic probation for the next two quarters.

**Quantitative standard:** Students whose completion rate falls below 50% are placed on academic probation for the next two quarters. Enrollment completion rate is determined by dividing the total number of credits earned by the number of credits expected to have been earned by a full-time student.

**Notification of Probation:** Students placed on probation receive a "Notification of Probation" and are encouraged to consult with the Dean of Academic Affairs to address any problems they may be experiencing, and to discuss what measures may be necessary for them to successfully complete the program.

If at the end of the probationary period (2 quarters) the student has earned passing grades in the courses attended and whose completion rate in the program is 50% or above, the student is notified and removed from a probation status. If not, the student is notified and is administratively dismissed from the University.

#### **Graduate and Certificate (Master's, Doctoral and all Certificates)**

**Qualitative Standard:** Students who receive one (1) or more grades of *C, D, or F* are placed on academic probation for the next two consecutive quarters.

**Quantitative standard:** Students whose completion rate falls below 50% are placed on academic probation for the next two consecutive quarters. Enrollment completion rate is determined by dividing the total number of credits earned by the number of credits expected to have been earned by a full-time student.

**Notification of Probation:** Students placed on probation receive a "Notification of Probation" and are encouraged to consult with the Dean of Academic Affairs to address any problems they may be experiencing, and to discuss what measures may be necessary for them to successfully complete the program.

If at the end of the probationary period (2 quarters) the student has earned passing grades in the courses attended and whose completion rate in the program is 50% or above, the student is notified and removed from a probation status. If not, the student is notified and is administratively dismissed from the University.

#### **Satisfactory Academic Progress Appeals**

A student may appeal the University's determination of withdrawal due to failure to re-establish satisfactory progress. The student's appeal must be received within 5 days of receipt of withdrawal notification. The appeal must contain:

- 1) an explanation of why the student believes the grade posted was in error, and,

2) supporting documentation.

The Academic Review Committee will review the information submitted in the context of the information provided and in discussion with the faculty who assigned the grade(s), render a decision within 5 business days. This decision is final.

**The effect on SAP for repeated courses:** The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

**The effect of BASICS Coursework on Satisfactory Academic Progress:** Basics or remedial courses are not offered.

**The effect on SAP for non-punitive grades and non-credit courses:** The grade assignments AU or INC are non-punitive noncredit grades that do not impact CGPA or completion rate calculations.

**The effect on SAP when a student seeks to earn an additional credential:** If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are transferred and the credits are included in the determination of a student's completion rate, but are not included in CGPA).

**The effect on SAP for Extended-Enrollment Status:** The University does not offer an extended enrollment status.

**The effect on SAP when student changes programs or is re-admitted to the same program:** If a student is re-admitted into the University or changes program of study, the credits and grades that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress. If a student changes programs, the courses completed in the first program that apply to the new program are included in the determination of a student's completion rate but are not included in CGPA).

**The effect on SAP for Transfer Credits:** Transfer credits are included as both credits attempted and earned for determining the completion rate. Credits accepted for transfer from any other post-secondary institution other than SDUIS will be recorded on the student's transcript as "TR" and are not computed in the CGPA. The actual grade assigned for credits earned at SDUIS that apply to the current program of study are reflected on the student's transcript and included for determining the students CGPA.

**Re-entry for students dismissed due to failure to meet SAP:** Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be reenrolled on academic probation for the next two quarters. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

**Satisfactory Academic Progress Assessment Chart:**

| Grade Assignment | Description  | Included as Credits Attempted | Included as Credits Earned | Included in CGPA |
|------------------|--|-------------------------------|----------------------------|------------------|
| A                | Superior achievement                               | Yes                           | Yes                        | Yes              |
| B                | Commendable achievement                            | Yes                           | Yes                        | Yes              |
| C                | Satisfactory achievement                           | Yes                           | Yes                        | Yes              |
| D                | Not passing and less than satisfactory achievement | Yes                           | No                         | Yes              |
| F                | Unacceptable achievement                           | Yes                           | No                         | Yes              |
| INC or IP        | Incomplete coursework or In Progress               | Yes                           | No                         | No               |
| W                | Withdrawn, without penalty                         | Yes                           | No                         | No               |
| WF               | Withdrawn, with penalty                            | Yes                           | No                         | No               |
| TR               | Credit granted through transfer                    | Yes                           | Yes                        | No               |
| AU               | Course audited—no credit awarded                   | No                            | No                         | No               |

### ***GRADUATION REQUIREMENTS***

The University has both general requirements for graduation, and program-specific requirements for some academic programs. Program-specific requirements, if any, are addressed in the following sections devoted to each academic program. The general requirements for certificate and degree include:

1. Satisfactory completion of all course requirements.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater for certificate, master's, and doctoral programs, and CGPI of 2.0 or greater for bachelor's programs.
3. Satisfactory completion of all other program requirements, such as practicum, comprehensive examinations, and personal counseling or therapy, depending on the specific requirements stated in this catalog for each academic program.
4. Satisfactory completion of capstone projects, if any, such as senior thesis, master's thesis, or doctoral dissertation/doctoral project, as appropriate for specific programs.
5. Filing of the Graduation Petition along with the required fee.
6. Fulfillment of all financial obligations to the University.

## **UNDERGRADUATE STUDIES**

### ***PHILOSOPHY***

Our belief in the inherent value and dignity of individuals formally pursuing educational goals is the philosophical foundation of the Undergraduate programs. The purpose of these programs is to educate and to prepare the individual to serve and advance the community in health, dignity, understanding and cooperation. The undergraduate programs are committed to studying values, intentions, and meaning of life, as well as history and physical data, as elements of conscious existence. In an innovative and unique orientation that asks questions first and then seeks disciplined academic understanding, the University's intent is to inspire scholarly inquiry and practical solutions.

### ***PROGRAM OVERVIEW***

SDUIS offers a Bachelor of Arts (BA) degree in Business Administration. The program is designed to provide a relevant and contemporary education to lower and upper division undergraduate students who wish to complete their studies at SDUIS.

Students who graduate from SDUIS must have completed at least 45 quarter credits or 30 semester credits of general education courses. These credits must include written and oral communications, mathematics, humanities/fine arts, political/social or behavioral science, and physical/natural science classes, which must be completed prior to graduation from the University. SDUIS offers the full range of the required lower division courses or general education courses.

The programs consist of 180 quarter credits.

Students can transfer a maximum of 135 quarter credits, to SDUIS. All students must complete at least 45 quarter credits at SDUIS. Overall, a total of 60 quarter credits in the following general education areas are required, along with the 120 credits of additional choice, including a Senior Research Project.

- \* Written Communication (minimum of 5 quarter credits)
- \* Oral Communication (minimum of 5 quarter credits)
- \* Mathematics (minimum of 5 quarter credits)
- \* Humanities and Fine Arts (minimum of 15 quarter credits)
- \* Social or Behavioral Science (minimum of 15 quarter credits)
- \* Physical or Natural Science (minimum of 15 quarter credits)

All courses, other than independent study, are traditionally taught in hybrid mode in a classroom setting, or online with a seminar style of instruction that includes lively discussions and in-depth reading and writing assignments. Each instructor provides students with a syllabus containing an outline of the course learning outcomes, content, student performance expectations, textbooks and related study materials, and any activities and evaluation methods used for grading purposes. Demonstrations and experiential components may also be required. Students' papers, examinations, and projects are discussed at the beginning and during the course.

Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or equally qualified mentors who must be approved by the Academic Review Committee.

## **BACHELOR'S DEGREE PROGRAMS**

### **Bachelor of Arts in Business Administration**

#### ***PROGRAM DESCRIPTION***

This program is designed to provide the student with a foundation and marketable skills in business administration, organization, management, and communication guided by international and multicultural applied perspectives. A logically sequenced curriculum presents a practical orientation for developing and implementing effective entrepreneurial systems and administrative strategies targeting the needs, issues, and trends of the 21<sup>st</sup> Century global marketplace. The student completes core courses in business administration in tandem with the



fulfillment of lower and upper division general education courses. Students enrolled in the Bachelor of Arts program in Business Administration may enrich the breadth of their undergraduate major by completing an additional Specialty curriculum in either Communications or Information Technology Systems, respectively. The Specialization curricula consists of seven (7) courses in either Communications or Information Technology Systems and are designed as supplemental professional skills training logically integrated with and directly relatable to the organized sequence of studies comprising the major in Business Administration.

By the end of the program graduates will be able to:

- Define components of the strategic management process
- Demonstrate effective business communication both orally and in writing
- Select appropriate accounting tools and techniques to make decisions about both day-to-day operations and long-term strategies
- Apply basic statistical concepts and tools in order to assist in interpreting the results of statistical analyses.
- Describe the tools and methodologies needed to solve marketing problems and to gain competitive advantage.
- Complete a business plan
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

#### ***GRADUATION REQUIREMENTS***

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

The Bachelor of Arts in Business Administration degree program requires the completion of one hundred eighty (180) quarter credits at the undergraduate level. The student completes one hundred five (105) quarter credits in basic collegiate education and seventy-five (75) quarter credits in Business Administration. This includes twenty-one (21) lower and upper division courses logically sequenced from the University's approved undergraduate curriculum and fifteen (15) specialty courses in Business Administration. Completion of this program also requires the student to fulfill a capstone Senior Research Project relative to applied topics in Business Administration and allied fields such as international marketing and finance, for example. Students majoring in Business Administration have the option of pursuing additional specialty instruction in either Communications or Information Technology Systems, and each specialty curriculum consists of thirty-five (35) quarter credits, which is the equivalent of seven (7) courses beyond the minimum graduation requirement of one-hundred eighty (180) quarter credits. As such, students fulfilling either Specialization course sequence complete a total of two-hundred fifteen (215) quarter credits in completing all graduation requirements.

#### ***PREREQUISITES***

High school diploma or the equivalent (GED) are minimum requirements for admission. Students having earned an Associate of Arts degree, or the equivalent, from an accredited institution may transfer a maximum of one hundred thirty-five (135) quarter The B.A. program

in Business Administration requires all transfer students to complete a minimum of sixty (60) quarter credits in general Education.

***CURRICULUM***

These course titles satisfy degree requirements. Students are given some latitude, within state guidelines, in meeting lower division course requirements.

***LOWER DIVISION COURSE OFFERINGS***

A minimum of 60 quarter credits, or 40 semester hours, of general education courses including mathematics, writing, and oral communications must be completed prior to graduation from SDUIS. Additional credits may be transferred and applied toward the B.A. The maximum transferable credits are 135 quarter credits or 90 semester hours. SDUIS requires that all B.A. students complete the 60 quarter credits of general education in the following areas: Humanities and Fine Arts (minimum of 15 credits), Social or Behavioral Science (minimum of 15 credits), Physical or Natural Science (minimum of 15 credits), Written Communication (minimum of 5 credits), Oral Communication (minimum of 5 credits), and Mathematics (minimum of 5 credits).

***GENERAL EDUCATION COURSES***

Students may fulfill all general education requirements by completing this curriculum, or through a combination of transfer and course completions at SDUIS.

The available General Education Courses are as follows:

**Humanities and Fine Arts (15 quarter credits required)**

| <b>Courses</b>   | <b>Credits</b> |
|--|----------------|
| BHS 116          Human Symbols and Rituals                           | 5              |
| BHS 402DL      The Study of Great Leaders Through Literature         | 5              |
| BHS 405DL      The Humanistic Tradition                              | 5              |
| BHS 410          Introduction to Philosophy                          | 5              |
| BHS 452DL      Evolution of Consciousness                            | 5              |
| BHS 455          Critical Thinking (required for the BA in Business) | 5              |
| BHS 465          History of the Ordinary People of the United States | 5              |
| BHS 469          Foundations of Meditation                           | 5              |
| BHS 470DL      Varieties of Religious and Mystical Experiences       | 5              |
| BHS 488          Personal and Social Ethics                          | 5              |

**Social and Behavioral Sciences (15 quarter credits required)**

| <b>Courses</b>  | <b>Credits</b> |
|---|----------------|
| BHS 451DL      Introduction to Political Thought        | 5              |
| BHS 454DL      Individuals and Their Social Behavior    | 5              |
| BHS 457          The Media as Mediator                  | 5              |
| BHS 459DL      Carl Rogers and Humanistic Phenomenology | 5              |



|           |   |   |
|-----------|---|---|
| BHS 460DL | The Self & Literary Psychology                        | 5 |
| BHS 461   | Introduction to Humanistic & Transpersonal Psychology | 5 |
| BHS 471DL | The Third World                                       | 5 |
| BHS 485   | The Gendered World                                    | 5 |
| BHS 486DL | Self in Relationship                                  | 5 |
| BHS 487   | Career Counseling                                     | 5 |
| BHS 490   | Leadership Development                                | 5 |

**Physical/Natural Sciences (15 quarter credits required)**

| <b>Courses</b> |                     | <b>Credits</b> |
|----------------|---------------------|----------------|
| BHS 100DL      | The Human Body      | 5              |
| BHS 101DL      | The Oceans          | 5              |
| BHS 102DL      | The Cosmos          | 5              |
| BHS 466        | Health and Healing  | 5              |
| BHS 484        | Physical Discipline | 5              |

**Written Communication (5 quarter credits required)**

| <b>Courses</b> |  | <b>Credits</b> |
|----------------|--|----------------|
| BHS 103        | The Written Word                             | 5              |
| BHS 456DL      | Contemporary International Writers           | 5              |
| BSCM 220DL     | Expository and Technical Writing Skills      | 5              |
| BSCM 240 DL    | World Wide Journalism and Expressive Writing | 5              |

**Oral Communication (5 quarter credits required)**

| <b>Courses</b> |  | <b>Credits</b> |
|----------------|--|----------------|
| BHS 104        | Learning Speech Through the “Reader’s Theater” | 5              |
| BSCM 170       | Oral and Written Communication Skills          | 5              |
| BSCM 210       | Effective Public Speaking                      | 5              |
| BSCM 225       | Persuasive Communication                       | 5              |

**Mathematics (5 quarter credits required)**

| <b>Courses</b>                            |   | <b>Credits</b> |
|---|---|----------------|
| BHS 105                                   | Mathematics: A Most Powerful Tool           | 5              |
| CPS 404                                   | Quantitative Perspectives (Required course) | 5              |
| <b>Required General Education Credits</b> |   | <b>60</b>      |

**Additional Lower Division Courses**

| <b>Courses</b>                           |                                | <b>Credits</b> |
|--|--------------------------------|----------------|
| BHS 200DL                                | Connecting Up/Getting Online   | 5              |
| BHS 302DL                                | How to Start Your Own Business | 5              |
| <b>Additional Lower Division Credits</b> |                                | <b>10</b>      |

**Required Courses (if not already taken as General Education –10 credits)**

| <b>Courses</b> |                             | <b>Credits</b> |
|----------------|-----------------------------|----------------|
| BHS 401        | Writing Skills and Research | 5              |
| BHS 455        | Critical Thinking           | 5              |

**Course numbers, titles, and credits meeting business specialization requirements (upper division courses):****Required Business Courses (75 Credits)**

| <b>Course</b> |   | <b>Credits</b> |
|---------------|---|----------------|
| BUS 401       | Introduction to Business Principles & Organizations | 5              |
| BUS 402DL     | Fundamentals of Business Administration             | 5              |
| BUS 406       | Business Math for Administrators                    | 5              |
| BUS 412DL     | Business Information Technologies                   | 5              |
| BUS 418       | Essentials of Advertising                           | 5              |
| BUS 420DL     | Business Communications & the Global Economy        | 5              |
| BUS 424       | Organizational Statistics                           | 5              |
| BUS 432DL     | Production and Service Management                   | 5              |
| BUS 434DL     | Organizational Entrepreneurship                     | 5              |
| BUS 442       | Foundations in Accounting                           | 5              |

|           |  |   |
|-----------|--|---|
| BUS 449   | Foundations in Marketing                           | 5 |
| BUS 452   | Foundations in Finance                             | 5 |
| BUS 458DL | Foundations in Economics                           | 5 |
| BUS 466DL | Legal and Ethical Issues in the Global Marketplace | 5 |
| BUS 475DL | Cross Cultural Strategic Management                | 5 |

Additional Upper Division Courses (Choose 6 courses (= 30 credits) from the following, not including any courses used to satisfy the General Education requirements)

| <b>Courses</b> |   | <b>Credits</b> |
|----------------|---|----------------|
| BHS 402DL      | The Study of Great Leaders Through Literature         | 5              |
| BHS 405DL      | The Humanistic Tradition                              | 5              |
| BHS 410        | Introduction to Philosophy                            | 5              |
| BHS 451DL      | Introduction to Political Thought                     | 5              |
| BHS 452DL      | Evolution & Consciousness                             | 5              |
| BHS 456DL      | Contemporary International Writers                    | 5              |
| BHS 457        | The Media as Mediator                                 | 5              |
| BHS 459DL      | Carl Rogers and Humanistic Phenomenology              | 5              |
| BHS 460DL      | The Self & Literary Psychology                        | 5              |
| BHS 461        | Introduction to Humanistic & Transpersonal Psychology | 5              |
| BHS 464DL      | Inventing the Modern Mind                             | 5              |
| BHS 465        | History of Ordinary People of the United States       | 5              |
| BHS 466        | Health & Healing                                      | 5              |
| BHS 467        | The Family  | 5              |
| BHS 468DL      | Loss of Self  | 5              |
| BHS 469        | Foundations of Meditation                             | 5              |
| BHS 470DL      | Varieties of Religious and Mystical Experience        | 5              |
| BHS 471DL      | The Third World                                       | 5              |
| BHS 484        | Physical Discipline                                   | 5              |
| BHS 485        | The Gendered World                                    | 5              |
| BHS 486DL      | Self-In-Relationship                                  | 5              |
| BHS 487        | Career Counseling                                     | 5              |
| BHS 488DL      | Personal and Social Ethics                            | 5              |
| BHS 490        | Leadership Development for Women                      | 5              |
| CPS 401        | History & Systems of Psychology                       | 5              |
| CPS 402        | Abnormal Psychology                                   | 5              |
| CPS 403        | Theories of Personality                               | 5              |

**Additional Upper Division Courses**

|           |                |   |
|-----------|----------------|---|
| BHS 495DL | Senior Project | 5 |
|-----------|----------------|---|

**Required Total Credits: 180**

### **Specialty Curriculum in Communications (35 Credits)**

| <b>Courses</b>                            |  | <b>Credits</b> |
|---|--|----------------|
| BSCM 170                                  | Oral and Written Communication Skills          | 5              |
| BSCM 210                                  | Effective Public Speaking                      | 5              |
| BSCM 215                                  | Advanced Public Speaking for Business Managers | 5              |
| BSCM 220DL                                | Expository and Technical Writing Skills        | 5              |
| BSCM 225DL                                | Persuasive Communication                       | 5              |
| BSCM 230                                  | Cross Cultural Communication                   | 5              |
| BSCM 240DL                                | World Wide Journalism and Expressive Writing   | 5              |
| <b>Required Additional Total Credits:</b> |  | <b>35</b>      |

Business Administration degree students who complete the specialty courses in Communications accumulate a total of 215 undergraduate quarter credits for matriculation.

### **Specialty Curriculum in Information Technology Systems (35 Credits)**

| <b>Course</b>                             |   | <b>Credits</b> |
|---|---|----------------|
| ITS 145DL                                 | Survey of Information Systems                                     | 5              |
| ITS 150                                   | Design and Analysis of Information Systems                        | 5              |
| ITS 165DL                                 | Operating Systems   | 5              |
| ITS 170                                   | Web Development and Management<br>Data Communication and Computer | 5              |
| ITS 175                                   | Networking  | 5              |
| ITS 180                                   | Database Management Systems                                       | 5              |
| ITS 210                                   | E-Business Concepts & Technologies                                | 5              |
| <b>Required Additional Total Credits:</b> |   | <b>35</b>      |

Business Administration degree students who complete the specialty courses in Information Technology Systems accumulate a total of 215 undergraduate quarter credits for matriculation.

### **Instructional Methods**

- 1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course learning outcomes, the course content, student performance expectations, textbooks, and related study
- 2) Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or an equally qualified mentor who is approved by the Chief Academic Officer.
- 3) Student learning performance outcome evaluations include essay and objective examinations, online discussion threads, research, papers and reports, and experiential activities.

### **Distance Education**

- 1) The Bachelor of Arts in Business Administration degree program is offered partly through distance education courses and partly through residential hybrid courses. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares

feedback to be sent to the students and class weekly. All instruction is provided in English.

2) Each student is provided with a syllabus that contains an outline of the course learning outcomes, course content, weekly assignments, and student performance expectations.

3) Instructors work closely with students to monitor their progress.

### **Notice to Prospective Students**

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1<sup>st</sup>, 2021.

If this institution stops pursuing accreditation, it must:

Stop all enrollment in its degree programs, and

Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended

## **GRADUATE STUDIES**

### ***PHILOSOPHY***

Since its inception, the University and the programs in psychology have explored a broad spectrum of approaches that expanded the range of options for dealing with psychological, psychosocial, and psycho-spiritual confrontations of the human psyche. The psychology curricula not only focus on the needs of individuals struggling with behavioral issues, but also the aspirations of the healthy and curious who are desirous of exploring greater human potential. The Business curricula center on the needs of a society moving toward globalization and integration. The curricula focus is on applied knowledge that students can utilize immediately in their personal and professional lives. San Diego University for Integrative Studies is committed to upholding a responsible approach to scholarship and research and practice. Basic to each of these is development of personal competence and a true sense of responsibility and growth.

The programs in psychology address differing focal points and means of enhancing psychological health, creativity, and respect for the interaction of the body, mind, and spiritual essence of individuals. The philosophical, integral or holistic approaches to human consciousness demand conviction to and respect for human existence.

### ***PROGRAM OVERVIEW***

The University offers the following graduate degrees:

- Master of Accounting
- Master of Arts in Expressive Arts Therapy
- Master of Arts in Information Technology
- Master of Arts in Marriage and Family Therapy
- Master of Arts in Sport Counseling
- Master of Business Administration
- Master of Business Administration with Specialization in Marketing
- Master of Business Administration with Specialization in Hospitality Management
- Master of Business Administration with Specialization in Sport Management
- Doctor of Business Administration
- Doctor of Psychology

Various emphasis areas or elective courses may be available to students in some programs. The scope and intent of each emphasis or elective area are described separately in each degree program. The graduate programs at SDUIS provide academic, scientific, and practitioner training in preparation for multifaceted professional roles as change agents for individuals, families, and organizations. Humanistic values such as diversity, inclusiveness, personal and professional education, centrality of relationships, and responsible use of power and authority are emphasized. The mastery of professional knowledge, skills, ability, and the capability for compassionate intervention and preparation for life-long learning are expected outcomes of the programs.

Students entering master's programs must have completed a bachelor's degree which includes certain prerequisite courses. See the description of each degree program for specific entrance requirements. All doctoral applicants must have completed a relevant master's degree, again with certain prerequisite courses that are listed with the specific degree program. A maximum of 9 quarter credits may be transferred into the master's program, and 45 quarter credits into a doctoral program from an accredited University. Credit is not given for work or life experience in any of the programs offered.

**Licensing Boards can and do change licensing requirements. Therefore, students are strongly encouraged to remain informed of the Board's licensing requirements. All licensing forms and documents must be obtained directly from the Board.**

Master's students in programs other than the Marriage and Family Therapy program must complete a written thesis. Master's students enrolled in the MBA, Information Technology, and Accounting programs have the option to either write a Comprehensive Business Project or pass a Comprehensive Examination at the end of their course program. All doctoral students must complete a dissertation or doctoral project. Thesis and dissertation students are required to meet with the Director of Research to have their proposal approved before beginning their research.

#### ***LICENSING AS A MARRIAGE AND FAMILY THERAPIST IN CALIFORNIA***

The Marriage and Family Therapy program satisfies the academic course requirements of the State of California Board of Behavioral Sciences, for the Marriage and Family Therapy licensure. Students must also meet the Board's post-master's experiential requirements before they are eligible to sit for the licensing exam.

Eligibility for licensure includes:

- An educational degree that meets the California Board of Behavioral Sciences requirements,
- 3,000 hours of supervised work experience,
- Two state exams (Written MFT Exam and Written Clinical Vignette exam).

The California Board of Behavioral Sciences may deny a license or registration or may suspend or revoke the license or registration of a licensee or registrant if he or she has; (1) Been guilty of unprofessional conduct; (2) It appears that an applicant may be unable to practice his or her profession safely due to mental illness or chemical dependency.

Students in the MFT program are required to pass a master's comprehensive examination. This exam is partially modeled after the State exam and consists of two parts: multiple choice questions on theory and clinical vignette essays on practice. The exams are offered once each quarter and dates are noted in the SDUIS quarterly schedules. Students have three opportunities to pass the exams, after which additional course work is required.

All MFT students will enroll in a 225 hour practicum sequence during the last half of their studies. Students must have their practicum sites approved by the University before beginning training hours. All students must contact the SDUIS Registrar for information and forms. Students should enroll in CPS 622 for supervision during the first 112.5 hours, and in CPS 624 during the second 112.5 hours, for direct face to face counseling hours and supervision.

## ***LICENSING AS A PSYCHOLOGIST IN CALIFORNIA***

Disclaimer: Licensing laws and regulations vary considerably from state to state outside California, and states also make changes to their laws and regulations periodically. SDUIS makes no claim as to whether our PsyD program curriculum would meet the educational requirements for licensing in any state outside California. SDUIS's PsyD program is not accredited by the American Psychological Association (APA) and has not received designation by the Association of State and Provincial Psychology Boards/National Register (ASPPB/NR), which are requirements for licensure in some states. If you are considering applying for licensure in other states, either after graduation or at a later time, it is essential for you to determine the other state's licensing requirements and whether the degree from SDUIS would meet those requirements. SDUIS does not and cannot make any claim or assurance about this issue.

**As of January 01, 2020, psychology licensing in California will require a doctoral degree from a regionally accredited university. SDUIS is not a regionally accredited university.**

|  |
|--|
| <p><b>Licensing boards can and do change licensing requirements. Therefore, students are strongly encouraged to remain informed of the Board's licensing requirements. All licensing forms and documents must be obtained directly from the Board.</b></p> |
|--|

## ***SUPERVISED PRACTICAL EXPERIENCE***

All Psy.D. students must enroll in a 500 hour practicum sequence during the second half of their program. Students must have their practicum sites approved by the University before beginning internship hours. However, additional courses may be required to meet Board requirements. Contact the Chief Academic Officer for situation-specific information. All students should contact the SDUIS Registrar for practicum information and forms. Students should enroll in CPS 724 for supervision during the first 250 hours, and in CPS 725 for the second 250 hours.

## ***COMPREHENSIVE EXAMINATIONS***

All students enrolled in the PsyD program must pass a Doctoral Comprehensive Examination. This exam consists of two parts: theory-based multiple choice and practice-based clinical vignettes. The exams are offered once each quarter and are noted in the SDUIS quarterly schedule. Students have three opportunities to pass the exam after which additional course work is required.

## ***MASTER'S THESIS***

Students enrolled in the Master of Arts programs in Expressive Arts Therapy, and Sport Counseling must complete a thesis. The thesis is the capstone project to complete the master's degree program. The topic should emerge from the field of the student's master's degree studies. Investigational methodologies will be determined by the nature of the student's interest but may include an experimental study, a study using surveys and questionnaires, a case study, or a literature review with summarizations and novel conclusions. While of a high standard, generally the thesis requires somewhat less demanding originality, scope and depth than the dissertation, and it usually takes a shorter time to complete.



Students are expected to use the research of others and provide their own analysis on their discoveries, in order to demonstrate their level of critical and analytical thinking, as well as their knowledge acquired through their program. The process is supervised by the student's Thesis Instructor, Thesis Chairperson, and the Director of Research, and culminates in the Final Oral Defense of the Thesis. Details of this process are available from the Administrative Office in the syllabus manual entitled *San Diego University for Integrative Studies Dissertation and Thesis Guidelines*.

### ***DOCTORAL DISSERTATIONS AND DOCTORAL PROJECTS***

All doctoral students complete a dissertation or doctoral project. All dissertations or doctoral projects are expected to make a novel contribution to the literature in their respective fields based on research completed by the student. Doctoral dissertations tend to focus on research and analysis of theoretical issues related to the student's doctoral research topic. Methodology may be either quantitative or a mixture of quantitative and qualitative designs. **Prior to beginning capstone research projects, all students must meet with their Research Instructor to have their topic approved.** Dissertations are supervised by a three member faculty committee that is selected by the student and approved by the Exceptions Review Committee.

The dissertation process includes forming a committee, a comprehensive literature review, an in-depth research project, writing a scholarly text, an Oral Qualifying Examination, and a Final Oral Defense of the dissertation. The process is supervised by the student's Dissertation Instructor, Dissertation Chair, Committee and the Director of Research. Details of this process are available from the Registrar's office in the syllabus manual entitled *San Diego University for Integrative Studies Dissertation and Thesis Guidelines* or *San Diego University for Integrative Studies DBA Doctoral Project Manual*, as appropriate.

Students working on their dissertation, doctoral project, master's thesis, or senior project must be registered for the respective course each subsequent quarter until the project has been completed. The dissertation, doctoral project, master's thesis, or senior project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson, Research Instructor, SDUIS Director of Research, and Chief Academic Officer.

### ***PERSONAL COUNSELING***

SDUIS faculty and staff consider growth through therapy an essential tool in becoming an effective therapist or counselor. The personal counseling requirement is designed to provide the student with the existential experience of being counseled and to deal with personal issues that could interfere with student becoming an effective therapist.

Master's students in all psychology programs must complete 50 hours of personal counseling within three years of enrollment at San Diego University for Integrative Studies. Doctoral students in the psychology program must complete 60 hours of personal counseling within three years of enrollment at SDUIS. All therapists must be approved in advance by the University. Forms for therapist approval and documentation of hours are available from the Administrative Office.

. What kind of counseling qualifies?

- At least 25 hours (Masters), 35 hours (Doctoral) must be one-on-one therapy.
- Up to 25 hours (maximum) can be in a group therapy context.
- Educational training, self-help seminars, and workshops cannot be used for the personal counseling requirement.

What kind of license is needed for the therapist?

- The therapist must be licensed as an MFT or Psychologist.

Can therapy done prior to enrollment qualify?

- Up to 25 hours of individual therapy may be completed before enrollment.
- Previous therapy must meet the above qualifications and date from within two years prior to enrollment.

How is the therapist selected?

- The student is responsible for selecting and engaging his or her own therapist.
- The administrative staff will maintain a list of local therapists with student discount prices.
- SDUIS instructors will not be approved as therapists to SDUIS students.
- The entire 50 or 60 hours do not have to be done with the same therapist.

Procedures for meeting the requirement

- After selecting the therapist, please fill out the Request for Psychotherapist Approval form and submit the signed form to the Registrar. This will ensure that the therapy done will qualify for the requirement.
- Keep track of the hours on the Documentation of Personal Counseling Hours form.
- When all the hours have been completed with the therapist, have the therapist sign the form and mail directly to San Diego University for Integrative Studies Administrative Office.

***INSTRUCTIONAL METHODS***

- 1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course learning outcomes, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes. All instruction is provided in English.
- 2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.
- 3) Instructional methods also include research projects and experiential components such as

internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. Upon completion of the core curriculum, students become involved in their capstone research project, the Master's Thesis. In addition, students are required to complete fifty (50) clock hours of personal counseling provided by a licensed psychologist or therapist approved by the University. Grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

4) Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or an equally qualified mentor who is approved by the Chief Academic Officer.

5) Student learning performance outcome evaluations include essay and objective examinations, research, reports, and experiential activities.

### **Distance Education**

1) The Master's Degree program in Expressive Arts Therapy is offered partly through distance education courses and partly through residential hybrid courses. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares feedback to be sent to the students and class weekly. All instruction is provided in English.

2) Each student is provided with a syllabus that contains an outline of the course learning outcomes, course content, weekly assignments and student performance expectations.

3) Instructors work closely with students to monitor their progress.

## MASTER OF ARTS PROGRAMS

### Master of Arts in Expressive Arts Therapy

#### Program Description

This program was designed to give the student a sound base in Expressive Arts Therapy. The Expressive Arts Therapy Master's Degree is designed to provide participants with a holistic and culturally enriched perspective about facilitating health, emotional growth, and human potential. The personal integration of a host of experiences and techniques is intended to contribute to the development of greater personal health and increased therapeutic options.

By the end of the program graduates will be able to:

- Describe current counseling and psychotherapy theories and practice standards
- Demonstrate assessment and appraisal techniques
- Apply multiple approaches in expressive arts therapy
- Evaluate appropriate indicators for the use of play therapy
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.
- Complete a thesis or final project

#### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

The Master of Arts degree requires the completion of 90 quarter credits at the graduate level. The student will develop an individualized program of study by completing the core Psychology requirements (55 credits) and selecting 30 additional master's credits from the Expressive Arts curriculum. Students are required to write a Master's Thesis/Project (5 credits). In addition, the students must complete 50 hours of personal counseling with licensed professionals. Successful passage of the MA Comprehensive Exam is also required.

#### Prerequisites:

A Bachelor of Arts or equivalent, in addition to specific prerequisite courses which must be completed in the first year of study.

#### Curriculum

Course titles that satisfy degree requirements:

#### Prerequisite Courses (20 credits)

| <u>Course</u>                           | <u>Credits</u> |
|---|----------------|
| CPS 400      Introduction to Psychology | 5              |
| <b>or</b>                               |                |

|         |                                 |   |
|---------|---------------------------------|---|
| CPS 401 | History & Systems of Psychology | 5 |
| CPS 402 | Abnormal Psychology             | 5 |
| CPS 403 | Theories of Personality         | 5 |
| CPS 404 | Quantitative Perspectives       | 5 |

### **Required Courses**

#### **Graduate Core Psychology Course Requirements (55 credits)**

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| CPS 501       | Writing Skills & Research (Required to be completed within the first 3 quarters) | 5              |
| CPS 601       | Counseling Theories & Strategies   | 5              |
| CPS 603       | Developmental Psychology   | 5              |
| CPS 604DL     | Introduction to Psychological Research   | 5              |
| CPS 605       | Clinical Counseling Skills Training  | 5              |
| CPS 610DL     | Psychopathology  | 5              |
| CPS 611       | Advanced Clinical Skills Training  | 5              |
| CPS 612       | Legal & Ethical Issues in Counseling   | 5              |
| CPS 613DL     | Human Sexuality & Gender Issues  | 5              |
| CPS 614DL     | Theories, Therapies & Issues in Chemical Dependency                              | 5              |
| CPS 615DL     | Cross-Cultural Counseling  | 5              |

#### **Graduate Expressive Arts Core Requirements (30 credits)**

| <u>Course</u>    |  | <u>Credits</u> |
|------------------|--|----------------|
| CEX 600          | Expressive Arts Business Principles                    | 5              |
| CEX 630DL        | Foundations of Expressive Arts Therapy                 | 5              |
| CEX 631          | Psychodrama, Ritual and Performance                    | 5              |
| CEX 632          | Fundamentals of Music Therapy                          | 5              |
| CEX 633          | Fundamentals of Movement Therapy                       | 5              |
| CEX 634DL        | Art and Expressive Therapy w/Children and Adolescents  | 5              |
| <b><u>or</u></b> |  |                |
| CEX 635DL        | Art and Expressive Therapy w/Adults & Aging Population | 5              |

#### **Thesis / Project (5 credits)**

|         |                |   |
|---------|----------------|---|
| CEX 699 | Thesis/Project | 5 |
|---------|----------------|---|

#### **Required Total Credits** **90**

Students working on their dissertation, master thesis, or senior project must be registered for the respective course every quarter until the project has been completed. The Dissertation, Master's Thesis, or Senior Project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson and SDUIS Director of Research.

## Notice to Prospective Students

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1<sup>st</sup>, 2021.

If this institution stops pursuing accreditation, it must:

Stop all enrollment in its degree programs, and

Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

# Master of Arts in Information Technology

## Program Description

Businesses, government, schools, and other organizations are continually seeking new applications for computers and networks in the workplace. As the role of technology increases, the need for professionals with a strong background in information technology is also increasing.

The Master of Arts in Information Technology at SDUIS will educate participants in such areas as software engineering methodologies, theoretical and formal areas of computer science, digital media arts, and the latest trends in IT management. The program allows graduates to enhance their knowledge and skills of the rapidly changing field of information technology.

By the end of the program graduates will be able to:

- Design, implement and evaluate the effectiveness of computer-based solutions, processes, and components
- Identify and describe hardware components and peripherals
- Apply technical concepts and practices within the IT field
- Integrate IT-based solutions into various business environments
- Effectively communicate with IT end users
- Complete a thesis or final project

## Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete 95 quarter credits of Information Technology coursework. The student will complete the Required Core Course Requirements (5 credits), Information Technology requirements (65 credits), and select (20) additional credits from the Elective Information Technology courses. In addition, students must complete the Comprehensive Business Project, course BUS 695 (5 credits).

Students working on their Comprehensive Business Project must be registered for the respective course each subsequent quarter until the project has been completed. The capstone project is complete when the final draft of the students' Comprehensive Business Project has been completed, evaluated, and formally approved by the Comprehensive Business Project Instructor.

## Prerequisites

A Bachelor's degree from an accredited or approved institution.

### **Prerequisite Course: (5 Credits)**

Course

Credits

ITS 404 Introduction to Information Systems 5

## Curriculum

Course titles that satisfy degree requirements:

### **Graduate Core Course Requirements (5 Credits)**

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| CPS 501       | Writing Skills & Research (required to be completed within first 3 quarters) | 5              |

### **Graduate Core Information Technology Course Requirements (70 Credits)**

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| ITS 621       | Advanced Information Technology                  | 5              |
| ITS 622DL     | Database Design                                  | 5              |
| ITS 623       | Database Development & Management                | 5              |
| ITS 625       | T Project Management Skills Training             | 5              |
| ITS 626DL     | Object Oriented Modeling                         | 5              |
| ITS 627       | Voice Communication Networks                     | 5              |
| ITS 628       | Software Design                                  | 5              |
| ITS 629DL     | Computer Network Design                          | 5              |
| ITS 631       | LAN, WAN & Wireless Networks                     | 5              |
| ITS 632DL     | Legal Aspects of Information Technology          | 5              |
| ITS 634DL     | Information Technology Security                  | 5              |
| ITS 635DL     | Advanced Operating Systems & Distributed Systems | 5              |
| ITS 637       | Architecture of Computer Hardware                | 5              |
| ITS 652       | Web Design                                       | 5              |

### **Elective Information Technology Courses (Choose 3 courses)**

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| ITS 642DL     | JAVA Programming                           | 5              |
| ITS 643DL     | C# Programming                             | 5              |
| ITS 648DL     | User Interface Design                      | 5              |
| ITS 649DL     | Web Standards & Search Engine Optimization | 5              |
| ITS 651DL     | Systems Engineering & Analysis             | 5              |



**Capstone Course (5 credits)**

| <u>Course</u>                               | <u>Credits</u> |
|---|----------------|
| BUS 695      Comprehensive Business Project | 5              |
| <b><u>Required Total Credits:</u></b>       | <b>95</b>      |

**Notice to Prospective Students**

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1<sup>st</sup>, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

# Master of Arts in Marriage and Family Therapy

## Program Description

This program is designed to provide professional training as well as personal development. The Marriage and Family Therapy program satisfies the educational requirements for a Marriage and Family Therapy license in California. Eligibility for licensure includes:

- An educational degree that meets the California Board of Behavioral Sciences requirements,
- 3,000 hours of supervised work experience,
- Two state exams (Written MFT Exam and Written Clinical Vignette exam).

By the end of the program graduates will be able to:

- Describe the theory and rationale for counseling
- Identify human development changes across the life span
- Conduct effective counseling of individuals, couples, families, children, and groups
- Appreciate the diversities of individuals, couples, families, children, and groups
- Communicate with peers and supervisors using appropriate terminology and consultative practices.
- Complete a thesis or final project

**Disclaimer:** Licensing laws and regulations vary considerably from state to state outside California, and states also make changes to their laws and regulations periodically. SDUIS makes no claim as to whether our MFT program curriculum would meet the educational requirements for licensing in any state outside California. If you are considering applying for licensure in other states, either after graduation or at a later time, it is essential for you to determine the other state's licensing requirements and whether the degree from SDUIS would meet those requirements. SDUIS does not and cannot make any claim or assurance about this issue.

## Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

The Master of Arts degree requires the completion of 101 credits at the graduate level, two hundred (225) supervised practicum hours must be fulfilled, in addition to 50 hours of personal counseling with licensed professionals. Successful passage of the MA Comprehensive Exam is also required.

## Prerequisites

A Bachelor of Arts in addition to specific prerequisite courses which must be completed in the first year of study.

## Prerequisite Courses (20 credits)

Course

Credits

|         |                                 |   |
|---------|---------------------------------|---|
| CPS 400 | Introduction to Psychology      | 5 |
|         | <b>or</b>                       |   |
| CPS 401 | History & Systems of Psychology | 5 |
| CPS 402 | Abnormal Psychology             | 5 |
| CPS 403 | Theories of Personality         | 5 |
| CPS 404 | Quantitative Perspectives       | 5 |

**Curriculum:**

Course titles that satisfy degree requirements:

**Graduate Core Psychology Course Requirements (96 credits)**

| <u>Course</u> |   | <u>Credits</u> |
|---------------|---|----------------|
| CPS 501       | Writing Skills & Research ( <b>required to be completed within first 3 quarters</b> ) | 5              |
| CPS 601       | Counseling Theories & Strategies  | 5              |
| CPS 603       | Developmental Psychology  | 5              |
| CPS 604DL     | Introduction to Psychological Research  | 5              |
| CPS 605       | Clinical Counseling Skills Training   | 5              |
| CPS 610DL     | Psychopathology   | 5              |
| CPS 611       | Advanced Clinical Skills Training   | 5              |
| CPS 612       | Legal & Ethical Issues in Counseling  | 5              |
| CPS 613DL     | Human Sexuality and Gender Issues   | 5              |
| CPS 614       | Theories, Therapies & Issues in Chemical Dependency                                   | 5              |
| CPS 615DL     | Cross-Cultural Counseling   | 5              |
| CPS 616       | Psychotherapy w/Children & Adolescents  | 5              |
| CPS 617A-DL   | Assessment & Treatment of Child Abuse   | 2.5            |
| CPS 617B-DL   | Assessment & Treatment of Partner Abuse   | 2.5            |
| CPS 618DL     | Psychological Tests & Measurements  | 5              |
| CPS 619       | Theories of Family Therapy  | 5              |
| CPS 620       | Theory & Practice of Family Therapy   | 5              |
| CPS 622       | Supervised Practicum A  | 5              |
| CPS 624       | Supervised Practicum B  | 5              |
| CPS 628DL     | HIV Treatment & Counseling  | 1              |
| CPS 704DL     | Psychopharmacology  | 5              |

**Elective (5 credits)**

| <u>Course</u> |   | <u>Credits</u> |
|---------------|---|----------------|
| CPS 621DL     | Selected Topics in Psychotherapeutic Techniques | 5              |

**Required Total Credits:** **101**

## Notice to Prospective Students

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1<sup>st</sup>, 2021.

If this institution stops pursuing accreditation, it must:

Stop all enrollment in its degree programs, and

Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## Master of Arts in Sport Counseling

### Program Description

This program is designed to provide students with the theoretical and practical training needed to help athletes be more effective in sports and their personal lives. The program is intended to prepare professionals to consult with individual athletes, teams, and athletic organizations, and to effectively develop and teach programs tailored for this unique population.

By the end of the program graduates will be able to:

- Describe the unique mental health needs of a professional athlete
- Identify and describe the ethical and legal considerations in counseling psychology
- Articulate the theory and research that are central to counseling and sports psychology
- Conduct effective counseling of individual athletes, coaches, and teams
- Demonstrate effective intervention techniques based on the need of the client
- Complete a thesis or final project

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

The Master of Arts degree in Sport Counseling requires the completion of 90 quarter credits at the graduate level. Students will complete the core Psychology requirements (55 credits) and the required Sport Counseling requirements (30 credits). Students are required to write a Master's Thesis/Project (5 credits), and complete 50 hours of personal counseling. Successful passage of the MA Comprehensive Exam is also required.

### Prerequisites

A Bachelor of Arts degree in Psychology, Physical Education, or related field, in addition to an Introduction to Psychology (CPS 400 or CPS 401) and an Introduction to Physical Education (SPO 505) class.

Prerequisite Courses (25 credits)

| Course                                  | Credits |
|---|---------|
| CPS 400 Introduction to Psychology      | 5       |
| or                                      |         |
| CPS 401 History & Systems of Psychology | 5       |
| CPS 402 Abnormal Psychology             | 5       |
| CPS 403 Theories of Personality         | 5       |

|  |   |
|--|---|
| CPS 404 Quantitative Perspectives          | 5 |
| SPO 505 Introduction to Physical Education | 5 |

## Curriculum

Credits

### **Graduate Core Psychology Course Requirements (55 credits)**

Course titles that satisfy degree requirements:

|           |  |   |
|-----------|--|---|
| CPS 501   | Writing Skills & Research (required to be completed within first 3 quarters) | 5 |
| CPS 601   | Counseling Theories & Strategies   | 5 |
| CPS 604DL | Introduction to Psychological Research                                       | 5 |
| CPS 603   | Developmental Psychology   | 5 |
| CPS 605   | Clinical Counseling & Skills Training  | 5 |
| CPS 610DL | Psychopathology  | 5 |
| CPS 611   | Advanced Clinical Skills Training  | 5 |
| CPS 612   | Legal & Ethical Issues in Counseling   | 5 |
| CPS 613DL | Human Sexuality and Gender Issues  | 5 |
| CPS 614   | Theories, Therapies & Issues in Chemical Dependency                          | 5 |
| CPS 615DL | Cross-Cultural Counseling  | 5 |

Graduate Sport Counseling Course Requirements (30 credits)

Course Credits

|           |   |   |
|-----------|---|---|
| SPO 600   | Sport Psychology Business Principles        | 5 |
| SPO 651   | Introduction to Sport Counseling            | 5 |
| SPO 652DL | Assessment & Evaluation in Sport Counseling | 5 |
| SPO 653DL | Adult Fitness & Performance Enhancement     | 5 |
| SPO 665DL | Sport Counseling Practicum I                | 5 |
| SPO 668   | Career Transition & Athletic Retirement     | 5 |

Thesis / Project (5 credits)Course

Credits

|                        |   |
|------------------------|---|
| SPO 699 Thesis/Project | 5 |
|------------------------|---|

**Required Total Credits:** **90**

Students working on their Dissertation, Master's Thesis, or Senior Project must be registered for the respective course every quarter until the project has been completed. The Dissertation, Master's Thesis, or Senior Project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson and SDUIS Director of Research.

## Notice to Prospective Students

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Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1<sup>st</sup>, 2021.

If this institution stops pursuing accreditation, it must:

Stop all enrollment in its degree programs, and

Provide a teach-out to finish the educational program or provide a refund.

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## MASTERS PROGRAMS

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### Master of Accounting

#### Program Description:

This program is designed for finance and accounting professionals wishing to extend their skills or for those just entering the accounting profession. The program is intended to provide a broader understanding of accounting principles and business applications by offering graduate exposure to the traditional areas of accounting (financial accounting, managerial accounting, income tax, and auditing). Participants will learn how accounting functions within organizations and a wide variety of businesses, ranging from startups to global corporations, by building the conceptual, analytical and communications skills necessary to succeed in the accounting profession.

By the end of the program graduates will be able to:

- Apply accounting theory, principles, practice, and ethics to business decisions
- Demonstrate the use of generally accepted accounting principles and practices using emerging technologies
- Compare and contrast national and international accounting concepts
- Evaluate fraud examination concepts and processes
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.
- Complete a thesis or final project

#### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

The Master of Accounting program requires the participant to successfully complete a total of 90 quarter credits of graduate-level coursework. The student must complete 30 credits from the Graduate Core Accounting Course Requirements, 5 credits from the Graduate Course Requirements, select 40 credits (8 courses) from the Graduate Core Business Course Requirements, and select 10 credits (2 courses) from the Graduate Accounting Elective Courses. In addition, students must pass complete the Comprehensive Business Project, course BUS 695 (5 credits).

Students working on their Comprehensive Business Project must be registered for the respective



course each subsequent quarter until the project has been completed. The capstone project is complete when the final draft of the students' Comprehensive Business Project has been completed, evaluated, and formally approved by the Comprehensive Business Project Instructor.

**Prerequisites:**

Applicants must hold a bachelor's degree from an accredited or approved institution.

**Curriculum:**

Course titles that satisfy degree requirements:

**Graduate Core Required Courses: (5 Credits)**

| <u>Course</u>   | <u>Credits</u> |
|---|----------------|
| CPS 501      Writing Skills & Research (required to be completed within first 3 quarters) | 5              |

**Graduate Core Required Accounting Courses: (40 Credits)**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| ACT 614              Financial Statement Analysis          | 5              |
| ACT 618DL          Cost Accounting                         | 5              |
| ACT 630              Intermediate Accounting               | 5              |
| ACT 631DL          Fraud Examination & Forensic Accounting | 5              |
| ACT 633              Federal Income Tax                    | 5              |
| ACT 635DL          Taxation for Business Decisions         | 5              |
| ACT 636              Advanced Auditing                     | 5              |
| ACT 640DL          Fair Value Accounting: GAAP & IFRS      | 5              |

**Graduate Core Required Business Courses: (select 8 courses, 40 credits)**

| <u>Course</u>   | <u>Credits</u> |
|---|----------------|
| BUS 602              Quantitative Methods in Business                             | 5              |
| BUS 610              Leading & Managing People & Organizations & Investing        | 5              |
| BUS 614              Marketing Strategies & Tactics                               | 5              |
| BUS 616              Business Law & Ethics  | 5              |
| BUS 617DL          Financial Planning & Investing                                 | 5              |
| BUS 618DL          Information Technology Strategies for Entrepreneurial Business | 5              |

|           |  |   |
|-----------|--|---|
| BUS 625DL | Bargaining & Negotiating Skills: Asia, the US, Internationally | 5 |
| BUS 650DL | Advanced Marketing Strategies: Successes & failures            | 5 |
| BUS 656DL | Special Topics in Business Management                          | 5 |
| BUS 657DL | International Economics  | 5 |

**Capstone Course (5 credits)**

| <u>Course</u> | <u>Credits</u> |
|---------------|----------------|
|---------------|----------------|

|  |   |
|--|---|
| BUS 695 Comprehensive Business Project | 5 |
|--|---|

**Required Total Credits:** **90**

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If this institution stops pursuing accreditation, it must:

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## Master of Business Administration

### Program Description:

The MBA program at San Diego University for Integrative Studies is designed for mid-career business managers, multicultural organizational leaders, educators, investors, entrepreneurs, and other mature adult learners who are seeking to broaden and deepen their knowledge and skill in launching new businesses, investing in them, and developing them. The program offers three tracks. The first is a general track focusing on business in a US context, the second focuses on the global and multicultural context of US and international business, and includes a special emphasis on doing business with China, and finally our third “Green” track, which focuses on ecological sustainability and social responsibility.

By the end of the program graduates will be able to:

- Evaluate business opportunities taking into consideration financial, marketing, and human resource data.
- Use quantitative and qualitative tools to make business decisions
- Demonstrate strategic management and leadership
- Describe ethical considerations of business ownership
- Complete a thesis or final project

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

The MBA program requires the participant to successfully complete a total of 80 quarter credits of graduate-level coursework in business administration. The sequence of available courses for each of the three tracks includes both required courses (12 courses) and electives (3 courses). In addition, students must either pass a comprehensive examination or complete the Comprehensive Business Project, course BUS 695.

Students working on their Comprehensive Business Project must be registered for the respective course each subsequent quarter until the project has been completed. The Comprehensive Business Project is complete when the final draft of the students’ Comprehensive Business Project has been completed, evaluated, and formally approved by the Comprehensive Business Project Instructor.

### Prerequisites:

A Bachelor’s degree from an accredited institution.

**Curriculum:**

Participants in the Master of Business Administration program must complete 15 courses from the courses below. CPS 501, BUS 601 or BUS 631, and BUS 602 are required for all students. General track students must also complete courses BUS 610 through BUS 618; international business track students must complete courses 620 through BUS 628. Students who select the Green track must complete courses BUS 630 through BUS 639. An additional 3 courses must be selected from the list of elective courses (numbered BUS 650 through BUS 656).

**Required Courses: (15 Credits)**

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| CPS 501       | Writing Skills & Research (required to be completed within first 3 quarters) | 5              |
| BUS 601       | Financial Accounting from a Managerial Perspective                           | 5              |
| <b>OR</b>     |  |                |
| BUS 631       | Finance & Environmental Accounting   | 5              |
| BUS 602       | Quantitative Methods in Business   | 5              |

**Required Courses: General Track (45 Credits)**

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| BUS 610       | Leading & Managing People and Organizations                      | 5              |
| BUS 611       | Entrepreneurship: Developing New Ventures                        | 5              |
| BUS 612       | Managing Franchise Businesses                                    | 5              |
| BUS 613DL     | Venture Capital & Private Equity                                 | 5              |
| BUS 614       | Marketing Strategies & Tactics                                   | 5              |
| BUS 615DL     | Real Estate Investing  | 5              |
| BUS 616       | Business Law   | 5              |
| BUS 617DL     | Financial planning & Investing                                   | 5              |
| BUS 618DL     | Information Technology Strategies for Entrepreneurial Businesses | 5              |

**Required Courses: International Business Track (45 Credits)**

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| BUS 610       | Leading & Managing People and Organizations                      | 5              |
| BUS 611       | Entrepreneurship: Developing New Ventures                        | 5              |
| BUS 622DL     | Global Business Perspectives: Focus on China.                    | 5              |
| BUS 613DL     | Venture Capital & Private Equity                                 | 5              |
| BUS 614       | Marketing Strategies & Tactics                                   | 5              |
| BUS 625DL     | Negotiating & Bargaining Skills: Asia, the US, Internationally   | 5              |
| BUS 616       | Business Law   | 5              |
| BUS 627DL     | Leadership Issues & Styles Across the Pacific: China & the US    | 5              |
| BUS 618DL     | Information Technology Strategies for Entrepreneurial Businesses | 5              |

**Elective Courses (15 Credits)**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| BUS 650DL Advanced Marketing Strategies: Successes & Failures      | 5              |
| BUS 651DL Mergers & Acquisitions East & West                       | 5              |
| BUS 652DL Identifying & Analyzing Domestic Business Opportunities  | 5              |
| BUS 654DL Financial Institutions & Markets in a Global Perspective | 5              |
| BUS 655DL The Federal Reserve & Business Forecasting               | 5              |
| BUS 656DL Special Projects in Business Management                  | 5              |

**Capstone Course (5 credits)**

| <u>Course</u>                          | <u>Credits</u> |
|--|----------------|
| BUS 695 Comprehensive Business Project | 5              |

**Required Total Credits:** **80**

**Notice to Prospective Students**

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If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
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An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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# Master of Business Administration with Specialization in Hospitality Management

## Program Description

The Master of Business Administration program with specialization in Hospitality Management is designed for students who want to qualify for top hospitality jobs, and for working professionals who want to further their education and career. Students will study general business disciplines necessary to achieve success in the corporate and public sectors, as well as develop a sound understanding of the hospitality industry and how to fulfill the needs of consumers and organizations in the hospitality industry. This program will prepare graduates for professional roles and managerial positions across the hospitality spectrum.

By the end of the program graduates will be able to:

- Evaluate business opportunities in the hospitality industry taking into consideration financial, marketing, and human resource data.
- Use quantitative and qualitative tools to make hospitality business decisions
- Demonstrate strategic management, leadership, and communication that is required to hold managerial positions in the hospitality industry
- Describe ethical considerations of owning or managing a service business
- Complete a thesis or final project

## Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

The MBA with specialization in Hospitality Management program requires the participant to successfully complete a total of 80 quarter credits of graduate-level coursework, including 5 credits of required coursework, 35 credits of Business Administration required courses, and 35 credits of required Hospitality Management coursework. In addition, students must complete the Comprehensive Business Project, course BUS 695 (5 credits).

Students working on their Comprehensive Business Project must be registered for the respective course each subsequent quarter until the project has been completed. The capstone project is complete when the final draft of the students' Comprehensive Business Project has been completed, evaluated, and formally approved by the Comprehensive Business Project Instructor.

## Prerequisites

A Bachelor's degree from an accredited institution.

## Curriculum

Participants in the Master of Business Administration with Specialization in Hospitality Management program must complete 15 courses from the courses below. CPS 501, BUS 601 and BUS 602 are required for all students. Students are required to take 5 Business Courses and 4 Hospitality Management Courses. An additional 3 courses must be selected from the list of elective courses.

### Required Courses: (5 Credits)

| <u>Course</u>   | <u>Credits</u> |
|---|----------------|
| CPS 501 Writing Skills & Research ( <b>required to be completed within first 3 quarters</b> ) | 5              |

### Required Business Courses (35 Credits)

| <u>Course</u>   | <u>Credits</u> |
|---|----------------|
| BUS 601 Financial Accounting from a Managerial Perspective<br>OR              | 5              |
| HMT 642 Financial Accounting in Hospitality Management                        | 5              |
| BUS 602 Quantitative Methods in Business                                      | 5              |
| BUS 610 Leading & Managing People and Organizations                           | 5              |
| BUS 611 Entrepreneurship: Developing New Ventures                             | 5              |
| BUS 616 Business Law  | 5              |
| BUS 617DL Financial planning & Investing                                      | 5              |
| BUS 618DL Information Technologies Strategies for<br>Entrepreneurial Business | 5              |

### Required Hospitality Management Courses (35 Credits)

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| HMT 615DL Human Resource Management in Hospitality   | 5              |
| HMT 618DL Hotel Management Operations                | 5              |
| HMT 625DL Supervision Skills in Hospitality          | 5              |
| HMT 628DL Hospitality Law                            | 5              |
| HMT 631DL Social Media in Hospitality & Tourism      | 5              |
| HMT 632 Hotel & Restaurant Marketing & Merchandising | 5              |
| HMT 635 Conference and Banquet Management            | 5              |

### Capstone Course: (5 credits)

| <u>Course</u>                          | <u>Credits</u> |
|--|----------------|
| BUS 695 Comprehensive Business Project | 5              |

**Required Total Credits: 80**

## **Notice to Prospective Students**

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1<sup>st</sup>, 2021.

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- Stop all enrollment in its degree programs, and
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An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.



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## **Master of Business Administration with Specialization in Marketing**

### **Program Description**

The Master of Business Administration program with specialization in Marketing is designed for students who want to qualify for top marketing jobs, and for working professionals who want to further their education and career. Students will study general business disciplines necessary to achieve success in the corporate and public sectors, as well as develop a sound understanding of marketing methodology and the marketing needs of consumers and organizations. This program will prepare graduates for professional roles and managerial positions across the marketing spectrum.

By the end of the program graduates will be able to:

- Apply marketing strategies
- Compare and contrast US and International marketing methods
- Use quantitative and qualitative tools to make business decisions
- Demonstrate strategic management, leadership, and communication skills needed for managerial positions
- Describe ethical considerations of business ownership
- Complete a thesis or final project

### **Graduation Requirements**

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

The MBA with specialization in Marketing program requires the participant to successfully complete a total of 80 quarter credits of graduate-level coursework, including 15 credits of required coursework, 35 credits of Business Administration required courses, and 35 credits of required Marketing coursework. In addition, students must complete the Comprehensive Business Project, course BUS 695.

Students working on their Comprehensive Business Project must be registered for the respective course each subsequent quarter until the project has been completed. The capstone project is complete when the final draft of the students' Comprehensive Business Project has been completed, evaluated, and formally approved by the Comprehensive Business Project Instructor.

### **Prerequisites:**

A Bachelor's degree from an accredited or approved institution.

### **Curriculum:**

Participants in the Master of Business Administration with Specialization in Marketing program must complete 15 courses from the courses below. CPS 501, BUS 601 and BUS 602 are required

for all students. Students are required to take 5 Business Courses and 4 Marketing Courses. An additional 3 courses must be selected from the list of elective courses.

Required Courses: (5 Credits)

| Course   | Credits |
|--|---------|
| CPS 501 Writing Skills & Research (required to be completed in first 3 quarters) | 5       |

Required Business Courses (35 Credits)

| Course   | Credits |
|--|---------|
| BUS 601 Financial Accounting from a Managerial Perspective                 | 5       |
| BUS 602 Quantitative Methods in Business                                   | 5       |
| BUS 610 Leading & Managing People and Organizations                        | 5       |
| BUS 611 Entrepreneurship: Developing New Ventures                          | 5       |
| BUS 616 Business Law   | 5       |
| BUS 617DL Financial planning & Investing                                   | 5       |
| BUS 618DL Information Technology Strategies for Entrepreneurial Businesses | 5       |

Required Marketing Courses (35 Credits)

| Course   | Credits |
|--|---------|
| MKT 612DL Integrated Marketing Communication   | 5       |
| MKT 614DL Strategic Marketing Planning         | 5       |
| MKT 616 Marketing Research                     | 5       |
| MKT 620DL Marketing Promotion & Advertising    | 5       |
| MKT 630DL Marketing for Global Competitiveness | 5       |
| MKT 634DL Retailing Strategy & Management      | 5       |
| MKT 636DL Ethics & Standards in Marketing      | 5       |

Capstone Course: (5 credits)

| Course                                 | Credit |
|--|--------|
| BUS 695 Comprehensive Business Project | 5      |

Required Total Credits: 80

**Notice to Prospective Students**

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Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1<sup>st</sup>, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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## Master of Business Administration Specialization in Sport Management

### Program Description:

The Master of Business Administration program with a specialization in Sport Management is designed for students who want to qualify for top sport management jobs, and for working professionals who want to further their education and career. Students will study general business disciplines necessary to achieve success in the corporate and public sectors, as well as develop a sound understanding of sport management knowledge and skills in the sport industry. This program will prepare graduates for professional roles and managerial positions in the sport business industry.

By the end of the program graduates will be able to:

- Describe the laws, rules, and regulations that influence the sports agent industry
- Use quantitative and qualitative tools to make business decisions
- Demonstrate strategic management and leadership
- Analyze internal and external environmental factors that impact the short and long-term operations in the sport enterprise
- Evaluate ethical decision-making in sports including the influence of television, pressure to change sports traditions and standards for money, and negative influence on athletes from commercialization.
- Complete a thesis or final project

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

The MBA with specialization in Sport Management program requires the participant to successfully complete a total of 80 quarter credits of graduate-level coursework, including 15 credits of required coursework, 25 credits of Business Administration required courses, 20 credits of required Sport Management courses, and 15 credits of elective coursework. In addition, students must ~~either pass a comprehensive examination or~~ complete the Comprehensive Business Project, course BUS 695 (5 credits).

Students working on their Comprehensive Business Project must be registered for the respective course each subsequent quarter until the project has been completed. The capstone project is complete when the final draft of the students' Comprehensive Business Project has been completed, evaluated, and formally approved by the Comprehensive Business Project Instructor.

### Prerequisites:

A Bachelor's degree from an accredited institution.

**Curriculum:**

Participants in the Master of Business Administration with Specialization in Sport Management program must complete 15 courses from the courses below. CPS 501, BUS 601, and BUS 602 or MKT 616 are required for all students. Students are required to take 5 Business Courses and 4 Sport Management Courses. An additional 3 courses must be chosen from the list of elective courses.

**Required Courses: (15 Credits)**

| <b><u>Course</u></b> |  | <b><u>Credits</u></b> |
|----------------------|--|-----------------------|
| CPS 501              | Writing Skills & Research (required to be completed within first 3 quarters) | 5                     |
| BUS 601              | Financial Accounting from a Managerial Perspective                           | 5                     |
| BUS 602              | Quantitative Methods in Business   | 5                     |
| <b>OR</b>            |  |                       |
| MKT 616              | Marketing Research   | 5                     |

**Required Business Courses (25 Credits)**

| <b><u>Course</u></b> |  | <b><u>Credits</u></b> |
|----------------------|--|-----------------------|
| BUS 610              | Leading & Managing People and Organizations                      | 5                     |
| BUS 611              | Entrepreneurship: Developing New Ventures                        | 5                     |
| BUS 616              | Business Law   | 5                     |
| BUS 617DL            | Financial planning & Investing                                   | 5                     |
| BUS 618DL            | Information Technology Strategies for Entrepreneurial Businesses | 5                     |

**Required Sport Management Courses (20 Credits)**

| <b><u>Course</u></b> |                                 | <b><u>Credits</u></b> |
|----------------------|---------------------------------|-----------------------|
| SPM 622              | Foundations in Sport Management | 5                     |
| SPM 626DL            | Sport Marketing Management      | 5                     |
| SPM 628DL            | Facility & Event Management     | 5                     |
| SPM 655DL            | Athlete Management              | 5                     |

**Elective Courses (15 Credits)**

| <b><u>Course</u></b> |  | <b><u>Credits</u></b> |
|----------------------|--|-----------------------|
| BUS 625DL            | Negotiating & Bargaining Skills              | 5                     |
| SPM 624DL            | Governance & Policy in Sport Organizations   | 5                     |
| SPM 633DL            | Strategic Crisis Management in Sport         | 5                     |
| SPM 651DL            | Ethical & Social Issues in Sport             | 5                     |
| SPM 654DL            | Sport Law                                    | 5                     |
| SPM 656DL            | Risk Management in Sport & Physical Activity | 5                     |
| SPM 657DL            | Sport Tourism Management & Marketing         | 5                     |
| SPM 658DL            | Sponsorship & Fundraising in Sport           | 5                     |

**Capstone Course: (5 credits)**

**Course**

BUS 695 Comprehensive Business Project

**Credit**

5

**Required Total Credits:**

**80**

**Notice to Prospective Students**

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Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1<sup>st</sup>, 2021.

If this institution stops pursuing accreditation, it must:

Stop all enrollment in its degree programs, and

Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## DOCTORAL DEGREE PROGRAMS

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### Doctor of Business Administration

#### **Program Description:**

The Doctor of Business Administration program at San Diego University for Integrative Studies designed for management consultants, mid-career business managers, multicultural organizational leaders, educators, investors, entrepreneurs, and other mature adult learners. The DBA degree program will build on the skills acquired through master's-level studies to equip professionals with expertise in leadership principles and management ideas and practices, as well as develop a higher level of competence in conducting research. The DBA program will concentrate on the application of theory related to professional practice and issues of corporate concerns, as well as prepare graduates to lead, consult, and teach in corporate and academic arenas.

By the end of the program graduates will be able to:

- Evaluate complex issues related to human resources nationally and internationally
- Describe capitalization strategies for companies.
- Use quantitative and qualitative tools research to make high-level business decisions
- Apply strategic management, leadership, and communication skills
- Describe ethical considerations of business ownership
- Complete a dissertation

#### **Graduation Requirements**

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

The Doctor of Business Administration degree requires the completion of 110 quarter credits at the doctoral level. Successful passage of the Doctoral Comprehensive Examination is required, after which the student must complete a Dissertation project.

#### **Curriculum:**

Course titles that satisfy degree requirements:

#### **Prerequisites:**

Students must possess a master's degree in the discipline of business administration, management, or related areas from an approved university or equivalent and demonstrated ability to succeed in the doctoral program.

## Graduate Course Requirements (95 credits)

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| CPS 501       | Writing Skills & Research (required to be completed within first 3 quarters) | 5              |
| BUS 701       | Accounting   | 5              |
| BUS 702       | Quantitative Methods & Statistics  | 5              |
| BUS 720       | Strategic Management Skills I  | 5              |
| BUS 722DL     | Managerial Finance   | 5              |
| BUS 723DL     | Managerial Economics   | 5              |
| BUS 724       | Integrated Marketing I   | 5              |
| BUS 725       | Sales I  | 5              |
| BUS 726       | Business & Labor Law I   | 5              |
| BUS 727DL     | Computer Applications  | 5              |
| BUS 728DL     | Internet Environment   | 5              |
| BUS 730DL     | Strategic Management Skills II   | 5              |
| BUS 731       | Advanced Accounting  | 5              |
| BUS 732       | Quantitative Methods & Statistics II   | 5              |
| BUS 734DL     | Integrative Marketing II   | 5              |
| BUS 735DL     | Sales II   | 5              |
| BUS 736       | Business & Labor Law II  | 5              |
| BUS 738DL     | E-Commerce Applications & Operations   | 5              |
| BUS 740DL     | Crisis Management & Reorganization   | 5              |

### Capstone Course: (5 credits)

| <u>Course</u>             |                                 | <u>Credit</u> |
|---------------------------|---------------------------------|---------------|
| BUS 675                   | Comprehensive Business Project  | 5             |
| Dissertation (10 credits) |                                 |               |
| BUS 800                   | Dissertation/Project Writing I  | 5             |
| BUS 801                   | Dissertation/Project Writing II | 5             |

Students working on their Dissertation, Master's Thesis, or Senior Project must be registered for the respective course every quarter until the project has been completed. The Dissertation, Master's Thesis, or Senior Project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson and SDUIS Director of Research.

**Required Total Credits: 110**

### Notice to Prospective Students

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Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1<sup>st</sup>, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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## Doctor of Psychology

### **Program Description:**

This program is designed to prepare individuals for the practice of psychology and provides academic, scientific, and practitioner training for work involving individuals, families, and organizations. Humanistic values such as diversity, inclusiveness, education for personal as well as professional development, the centrality of relationships and importance of responsible use of power and authority are emphasized.

By the end of the program graduates will be able to:

- Describe the concepts, theories, research methods, and contributions to the understanding of human behavior within the five main branches of psychology
- Evaluate the structure and function of the nervous system and the physiological methods of investigation relevant to psychological problems
- Construct, administer and score psychological tests
- Demonstrate effective counseling techniques
- Complete and defend a doctoral dissertation

Disclaimer: Licensing laws and regulations vary considerably from state to state outside California, and states also make changes to their laws and regulations periodically. SDUIS makes no claim as to whether our PsyD program curriculum would meet the educational requirements for licensing in any state outside California. SDUIS's PsyD program is not accredited by the American Psychological Association (APA) and has not received designation by the Association of State and Provincial Psychology Boards/National Register (ASPPB/NR), which are requirements for licensure in some states. If you are considering applying for licensure in other states, either after graduation or at a later time, it is essential for you to determine the other state's licensing requirements and whether the degree from SDUIS would meet those requirements. SDUIS does not and cannot make any claim or assurance about this issue.

As of January 01, 2020, psychology licensing in California will require a doctoral degree from a regionally accredited university. SDUIS is not a regionally accredited university.

## Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

The Doctor of Psychology degree requires the completion of 105 quarter credits at the doctoral level. 500 supervised practicum hours while in practicum courses must be fulfilled, in addition to 60 hours of personal counseling with licensed professionals during the student's first year of study or within two years prior to enrollment. Successful passage of the Doctoral Comprehensive Examination is required, after which the student must complete a Psy.D. Dissertation project.

## Prerequisites:

A Master of Arts in Counseling, Clinical Psychology, Marriage, Family & Child Counseling or its equivalent. Including the following courses:

| Course      |   | Credits |
|-------------|---|---------|
| CPS 601     | Counseling Theories & Strategies        | 5       |
| CPS 603     | Developmental Psychology                | 5       |
| CPS 604DL   | Introduction to Psychological Research  | 5       |
| CPS 605     | Clinical Counseling Skills Training     | 5       |
| CPS 610DL   | Psychopathology                         | 5       |
| CPS 612     | Legal & Ethical Issues in Counseling    | 5       |
| CPS 613DL   | Human Sexuality and Gender Issues       | 5       |
| CPS 615DL   | Cross Cultural Counseling               | 5       |
| CPS 617A-DL | Assessment & Treatment of Child Abuse   | 2.5     |
| CPS 617B-DL | Assessment & Treatment of Partner Abuse | 2.5     |

## Curriculum:

Course titles that satisfy degree requirements:

### Graduate Course Requirements (95 credits)

| Course    |  | Credits |
|-----------|--|---------|
| CPS 501   | Writing Skills & Research (required to be completed within first 3 quarters) | 5       |
| CPS 611   | Advanced Clinical Skills Training  | 5       |
| CPS 614   | Theories, Therapy & Issues in Chemical Dependency                            | 5       |
| CTR 672DL | East/West Psychology   | 5       |
|           | or   |         |
| TRP 771DL | Foundations of Contemplative Depth Psychology                                | 5       |
| CPS 691   | Behavioral Statistics  | 5       |
| CPS 693DL | Social Psychology  | 5       |
| CPS 702   | Group Therapy: Theory & Practice   | 5       |
| CPS 704DL | Psychopharmacology   | 5       |

|           |   |   |
|-----------|---|---|
| CPS 705DL | Advanced Research Methods                       | 5 |
| CPS 706DL | Physiological Psychology                        | 5 |
| CPS 710   | Assessment A: Intelligence Testing              | 5 |
| CPS 711   | Assessment B: Personality/Objective Testing     | 5 |
| CPS 712   | Assessment C: Projective Testing                | 5 |
| CPS 714DL | Advanced Psychopathology                        | 5 |
| CPS 724   | Supervised Practicum A                          | 5 |
| CPS 725   | Supervised Practicum B                          | 5 |
| CPS 727DL | Psychotherapy w/Difficult & Special Populations | 5 |
| CPS 728DL | Humanistic Psychology                           | 5 |
| CPS 729   | Cognitive Behavioral Therapy: Theory & Practice | 5 |

### **Dissertation (10 credits)**

| <u>Course</u> |                                 | <u>Credits</u> |
|---------------|---------------------------------|----------------|
| CPS 800       | Dissertation/Project Writing I  | 5              |
| CPS 801       | Dissertation/Project Writing II | 5              |

Students working on their Dissertation, Master's Thesis, or Senior Project must be registered for the respective course every quarter until the project has been completed. The Dissertation, Master's Thesis, or Senior Project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson and SDUIS Director of Research.

**Required Total Credits: 105**

### **Notice to Prospective Students**

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Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1<sup>st</sup>, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

## **NON – DEGREE CERTIFICATE PROGRAMS**

### **Requirements**

The Academic English Skills course (AES 402) is required for all students enrolled in a certificate programs and must be attended in the first quarter.

### **Instructional Methods**

- 1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with an instructional syllabus that contains a topical outline of the course learning outcomes, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.
- 2) Courses are traditionally taught in lecture style with group discussions, student presentations, written assignments, and completed project demonstrations. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.
- 3) Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.
- 4) Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or an equally qualified mentor who is approved by the Chief Academic Officer.
- 5) Student learning performance outcome evaluations include essay and objective examinations, research, reports, and experimental activities.

### **Distance Education**

- 1) The Certificate in Accounting program is offered partly through distance education courses and partly through residential hybrid courses. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.
- 2) Each student is provided with a syllabus that contains an outline of the course learning outcomes, course content, weekly assignments, and student performance expectations.
- 3) Instructors work closely with students to monitor their progress.

## Certificate in Accounting

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### **Program Objectives:**

The demand for accountants continues to rise, with recent changes in accounting law and a new focus on ethical accounting practices fueling the market. The Bureau of Labor Statistics recently reported that the employment of accountants and auditors is projected to grow 11 percent from 2014 to 2024, faster than the average for all occupations.

SDUIS non-degree Certificate Program in Accounting is designed to provide students with a broad and thorough understanding of accounting principles and financial reporting practices, to keep students abreast of innovations in the field, and to enhance proficiency in accounting-related functions such as financial analysis and data interpretation.

This program is appropriate for adults looking to learn new job skills, to refine existing accounting knowledge, or to improve the performance of a small business by better understanding the essentials of accounting and finance.

By the end of the program graduates will be able to:

- Apply financial accounting and reporting concepts
- Describe the principles of auditing
- Demonstrate an understanding of managerial accounting concepts
- Interpret financial data to make sound business decisions
- Apply ethically informed solutions to business issues

### **Graduation Requirements**

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

## Curriculum

Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

| Course | Credits |
|--------|---------|
|--------|---------|

|  |   |
|--|---|
| AES 402 Academic English Skills<br>(required to be taken in the first quarter of enrollment) | 5 |
|--|---|

| Required Accounting Courses<br>Course | Credits |
|---------------------------------------|---------|
|---------------------------------------|---------|

|   |   |
|---|---|
| ACT 170 Introduction to Accounting                          | 5 |
| ACT 210 Auditing  | 5 |
| ACT 213 Financial Reporting: Internal & External            | 5 |
| ACT 215 Tax Influences on Business Decision Making          | 5 |
| ACT 217DL Computerized Accounting                           | 5 |
| ACT 232DL Legal Elements of Fraud                           | 5 |
| ACT 234DL Accounting Ethics & Professional Responsibilities | 5 |

|                                |           |
|--------------------------------|-----------|
| <b>Required Total Credits:</b> | <b>40</b> |
|--------------------------------|-----------|

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If this institution stops pursuing accreditation, it must:

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## Certificate in Advertising

### Program Objectives:

San Diego University of Integrative Studies non-degree Certificate Program in Advertising provides students with a breadth of information and practical know-how in advertising communication, marketing strategy, copywriting, and design. It introduces contemporary advertising theories and practices by integrating traditional media – such as print - and with new media – such as Internet.

Participants will be exposed to the latest thinking in creating and writing ads and skillfully placing them for maximum success in influencing customers. Students will also learn how to manage the relationships between advertising agencies and their clients.

Identified by the US Department of Commerce as one of the fastest growing career fields, SDUIS non-degree Certificate in Advertising will help participants to understand media and markets, learn how corporations communicate effectively, and learn how to effectively manage advertising.

By the end of the program graduates will be able to:

- Describe the steps required to develop, execute, and evaluate an advertising program Explain the advantages and disadvantages of alternate advertising media
- Compare and contrast consumer-orientated and trade-oriented sales promotions
- Explain why public relations is an important form of communications for business.
- Create an advertising campaign for a real or fictional product

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Participants in this non-degree certificate program must complete a total of 40 credits of Core and Advertising coursework consisting of eight (8) courses.

### Curriculum:

Course titles that satisfy certificate requirements:

#### **Required Core Course (5) Credits**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| AES 402 Academic English Skills<br>(required to be taken in the first quarter of enrollment) | 5              |



**Required Advertising Certificate Courses (15 credits)**

| <u>Course</u>   | <u>Credits</u> |
|---|----------------|
| ADV 150DL Essentials of Advertising                       | 5              |
| ADV 160DL Advertising Research & Strategy                 | 5              |
| ADV 165DL Introduction to Advertising Design and Graphics | 5              |

**Elective Advertising Certificate Courses (20 credits – choose 4)**

|  |   |
|--|---|
| ADV 155 Creative Advertising Concepts            | 5 |
| ADV 175 Advertising Profiles & Trends            | 5 |
| ADV 180 Client Relations                         | 5 |
| ADV 220 Internet Advertising                     | 5 |
| ADV 230 Copywriting                              | 5 |
| ADV 235 Branding Theory                          | 5 |
| ADV 240 Advertising Design for Alternative Media | 5 |
| ADV 245 International Advertising                | 5 |
| ADV 250 Advertising Sales                        | 5 |
| ADV 255 Advertising & Society                    | 5 |

**Required Total Credits** **40****Notice to Prospective Students**

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Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1st, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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## **Certificate in Communication**

### **Program Objectives:**

San Diego University for Integrative Studies offers a non-degree certificate program in Communication and provides participants with strategic communication skills necessary to navigate the rapidly changing, information-driven workplace. This program will include training in all types and aspects of communication to express oneself professionally by focusing on major competencies of effective communication-interpersonal skills, written communication, and informal oral presentation.

The program is designed for the individual seeking to develop professional-level communication skills in writing or speaking and learn to apply such skills to professional or personal tasks.

The need for good communication and interpersonal skills is recognized across a wide range of careers. This program is designed with the professional of all fields in mind. The opportunity to demonstrate a mastery of communication skills and best practices can give one a competitive edge with potential employers or help others already employed advance in their careers.

By the end of the program graduates will be able to:

Describe the theories of communication in rhetorical, group and interpersonal settings

Apply oral communication skills

Demonstrate the ability to write persuasive resumes and other business communications

Describe how nonverbal cues impacts the communication receiver

Improve their speaking style and presentation ability

### **Graduation Requirements**

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each participant in the Communication Certificate program must successfully complete eight (8) courses on the components of effective communication for a total of 40 credits.

### **Curriculum:**

Course titles that satisfy certificate requirements:

**Required Core Course (5) Credits**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| AES 402 Academic English Skills<br>(required to be taken in the first quarter of enrollment) | 5              |

**Required Communication Courses (choose 7 – at least 3 must be DL courses)**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| BSCM 170 Oral & Written Communication Skills                 | 5              |
| BSCM 210 Effective Public Speaking                           | 5              |
| BSCM 215 Advanced Public Speaking for Business Managers      | 5              |
| BSCM 220DL Expository & Technical Writing Skills             | 5              |
| BSCM 225DL Persuasive Communication                          | 5              |
| BSCM 230 Cross Cultural Communication                        | 5              |
| BSCM 235DL Public Relations Writing                          | 5              |
| BSCM 240DL World Wide Journalism & Expressive Writing        | 5              |
| BSCM 245 Conflict & Negotiation                              | 5              |
| BSCM 250DL Teambuilding & Leadership                         | 5              |
| BSCM 255DL Administrative Communication                      | 5              |
| BSCM 260DL Visual Communication & Culture                    | 5              |
| BSCM 265 Crisis Communication                                | 5              |
| BSCM 270 Interpersonal Communication Skills in the Workplace | 5              |
| BSCM 280DL Communication Through Social Media                | 5              |

**Required Total Credits:** **40**

**Notice to Prospective Students**

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Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1st, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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## Certificate in Executive Leadership Coaching

### Program Objectives:

San Diego University for Integrative Studies' offers a non-degree certificate program in Executive Leadership Coaching designed for managers, organizational leaders, international students, educators, entrepreneurs, and mature adult learners seeking to broaden their working knowledge of contemporary leadership approaches in the 21<sup>st</sup> century global marketplace. This non-degree course of professional instruction offers an integrated approach to leadership through twelve interrelated but distinct modules. These modules offer research-based leadership strategies where adaptability, innovation, team building, and integrity are the vital cornerstones of leadership.

The Executive Leadership Coaching Certificate at SDUIS comprises a powerful and intensive curriculum of interactive coaching that will enhance participants' abilities to:

Make successful transitions into leadership roles while organizing and managing executive decisions.

Develop Leadership communication skills for focus and purpose with practical applicability to real-world situations.

Clarify a personal vision for leadership by increasing ability to think and act strategically and inspire others.

Acquire priority management skills for necessary maximum performance.

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each participant in the Executive Leadership Coaching Certificate program must successfully complete a total of 40 credits. Participants will complete a total of eight (8) courses from the Core and Required Executive Leadership Coaching courses on the components of effective leadership, from the list below.

### Curriculum:

Course titles that satisfy certificate requirements:

#### **Required Core Course (5) Credits**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| AES 402 Academic English Skills<br>(required to be taken in the first quarter of enrollment) | 5              |

**Required Executive Leadership Coaching Courses (Select 7 Courses – at least 3 DL)**

| Course    |                           | Credits |
|-----------|---------------------------|---------|
| EXL 170   | The New Executive Leaders | 5       |
| EXL 180   | Personal Benchmarking     | 5       |
| EXL 190   | Individual Responsibility | 5       |
| EXL 200   | Internal Values           | 5       |
| EXL 205   | Non-Situational Integrity | 5       |
| EXL 210   | Desire Motivation         | 5       |
| EXL 215DL | Delayed Gratification     | 5       |
| EXL 220DL | Self-Discipline           | 5       |
| EXL 230DL | Resilient Optimism        | 5       |
| EXL 240DL | Empowerment & Stewardship | 5       |

**Required Total Credits:** **40**

**Notice to Prospective Students**

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Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1st, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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## **Certificate in Expressive Arts Therapy**

### **Program Description:**

The San Diego University for Integrative Studies offers a non-degree certification program in Expressive Arts Therapy for students, therapists, interns, educators, and other professionals. This program provides exposure and training within an academic area of Expressive Arts that utilize a variety of media, techniques, and theories of human growth.

The Expressive Arts Therapy Certificate at SDUIS is designed to provide participants with a holistic and culturally enriched perspective about facilitating health, emotional growth, and human potential. The personal integration of a host of experiences and techniques is intended to contribute to the development of greater personal health and increased therapeutic options.

The 35 credits can also be applied toward the degree requirements for MA in Expressive Arts Therapy.

By the end of the program graduates will be able to:

- Describe current counseling and psychotherapy theories and practice standards
- Demonstrate assessment and appraisal techniques
- Apply expressive arts therapy techniques
- Evaluate appropriate indicators for the use of play therapy
- Demonstrate professional communication skills in writing through organizing, thinking critically, and communicating ideas and information in documents and presentations.

### **Graduation Requirements**

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete 40 quarter credits of Expressive Arts Therapy coursework consisting of six classes and a practicum. The student is free to choose which courses are included in the certificate work.

### **Curriculum:**

Course titles that satisfy certificate requirements:

#### **Required Core Expressive Arts Courses**

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| CEX 600       | Expressive Arts Business Principles    | 5              |
| CEX 630DL     | Foundations of Expressive Arts Therapy | 5              |
| CEX 631       | Psychodrama, Ritual & Performance      | 5              |
| CEX 632       | Fundamentals of Music Therapy          | 5              |
| CEX 633       | Fundamentals of Movement Therapy       | 5              |

|           |   |   |
|-----------|---|---|
| CEX 634DL | Art and Expressive Therapy w/Children & Adolescents     | 5 |
| CEX 635DL | Art and Expressive Therapy w/Adults & Aging Populations | 5 |

**Required Practice Course**

| <u>Course</u>                                     | <u>Credits</u> |
|---|----------------|
| CEX 739 Practicum in Expressive, Creative Therapy | 5              |

**Required Total Credits:** **40**

**Notice to Prospective Students**

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Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1st, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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## Certificate in Family Leadership Coaching

### Program Objectives:

The San Diego University for Integrative Studies offers a non-degree certificate Program in Family Leadership Coaching, which is designed for family counselors, educators, child, youth and adult counselors, students, and mature adult learners seeking to advance their working knowledge of contemporary, effective approaches to family leadership issues in multi-cultural societies. This non-degree course of professional instruction provides participants with a foundation and skills development in ten distinct, yet interrelated courses, logically sequenced to provide a practical orientation to behavioral and social challenges encountered by parents as they function as primary role models and coaches for their children of all ages.

The Certificate Program in Family Leadership Coaching offers basic and specialty instruction, including skill building techniques related to leadership in traditional families, single-parent families and blended families, with emphasis on developing healthy social skills and methods of dealing with the impact of technology, media, socio-economic factors and multicultural environments encountered in contemporary society.

By the end of the program graduates will be able to:

Describe how the process of personal transformation occurs

Define elements of the coaching relationship

Apply coaching techniques with adults, children, and groups

Demonstrate leadership skills

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Participants in this non-degree certificate program are required to successfully complete forty (40) quarter credits of Core and Family Leadership courses for a total of eight (8) courses from the list below.

### Curriculum:

Course titles that satisfy certificate requirements:

#### **Required Core Course (5) Credits**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| AES 402 Academic English Skills<br>(required to be taken in the first quarter of enrollment) | 5              |



**Family Leadership Coaching Certificate Courses (Select 7 courses – at least 3 must be DL)**

| <u>Course</u> |                             | Credits |
|---------------|-----------------------------|---------|
| FAL 175       | Positive Self-Awareness     | 5       |
| FAL 180       | Positive Self-Esteem        | 5       |
| FAL 185       | Positive Self-Discipline    | 5       |
| FAL 190       | Positive Self-Determination | 5       |
| FAL 195       | Positive Self-Honesty       | 5       |
| FAL 200       | Positive Self-Motivation    | 5       |
| FAL 205DL     | Positive Self-Expectancy    | 5       |
| FAL 210DL     | Positive Self-Image         | 5       |
| FAL 215DL     | Positive Self-Direction     | 5       |
| FAL 220DL     | Positive Self-Dimension     | 5       |

**Required Total Credits** **40**

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## Certificate in Fashion Design

### Program Objectives

San Diego University for Integrative Studies offers a non-degree certificate program in Fashion Design. This program will introduce students to entry level and advanced principles of fashion design. Participants will learn both the creative and technical sides of the fashion industry, as well as gain hands-on experience. Classes are offered on a rotating schedule that allows participants to complete the certificate in just one year,

This course curriculum is designed to help students qualify for employment as assistant designers, fashion illustrators, assistant patternmakers, and product developers. Design training can lead to entrepreneurship, or careers working for large or small companies.

By the end of the program graduates will be able to:

- Demonstrate apparel production processes from conception to finished product Use industry specific software
- Demonstrate draping, fitting and patternmaking techniques
- Describe trends in the fashion design industry
- Effectively use fashion design equipment and supplies in the creation of garments.

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each participant in the Fashion Design Certificate program must successfully complete eight (8) courses for a total of forty (40) credits from Core and Fashion Design courses listed below.

### Curriculum:

Course titles that satisfy certificate requirements:

#### **Elective Core Course (5) Credits**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| AES 402 Academic English Skills<br>(required to be taken in the first quarter of enrollment) | 5              |

#### **Required Fashion Design Courses**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| DSN 101DL Art 1: Human Cognition & Interface Design        | 5              |
| FASH 100 Introduction to Fashion Design & Fashion Careers  | 5              |
| FASH 110DL Fashion History                                 | 5              |
| FASH 200DL Principles of Fashion Design                    | 5              |
| FASH 300 Contemporary Design                               | 5              |
| FASH 400 Design Portfolio & Creation of a Garment Business | 5              |

**Elective Courses (choose one course)**

|          |  |   |
|----------|--|---|
| FASH 205 | Apparel Construction I                   | 5 |
| FASH 210 | Apparel Construction II                  | 5 |
| FASH 220 | Fashion Draping                          | 5 |
| FASH 225 | Flat Pattern Design                      | 5 |
| FASH 230 | Textile Analysis                         | 5 |
| FASH 235 | Computer Assisted Fashion Design         | 5 |
| FASH 240 | Fashion Design and Production Internship | 5 |

**Required Total Credits:** **40**

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## Certificate in Graphic Design

### Program Learning outcomes

San Diego University for Integrative Studies offers a non-degree certificate program in Graphic Design. This course curriculum emphasizes packaging, typography, identity branding and print and computer technology. Students learn concept development, strategic planning, fundamental techniques, and verbal presentation skills in a career-focused classroom setting.

Participants of the SDUIS Certificate in Graphic Design will gain practical design and typography skills, as well as real-world knowledge in the uses of the computer as a design tool. The primary focus of all courses is the conceptual, creative process. The program will provide participants design, drawing and computer graphics skills necessary to enter the graphic design field.

By the end of the program graduates will be able to:

- Discuss the history of the graphic design industry
- Demonstrate graphic design processes from conception to finished product Use industry specific software
- Describe and apply the principles of color, composition, and typography in a design using various media such as digital, print, motion, and 3-D.
- Critically evaluate client specifications using design thinking and professional standards and practices

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each participant in the Graphic Design Certificate program must successfully complete eight (8) elective courses of core and graphic design courses for a total of forty (40) credits.

### Curriculum:

Course titles that satisfy certificate requirements:

#### **Elective Core Course (5) Credits**

Course

Credits

AES 402 Academic English Skills

5

(required to be taken in the first quarter of enrollment)

### **Required Graphic Design Courses**

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| DSN 101DL     | Human Cognition and Interface Design             | 5              |
| DSN 103DL     | Project Management                               | 5              |
| GDES 100      | Introduction to Graphic Design: Graphic Design I | 5              |
| GDES 105DL    | Graphic Design II                                | 5              |

### **Elective Graphic Design Courses (choose 3)**

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| GDES 110      | Typography & Symbolism                   | 5              |
| GDES 205      | Open Source Desktop Publishing           | 5              |
| GDES 210      | Package Design                           | 5              |
| GDES 220      | Marketing & Advertising Design           | 5              |
| GDES 225      | Identity Branding/ Intellectual Property | 5              |
| GDES 230      | Material Science and Graphic Design      | 5              |
| GDES 280      | Graphic Design Portfolio Preparation     | 5              |

**Required Total Credits:** **40**

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## **Certificate in Hospitality Management**

### **Program Objectives:**

Travel and tourism is a vitally important part of the world economy today. It is the largest and fastest-growing sector, with more than 800 million people traveling every year, and a strong growth rate predicted. Travel and tourism is the world's number one employer and represents more than 10% of global spending. As it grows, the industry is becoming both more diverse and more specialized, calling on many different kinds of talents.

At the heart of travel and tourism is the hospitality industry, with its huge range of hotels, resorts, and restaurants. SDUIS non-degree Certificate Program in Hospitality Management is designed for professionals who want to sharpen their existing skills, develop new skills, and enhance their understanding of hospitality management competencies to give them a competitive edge with employers and strengthen their opportunity for success within this fast growing industry.

Participants of the Certificate Program in Hospitality Management will learn to utilize the fundamental vocabulary and operating principles of the hospitality industry, conduct themselves in accordance to professional ethics and values of the hospitality industry, and to employ principles of professionalism and best practices relevant to the hospitality industry.

More and more companies recognize the strategic importance of the “hospitality element” and are searching for individuals with hospitality expertise. Fascinating hospitality careers exist in hotels, resorts and in the restaurant industries, as well as in related fields, such as consulting, marketing, spa & wellness, sport & travel, event management or human resources.

By the end of the program graduates will be able to:

- Identify vocabulary and operating principles used in the hospitality industry
- Evaluate business opportunities in the hospitality industry taking into consideration financial, marketing, and human resource data.
- Demonstrate strategic management, leadership, and communication that is required to hold managerial positions in the hospitality industry
- Describe ethical considerations of in the hospitality industry

### **Graduation Requirements**

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete a total of 40 quarter credits of Core and Hospitality Management coursework.

**Curriculum:**

Course titles that satisfy certificate requirements:

| <b>Course</b>   | <b>Credits</b> |
|---|----------------|
| AES 402 Academic English Skills<br>(AES 402 is required to be taken in the first quarter of enrollment) | 5              |

Hospitality Management Courses  
Course

Credits

|                         |   |    |
|-------------------------|---|----|
| HMT 110                 | Introduction to Hospitality, Travel & Tourism | 5  |
| HMT 125                 | Consumer Behavior in Hospitality & Tourism    | 5  |
| HMT 130                 | Marketing in Hospitality                      | 5  |
| HMT 140DL               | e-Business for Tourism & Hospitality          | 5  |
| HMT 230DL               | Sanitation & Safety                           | 5  |
| HMT 238                 | Restaurant Management                         | 5  |
| HMT 242DL               | Front Office Operations                       | 5  |
| Required Total Credits: |   | 40 |

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## Certificate in Information Technology Systems

### Program Objectives

Businesses, government, schools, and other organizations are continually seeking new applications for computers and networks in the workplace. As the role of technology increases, the need for professionals with a strong background in information technology is also increasing.

The Information Technology Systems Certificate at SDUIS is designed for students, career changers, and other professionals, and provides participants with essential training in computer and information systems. The ITS Certificate enhances technological literacy by introducing the concepts, terminology, business processes, and computer applications necessary to effectively interact in a high-tech environment.

By the end of the program graduates will be able to:

- Analyze a problem, and identify and define the computing requirements appropriate to its solution
- Describe the professional, ethical, legal, security and social issues and responsibilities Use industry specific IT hardware and software
- Identify and analyze user needs in the selection, creation, evaluation, and administration of computer-based systems
- Effectively integrate IT-based solutions into the user environment

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student will complete AES 402 Academic English Skills (5 credits), and an additional 35 credits from the Information Technology Coursework, for a total of 40 quarter credits.

### Curriculum

Course titles that satisfy certificate requirements:

#### **Required Core Course (5) Credits**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| AES 402 Academic English Skills<br>(required to be taken in the first quarter of enrollment) | 5              |



**Required Information Technology Courses (15 credits)**

| <u>Course</u>                                 | <u>Credits</u> |
|---|----------------|
| ITS 145DL Introduction to Information Systems | 5              |
| ITS 165DL Operating Systems                   | 5              |
| ITS 200DL Information Systems Security        | 5              |

**Elective Information Technology Courses (20 credits – choose 4)**

| <u>Course</u>                                      | <u>Credits</u> |
|--|----------------|
| ITS 150 Design and Analysis of Information Systems | 5              |
| ITS 170 Web Development and Management             | 5              |
| ITS 175 Data Communication & Computer Networking   | 5              |
| ITS 180 Database Management Systems                | 5              |
| ITS 205 IT Ethics                                  | 5              |
| ITS 210 E-business Concepts & Technologies         | 5              |
| ITS 220 Programming Languages & Concepts           | 5              |

**Required Total Credits:** 40

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## Certificate in International Business Administration

### Program Objectives

This program is designed for international business managers, multi-cultural organizational leaders, international students, educators, entrepreneurs, and mature adult learners seeking to broaden their knowledge of contemporary international business administrative approaches in the global marketplace.

This non-degree course of professional instruction provides participants with a foundation in international business administration, organization, management, and communication according to multicultural applied perspectives. The Certificate in International Business Administration offers basic and specialty instruction, including skill building emphasis on worldwide commerce and electronic business systems and principles, to provide the participant with the knowledge and resources central to successful business managerial approaches needed in the contemporary international workplace.

By the end of the program graduates will be able to:

By the end of the program graduates will be able to:

- | Evaluate business opportunities taking into consideration financial, marketing, and human resource data.
- | Compare and contrast US and International marketing methods
- | Describe management considerations and strategies in a multinational, multicultural environment
- | Identify laws that govern international commerce

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Participants are required to successfully complete Forty (40) quarter credits of coursework in International Business Administration. In addition to the (1) required core and two (2) required seminar courses, participants select five (5) Business Administration courses to fulfill Certificate completion requirements.

### Curriculum

#### Course titles that satisfy certificate requirements:

#### **Required Core Course (5) Credits**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| AES 402 Academic English Skills<br>(required to be taken in the first quarter of enrollment) | 5              |

**Required International Business Administration Seminar (10 credits)**

| <u>Course</u> |                                   | <u>Credits</u> |
|---------------|-----------------------------------|----------------|
| IBUS 400A-DL  | International Trade and Economics | 5              |
| IBUS 400B     | International Business Law        | 5              |

**Elective International Business Administration (choose 5 – at least 2 must be DL)**

| <u>Course</u> |   | <u>Credits</u> |
|---------------|---|----------------|
| BUS 401       | Introduction to Business Principles and Organizations | 5              |
| BUS 402DL     | Fundamentals of Business Administration               | 5              |
| BUS 406       | Business Math for Administrators                      | 5              |
| BUS 412DL     | Business Information Technologies                     | 5              |
| BUS 418       | Essentials of Advertising                             | 5              |
| BUS 420DL     | Business Communications and the Global Economy        | 5              |
| BUS 424       | Organizational Statistics                             | 5              |
| BUS 432DL     | Production and Service Management                     | 5              |
| BUS 434DL     | Organizational Entrepreneurship                       | 5              |
| BUS 442       | Foundations in Accounting                             | 5              |
| BUS 449       | Foundations in Marketing                              | 5              |
| BUS 452       | Foundations in Finance                                | 5              |
| BUS 458DL     | Foundations in Economics                              | 5              |
| BUS 466DL     | Legal and Ethical Issues in the Global Marketplace    | 5              |
| BUS 475DL     | Cross Cultural Strategic Management                   | 5              |

**Required Total Credits:** **40**

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## Certificate in Marketing

### Program Objectives

San Diego University for Integrative Studies non-degree certificate program in Marketing prepares students to enter the exciting fields of marketing. For current workers in the field, a Marketing Certificate offers a chance to learn all of the latest industry techniques.

Marketing is a competitive field and the techniques used to capture consumer attention are always changing. A Certificate in Marketing will give participants the knowledge and skills necessary to obtain a marketing job or improve their current position. The Marketing Certificate is an excellent way to round out one's business acumen.

The Certificate in Marketing is designed to provide students with a breadth of marketing skills, including knowledge of marketing and advertising terms, how to create a marketing plan, create a marketing strategy for a small business, write marketing materials, effective sales techniques, how to market on the internet and much more. By the end of the program graduates will be able to:

- Define common marketing and advertising terms
- Compare and contrast US and International marketing methods
- Demonstrate strategic management, leadership, and communication skills needed for managerial positions
- Develop a marketing plan for a real or fictional company Apply marketing strategies

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete 40 quarter credits of required core and marketing coursework.

### Curriculum:

Course titles that satisfy certificate requirements:

#### **Required Core Course (5) Credits**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| AES 402 Academic English Skills<br>(required to be taken in the first quarter of enrollment) | 5              |

#### **Required Marketing Courses**

| <u>Course</u>                          | <u>Credits</u> |
|--|----------------|
| BUS 449 Foundations in Marketing       | 5              |
| MKT 124 Consumer Motivation & Behavior | 5              |
| MKT 128DL Digital Marketing            | 5              |

|           |  |   |
|-----------|--|---|
| MKT 132DL | Customer Relationship Management                   | 5 |
| MKT 222   | Public Relations                                   | 5 |
| MKT 226   | Business-to-Business Marketing                     | 5 |
| MKT 240DL | Marketing through Social Media: Tools of the Trade | 5 |

**Required Total Credits:** **40**

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## Certificate in Sport Coaching

### Program Description

San Diego University for Integrative Studies offers a non-degree certification program in Sport Coaching for students and other professionals who are interested in pursuing careers in coaching, as well as those individuals who plan to coach athletics on a part-time basis. Students are introduced to the core knowledge and experiential components of athletic coaching that will enable them to gain the knowledge and confidence in their ability to handle the many different aspects of coaching in a competent and professional manner. Participants will also be introduced to the varied coaching theories, and from them develop their own model that outlines a coaching process they can use with individuals, teams, or an entire organization.

By the end of the program graduates will be able to:

- Describe psychotherapeutic strategies and treatment options appropriate to various stages of adaptation to physical injury or illness
- Identify current theories and practices in coaching methods
- Explain the basic science of exercise physiology and athletic performance as it applies to coaching
- Evaluate the relationship among essential nutrients, energy metabolism, athletic training, diet and life-style issues, and their role in achieving peak athletic performance

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete 40 quarter credits of Sport Coaching coursework.

### Curriculum:

Course titles that satisfy certificate requirements:

#### **Required Core Course (5 Credits)**

| <u>Course</u>                        | <u>Credits</u> |
|--------------------------------------|----------------|
| AES 402      Academic English Skills | 5              |

#### **Required Core Sport Coaching Courses (Select 7 courses)**

| <u>Course</u>                                      | <u>Credits</u> |
|--|----------------|
| CCH 400      Athletic Coaching Business Principles | 5              |

|                                       |   |           |
|---------------------------------------|---|-----------|
| CCH 401                               | Theories of Coaching                    | 5         |
| CCH 403                               | Coaching Methods                        | 5         |
| CCH 408DL                             | Sport Science Applied to Coaching       | 5         |
| CCH 410DL                             | Sport Nutrition & Wellness              | 5         |
| CCH 469                               | Selected Topics in Sport Coaching       | 5         |
| SPO 653DL                             | Adult Fitness & Performance Enhancement | 5         |
| SPO 766DL                             | Psychology of Coaching                  | 5         |
| <b><u>Required Total Credits:</u></b> |   | <b>40</b> |

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## Certificate in Sport Management

### Program Description:

San Diego University for Integrative Studies offers a non-degree certification program in Sport Management for students and other professionals interested in working in the athletic arena. This program is designed to provide students with the theoretical and practical training necessary to qualify for key positions in the industry. Students will study general business disciplines necessary to achieve success in the corporate and public sectors, as well as develop a sound understanding of sport management knowledge and skills in the sport industry.

This program will prepare graduates for professional roles and managerial positions in the sport business industry.

By the end of the program graduates will be able to:

- Describe management techniques necessary to plan, organize, control, and direct a sport enterprise
- Identify the governance and administration of sport governance organizations including International Olympic Committee, the Olympic Committee, and the National Governing Bodies; the Special Olympics; the Collegiate Athletic Association; High School Leagues; and various other amateur sport organizations
- Evaluate laws, rules, regulations, and strategies required to represent professional athletes
- Analyze current issues and social controversies impacting athletes, managers, athletic administrators, coaches, and trainers

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete 40 quarter credits of Marketing coursework.

### Curriculum:

Course titles that satisfy certificate requirements:

#### **Sport Management Courses (Choose 8)**

| <u>Course</u> |  | <u>Credits</u> |
|---------------|--|----------------|
| BUS 611       | Entrepreneurship: Developing New Ventures  | 5              |
| BUS 612       | Managing Franchise Businesses              | 5              |
| SPM 622DL     | Foundations in Sport Management            | 5              |
| SPM 624DL     | Governance & Policy in Sport Organizations | 5              |
| SPM 626DL     | Sport Marketing Management                 | 5              |
| SPM 633DL     | Strategic Crisis Management in Sport       | 5              |
| SPM 650DL     | Financial Application in Sport             | 5              |



|           |                                      |   |
|-----------|--------------------------------------|---|
| SPM 651DL | Ethical & Social Issues in Sport     | 5 |
| SPM 654DL | Sport Law                            | 5 |
| SPM 655DL | Athlete Management                   | 5 |
| SPM 657DL | Sport Tourism Management & Marketing | 5 |
| SPM 658DL | Sponsorship & Fundraising in Sport   | 5 |

**Required Total Credits:** **40**

### **Notice to Prospective Students**

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1st, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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## Certificate in Sport Psychology

### Program Description:

The San Diego University for Integrative Studies offers a non-degree certification program in Sport Psychology for students, and other professionals interested in working with athletes and athletic organizations. This program is designed to provide students with the theoretical and practical training needed to help athletes be more effective in sports and their personal lives. The program is intended to prepare professionals to consult with individual athletes, teams, and athletic organizations, and to effectively develop and teach programs tailored for this unique population.

The Sport Psychology Certificate at SDUIS is designed to provide participants with a holistic and culturally enriched perspective about facilitating health, emotional growth, and human potential. The personal integration of a host of experiences and techniques is intended to contribute to the development of greater personal health and increased therapeutic options. The 40 credits can also be applied toward the degree requirements for MA in Sport Counseling.

By the end of the program graduates will be able to:

- Describe the strategies required to establish and promote a sport psychology practice
- Demonstrate the utilization of assessment instruments and interviewing techniques in Sport Counseling
- Evaluate theories and techniques used to enhance performance in sports and other areas of physical and mental development
- Demonstrate effective counseling techniques

### Graduation Requirements

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete 40 quarter credits of Sport Psychology coursework consisting of seven classes and a practicum. The student is free to choose which courses are included in the certificate work.

### Curriculum:

Course titles that satisfy certificate requirements:

#### **Sport Psychology Certificate Courses** **(35 required credits – choose 7 courses)**

| <u>Course</u>   | <u>Credits</u> |
|---|----------------|
| SPO 600 Sport Psychology Business Principles          | 5              |
| SPO 651 Introduction to Sport Counseling              | 5              |
| SPO 652DL Assessment & Evaluation in Sport Counseling | 5              |
| SPO 653DL Adult Fitness & Performance Enhancement     | 5              |

|           |   |   |
|-----------|---|---|
| SPO 668   | Career Transition & Athletic Retirement           | 5 |
| SPO 751   | Seminar in Sport Psychology                       | 5 |
| SPO 754DL | Nutrition & Lifestyle Management                  | 5 |
| SPO 766DL | Psychology of Coaching                            | 5 |
| SPO 767   | Advanced Sport Psychology Intervention Techniques | 5 |
| SPO 769   | Selected Topics in Sport Psychology               | 5 |

**Required Sport Counseling Practicum Course (5 credits)**

|           |                              |   |
|-----------|------------------------------|---|
| SPO 665DL | Sport Counseling Practicum I | 5 |
|-----------|------------------------------|---|

**Required Total Credits:** **40**

**Notice to Prospective Students**

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1st, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

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## **Certificate in Web Design**

### **Program Objectives:**

The San Diego University for Integrative Studies offers a non-degree certificate program in Web Design. This course curriculum is an introduction to the design, creation, and maintenance of web pages and websites. With it, a student will learn how to critically evaluate website quality, learn how to create and maintain quality web pages, learn about web design standards and why they're important, and learn to create and manipulate images.

Students enrolled in the Certificate in Web Design will gain the skills and project-based experience needed for entry into web design and development careers. The student will be able to use a variety of strategies and tools to create website, develop awareness and appreciation of the many ways that people access the web, and will be able to create standards-based websites that can be accessed by the full spectrum of web access technologies.

By the end of the program graduates will be able to:

- Define terms, identify file types, download files, use hardware and compression techniques related to web design
- Identify concepts on Section 508 of the American Disabilities Act and incorporate methods of accessibility into web design projects
- Create, edit, capture, and import graphics, video, sound, and animations both for multimedia presentations and the web
- Integrate a variety of scripting languages to enhance interactivity within multimedia and web design projects
- Implement CSS, database integration, web page usability rules, Search Engine Optimization (SEO) and social marketing techniques within their web projects

### **Graduation Requirements**

1. Satisfactory completion of all required courses and credits in the program.
2. Cumulative Grade Point Average (CGPI) of 3.0 or greater
3. Filing of the Graduation Petition along with the required fee.
4. Fulfillment of all financial obligations to the University.

Each student must complete the 40 quarter credits of study from the coursework listed below.

### **Curriculum:**

Course titles that satisfy certificate requirements:

**Required Core Course (5) Credits**

| <u>Course</u>                   | <u>Credits</u> |
|---------------------------------|----------------|
| AES 402 Academic English Skills | 5              |

**Required Core Web Design Courses (5 courses – 25 credits)**

| <u>Course</u>  | <u>Credits</u> |
|--|----------------|
| DSN 101DL Human Cognition & Interface Design                   | 5              |
| DSN 103DL Project Management                                   | 5              |
| WEB 100 Introduction to HTML and Web Site Creation             | 5              |
| WEB 103 Principles of Web Site Architecture & Design           | 5              |
| WEB 104DL Introduction to Apache, MySQL, and PHP               | 5              |
| Elective Web Design Courses (Choose 2 courses – 10 credits)    |                |
| WEB 205 Open Source Tools for Web Site Creation                | 5              |
| WEB 105 Web Design Marketing                                   | 5              |
| WEB 220 CSS Workshop and CSS 2.1                               | 5              |
| WEB 225 Search Engine Optimization                             | 5              |
| WEB 230 Introduction to Open Source Content Management Systems | 5              |

**Required Total Credits:** 40

**Notice to Prospective Students**

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by November 1st, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

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## **COURSE DESCRIPTIONS**

Courses are listed alphabetically by prefixes, then numerically within a given prefix.

### **COURSE NUMBERING DEFINITIONS**

All courses numbered 499 and below are undergraduate classes. Courses numbered 500 to 599 are graduate (MA) level classes. Courses numbered 600 to 699 are master's level classes; and courses numbered 700 and above are post-masters and doctoral level classes but may occasionally be used in master's Programs.

### **ONLINE ONLY COURSE DESIGNATIONS**

Courses that are offered in entirely online format have the designation "DL" after the course number, for example, CPS 693DL. All other courses, without the "DL" designation, are offered as in- residence hybrid courses.

### **ACT -- ACCOUNTING**

**ACT 170 INTRODUCTION TO ACCOUNTING** (5 quarter credits) Prerequisite: None

This course serves as an introduction to the language of business and takes into consideration the importance of accounting information when making business decisions. Students will examine the needs of stakeholders outside of the organization.

**ACT 210 AUDITING** (5 quarter credits) Prerequisite: None

This course focuses on the application of auditing principles while examining financial statements and principles and practice of auditing especially as it relates to the examination of financial statements by certified public accountants.

**ACT 213 FINANCIAL REPORTING: INTERNAL & EXTERNAL** (5 quarter credits)

Prerequisite: None

This course will provide students with the skills to become a sophisticated reader and user of financial statements. An emphasis will be placed on understanding and analyzing statements and supporting notes.

**ACT 215 TAX INFLUENCES ON BUSINESS DECISION MAKING** (5 quarter credits)

Prerequisite: None

The focus of this course is federal income tax law as applied to individuals, corporations, and partnerships, tax research and responsibilities in a tax practice.

**ACT 217DL COMPUTERIZED ACCOUNTING** (5 quarter credits) Prerequisite: None

In this course students will study the documentation, design, operation, and control of computerized accounting information systems. Focus will be placed on the accounting cycle and financial statement preparation in a computerized system, as well as other applications for financial and managerial accounting. Emphasis is given to hands-on use of the Internet and PC- based spreadsheet and accounting software.

**ACT 232DL LEGAL ELEMENTS OF FRAUD** (5 quarter credits) Prerequisite: None This course focuses on federal legislation as it relates to fraud examination. Students will examine the laws that preserve the rights of individual suspected of committing fraud and laws that govern civil prosecutions, acceptance of evidence, etc.

**ACT 234DL ACCOUNTING ETHICS AND PROFESSIONAL RESPONSIBILITIES** (5 quarter credits) Prerequisite: None This course examines the ethical and professional responsibilities of accounting professionals. Students will explore the evolution of ethics within the accounting profession. Case studies regarding ethical situations will be analyzed.

**ACT 614 FINANCIAL STATEMENT ANALYSIS**  
(5 quarter credits) Prerequisite: None This course teaches the skills, analytical process, and decision-making techniques for analyzing financial statements to make sound credit decisions. This course will cover financial statement analysis, financial statements, ratio analysis, borrowing causes and repayment sources, and cash flow statements and projections.

**ACT 618DL COST ACCOUNTING** (5 quarter credits) Prerequisite: None In this course students will examine current trends in effective cost management and information gathering. Other topics that will be discussed include traditional costing theories and procedures, such as: job-order and process costing, budgeting, responsibility accounting, absorption and direct costing, standard costing, relevant costs, and capital budgeting. This course will combine textbook theory with the practical tools necessary for collecting and analyzing key accounting data

**ACT 630 INTERMEDIATE ACCOUNTING** (5 quarter credits) Prerequisite: ACT – 601 Introduction to Accounting. This course examines the principles used to prepare basic financial statements. Students will analyze elements of the balance sheet, liabilities, property, plant and equipment, intangible assets, depreciation, amortization, depletions, impairments, statement of income and retained earnings.

**ACT 631DL FRAUD EXAMINATION & FORENSIC ACCOUNTING** (5 quarter credits)  
Prerequisite: None This course focuses on the methodology of occupational fraud examination including obtaining documentary evidence, interviewing witnesses, and potential suspects, writing investigative reports, testifying to findings, and forensic document examination.

**ACT 633 FEDERAL INCOME TAX** (5 quarter credits) Prerequisite: None This course introduces students to the Internal Revenue Code Provisions as they affect individuals and organizations. Students will examine how these provisions are achieved through Federal Income Tax Regulations.

**ACT 635DL TAXATION FOR BUSINESS DECISIONS** (5 quarter credits) Prerequisite: None This course examines federal income taxes. The development of taxable income and deductions for individuals, partnerships, and corporations will be covered.

**ACT 636 ADVANCED AUDITING** (5 quarter credits) Prerequisite: None Students will explore current and prospective auditing concepts in auditing. Attention will be given to case studies to emphasize the applications of auditing standards, statistical sampling, ethics, and legal liability.

**ACT 640DL Fair Value Accounting: GAAP & IFRS** (5 quarter credits)  
Fair value accounting and fluctuations in fair value have become increasingly important in business in recent years, impacting financial reporting and risk management practices. This course will provide an overview of fair value accounting, including such topics as, fair value measurements and disclosures; various valuation models; avoiding unnecessary risks; the nature of markets, and impact on the global economy. Furthermore, this course will address the primary differences between GAAP (Generally Accepted Accounting Principles) and IFRS (International Reporting Financial Standards), and how those differences impact financial statement reporting.

## **ADV - ADVERTISING**

### **ADV 150DL ESSENTIALS OF ADVERTISING (5 quarter credits) Prerequisite: None**

This course will emphasize the role of advertising in a free economy, and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, testing of advertising effectiveness and organization of the advertising profession.

**ADV 155 CREATIVE ADVERTISING CONCEPTS (5 quarter credits) Prerequisite: None** In this fundamental course, students learn and practice a set of conception skills and techniques. Readings, lectures, and in-class exercises emphasize creative thinking and specific methods for generating advertising ideas. Students develop proficiency at conceiving numerous, varied, and original advertising ideas.

### **ADV 160DL ADVERTISING RESEARCH & STRATEGY (5 quarter credits) Prerequisite: None**

The acquisition, evaluation, and analysis of information for advertising decisions. Emphasis will be placed on understanding the scientific method, developing explicit and measurable research objectives, selecting appropriate methodologies, and analyzing data for developing and evaluating advertising and promotional strategy.

### **ADV 165DL INTRODUCTION TO ADVERTISING DESIGN AND GRAPHICS (5 quarter credits) Prerequisite: None**

This course provides an introduction of the advertising design industry, including visual communication theory and methodology, principles of design and production processes. Topics include symbols, visual perception, conceptualization and layout stages, design principles, typography, illustration and imaging, color, and color reproduction, print production, printing processes, computer graphics and video production and graphics.

**ADV 175 ADVERTISING PROFILES & TRENDS (5 quarter credits) Prerequisite: None** This course surveys the evolution and achievements of advertising through the investigation of advertising trends, past and present. Lectures, visual presentations, discussions, and research promote students' exploration of the leaders, agencies, events and campaigns that have influenced advertising, contributed to advertising innovations, and suggested directions in which advertising may be headed.

### **ADV 180 CLIENT RELATIONS (5 quarter credits) Prerequisite: None**

As an extension of marketing, advertising must be understood in context with all aspects of marketing. This course will introduce students to the four Ps: product, price, place, and promotion, and then transition into a deeper investigation of these principles. This course will emphasize the rudiments of advertising and marketing in a way that is sensible and logical, and will explain how the message, the target market and subsequent positioning impacts the overall advertising effort.

### **ADV 220 INTERNET ADVERTISING (5 quarter credits) Prerequisite: None**

Focusing on production of Web-specific advertising materials, this course will focus on applied and theoretical knowledge of interactive advertising development. Through an exploration of the history and future of the infrastructure of the Web as medium for interactivity, as well as real-time interaction with professionals, students learn how to create effective advertising solutions and communication specific to the various online media.

### **ADV 230 COPYWRITING (5 quarter credits) Prerequisite: None**

This course surveys the written expression and economy of words and thought associated with advertising and creative thinking. Emphasis will be placed on the rudimentary techniques of writing persuasive advertising, in order to enhance the student's ability to influence human thinking and buying behaviors through the power of the written word.

### **ADV 235 BRANDING THEORY (5 quarter credits) Prerequisite: None**

In this course students will explore the sophisticated thinking, planning, and the use design and visual communication that go into establishing a successful brand position. Through reading, research, lectures, and case studies, students will learn the principles of modern branding, target group, differentiating, position, communication objectives, brand hierarchy, extension, and marketing communications. Students then apply those principles as they develop a brand strategy, brand position and brand personality for a specific product or service just as they would in the professional



world of advertising.

**ADV 240 ADVERTISING DESIGN FOR ALTERNATIVE MEDIA (5 quarter credits)**

Prerequisite: None

This course explores advertising design opportunity beyond traditional media. Students conduct a thorough analysis of the application of alternative media opportunity resulting from changes in demographic and cultural tendencies, environmental development, and technological advances.

**ADV 245 INTERNATIONAL ADVERTISING (5 quarter credits) Prerequisite: None**

This course concentrates on creating an awareness and understanding of advertising in the world's markets. With the help of case studies, discussions, readings and assignments, students will review the various advertising methods and techniques in copy and layout used in a foreign market. Topics covered include creative localization, economy structures, and cultural conditioning that affect communication across geographic and cultural boundaries.

**ADV 250 ADVERTISING SALES (5 quarter credits) Prerequisite: None**

Principles of selling media time and space to advertisers. An overview of sales opportunities and challenges in the various advertising media. How to prepare and deliver effective sales presentations.

**ADV 255 ADVERTISING & SOCIETY (5 quarter credits) Prerequisite: None**

Advertising is one of the most pervasive forms of communication in our society. This course will examine the impact of advertising on economic, political, and cultural attitudes and norms.

Participants will critically survey the history of advertising from the 19<sup>th</sup> through 21<sup>st</sup> centuries, and examine its influence *on* and how it is influenced *by* such constructs as self, gender, class, ethnicity, and nationality

## **AES – ACADEMIC ENGLISH SKILLS**

**AES 402 ACADEMIC ENGLISH SKILLS (5 quarter credits) Prerequisite: None**

This course focuses on improving students' academic skills in reading, comprehension, writing development, grammar, listening, editing, note-taking, and vocabulary. Students will also learn the strategies necessary to achieve success in university coursework. This course will provide students the opportunity to enhance their communication skills through active participation in a variety of in-class oral activities.

## **BHS COURSES**

**BHS 100 THE HUMAN BODY (5 quarter credits) Prerequisite: None**

This course will examine the human body from several different historical, cultural, and theoretical perspectives. Beginning with an overview of evolution and an introduction to gross structure and functioning, more and more subtle orientations of the human form, including emotional, the energetic and the metaphorical, will be considered. Emphasis will be placed on the role the body plays in determining our earthly destinies.

**BHS 101 THE OCEANS (5 quarter credits) Prerequisite: None**

This will be an introduction to the science of oceanography. We will explore the interactions with the ocean and land in an experiential format, using field trips as the laboratory component of the class.

**BHS 102 THE COSMOS (5 quarter credits) Prerequisite: None**

This course will deal with the scientific description of the unfolding of the cosmos and the biosphere. Students will study basic principles of chemistry and classical and modern physics in an experiential learning environment.

**BHS 103 THE WRITTEN WORD (5 quarter credits) Prerequisite: None**

Different strategies of expository writing will be explored, such as, defining, narrating, classifying, comparing, cueing readers and arguing. Basic styles of writing will be used to practice written communication in different situations.

**BHS 104 LEARNING SPEECH THROUGH THE "READER'S THEATER" (5 quarter credits) Prerequisite: None**

This course will deal with formal and informal communication as presented in the dramatic literature with attention to representations of class, race, gender, ethnicity, nationality. Through oral reading performances and final videotaping, the students will learn about the differences in oral communication.

**BHS 105 MATHEMATICS: A MOST POWERFUL TOOL (5 quarter credits) Prerequisite: None**

This class will increase numerical literacy in students, whatever their level of understanding in math. Emphasis will not be put on computation, but on appreciation of mathematics as a practical tool for daily life. This class is designed to be fun and interesting.

**BHS 116 HUMAN SYMBOLS AND RITUALS (5 quarter credits) Prerequisite: None**

This course is a survey course covering the human qualities that lead to the making of symbols and rituals in a variety of cultures and times. The impact of these practices on human behavior and psychology will also be covered.

**BHS 200 CONNECTING UP / GETTING ONLINE (5 quarter credits) Prerequisite: None**

Nothing in history has more quickly brought the world to the average person's doorstep than the advent of the Internet. "Connecting up" opens the doors to an infinite number of new frontiers. In this course students will learn to rapidly and effectively become computer literate and begin to quickly and confidently achieve personal goals on-line.

**BHS 302 HOW TO START YOUR OWN BUSINESS (5 quarter credits) Prerequisite: None**

Often a topic overlooked by other universities, the knowledge regarding how to start and run a business is essential to anyone planning on going into private practice or consulting. Knowledge about accounting, record keeping, and scheduling will bring you just so far. All good businesses start with a business plan that is well thought out and organized in such a fashion that it becomes the recipe for your success. This class will accelerate your professional standing and your integration into the community.

**BHS 401 WRITING SKILLS & RESEARCH (5) - SEE CPS 501**

**BHS 402 THE STUDY OF GREAT LEADERS THROUGH LITERATURE (5 quarter credits) Prerequisite: None**

The study of great leaders is made through biography and autobiography. The class will study the qualities and values of those who led humanity in new and positive directions. Starting with the autobiography of Gandhi, My Experiments with Truth and Dag Hammarskjöld's Markings, additional texts from current leaders will be identified each time the course is taught.

**BHS 405 THE HUMANISTIC TRADITION (5 quarter credits) Prerequisite: None**

This course will examine the founding of the humanistic tradition in civilization through the comparison of the myths, history, art and literature of the following peoples: The Sumerians, the Egyptians, Asians, the Greek and Roman civilizations. The class will read their myths, examine their plays, poetry and art, and learn how their histories are reflected in the modern world.

**BHS 410 INTRODUCTION TO PHILOSOPHY (5 quarter credits) Prerequisite: None**

An introduction to the basic issues in philosophy, especially metaphysics and epistemology. The course includes the development of ideas and the modern contributions of feminism, deconstruction, and multiculturalism.

**BHS 451 INTRODUCTION TO POLITICAL THOUGHT (5 quarter credits) Prerequisite: None**

Basic concepts of the State, who has the right to rule, why groups obey and the purpose of government are explored through classical readings from Plato, Rousseau, Marx and Thoreau as well as modern political thinkers and actors.

**BHS 452 EVOLUTION OF CONSCIOUSNESS (5 quarter credits) Prerequisite: None**

What was Darwin's perceptual feat and what were its antecedents? Are we the culmination of the evolutionary process? The dilemmas confronting the Darwin explanation in contemporary thought will be discussed as well as the concepts of the evolution of human consciousness.

**BHS 454 INDIVIDUALS AND THEIR SOCIAL BEHAVIOR (5 quarter credits) Prerequisite: None**

A comprehensive analysis of human nature in terms of the physiological, psychological, and sociological determination of the interrelationships between individuals. Truth, deception, and the justification of dishonesty will be examined as a uniquely human experience.

**BHS 455 CRITICAL THINKING (5 quarter credits) Prerequisite: None**

This course will attempt to distinguish between critical opinion and critical thought, between judgment and judgmentalism. It will look at a process anchored in openness of mind and honesty that defers judgment, seeks connections and looks at evidence no matter how reluctantly. The meanings of logic and reason will be discussed while a variety of media expressions in television, journalism and the arts will be critically deciphered.

**BHS 456 CONTEMPORARY INTERNATIONAL WRITERS (5 quarter credits) Prerequisite: None**

What stories are being told today in Africa, Asia, South America and Europe? In this course, selected readings by contemporary novelists from abroad will be read and discussed in search of cultural and social perspectives. The course may focus on contemporary plays, theater, or poetry, as well.

**BHS 457 THE MEDIA AS MEDIATOR (5 quarter credits) Prerequisite: None**

How do we know what is happening in the world around us? What do we know? Who owns the media and how does this ownership control information? How does voluntary censorship work? Does the advent of desk top production of visual and printed information challenge the censor? This course will examine how our sources of information determine our beliefs, attitudes, values and judgments.

**BHS 459 CARL ROGERS AND HUMANISTIC PHENOMONOLOGY (5 quarter credits) Prerequisite: None**

Each individual has a natural ability to evaluate his or her own experience and behavior. In Rogerian theory, the phenomenal field is the sum of all a person's experiences. When conflicts occur between one's natural evaluation of experience and that of another's, the person changes his/her behavior to conform to the wishes of the outsiders and as a result creates anxiety, defensiveness and psychological maladjustment.

**BHS 460 THE SELF & LITERARY PSYCHOLOGY (5 quarter credits) Prerequisite: None**

The self is a concept we each have. Where did it come from? What is the difference between ego and self, between self and Self? Self consciousness, self-esteem, self-defense, self-denial, are among the correlates of self concept which will be explored as these issues are dealt with in literature.

**BHS 461 INTRODUCTION TO HUMANISTIC AND TRANSPERSONAL PSYCHOLOGY (5 quarter credits) Prerequisite: None**

Covers the major themes of Humanistic Psychology and its development into Transpersonal Psychology: the phenomenological approach, self-determination, the ideal of authenticity, the actualizing tendency, person-centeredness and purpose, holism as the experience of consciousness, and self-transcendence into Transpersonal Psychology. Will explore historical roots of movement and survey the major western figures from James, Jung and Maslow to the present.

**BHS 464 INVENTING THE MODERN MIND (5 quarter credits) Prerequisite: None**

This course is a comprehensive exploration of the psychological birth of the modern era. You will learn to describe trends and features in the psychology of art, science, literature and political movements through the lives of historical figures in those fields. Howard Gardner's model of domains of creativity will be used to explore how the lives of Freud, Einstein, Picasso, Stravinsky, T.S. Elliot, Martha Graham and Gandhi represent the emerging modern mind.

**BHS 465 HISTORY OF THE ORDINARY PEOPLE OF THE UNITED STATES (5 quarter credits) Prerequisite: None**

Most history tells the story of the powerful, a handful of men who are said to have shaped history, but what is the history of the mass of people who have lived in this country? What were their daily lives like? This course, using texts, novels and other source materials will examine the lives of ordinary women and men -the farmer's wife, the factory worker, the slave, and the Army private. Reform movements and alternative social experiments will be discussed.

**BHS 466 HEALTH AND HEALING (5 quarter credits) Prerequisite: None**

Is health one's fate and illness a throw of the dice? Is health a product one buys, if one can afford it? The sources of health and ill health, such as stress, exercise, diet and attitude will be examined. Also, alternative approaches to health and healing, including homeopathic, ayurvedic and shamanistic practices will be discussed. The mind-body relationship will be examined.

**BHS 467 THE FAMILY (5 quarter credits) Prerequisite: None**

Has the family become an anachronism? Who needs a family? This course will provide a historical, socioeconomic and comparative study of the family. Family formation will be examined. The prevalent attitudes of women, men and children will be noted and the present and future status of the family discussed.

**BHS 468 LOSS OF SELF (5 quarter credits) Prerequisite: None**

How are the dehumanizing aspects of work, poverty, family, sex and the media internalized, diminishing one's sense of self? How will one live one's life? Often as an escape from a perceived reality which lacks correspondence with one's expectations, women and men lose themselves in work or idleness or substance abuse or death. In contrast, transcendence of the self through meditation and devotion is the ageless proposal for self-realization and deathlessness.

**BHS 469 FOUNDATIONS OF MEDITATION (5 quarter credits) Prerequisite: None**

What are the commonalities in different meditative practices? A comparative study of the various practices of Eastern and Western meditation is central to this course. Students will experience a practice of basic meditation.

**BHS 470 VARIETIES OF RELIGIOUS AND MYSTICAL EXPERIENCE (5 quarter credits) Prerequisite: None**

Religious, psychic, and mystical experience are explored and compared from pre-history to the present. The primary focus will be on identifying the human essence of spirituality in the transpersonal experience of ourselves and in reading and analyzing reports of such experiences in other cultures.

**BHS 471 THE THIRD WORLD (5 quarter credits) Prerequisite: None**

From the point of view of the whole world, how much of it is Third World? What defines the Third World? This course will focus on the relationships between economically developed centers and non-developed centers of the world, and how those relationships are perpetuated and intensified. New grassroots, solidarity and co-operative movements will be studied in light of the new capitalism.

**BHS 484 PHYSICAL DISCIPLINE (5 quarter credits) Prerequisite: None**

This is a practice of a physical discipline such as Tai Chi, Aikido, and Yoga which requires concentration, focus, and practice. Since antiquity these disciplines have produced physical and mental well-being and longevity.

**BHS 485 THE GENDERED WORLD (5 quarter credits) Prerequisite: None**

This course is an inquiry into the future of femininity and masculinity through an examination of social and psychological development of men and women. It examines the contemporary, human condition from the paradigm of patriarchy and its alternative cultural partnership.

**BHS 486 SELF-IN-RELATIONSHIP (5 quarter credits) Prerequisite: None**

Psychology is shifting from a science of processes associated with becoming an autonomous individual to a view of the human being as a being-in-relationship. The philosophical foundation for this shift can be found in the philosophy of dialogue. This course is designed to familiarize

the student with the philosophy of dialogue and the self-in-relationship model of human development. This explores the philosophy of dialogue and its implication for psychology and psychotherapy.

**BHS 487 CAREER COUNSELING (5 quarter credits) Prerequisite: None**

This course is offering support and practical work for creative career design, involving personal assessment, exploration of alternatives, and decision making. Personal assessments focus on personality, interests, values, and

skills. Formal and informal methods are used to explore alternatives and decision making is presented as a process to promote a resulting decision. This course includes guidelines and preparation for effective job search.

**BHS 488 PERSONAL AND SOCIAL ETHICS (5 quarter credits) Prerequisite: None**

This class will explore several bases for moral behavior, including religion, tradition, law, personal intuition, and reason. Several ethical systems will be examined, as well as whether moral values are enduring and universal or relative to the time or occasion.

**BHS 490 LEADERSHIP DEVELOPMENT (5 quarter credits) Prerequisite: None**

This is an overview course for those interested in learning how to become effective leaders in all levels of life. Topics to be explored are leadership styles, group dynamics, decision making techniques, motivation, and practical skills, such as organizing, chairing meetings, communicating, committee functioning, delegating, evaluating, prioritizing, resolving conflicts, and mediating. This class will encourage active participation of the group with enrichment from outstanding leaders.

**BHS 495 SENIOR PROJECT (5 quarter credits) Prerequisite: None**

The senior project is an independent study with the Director of Undergraduate Program leading to the completion of the Senior Project, a 40 page research paper. Prerequisite: Project proposal approved by the Director of Undergraduate Program.

**BHS 498 SELECTED TOPICS (5 quarter credits) Prerequisite: None**

Special courses on selected topics in Humanistic Studies. Occasionally, special lecturers are available to present classes on current issues of interest.

**BHS 499 INDEPENDENT STUDY (5 quarter credits) Prerequisite: None**

Individualized studies in special topics in Humanistic Studies. Each student's work is directed by a faculty member or recognized leader in the subject area.

## **BUS – BUSINESS ADMINISTRATION**

### **BUS 401 INTRODUCTION TO BUSINESS PRINCIPLES AND ORGANIZATIONS (5)**

Survey of organizations, principles, and practices of the business world; provides a general view of the field as a whole, emphasizing the overall "system" of business, its common traits, dimensions, personalities, and life cycles, and serves as a foundation for more specialized courses.

### **BUS 402DL FUNDAMENTALS OF BUSINESS ADMINISTRATION (5)**

An introduction into the world of business and business administration providing a general overview of the various elements of the field; basic principles, companies, history of business and business administration, organization, management, human relations, business law and ethics, business policy, and operations.

### **BUS 406 BUSINESS MATH FOR ADMINISTRATORS (5)**

An overview of basic business math skills providing the foundation of arithmetic, mathematics and measurements used in common business and industry practices.

### **BUS 412DL BUSINESS INFORMATION TECHNOLOGIES (5)**

In this course students will investigate the appropriate, innovative, and effective design and use of information technology to serve business needs.

### **BUS 418 ESSENTIALS FOR ADVERTISING (5)**

This course will emphasize the role of advertising in a free economy, and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, testing of advertising effectiveness and organization of the advertising profession.

**BUS 420DL BUSINESS COMMUNICATIONS AND THE GLOBAL ECONOMY (5)**

This course will teach students the theories and practice of business communications with an emphasis on how the Global Economy of Today changes the traditional approaches used in past decades. With the technologies of the new millennium and the built up ICT infrastructures of developing countries, students will learn the new language of business in today's global village.

**BUS 424 ORGANIZATIONAL STATISTICS (5)**

This course will teach students teaching principles and practices of organizational assessment, covering concepts such as validity, reliability, hypothesis testing, correlation/multiple regression, and quality control models. Focus will be on application of statistics in organizational problem solving

**BUS 432DL PRODUCTION AND SERVICE MANAGEMENT (5)**

Examines problems encountered in planning, operating, and controlling production of goods and services. Topics include waiting-line management, quality assurance, production systems, project management, and inventory management.

**BUS 434DL ORGANIZATIONAL ENTREPRENEURSHIP (5)**

Provides an opportunity to develop concepts, attitudes, and philosophies about business and entrepreneurship at the organizational level.

**BUS 442 FOUNDATIONS IN ACCOUNTING (5)**

This course will evaluate the role of accounting in organizations by identifying and discussing principles and concepts. Topics include recording process, financial reporting, and the application of accounting information in managerial decision processes.

**BUS 449 FOUNDATIONS IN MARKETING (5)**

A good company must understand its market and customers. This course will provide a concise introduction to the fundamental principles of marketing, including market and customer research, pricing strategies, and promotional tactics to enhance sales.

**BUS 452 FOUNDATIONS IN FINANCE (5)**

This course provides a broad overview of financial management and an introduction to the practical application of financial tools and techniques to business decisions. It will include an overview of the three principal financial statements--balance sheet, income statement, and cash flow statement--and the use of financial ratios to assess a firm's financial health. Additional topics include financial planning and forecasting; the choice of debt or equity to finance business operations; and the evaluation of investment opportunities using tools such as discounted cash flow, net present value, and risk analysis. The course also examines financial instruments, including stocks and bonds, and techniques of business valuation.

**BUS 458DL FOUNDATIONS IN ECONOMICS (5)**

This course will cover the basic institutions of market economy and the role they play in defining and pursuing economic goals in the U.S. economy. Emphasis is placed upon the economic behavior of existing institutions; current economic policy alternatives as they affect both the individual and the society.

**BUS 466DL LEGAL AND ETHICAL ISSUES IN THE GLOBAL MARKETPLACE (5)**

Business law relates to those laws involving the business and commercial components of society and allows businesses to function. This course is designed to provide a brief, broad overview of the legal business. Emphasis will be placed on the ethical and moral principles as they apply to the legal and business community

**BUS 475DL CROSS CULTURAL STRATEGIC MANAGEMENT (5)**

Students will analyze some of the major cultural profiles, communication patterns, negotiation strategies and management styles in several countries and companies in various regions of the world, in order to develop a better understanding of the main cultural issues that must be taken into account when doing business in a multicultural setting. Special attention will also be given to ethical considerations.



**BUS 480 SELECTED TOPICS (5)**

Special courses on selected topics in Business Administration. Occasionally, special lecturers are available to present classes on current issues of interest.

**BUS 485 SPECIAL TOPICS IN BUSINESS ADMINISTRATION (5)**

An individualized, faculty supervised opportunity to address a business problem or issue in greater depth.

**BUS 490 SEMINAR IN BUSINESS ADMINISTRATION (5)**

Addresses various topics or issues of relevance in business administration. Each student's work is directed by a faculty member or recognized leader in the subject area being investigated.

**BUS 601 FINANCIAL ACCOUNTING FROM A MANAGERIAL PERSPECTIVE (5)**

An examination of standard accounting principles and practices, from the perspective of a business manager rather than the perspective of an accountant.

**BUS 602 QUANTITATIVE METHODS IN BUSINESS (5)**

An introduction to quantitative tools used to plan and manage businesses, including descriptive statistics, linear and non-linear projection methodologies, and basic hypothesis-testing methods used in the business context.

**BUS 610 LEADING AND MANAGING PEOPLE AND ORGANIZATIONS (5)**

A survey of both classic and contemporary theories and approaches to business leadership, and to the selection, motivation, and management of employees in the US context.

**BUS 611 ENTREPRENEURSHIP: DEVELOPING NEW VENTURES (5)**

Considerations in establishing new business ventures, including an introduction to the legal and regulatory climate, banking practices, and obtaining and managing start-up funding.

**BUS 612 MANAGING FRANCHISE BUSINESSES (5)**

In this course students will survey of the franchise market in the US, including the diversity of franchise opportunities, and unique regulatory, contractual, legal, logistical, and managerial issues involved in operating franchise businesses.

**BUS 613DL VENTURE CAPITAL AND PRIVATE EQUITY (5)**

An in-depth introduction to the various means of financing new business ventures through venture capital and through private investment.

**BUS 614 MARKETING STRATEGIES AND TACTICS (5)**

An examination of the major approaches to developing and implementing marketing strategies, along with "how-to" tactics, across a wide variety of business types.

**BUS 615DL REAL ESTATE INVESTING (5)**

A survey of financial, regulatory, and managerial issues related to real estate, both as an investment category in itself, and as an aspect of the overall management of a business enterprise.

**BUS 616 SOCIAL RESPONSIBILITY: BUSINESS LAW AND ETHICS (5)**

An introduction to the notion of the social responsibility of businesses, taking into account variations in theory and practice, as well as recent legal developments such as Sarbanes-Oxley.

**BUS 617DL FINANCIAL PLANNING AND INVESTING (5)**

Business leaders must address personal financial issues as well as those for their businesses. This course introduces the fundamentals of personal financial planning and investing for the entrepreneur and business investor.

**BUS 618DL INFORMATION TECHNOLOGY STRATEGIES FOR**

**ENTREPRENEURIAL BUSINESSES (5)**

Information and communication technologies are essential bases for doing business. This course surveys major technologies and related issues in the US, with special emphasis on the needs of smaller and entrepreneurial businesses or business credits.

**BUS 622DL GLOBAL BUSINESS PERSPECTIVES: FOCUS ON CHINA (5)**

A survey of economic analyses and forecasts regarding doing business in China: major sectors and niche opportunities.

**BUS 625DL NEGOTIATING AND BARGAINING SKILLS: ASIA, THE US, INTERNATIONALLY (5)**

This course will discuss how “business is done” and how agreements, when negotiated, vary significantly by region and culture. This course will survey primary themes for success in negotiating in Asia, the US, and elsewhere.

**BUS 627DL LEADERSHIP ISSUES AND STYLES ACROSS THE PACIFIC: CHINA AND THE US (5)**

Leadership is a universal requirement in business; this course surveys the differences in how the function of leadership is viewed and practiced between China and the US, as well as variations within each country.

**BUS 630 INTRODUCTION TO SUSTAINABLE BUSINESS (5)**

This course will examine the different environmental, social, and economic issues in sustainable business. The course will focus on how to integrate issues of corporate social responsibility (CSR) in business corporations operating in a global economy. Students will examine such topics as the development of markets for eco-innovations, CSR in supply chains, environmental management systems, and green management accounting.

**BUS 631 FINANCE & ENVIRONMENTAL ACCOUNTING (5)**

The concern in environmental accounting problems has grown quickly in recent years, and the issues effect various specializations within the accounting field. This course introduces the profession's responsibility toward environmental problems and the broader issues of sustainability. For instance, financial reporting, analysis and disclosure, cost management and managerial decision making, capital investment analysis, auditing, and taxation.

**BUS 632 ECO-COMMERCE MODELS (5)**

This course provides an overview of the intersection of business development and environmental and social responsibility. Students will explore the methodologies used to establish enterprises that incorporate environmental and social considerations throughout the levels of organization.

**BUS 633 FOUNDATIONS IN ECOLOGICAL ECONOMICS (5)**

This course examines the economics behind natural resource use and environmental issues. Students consider problems such as deforestation, overfishing, oil consumption and minerals pollution, global warming, acid rain, and land conservation. Students will examine the link between economic, environmental, and social systems.

**BUS 634 SUSTAINABLE PRODUCTS & SERVICES (5)**

This course explores the creation and development of sustainable products and services. Students explore the link between products and services while examining historic, current, and future examples of sustainable products and services.

**BUS 635 APPLICATION OF SUSTAINABLE BUSINESS PRACTICES (5)**

This course focuses on transforming businesses, both internally and externally, by focusing on numbers, markets, people, and sustainability.

**BUS 636 AIR POLLUTION, ANIMAL RIGHTS, LAND USE, ENERGY LAW, & BIODIVERSITY PROTECTION (5)**



This course focuses on interpreting and applying national regulations as it applies to air pollutants and air quality standards. The ethics of animal rights will be explored, and current animal legal protections discussed. Students will explore the concept of biodiversity and its growing threats. Land use and development practices will be addressed to increase the conservation of biodiversity.

**BUS 637 ENVIRONMENTAL ECONOMICS POLICY & MANAGEMENT (5)**

This course analyzes various areas of environmental economics such as the economics of pollution control, the application of cost benefit analysis to the environment, the economics of sustainable development, environmental policy, and international environmental issues.

**BUS 638 GLOBAL ENVIRONMENTAL ISSUES IN BUSINESS TRANSACTIONS (5)**

Students study the developments that have contributed to the dynamic growth of the European Union, Asia, Latin America and over the past half century. This course provides an overview of the environmental challenges China faces. Class will survey the regulatory schemes managing air quality, water resources and quality, natural resources, environmental impact assessments, waste management and energy conservation.

**BUS 639 CLIMATE CHANGE & THE LAW (5)**

This course integrates the science and law of climate change in respect to the generational implications of the problem. Students will consider how existing federal laws may be used to address climate change and how more comprehensive laws may be created.

**BUS 650 ADVANCED MARKETING STRATEGIES: SUCCESSES AND FAILURES (5)**

An in-depth examination, using case studies, of notable successes and failures in marketing strategies, addressing the interplay of marketing strategies, culture, the legal and regulatory climate, and generational differences.

**BUS 651 MERGERS AND ACQUISITIONS EAST AND WEST (5)**

Detailed study of similarities and differences in the legal, regulatory, and cultural aspects of (1) initiating corporate mergers and acquisitions and (2) making a success of the merged organization.

**BUS 652 IDENTIFYING AND ANALYZING DOMESTIC BUSINESS OPPORTUNITIES (5)**

An advanced examination of sources of data and information on business opportunities in the US, and methods of determining the feasibility of pursuing these opportunities in particular state and regional contexts

**BUS 653 IDENTIFYING AND ANALYZING INTERNATIONAL BUSINESS OPPORTUNITIES (5)**

An advanced examination of sources of data and information on international business opportunities, and methods of determining the feasibility of pursuing these opportunities in particular contexts around the world.

**BUS 654 FINANCIAL INSTITUTIONS AND MARKETS IN A GLOBAL PERSPECTIVE (5)**

Advanced focus on banking, finance, and investment opportunities and markets, and their similarities and differences in various portions of the globe.

**BUS 655 THE FEDERAL RESERVE AND BUSINESS FORECASTING (5)**

An introduction to the impacts of the Federal Reserve on US capital markets, and examples of how to use federal financial data for purposes of forecasting the financial climate for businesses.

**BUS 656 SPECIAL PROJECTS IN BUSINESS MANAGEMENT (5)**

An individualized, faculty-supervised opportunity to address a business problem or issue in greater depth, such as development of a business plan for a real or hypothetical venture.

**BUS 657 INTERNATIONAL ECONOMICS (5)**

This course provides an overview of international financial markets. Students will analyze what determines the patterns of merchandise and service trade between countries. Special topics to be covered: alternative international monetary arrangements and institutions; foreign exchange markets and hedging instruments; international trade policy,

including the effects of tariffs, quotas, subsidies, exchange control, and other trade restrictions upon a nation's economy.

**BUS 695 CAPSTONE RESEARCH PROJECT (5)**

The capstone research project is an independent study with the Director of Graduate Program leading to the completion of the Capstone Project. Prerequisite: Project proposal approved by the Director of Graduate Program.

**BUS 701 ACCOUNTING (5)**

This course focuses on generally accepted accounting principles as they apply to partnerships, business combinations, branches, and international operations. This course will also focus on the examination of contemporary issues in financial and managerial accounting within the context of pronouncements of the financial accounting standards board.

**BUS 702 QUANTITATIVE METHODS AND STATISTICS (5)**

This course in business research covers concepts of probability theory, regression analysis, assumptions of multivariate analysis, use of computer software, and the ethics of research in business settings. Emphasis is on application and understanding of the statistical tools, mathematical concepts, and processes.

**BUS 720 STRATEGIC MANAGEMENT SKILLS I (5)**

This course focuses on creating, implementing, and evaluating cross-functional decisions for a business to succeed. Students will learn core management skills and techniques to deliver results

**BUS 722DL MANAGERIAL FINANCE (5)**

The course examines financial management for corporate value creation. Students study the underwriting process and alternate sources of capital, use of financial planning methods for short-term financing, merger motivation, acquisitions, and bankruptcy reorganization.

**BUS 723DL MANAGERIAL ECONOMICS (5)**

This course focuses on microeconomics analysis and its application decision making within the context of business. Includes demand and consumer behavior, production and costs analysis, forecasting, risk analysis, and public policy toward business.

**BUS 724 INTEGRATED MARKETING I (5)**

This course focuses on the components of advertising within the total marketing function. This course examines the value of marketing, the different phases of marketing, marketing a good versus a service, wholesaling, retailing, pricing strategies, analysis of markets, distribution, creating advertising campaigns, planning, production, media, management, and budgeting.

**BUS 725 SALES I (5)**

This course focuses on the most prevalent promotional and persuasive models used in written, oral, and electronic communication. Students examine the psychological aspects of persuasion and influence. The application of effective strategies for sales, product introduction, and advocacy for a position are emphasized.

**BUS 726 BUSINESS AND LABOR LAW I (5)**

The course focuses on governmental and quasi-governmental regulations as they relate to corporate social responsibility business impacts. Students will learn the process of developing corporate social responsibility standards and policies, how to interpret them, and how to determine relative weight; and how to assess, handle and prevent corporate social responsibility risks.

**BUS 727DL COMPUTER APPLICATIONS (5)**

This course emphasizes solving business problems by integrating data from all of the software applications. Examines applications used to communicate information.

**BUS 728DL INTERNET ENVIRONMENT (5)**

This course focuses on the impact of the Internet on business dealings. Focus on digitization, globalization, mobility, work groups, communication, and computing power.

**BUS 730DL STRATEGIC MANAGEMENT SKILLS II (5)**

This course will integrate the management principles of planning, organizing, leading, and controlling employees.

**BUS 731 ADVANCED ACCOUNTING (5)**

This course provides students with advanced managerial accounting skills. Emphasis on strategic decision making and management control systems.

**BUS 732 QUANTITATIVE METHODS AND STATISTICS II (5)**

This course teaches statistical models, techniques, and tools for management decisions. Attention will be given to probability distributions, random sampling and standard errors, hypothesis testing, multiple regression, ANOVA, chi-square tests.

**BUS 734DL INTEGRATED MARKETING II (5)**

Marketing and selling products in a global environment present many demanding decisions that need to be updated on a consistent timeframe with hard-to-retrieve knowledge, information, and data. This course focuses on the analysis a contemporary marketing case, evaluation of alternative marketing strategies and the preparation of a comprehensive marketing plan for a client.

**BUS 735DL SALES II (5)**

This course focuses on personal selling and sales management including organizing, directing, and compensating and evaluating the sales force.

**BUS 736 BUSINESS/ LABOR LAW II (5)**

This course will build upon knowledge of legal theory, legal and deductive reasoning, constitutional law, administrative law, the court system, civil and criminal procedures, alternative dispute resolution, criminal law and the concepts of tort and strict liability. Attention will be given to the Uniform Commercial Code, the application of the property, bail, agency, employment law, business structures, intellectual property, e-commerce, and international law. Basic Business Law will be emphasized.

**BUS 738DL E-COMMERCE APPLICATIONS AND OPERATIONS (5)**

This course focuses on the synergy between technology and business management. Covers technical topics such as the Internet, intranets, extranets, and portals. Students learn the importance of Enterprise Resource Planning (ERP), outsourcing, e-procurement, and electronic payment systems; how to conduct business on-line and how to manage the technological issues associated with constructing an electronic-commerce Web site. Students will investigate strategies and products for building e-commerce sites, examine how such sites are managed, and explore how they can augment an existing business infrastructure.

**BUS 740DL CRISIS MANAGEMENT AND REORGANIZATION (5)**

This course addresses planned change in organizations, including organizational design and structure, principles of organizations, human resources training, intra- and inter-departmental communications, coordination activities, and leadership development. Focused attention on utilizing leadership and collaboration practices in solutions oriented decision-making.

**BUS 750 LEADERSHIP AND ORGANIZATIONAL MANAGEMENT (5)**

This course examines leadership issues in global, international, and multicultural organizations. Focus on culturally sensitive leadership skills, styles, practices, models, trends, and concepts. Attention is given to international and conflict management practices, and team collaboration skills.

**BUS 752 HUMAN RESOURCES MANAGEMENT (5)**

This course covers the nature of human resource development and utilization in business. Students will investigate and discuss of various topics in recruiting, utilization, conservation, and development of human resources within the

context of the individual firm.

### **BUS 754 ADVANCED MARKETING III (5)**

This course explores the intricate relationships between objectives, strategies, positioning, tactics, budgets, competitive analysis, and target markets. Learn how to increase profitability by monitoring the environment, conducting market research, and choosing customers and suppliers. Discover the effect of an information-based economy on marketing and selling.

### **BUS 755 REAL ESTATE (5)**

This course reviews real estate concepts, practices, and institutions. Specific attention is given to legal aspects of real estate ownership, appraisal, market analysis, mortgage financing, analysis of complex real estate projects and financing.

### **BUS 756 MEANING CENTERED APPROACH TO ORGANIZATIONAL COMMUNICATION (5)**

Course focuses on managerial communications within organizational management and organizational behavior at the individual, interpersonal, team, and organizational levels. Students learn how to listen empathically; resolve conflict; influence others through professional speaking. Self-assessments and skill building exercises will be utilized to learn how to effectively manage relationships within organizations.

### **BUS 757 INTEGRATED ECONOMIC CONSULTING (5)**

This course integrates human resource management issues, marketing, finance, and operations management. Students apply skills to complex organizational problems and strategic issues as a result of advancing technology, competitive market conditions, social and cultural changes, and regulatory actions in both the domestic and global arenas.

### **BUS 795 CAPSTONE RESEARCH PROJECT (5)**

The capstone research project is an independent study with the Director of Graduate Program leading to the completion of the Capstone Project. Prerequisite: Project proposal approved by the Director of Graduate Program

### **BUS 800 DOCTORAL PROJECT I (5)**

Students must enroll in this course when coursework is complete or they begin to work on their dissertation, whichever comes first. The student engages in independent study and attends the seminar as needed, leading to the completion of the first three chapters of the dissertation. Work

is supervised by the Director of Research and the student's dissertation committee chair. These three chapters, the introduction, the literature review, and the methods section, constitute the formal proposal. Students must enroll in this course consecutively until the proposal has been defended and approved. Upon completion of a proposal acceptable to the student's committee, the student defends her or his proposal in an oral presentation to the committee. This oral presentation serves as a Qualifying Exam. Prerequisite: Doctoral Comprehensive Exam

### **BUS 801 DOCTORAL PROJECT II (5)**

Students must enroll in this class when they have passed the Oral Qualifying Exam and are ready to begin to conduct their research. The student engages in independent study leading to the execution of their dissertation research. The findings are reported and discussed in chapters four and five of the dissertation. Upon completion of this work, the student has the Final Oral Defense of the dissertation. Students must enroll in this course consecutively until the dissertation has been defended and approved. Prerequisite : BUS 800 – Doctoral Project I.

## **BSCM – BUSINESS COMMUNICATION**

### **BSCM 170 ORAL AND WRITTEN COMMUNICATION SKILLS (5 quarter credits)**

Prerequisite: None

This course will provide students with a conceptual framework and specific tools for communicating in complex environments and accomplishing strategic academic and professional business goals. This core course provides writing, oral, and collaborative skills necessary for future business courses, internships, and professional positions.

### **BSCM 210 EFFECTIVE PUBLIC SPEAKING (5 quarter credits) Prerequisite: None**

This course will cover strategies and practical tips for approaching public speaking. Students will learn both the

cognitive side of presentations—organizing thoughts and information—and the physical dimension - enlisting voice and other physical tools - to engage the audience on an emotional as well as intellectual level.

**BSCM 215 ADVANCED PUBLIC SPEAKING FOR BUSINESS MANAGERS** (5 quarter credits) Prerequisite: None

As a representative of your business, how you conduct yourself at meetings, social gatherings, news briefings, and other speaking engagements is critical. Learn various strategies to make you a successful presenter in whatever situation is required. Topics to include effective vocal and visual delivery; selling yourself and your ideas; choosing the right words; staying focused, directed, and organized in different situations; communication styles for various situations, including crisis, company or community; and crisis communication fundamentals.

**BSCM 220DL EXPOSITORY AND TECHNICAL WRITING SKILLS** (5 quarter credits)

Prerequisite: None

In this course students will learn both expository and technical writing, with emphasis on grammar, punctuation, and concise writing skills. Students will learn organization of thought, structure, the use of logic, and attention to detail in their writing. This course will teach students

to use graphic organizers such as bullets, numbers, bold, italics, and color, and to use them consistently. Students will also learn to use tools other than words (charts, graphs, tables, ratios, schematics) to present information best demonstrated visually. Correct citation of resources using a standard format will also be covered.

**BSCM 225DL PERSUASIVE COMMUNICATION** (5 quarter credits) Prerequisite: None The course will begin by examining the similarities and differences between objective (predictive) and persuasive writing. Students will be instructed in methods of constructing a coherent argument, as well as the conventions of providing authority to support an argument. Students will receive instruction and gain practice in crafting the four basic building blocks of a persuasive document: the issue, the statement of facts, the argument, and the conclusion. This course will also introduce students to some advanced writing techniques such as the use of metaphors and literary references.

**BSCM 230 CROSS CULTURAL COMMUNICATION** (5 quarter credits) Prerequisite: None This course will cover relationships among culture, communication and perception, and how these relationships are manifested in businesses and organizations among people who are racially, ethnically, and sexually different. Students will learn communication practices necessary to create understanding in multicultural business contexts.

**BSCM 235DL PUBLIC RELATIONS WRITING** (5 quarter credits) Prerequisite: None This course will examine journalistic style of writing, media ethics, targeting the desired audience, writing fundamentals, as well as media relations techniques. Students will practice writing press releases, newsletters, brochures, and other public relations tools, as well as create portfolio writing samples, e.g. industry standard news releases, pitch letters and features, Q & A documents, crisis statements and position papers.

**BSCM 240DL WORLD WIDE JOURNALISM AND EXPRESSIVE WRITING** (5 quarter credits) Prerequisite: None

In this course students will examine numerous issues surrounding the role technology plays in business and technical communication, including the shifting nature of literacy and representation in the digital age and the persistent tug of older analog technologies. The course studies how new technologies help shape the decisions of technical communicators in an increasingly electronic workplace.

**BSCM 245 CONFLICT & NEGOTIATION** (5 quarter credits) Prerequisite: None

This course will emphasize the role of communication in the development and management of conflict and negotiation. Topics include types of conflict, resolution strategies, power relationships, intercultural/international conflict, and conflict in organizations.

**BSCM 250DL TEAMBUILDING & LEADERSHIP** (5 quarter credits) Prerequisite: None An effective team can produce first-rate results. High-performing teams exhibit accountability, purpose, cohesiveness, and collaboration. This course will cover theories of effective group communication; group development, cohesion, conflict management and diversity; strategies for building and maintaining teams, enacting leadership, constraints and opportunities for teams and leaders, organizational outcomes, and effective project management.

**BSCM 255DL ADMINISTRATIVE COMMUNICATION (5 quarter credits) Prerequisite: None**

This course teaches students to apply the principles of successful professional communication processes in complex organizations. Emphasis will be placed on developing listening, writing, and speaking skills to promote better relations among individuals and organization.

**BSCM 260DL VISUAL COMMUNICATION AND CULTURES (5 quarter credits)**

Prerequisite: None

This course provides a theoretical and methodological introduction to the study of images as communicative and cultural phenomena. Students will develop an understanding of the significance of visual means of communication in relation to historical, social, political, environmental, technological, and economic issues. Topics will include theories of the image; implications for visual communication and culture; analysis and production of images in a variety of media and contexts (including signs, typography, drawing, graphic design, illustration, color and electronic resources); and the idea that a visual message accompanying text has a greater power to inform, educate, or persuade a person or audience.

**BSCM 265 CRISIS COMMUNICATION (5 quarter credits) Prerequisite: None**

Crises are a fact of organizational life. From the small, not-for-profit organization to the global, multi-national corporation, crises can suddenly disrupt an organization's ability function efficiently and effectively. This course will be an introduction to crisis communication methods, and the application of crisis management principles, strategies, and tactics. This course provides students with a fundamental understanding of crisis management, risk communication, media relations, and public-opinion research techniques in multiple contexts. Students will study various crisis communication situations including definitions, planning, reputation management and annual report communication, and learn to predict, manage, and control real-world controversies. Emphasis will be placed on developing comprehensive crisis communication plan.

**BSCM 270 INTERPERSONAL COMMUNICATION SKILLS IN THE WORKPLACE (5**

quarter credits) Prerequisite: None

This course is designed to help students develop and enhance communication skills, including active listening, conversation, dealing with different personality types, and nonverbal communication strategies. This course explains basic communication theory as it applies to the workplace and offers "real-life" scenarios that demonstrate the use of effective interpersonal communication. Participants will learn to identify personal barriers to effective communication and develop strategies to overcome them, the application of constructive criticism, and the use of and interpretation of non-verbal communication cues, including body pose, gestures, and eye movements.

**BSCM 280DL COMMUNICATION THROUGH SOCIAL MEDIA (5 quarter credits)**

Prerequisite: None

Understand how business communication is changing as technology evolves is essential. The rise of social media has led to new methods companies can use to communicate with their workforce, get their message out, and build their brand. The main objective of this session is to help you understand the best ways to use social media in business communications. By the time it is over, you will understand how your use of social media both at and outside work can reflect on your employer; recognize effective use of social media in corporate communications; see that actions taken in the workplace, even with personal electronic equipment, are covered by workplace rules, understand that even personal social networking sites can affect the company and your employment; know your rights with respect to personal electronic equipment and social networking accounts; and see and understand how your company is using social media to further business goals.

## **CCH --SPORT COACHING**

**CCH 400 ATHLETIC COACHING BUSINESS PRINCIPLES (5)**

Students will learn how to set up their coaching practice, start a business, and network for success. The course will cover marketing techniques to professional sport organizations, office and self management, and record and bookkeeping.



### **CCH 401 THEORY OF COACHING (5)**

This course is an overview of current theory and practice in coaching education. Topics include sport pedagogy, physiology, psychology, administration, and risk management. This course addresses issues common across all levels of performance and competition as well as issues specific to youth, interscholastic, and collegiate coaching.

### **CCH 403 COACHING METHODS (5)**

This course is a comprehensive introduction to the coaching profession. Emphasis is placed on coaching at the high school and club levels. Additional consideration will be given to coaching at youth, recreational, and intercollegiate levels. The primary goal of the course is to develop and enhance students' knowledge and understanding of concepts and techniques of coaching, as well as their application to achieving important objectives in working with athletes.

### **CCH 408DL SPORT SCIENCE APPLIED TO COACHING (5)**

This course focuses on the basic science of exercise physiology and athletic performance as it applies to coaching. Topics include how the body responds to exercise, how to train the body to maximize health and athletic performance, basic movement and mechanical principles, risks associated with exercise, injury prevention strategies, and the influence of nutrition on exercise and athletic performance.

### **CCH 410DL SPORT NUTRITION & WELLNESS (5)**

This course is an introduction to concepts and applications of lifetime personal health and wellness, through the exploration of the sciences of exercise physiology and nutrition. Topics covered include the principles of exercise physiology, the components of fitness and athletic training, cardiovascular disease and risk factors, optimal nutrition and energy metabolism, weight management and life-style issues, relaxation and massage techniques, sexually transmitted diseases, ergogenic aids and substance abuse, and counseling for optimal physical and mental health. The course includes practical applications of certain topics through activities such as fitness testing, circuit training, weight training and aerobic training, and their role in achieving peak athletic performance.

### **CCH 469 SELECTED TOPICS IN SPORT COACHING (5)**

Individualized studies in special topics in Sport Coaching. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

## **CEX – EXPRESSIVE ARTS CERTIFICATE**

### **CEX 600 EXPRESSIVE ARTS BUSINESS PRINCIPLES (5)**

Students will learn how to set up their counseling practice, start a business, and network for success. The course will cover marketing techniques to professional organizations, office and self management, and record and bookkeeping.

### **CEX 630DL FOUNDATIONS OF EXPRESSIVE THERAPY (5)**

This introductory overview of expressive therapy, in its many forms, (art, movement, poetry, play therapy, ritual, and performance) is designed to awaken and deepen an understanding of the variety of healing powers inherent in creative self-expression and shared creativity. Through lecture, group discussion, and experiential exercises students will learn the basic philosophy of expressive therapy. In this course principles of psychotherapy and creative process are compared and contrasted, and ways are explored to develop different expressive arts techniques rooted in the cycles of the creative process. This course is intended to enhance professional and personal growth and prepare students for specific in-depth courses in creative, intuitive, and expressive therapy. Prerequisite: CPS 601 - Counseling Theories & Strategies.

### **CEX 631 PSYCHODRAMA RITUAL AND PERFORMANCE (5)**

This course explores the psychodynamic processes in ritual and the significance of symbolism for individuals and groups. It explores a variety of diagnostic and therapeutic techniques which provide insights into roles, boundaries, communication patterns and psychological orientations of individuals and groups. A variety of experiences such as mask

making, Shamanic journeying, dramatic enactments and improvisation will be examined for their therapeutic and transformational potential. Prerequisite: CEX 630 - Foundations of Expressive Therapy.

#### **CEX 632 FUNDAMENTALS OF MUSIC THERAPY (5)**

This course looks at music as a powerful therapeutic modality for personal healing and diagnostic, cathartic therapy. Both the theory and practice of using music to evoke images, feelings, memories, and the potential for change will be explored. Personal growth expanded creativity and therapeutic healing with music for different populations (children, aging) will also be considered. Prerequisite: CEX 630 –Foundations of Expressive Therapy or consent of instructor.

#### **CEX 633 FUNDAMENTALS OF MOVEMENT THERAPY (5)**

This course examines the principles, specific theoretical foundations, and approaches, as well as the clinical applications of dance and movement therapy. The study of body movement and body language combine to enhance observational and diagnostic skills; personal exploration through movement or the use of space, psychological boundaries, and the physical manifestations of beliefs are all integral to this course.

#### **CEX 634DL ART AND EXPRESSIVE THERAPY WITH CHILDREN AND ADOLESCENTS (5)**

This course presents a theoretical and practical framework for therapy with children and adolescents based in a variety of expressive, non-verbal, and creative techniques. Attention is given to special populations of children and adolescents, family interaction enhancement and developmental experiences for children and adolescents who are not diagnosed with a pathological condition. Prerequisite: CEX 630 - Foundations of Expressive Therapy or consent of instructor.

#### **CEX 635DL ART AND EXPRESSIVE THERAPY WITH ADULTS AND AGING POPULATIONS (5)**

Art therapy is often thought of as intervention with children. It is, in fact, an effective tool for the diverse needs of

various adult populations. This course addresses work with families, Adult Children of Alcoholics, the aging, the handicapped and other adult groups ranging from the Non- English speaking to the intellectual. Each class will provide a full spectrum of experience with art media, as well as, didactic information, exploration of dreams, pain and loss, and life transitions. Prerequisite: CEX 630 - Foundations of Expressive Therapy or consent of instructor.

#### **CEX 699 THESIS/PROJECT WRITING (5)**

Masters students in Expressive Arts therapy are required to write a thesis. Students should enroll in 699 while engaged in thesis research and writing. Prerequisite: Second year graduate student and project proposal approved by the Director of Research.

#### **CEX 730 TRADITIONS OF TRANSFORMATIONAL ARTS (5)**

This course will examine the psycho-spiritual concepts of transformation as revealed by various religions and cultures in their use of symbols and stories, songs and dances, art, and poetry. We will use this information to explore the interrelationships between culture, religion, the arts, and healing. Discussions of sacred art and ritual will lead to experiential processes designed to awaken deeper connections to the Self, the world, and the source of creativity.

#### **CEX 739DL PRACTICUM IN EXPRESSIVE, CREATIVE THERAPY (5)**

The completion of 100 hours in a supervised setting, using creative therapeutic skills is required. This course combines supervision, case studies and training to help students enhance strengths and cultivate new expressive therapy intervention skills. Prerequisite: Completion of two courses from the Expressive Therapies Sequence (EXA 732-738).

### **CPS -- PSYCHOLOGY**

#### **CPS 400 INTRODUCTION TO PSYCHOLOGY (5)**

This broad survey course introduces the field of psychology and its basic concepts, theories, research methods, and contributions to the understanding of human behavior. Topics include the five main branches of psychology including neuroscience, which is a study of the nervous system; developmental, which focuses on how people grow and learn; cognitive, including perception, motivation, learning and memory; social, which studies how people interact; and clinical, which examines mental health and mental illnesses. The past and current theories and



contributions of major psychologists are explored.

**CPS 401 HISTORY AND SYSTEMS OF PSYCHOLOGY (5)**

This class traces the development of the field of psychology from its philosophical and scientific antecedents through modern trends. Special emphasis will be placed on systems of thought which influence modern and current psychological practice such as psychoanalytic, behavioristic, humanistic, and transpersonal perspectives.

**CPS 402 ABNORMAL PSYCHOLOGY (5)**

This class will focus on the nature and development of emotional, cognitive, behavioral, and spiritual disturbances which result in a person's failure to adapt and grow in society. An understanding, classification and treatment of personality disorders will be introduced. Through an exploration of the positive and negative aspects of the concept of abnormal psychology consideration is given to personality traits that are identified as inappropriate, creatively superior, and pathological.

**CPS 403 THEORIES OF PERSONALITY (5)**

This is a survey course with a comparative examination of the essential concepts and hypotheses of major theories of personality. From psychoanalytic to humanistic-existential, including cognitive and behavioral perspectives, this course moves from an understanding of the empirical foundations to the discussion of current applications in therapy.

Prerequisite: General Psychology or

CPS 402 - Abnormal Psychology.

**CPS 404 QUANTITATIVE PERSPECTIVES (5)**

This course represents a survey of statistical techniques and methods as they are properly (and improperly)

applied. De-mystification of statistical concepts, language, and jargon is emphasized. Topics include descriptive and inferential statistics, probability, sampling, experimental design, and critical review of modern scientific publications.

**CPS 501 WRITING SKILLS & RESEARCH (5)**

This class is required of all master's and Doctoral students who have not met the writing competency requirement. This course will cover the basics of expository writing. Review and instruction in grammar, sentence structure, paragraph development and essay writing will be provided. This class will prepare students for professional written communication through in-class writing practice.

**CPS 601 COUNSELING THEORIES & STRATEGIES (5)**

This course is an introduction to psychotherapeutic theories inclusive of their techniques. Emphasis will be placed on such concepts as resistance, interpretation, clarification, confrontation, transference, and counter-transference in the context of both short-and long-term psychotherapy. The theories of Freud, Jung, Adler, Ellis, and others will be discussed and applied to specific counseling experiences. Prerequisites: CPS 401 - History and Systems of Psychology, CPS 403 - Theories of Personality.

**CPS 602 CAREER DEVELOPMENT APPROACHES (5)**

The purpose of this course is to provide students with an understanding of the basic concepts, and techniques of career counseling/development. Students will learn to evaluate and apply vocational choice theories, as well as use of assessment to ols in career counseling in an ethical context. This course will focus on such topics as occupational and labor market information; the application of career counseling for diverse populations; principles of vocational rehabilitation; career development as related to mental health; the nature and structure of the world of work; and leisure and lifestyle development, including the interrelationships between work, family and life roles. This course may be enhanced by guest speakers and other class activities.

**CPS 603 DEVELOPMENTAL PSYCHOLOGY (5)**

The processes and significant transition points from early childhood, adolescence, and adult development to include aging and long-term care, are studied in this course. Major theories of development are contrasted by examining principal concepts and uncovering assumptions about what motivates behavior and development, what is the nature of development, and determining the primary influences on development throughout the lifespan.

**CPS 604DL INTRODUCTION TO PSYCHOLOGICAL RESEARCH (5)**

This is an introductory course in psychological research for counselors who need to be able to utilize research results. The

course will teach students how to use the library to locate and use psychological books and journals. This course will focus on the main types of research methods used in clinical research including interviews, surveys, and experiments. Research reports and ethical issues will be addressed.

### **CPS 605 CLINICAL COUNSELING SKILLS TRAINING (5)**

Research indicates that counseling and therapy are, for better or for worse, largely the result of the skills of the counselor. In this course, students review research on effective therapists, learn the traits of successful helpers, have their own helping skills evaluated and begin the training process necessary to develop their own counseling abilities. Counseling supervision, feedback, and training exercises are part of this course. Self-exploration as it relates to any personal issues which inhibit therapeutic effectiveness is required. Prerequisite: CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology.

### **CPS 610DL PSYCHOPATHOLOGY (5)**

This course is an overview of the variety and range of psychopathological disorders based on the Diagnostic and Statistical Manual of Mental Disorders (DSM) published by the American Psychological Association. The primary focus is on etiology and symptoms of disorders. Prerequisite: CPS 402 - Abnormal Psychology and CPS 603 - Developmental or concurrent enrollment.

### **CPS 611 ADVANCED CLINICAL SKILLS TRAINING (5)**

In this advanced course, students review research on effective therapists, learn the traits of successful helpers, have their own helping skills evaluated, and continue with the advanced training necessary to enhance their own counseling skills. Continued counseling supervision, feedback, and training exercises are part of this course. As in CPS 605, self-exploration as it relates to any personal issues which inhibit therapeutic effectiveness is required. Prerequisite: CPS 601 - Counseling Theories & Strategies, CPS 605 Clinical Counseling Skills Training, CPS 610 - Psychopathology.

### **CPS 612 LEGAL AND ETHICAL ISSUES IN COUNSELING (5)**

Legal and ethical issues are examined within the context of the privileged relationship between therapist and client. This class addresses general legislation regarding licensing and the practice of psychology, including an overview of the law and its impact, legal authorities, licensing boards, privileged communications, child abuse reporting, professional associations, licensing insurance, Family Law Act, etc. It also seeks to develop a professional commitment to the practice of psychology within the letter of the law and the applicable code of ethics.

### **CPS 613DL HUMAN SEXUALITY AND GENDER ISSUES (5)**

This course presents basic knowledge about sexual health. Topics include male and female sexuality, communication, alternative lifestyles, sexual myths, and major types of sexual problems. Students will be encouraged to look into their own sexual attitudes, feelings, and practice. Current therapeutic concepts and techniques will be discussed.

### **CPS 614DL THEORIES, THERAPIES, AND ISSUES IN CHEMICAL DEPENDENCY (5)**

This class identifies relevant theories, therapies, special problems, and concerns in working with addictions. It includes the latest information on the cultural and social-psychological dynamics effecting special populations, (the aging, disabled, gay, children from alcoholic families). Effective communication skills, enhanced by an understanding of the client background, theory, research, and current treatment programs are stressed. Public perception, public policy, prevention, and education are included in this course. Prerequisite: CPS 601 - Counseling Theories & Strategies or concurrent.

### **CPS 615DL CROSS-CULTURAL COUNSELING (5)**

This course explores from psycho-social and cultural aspects the manner and extent to which the client's ethnic, racial, and class membership influence the work of the counselor. Both didactic material and experiential exercises heighten the students' sensitivity to the effect of mutual diversity on assessment, strategy, and goals of counseling. Prerequisite: CPS 601 - Counseling Theories & Strategies.

### **CPS 616 PSYCHOTHERAPY WITH CHILDREN AND ADOLESCENTS (5)**

This course is designed to familiarize students with various psychotherapeutic approaches used in diagnosis and treatment of children and adolescents with behavior disorders. It explores family interaction and methodologies of enhancement of communications with the psychologically healthy child and adolescent, as well, through interviewing techniques, play, music, art, sand-tray, house-tree-person, and games. School related problems, physical and emotional limitations, and problems arising out of abuse, divorce, and death are also addressed. Prerequisite: CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology

**CPS 617A-DL ASSESSMENT AND TREATMENT OF CHILD ABUSE (2.5)**

This course will address a whole family approach, recognition of abuse, assessment strategies, methods of reporting, critical therapeutic issues, and what to expect if the case goes to trial.

Practical skills will be emphasized, and a panel of professionals will present different perspectives in handling abuse cases.

**CPS 617B-DL ASSESSMENT AND TREATMENT OF PARTNER ABUSE (2.5)**

This course will focus on the recognition of spouse or partner abuse. It will cover the definition of abuse, reporting requirements and methods, assessment strategies, and critical therapeutic issues. Practical skills and solutions from psychological and legal perspectives will be emphasized.

**CPS 618DL PSYCHOLOGICAL TESTS AND MEASUREMENTS (5)**

The nature and use of psychological tests will be the focus of this course, mainly the assessment of intelligence, personality, and mental and behavioral disorders. This class offers a survey of widely-used tests, as well as the opportunity to construct, administer and score tests. Current trends in psychometrics will also be studied. Prerequisite: CPS 610 - Psychopathology.

**CPS 619 THEORIES OF FAMILY THERAPY (5)**

The family is the central building block of modern life, although its nature and form are continually changing. One of the primary tasks of therapy is to help families adapt to these changes. This course explores the nature of families and human systems and the primary approaches to therapeutic change within them. The goal of the course is to offer a framework for thinking about family processes. Prerequisite: CPS 611 - Advanced Counseling Skills Training.

**CPS 620 THEORY AND PRACTICE OF FAMILY THERAPY (5)**

Evaluation of the family, strategies of family treatment and techniques for intervening in the family will be covered. Specific situations will be addressed such as marital conflict, single- parent families and families with an alcoholic or schizophrenic member. Emphasis will be placed on working with families of origin and their impact on current family functions.

Prerequisite: CPS 619 - Theories of Family Therapy.

**CPS 621DL SELECTED TOPICS IN PSYCHOTHERAPEUTIC TECHNIQUES (5)**

A modality or topic relevant to applied psychotherapeutic techniques will be explored in depth each time this course is offered. Students may draw from the curricula in the other psychology programs when the focus of the course is an in-depth study of a specific psychotherapeutic technique. Examples include CEX 638 Art and Expressive Therapy with Adults and Aging Populations and EXA Sandtray and Worldplay. Prerequisite: CPS 601 Counseling Theories & Strategies.

**CPS 622 SUPERVISED PRACTICUM A (5)**

This course continues the process of therapeutic skills development and begins the initial supervised traineeship. Intensive training exercises will be employed to help students evaluate and improve their helping abilities. Close supervision, counseling practice and feedback, use of audio-visual equipment and periodic self-examination as it relates to therapeutic effectiveness are required. Students should attend this class during the first 112.5 hours of their approved internship. For more information on an approved internship see CPS 624. Prerequisites: CPS 601 Counseling Theories & Strategies, CPS 610 Psychopathology, CPS 612 Legal & Ethical Issues in Counseling, CPS 613 Human Sexuality & Gender Issues, CPS 619 Theories of Family Therapy, and an approved practicum site.

**CPS 624 SUPERVISED PRACTICUM B (5)**

This course is a combination of continued supervision, case study and training. Individuals will work to enhance their strengths and cultivate new strategies for therapeutic intervention. Each student will submit an audio or videotape of a clinical hour with a client (individual, family, couple, or group). Written releases will be required and must be presented with the taped session.

Case presentation and analysis will be developed during this course. Students must attend this practicum during their second 112.5 hours of their internship. Internship information and site packets are available in the Administrative Office. Prerequisite: CPS 622 Supervised Practicum A.

**CPS 628DL HIV TREATMENT & COUNSELING (1)**

Clinical, medical, social, and community issues related to HIV and AIDS. Assessment and treatment modalities will be explored as well as referred to community resources. Satisfies requirement for CA Psychology licensing.

**CPS 691 BEHAVIORAL STATISTICS I (5)**

This course will cover the basic analytical techniques commonly used in psychological research, including the t-test, analysis of

variance, regression, and Chi square. Correlation and cluster analysis will be introduced for describing qualitative data. Students will learn how to choose a statistical technique for the type of research they are studying and/or conducting, use various techniques, and report results using graphs and tables. Prerequisite: CPS 404 - Quantitative Perspectives.

### **CPS 693DL SOCIAL PSYCHOLOGY (5)**

This is an advanced interdisciplinary course looking at psycho-sexual development and social- psychological paradigms presumed to be salient factors in individual and group life. The course seeks to integrate, challenge and restructure assumptions which may be limited or limiting when accepted as singular, monolithic, or discrete knowledge.

### **CPS 695 SELECTED TOPICS: BRIEF THERAPY & CRISIS INTERVENTION (5)**

The student will choose between “Brief Therapy & Crisis Intervention” and “Mediation” as preparation for the ever-changing world of applied psychology. In response to changing societal demands for therapeutic protocol, the student will be introduced to the latest psychological techniques as they relate to the growing need for brief therapy and crisis intervention and for mediation techniques.

### **CPS 702 GROUP THERAPY: THEORY & PRACTICE (5)**

This course is designed to develop each student's potential for working in a group format. It is highly personalized and concentrates on refining the facilitative traits. It will integrate current theory and practice.

### **CPS 703 UNDERSTANDING THE BODY: EAST/WEST PERSPECTIVES (5)**

This course will introduce the student to the philosophical assumptions made about health, disease, and the human body underlying traditional Eastern and Western medical practices. Mind body interaction and how that is viewed from various perspectives will also be covered.

### **CPS 704DL PSYCHOPHARMACOLOGY (5)**

This course reviews anatomy and physiology of the CNS, and the pharmacological elements of drug action, metabolism, efficacy, and safety. Major classes of psychoactive drugs will be studied, as will their discovery, development and promotion by the pharmaceutical industry, the regulation of such drugs and complementary medicines in the US, and the medico legal aspects of prescribing. The effects of drugs combined with non-traditional psycho-therapeutic modalities, as well as the use of drugs in special populations, will be considered. Off-campus tours and library research are an integral part of study.

### **CPS 705DL ADVANCED RESEARCH METHODS (5)**

This course will cover naturalistic and experimental research methods used in psychology. Students will learn to design and conduct research from traditional and alternative perspectives. This course includes an introduction to the design of experimental and quasi-experimental psychological research, field studies, and surveys. Consideration will be given to ethical issues and report writing. Prerequisite: CPS 691 - Behavioral Statistics I.

### **CPS 706DL PHYSIOLOGICAL PSYCHOLOGY (5)**

This course is an introduction to the structure and function of the nervous system and the physiological methods of investigation relevant to psychological problems. Major emphasis will be on the brain and spinal cord as substrata of consciousness. Theoretical issues will be examined historically and in light of recent empirical findings. Students will also be introduced to neurological testing and evaluation. Prerequisite: CPS 618 - Psychological Tests and Measurements or consent.

### **CPS 710 ASSESSMENT A: INTELLIGENCE TESTING (5)**

Intelligence/Objective testing will focus on the scoring and interpretation of the major intelligence tests, such as the WAIS-R, WISC-R, McCarthy Scales and Stanford-Binet. Interviewing skills and beginning report writing will be included. Students will also be introduced to the MMPI and Bender-Gestalt. Prerequisites: CPS 601 - Counseling Theories & Strategies, CPS 618 - Psychological Tests and Measurements; or SPO 652 - Assessment and Evaluation in Sport Counseling; CPS 624 - Supervised Practicum B; or SPO 665 - Sport Counseling Practicum I.

### **CPS 711 ASSESSMENT B: PERSONALITY TESTING (5)**

Advanced psychological assessment procedures and techniques will be discussed. Primary focus will be on the MMPI, MMPI II, and Bender-Gestalt. Introduction to other objective devices, such as the Millon Clinical Multiaxial Inventory and the California Inventory Personality is included. There is an introduction to projective testing such as Thematic Apperception Test and Draw-a-Person. The focus of this course will be on test administration, scoring, interpretation, and comprehensive report writing. Prerequisite: CPS 710 - Assessment A: Intelligence Testing.

**CPS 712 ASSESSMENT C: PROJECTIVE TESTING (5)**

The emphasis of this class is on the administration, scoring and interpretation of the Rorschach Inkblot Test. The Thematic Apperception Test, Bender-Gestalt, and the integration of other tests into report writing is integral to this course. Prerequisite: CPS 711 - Assessment B: Personality Testing.

**CPS 714DL ADVANCED PSYCHOPATHOLOGY (5)**

This course will survey AXIS I and AXIS II disorders, emphasizing current theories of etiology, research strategies and findings, and intervention approaches. Related issues will be explored, including development of psychopathology, biological bases, and cultural contexts. Course lectures and readings will emphasize the discriminant diagnosis of patients who present the signs and symptoms of various mental disorders. Prerequisites: CPS 610 - Psychopathology, CPS 624 - Supervised Practicum B.

**CPS 724 SUPERVISED PRACTICUM A (5)**

This supervision course includes case presentation and analysis for students in approved internship placements. This practicum must be taken during the first 250 hours of the internship. An audio or videotape presentation of a clinical hour is required. Prerequisite: CPS 624 - Supervised Practicum B or SPO 665 - Sports Counseling Practicum I.

**CPS 725 SUPERVISED PRACTICUM B (5)**

This practicum includes advanced case presentation and analysis for students in approved internship sites. This practicum must be taken during the second 250 hours of the clinical internship. Prerequisite: CPS 724 - Supervised Practicum A.

**CPS 727DL PSYCHOTHERAPY WITH DIFFICULT & SPECIAL POPULATIONS (5)**

Techniques appropriate to special populations will be explored. Students further develop their own therapeutic techniques and refine case presentations.

**CPS 728DL HUMANISTIC PSYCHOLOGY (5)**

This course covers the major themes of Humanistic Psychology and its development into Transpersonal Psychology: the phenomenological approach, self-determination, the ideal of authenticity, the actualizing tendency, person centeredness and purpose, holism as the experience of consciousness, and self-transcendence into Transpersonal Psychology. This class will explore the historical roots of movement.

**CPS 729 COGNITIVE BEHAVIORAL PSYCHOTHERAPY (5)**

This course covers cognitive skills training to increase a students' therapeutic effectiveness. It reviews current theory and techniques used in object relations and systems approaches. Students will learn to define their own therapeutic techniques, discovering which techniques are most effective for them. Case presentations are required.

**CPS 800 DISSERTATION/PROJECT WRITING I (5)**

Students must enroll in this course when coursework is complete or they begin to work on their dissertation, whichever comes first. The student engages in independent study and attends the seminar as needed, leading to the completion of the first three chapters of the dissertation. Work is supervised by the Director of Research and the student's dissertation committee chair. These three chapters, the introduction, the literature review, and the methods section, constitute the formal proposal. Students must enroll in this course consecutively until the proposal has been defended and approved. Upon completion of a proposal acceptable to the student's committee, the student defends her or his proposal in an oral presentation to the committee. This oral presentation serves as a Qualifying Exam. Prerequisite: Doctoral Comprehensive Exam, Acceptance of a preliminary proposal by the Director of Research.

**CPS 801 DISSERTATION/PROJECT WRITING II (5)**

Students must enroll in this class when they have passed the Oral Qualifying Exam and are ready to begin to conduct their research. The student engages in independent study leading to the execution of their dissertation research. The findings are reported and discussed in chapters four and five of the dissertation. Upon completion of this work, the student has the Final Oral Defense of the dissertation. Students must enroll in this course consecutively until the dissertation has been defended and approved. Prerequisites : CPS 800 - Dissertation Writing I.

**CTR 672 EAST/ WEST PSYCHOLOGY (5)**

This course will focus on the integration of Eastern and Western psychological thought in a dialogue between Hinduism, Buddhism, and Taoism as they relate to Western



approaches to psychotherapy. Emphasis will be placed on the coordination of meditation, guided imagery, and mind/body integration.

### **TRP 771 FOUNDATIONS OF CONTEMPLATIVE DEPTH PSYCHOLOGY (5)**

Contemplative Depth Psychotherapy is the integration of Western analytical and Tibetan Buddhist imaginal and archetypal processes that foster individualization and growth. The principle of analytical (Jungian/archetypal) and developmental, psychoanalytical (Object Relations & Kohut's Self Psychology) serve as a framework in which the contemplative depth psychotherapist works, supports, confronts, and elucidates the experiences of the client. Beginning from the basic analytical work of how resistance and defense hide painful affects, the goal is to enhance the Inner Self solidly within the psyche to provide deeper experiential and emotive insight into the psycho dynamics of life's conflicts. Prerequisite: CPS 601 - Counseling Theories & Strategies or equivalent.

## **DSN – DESIGN, GENERAL**

### **DSN 101DL HUMAN COGNITION AND INTERFACE DESIGN (5 quarter credits)**

Prerequisite: None

This course focuses on the principles of human interaction and user interface design. Topics to be discussed will range from the human anatomy, to the psychology of learning and memory, to the limits of human cognition and interest. Students will examine the principles of schematic organization, aesthetics, and designing for usability and economy of effort.

### **DSN 103DL PROJECT MANAGEMENT (5 quarter credits) Prerequisite: None**

This course covers the practical aspects of interacting with clients, assessing the scope and requirements of a given project, and the successful planning, organizing, and managing of resources to bring about the successful completion of the project goals and learning outcomes. Students will examine theories of project management as they relate to specific case studies and will practice managing a project from concept to completion.

## **EXL -- EXECUTIVE LEADERSHIP COACHING**

### **EXL 170 THE NEW EXECUTIVE LEADERS (5 quarter credits) Prerequisite: None**

Leaders as adaptable, multicultural change agents. Why companies and individuals must develop a new set of strategies to deal with the volatile world marketplace, which is driven by technology, innovation, and consumer choices. How the command and control model of leadership has changed to facilitating creative employee involvement.

### **EXL 180 PERSONAL BENCHMARKING (5) Prerequisite: None**

Measuring natural talents, comparative skills, and behavioral patterns. This focuses on Positive Self-Awareness and self-evaluation, helping participants understand self-imposed barriers and prejudices to help them realize their full potential. Benchmarking also involves learning from the best practices of organizations and individuals with proven track records.

### **EXL 190 INDIVIDUAL RESPONSIBILITY (5 quarter credits) Prerequisite: None**

Methods of increasing personal accountability for business outcomes. This focuses on Positive Self-Determination and understanding the logical rewards and consequences of daily choices, actions, and inactions. Emphasis is placed on taking more control of priority and time management in order to increase efficiency and effectiveness.

### **EXL 200 INTERNAL VALUES (5 quarter credits) Prerequisite: None**

Intrinsic versus Extrinsic career motivation. This focuses on the development of healthy, Positive Self-Esteem to gain a sense of pride in one's work, based on core passion, a desire for quality and excellence. How achievement flourishes and endures when inner values and organizational mission statements are more closely aligned.

### **EXL 205 NON-SITUATIONAL INTEGRITY (5 quarter credits) Prerequisite: None**

Ethical versus expedient decision making. This focuses on Positive Self-Honesty, which is being trustworthy 24/7, regardless of the situation. Participants learn that authentic leadership requires a higher set of standards that does not give in to expediency to avoid embarrassment or seek selfish gain.

### **EXL 210 DESIRE MOTIVATION (5 quarter credits) Prerequisite: None**

Matching desires, talents, and competencies. This focuses on Positive Self-Motivation, which concentrates on desired outcomes

rather than the penalties of failure. Dealing with fear and rejection and how to create a nurturing, inspiring work environment, rather than one based on intimidation from and unrealistic expectations of supervisors.

**EXL 215DL DELAYED GRATIFICATION (5 quarter credits) Prerequisite: None**

Strategic goal orientation. This focuses on Positive Self-Direction, emphasizing the importance of specificity of purpose, priorities and an incremental, stair-step approach to goal-setting. The SMART goal acronym model is utilized which recommends that goals should be Specific, Measurable, Achievable, Realistic and Time-based to be most effective.

**EXL 220DL SELF DISCIPLINE (5 quarter credits) Prerequisite: None**

Developing the habits of excellence. This focuses on the need for a consistent, continuing training program within every organization which is Positive Self-Discipline to develop leadership skills throughout every division, department, and job description.

Methodology includes simulation, guided imagery, and practice in a relaxed environment.

**EXL230DL RESILIENT OPTIMISM (5 quarter credits) Prerequisite: None**

Dealing effectively with set-backs, mistakes, failures and misfortune. This focuses on Positive Self-Expectancy and the psychosomatic relationship between mind and body. It discusses the realization and acceptance of problems as inevitable offshoots of change and progress, as well as viewing reverses as opportunities for innovation and improvement.

**EXL 240DL EMPOWERMENT AND STEWARDSHIP (5 quarter credits) Prerequisite: None**

Inspirational communication and team-building. This focuses on Positive Self-Dimension, which enables leaders to gain buy-in of the corporate mission throughout the organization as well as foster a dynamic, dialogue encouraging all team members to make contributions and suggestions to benefit internal and external customers, and the general public.

## **EXA -- EXPRESSIVE ARTS THERAPY**

**EXA 732 SPECIAL TOPICS IN EXPRESSIVE THERAPIES (5) Prerequisite: None**

Individualized studies in special topics in Expressive Therapies. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

**EXA 733 EXPRESSIVE TECHNIQUES IN FAMILY THERAPY (5) Prerequisite: None**

This class introduces therapists and advanced students in the counseling psychology programs to the potential of expressive techniques in family therapy. Students will creatively explore family rules, roles, and rituals to see how they play a part in the dynamics of family systems. With the tools of Expressive Therapy and basic psychological theory, students can complete unfinished relationship issues and discover how to create more healthy, happy, healing relationships with their parents and children. Students will work with movement, rhythm, and family choreography to explore patterns in family relationships.

**EXA 735 FUNDAMENTALS OF COLOR THERAPY (5)**

This course explores the fundamentals of color therapy, as well as the interplay of color, sound, and imagery. Techniques for accessing energy, allowing emotional catharsis, enhancing visualization, and developing techniques in relaxation therapy are all addressed in this class.

Prerequisite: CEX 630 - Foundations of Expressive Therapy or consent.

**EXA 736 LANGUAGE, POETRY, MYTH, AND FOLKLORE THERAPY (5)**

This class examines ancient and modern techniques, using the spoken and written word to encourage explorations of personal belief systems for healing and recovery. Prerequisite: CEX 630 - Foundations of Expressive Therapy.

**EXA 738 SANDTRAY AND WORLD PLAY (5)**

Practice and theory of sandplay therapy, as developed by Dora Kalff and others. Focus on applications to psychotherapeutic practice with children and adults, and possible integration into a multi-modal expressive arts therapy context. Prerequisite: CEX 630 - Foundations of Expressive Therapy.

**EXA 740 SELECTED EXPRESSIVE TECHNIQUES (5)**

Individualized studies in special topics in Expressive Arts. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

### **EXA 741 SPECIAL TOPICS IN EXPRESSIVE THERAPIES (5)**

Individualized in-depth study in a selected topic. Student's work is directed by a faculty member or recognized leader in the subject area being investigated. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

### **EXA 742 SEMINAR IN EXPRESSIVE ARTS THERAPY (5)**

Addresses clinical issues unique to expressive arts therapy, such as: assessing a client's readiness to do expressive arts work; clinical relevance of different art modalities; transitions between modalities; and client's defenses and resistance, transference and counter transference within this context, etc. To be taken concurrently with supervised practicum in expressive arts therapy.

### **EXA 745 INDEPENDENT STUDY IN EXPRESSIVE ARTS THERAPY (5)**

Supervised study in expressive arts therapy process. Presentation and discussion of case material from internship, with emphasis on development of clinical skill in group and individual expressive arts therapy.

## **FAL -- FAMILY LEADERSHIP COACHING**

### **FAL 175 POSITIVE SELF-AWARENESS (5 quarter credits) Prerequisite: None**

Knowing your leadership style and your children's learning style. Recognizing special abilities and special needs.

### **FAL 180 POSITIVE SELF-ESTEEM (5 quarter credits) Prerequisite: None**

Understanding the difference between self-centeredness and healthy self-esteem, and intrinsic and extrinsic values.

### **FAL 185 POSITIVE SELF-DISCIPLINE (5 quarter credits) Prerequisite: None**

Why self-esteem must be combined with self-discipline to develop healthy behavioral lifestyles. Differentiating discipline from punishment, and the importance of early habit formation.

### **FAL 190 POSITIVE SELF-DETERMINATION (5 quarter credits) Prerequisite: None**

Instilling internal locus of control and cause and effect choices in early childhood by assigning appropriate responsibilities.

### **FAL 195 POSITIVE SELF-HONESTY (5 quarter credits) Prerequisite: None**

Teaching non-situational integrity and trust as fundamentals in family and organizational relationships. Leadership by example.

### **FAL 200 POSITIVE SELF-MOTIVATION (5 quarter credits) Prerequisite: None**

Discussions on external motivators such as Status with experts, status with peers, material acquisition and competitiveness, as well as internal motivators including Achievement via independence and concern for excellence. Understanding reward and penalty motivation.

### **FAL 205DL POSITIVE SELF-EXPECTANCY (5 quarter credits) Prerequisite: None**

Developing inner security and optimism in an insecure world faced with constant change. Handling failure and rejection and staying resilient in the face of problems and hardships.

### **FAL 210DL POSITIVE SELF-IMAGE (5 quarter credits) Prerequisite: None**

Methods of exploring creativity and treating the imagination as a skill and learning tool. Visualization and guided imagery techniques.

### **FAL 215DL POSITIVE SELF-DIRECTION (5 quarter credits) Prerequisite: None**

An introduction to effective goal setting and priority management. Delayed gratification and basic instruction on money management for children of all ages.

### **FAL 220DL POSITIVE SELF-DIMENSION (5 quarter credits) Prerequisite: None**

An exercise in balancing work and recreation, and in fitting in to family, peer group, community, nation, and the world. The concept of stewardship as a critical element in leadership.

## **FASH -- FASHION DESIGN**



**FASH 100 INTRODUCTION INTO FASHION DESIGN AND FASHION CAREERS (5 quarter credits) Prerequisite: None**

This course provides an introduction to the field of fashion design and careers in fashion design. Topics covered will include the types of apparel, fashion markets, international fashion centers, and the role of fashion design in today's society. The role of industries, artisans, and designers will also be examined.

**FASH 110DL FASHION HISTORY (5 quarter credits) Prerequisite: None**

This survey course provides a condensed history of human apparel and the rise of fashion design as an applied art. The effects of technology, mass media, and globalism as they relate to the development of fashion design today will be discussed.

**FASH 200DL PRINCIPLES OF FASHION DESIGN (5 quarter credits) Prerequisite: None**

This course examines the principles of fashion design as they relate to gender, age, and purpose. Where relevant, an interdisciplinary approach will be taken towards specific issues prevalent today, including, but not limited to, the types of materials available, the limitations of composition, and principles of aesthetics.

**FASH 205 APPAREL CONSTRUCTION I (5 quarter credits) Prerequisite: None**

This course will provide an introduction to the basic principles of garment creation, materials, pattern analysis, sewing, and fitting. An overview of basic pattern design and stitching techniques will be provided.

**FASH 210 APPAREL CONSTRUCTION II (5 quarter credits) Prerequisite: FASH 205 Apparel Construction I**

This course is a continuation of Apparel Construction I and will address more intermediate principles of garment creation, materials, pattern analysis, sewing and fitting. An emphasis will be placed on detail work and the use of professional sewing techniques.

**FASH 220 FASHION DRAPING (5 quarter credits) Prerequisite: None**

This course provides students with basic draping principles to further their apparel design techniques. Students will be taught to execute their designs from working sketches to a finished garment using basic to advanced draping techniques.

**FASH 225 FLAT PATTERN DESIGN (5 quarter credits) Prerequisite: None**

This course will cover the fundamentals of flat patternmaking, including the use of a basic sloped, dart manipulation, garment styling and principles of fit. Additionally, students will be taught to analyze advanced pattern design problems.

**FASH 230 TEXTILE ANALYSIS (5 quarter credits) Prerequisite: None** This course examines the characteristics of natural and man-made fibers, yarns, and fabrics, as well as fabric construction and special finishes. Students will learn to use the characteristics of specific materials to determine use, quality, and performance and care requirements.

**FASH 235 COMPUTER ASSISTED FASHION DESIGN: ILLUSTRATOR FOR FASHION (5 quarter credits)**

**Prerequisite: None**

This course provides students with working knowledge of creating fashion illustrations and pattern designs using computer software. Emphasis is on the use of various tools offered in various fashion design software and the global usage and application of it.

**FASH 245 CONTEMPORARY DESIGN (5 quarter credits) Prerequisite: None**

This course will cover the key movements and innovations giving rise to several recognized milestones in fashion design. The elements at play, including influences from socio-economic, political, and technological developments will be discussed.

Parallel developments in branching out of haute couture, ready-to-wear, and mass market fashion will also be studied in the context of the modern world.

**FASH 250 DESIGN PORTFOLIO & CREATION OF A GARMENT BUSINESS (5 quarter credits) Prerequisite: None**

This course will provide students with an overview of design portfolio composition and employment as in-house designers and freelance designers. The various players involved in fashion design, including buyers, retailers, marketers, models, as well as their concerns and expectations will be identified and discussed from a professional's point of view.

## **GDES -- GRAPHIC DESIGN**

**GDES 100 INTRO TO GRAPHIC DESIGN: GRAPHIC DESIGN I (5 quarter credits) Prerequisite: None**

This course provides an introduction to the field of graphic design, focusing on the principles of communicative design,

aesthetics, and page layout. The course will also discuss the history of graphic design and recent developments based on emerging technologies.

**GDES 105DL GRAPHIC DESIGN II (5) Prerequisite: GDES 100 INTRO TO GRAPHIC DESIGN: GRAPHIC DESIGN I**

This course continues the coverage of designing for communication and usability. Human physiology and psychological principles be discussed as they relate to effective graphics design. Students will also be exposed to a survey of typography, printmaking, interface design, and color theory.

**GDES 110 TYPOGRAPHY AND SYMBOLISM (5 quarter credits) Prerequisite: None**

This course provides an introduction to typography and symbology as they relate to graphic design. Students will study the art and technique of arranging type, type design, and modifying type glyphs. Students will also consider the history and evolution of symbols within the context of graphic design.

**GDES 205 OPEN SOURCE DESKTOP PUBLISHING (5 quarter credits) Prerequisite: None**

This course provides an introduction to the use of open source software for computer aided graphics design. Students will learn to produce sophisticated designs with free software that has capabilities rivaling those of popular proprietary software. This course will primarily focus on the use of GIMP and Inkscape.

**GDES 210 PACKAGE DESIGN (5 quarter credits) Prerequisite: None**

This course focuses on emerging trends in the art and craft of package design. The communicative aspects of package design as they relate to the psychology of human satisfaction and trust will be discussed. Students will conduct a survey of products on the market for critique and work on a package design of their own.

**GDES 220 MARKETING/ADVERTISING DESIGN (5 quarter credits) Prerequisite: None**

This course exposes students to the basic theories and principles of marketing and advertising. The historical roots and recent trends of marketing and advertising will be discussed in relation to the evolution of graphic design.

**GDES 225 IDENTITY BRANDING/ INTELLECTUAL PROPERTY (5 quarter credits) Prerequisite: None**

This course provides students with a survey of copyright law, trademark law, and identity branding. International standards for protection of intellectual property will be discussed in the context of graphics design.

**GDES 230 MATERIALS SCIENCE AND GRAPHIC DESIGN (5 quarter credits) Prerequisite: None**

This course covers the interdisciplinary field of materials science, recent developments, and the application of materials science to the future of graphic design. Students will be invited to think outside of the box in order to exploit the properties of new materials.

**GDES 280 GRAPHIC DESIGN PORTFOLIO PREPARATION (5 quarter credits) Prerequisite: None**

This course focuses primarily on the compilation of a successful graphic design portfolio for educational and commercial purposes. Methods of presentation will be discussed in light of recent developments in technology.

## **HMT -- HOSPITALITY MANAGEMENT**

**HMT 110 INTRODUCTION TO HOSPITALITY, TRAVEL & TOURISM (5)**

This course is an introduction and orientation to the major area of hospitality management, travel, and tourism. The background and historical development of the hospitality industry and its component areas are presented; employment opportunities and trends in each area are discussed.

**HMT 125 CONSUMER BEHAVIOR IN HOSPITALITY & TOURISM (5)**

This course provides an overview of current knowledge about consumer behavior in the tourism/travel and hospitality businesses. Basic behavioral science and specific research (both qualitative and quantitative) tools used in marketing practice are covered. Issues of consumer decision-making, behavioral determinants, cultural influences, motivation, information search, and marketing implications are addressed.

**HMT 130 MARKETING IN HOSPITALITY (5)**

This course introduces students to the marketing of hotels, restaurants, and clubs. The course will include information on market

segmentation, marketing research, advertising, public relations, promotional activity, packaging, pricing strategies, revenue maximization, travel purchasing systems and the future of hospitality marketing.

**HMT 140DL e-BUSINESS FOR TOURISM & HOSPITALITY (5)**

This course will examine how and why electronic business and the Internet have impacted the tourism, hospitality, and entertainment industries. It will discuss the various business models that are used and highlight the successes and failures of those models. Topics will include marketing, finance, strategy, and globalization with special emphasis on information technology and the dissemination of information.

**HMT 230DL SANITATION & SAFETY (5)**

Participants will examine safety and sanitation practices pertinent to food service. Emphasis will be placed on laws, food microbiology and principles of food-borne illness, handling and food storage practices, and the knowledge of correct temperatures to prevent food contamination. Other topics include safe personal hygiene for food handlers, use and care of equipment, and accident prevention.

**HMT 238 RESTAURANT MANAGEMENT (5)**

This course provides an overview of the various challenges and responsibilities encountered in managing a restaurant. Discussion topics include buying, selling, and franchising restaurants; cost controls, kitchen controls, menu planning, and food safety; bar management, operational costs and supplies, and dining room operations; and administration, organization, accounting, marketing, and human resources from an integrated managerial viewpoint.

**HMT 242DL FRONT OFFICE OPERATIONS (5)**

This course presents an overview of front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations, reception and general guest relations. Front office procedures and management are placed within the context of the overall operation of a hotel.

**HMT 615DL HUMAN RESOURCE MANAGEMENT IN HOSPITALITY (5)**

This course is a comprehensive examination of modern practices and management responsibilities in the hotel and restaurant industry. This course discusses the implementation of strategies, plans and programs necessary in employee recruitment, selection, training, and retention. Special emphasis is placed on job analysis, evaluation, wage setting, incentive principles, merit rating, job efficiency, and labor/management relations of personnel as applied to the hospitality industry.

**HMT 618DL HOTEL MANAGEMENT OPERATIONS (5)**

This course introduces students to the principles, practices, and operation of hotel facilities, to include operating strategies, reservation systems and operation, housekeeping, accounting, and income control.

**HMT 625DL SUPERVISION SKILLS IN HOSPITALITY (5)**

This course introduces principles of supervision, managing work and leading people as they apply to the hospitality industry. Management and leadership processes include planning, organizing, coordinating, directing, and controlling. It also includes lessons on delegating authority, problem solving, communicating effectively, and ethics.

**HMT 628DL HOSPITALITY LAW (5)**

This is a basic course in hotel, motel, restaurant, and general hospitality law. The student is introduced to the fundamental laws, rules, and regulations applicable to the hospitality industry, to include the Legal implications of civil law, and areas of tort and contract law. Case studies will be used to provide additional learning opportunities specific to hospitality, especially when dealing with customers and business contracts.

**HMT 631DL SOCIAL MEDIA IN HOSPITALITY & TOURISM (5 quarter credits)**

Prerequisite: None

Consumers engage with social networking sites to research trips, make informed decisions about their travels and share their personal experiences of a particular hotel, restaurant, visitor attraction or airline, thereby making social media the dominant tool for marketing and communications within the tourism and related industries. This course will introduce students to the different social and new media platforms, where they will learn to integrate them appropriately into existing business models and communications strategies. Metrics, analytics, and optimization will be examined. Students will learn to present business content through social media in order to identify the core values that draw clients and customers to business, to integrate social

media efforts with overall marketing effort, and to increase brand awareness and build brand equity.

### **HMT 632 HOTEL AND RESTAURANT MARKETING AND MERCHANDISING (5)**

In this course, student will learn the principles and practices of marketing the services of the hotel and restaurant industry. Emphasis is placed upon coordination of sales, advertising, public relations, and sales promotion in the marketing mix. This course will also review the methods of external and internal stimulation of sales with applications leading to customer satisfaction. May include a practical sales/marketing exercise and computer applications.

### **HMT 635 CONFERENCE & BANQUET MANAGEMENT (5)**

This course will provide a framework for planning conferences, expositions, and special events, as well as discuss a broad overview of the industry. Emphasis will be placed on current trends and technology. In addition, this course will combine theoretical and practical applications of planning, merchandising, costing, producing, and serving catered meals.

### **HMT 642 FINANCIAL ACCOUNTING IN HOSPITALITY MANAGEMENT (5)**

This course is designed for the special needs of the hospitality service industries and merges basic accounting theory with practice. An overview of the hospitality service industries focuses on the nature, main characteristics, recent trends, and future outlook for the major segments of the industry. This course will examine major financial statements, the balance sheet, statement of income, and statement of changes in financial position, as well as inventory, property and equipment, responsibility accounting, corporation accounting, and financial analysis.

## **IBUS – INTERNATIONAL BUSINESS ADMINISTRATION**

### **IBUS 400A-DL International Trade and Economics (5)**

This course examines factors affecting the global economy and international economic institutions. Students will be introduced to the tools used by economists to analyze international economic interactions. This course will also cover the role of international trade and finance in the world economy by analyzing the way in which participation in the international economy affects consumers, businesses, economic policy, and the economy in general.

### **IBUS 400B International Business Law (5)**

This course focuses on the international rules created to engage in global business activities. Students examine rules in light of political, economic and social factors. This course will provide an overview of how to conduct business in a dynamic environment, by comparing the international legal system in the context of legal history, language, and culture. Students will study the differences between international and American law, in such areas as contract, corporate, labor law, and tax law.

## **ITS -- INFORMATION TECHNOLOGY SYSTEMS**

### **ITS 145DL INTRODUCTION TO INFORMATION SYSTEMS (5 quarter credits) Prerequisite: None**

In this course students will learn the basics of information technology, including an introduction to information systems in organizations, hardware and software, organizing data and information, telecommunications, Internet, intranets and extranets, electronic commerce, information and decision support systems, specialized business information systems, and security, privacy & ethical issues in information systems.

### **ITS 150 DESIGN AND ANALYSIS OF INFORMATION SYSTEMS (5 quarter credits) Prerequisite: None.**

In this course, students will explore and become familiar with various concepts, principles, and stages of computer-based information systems analysis and design. This course will provide a solid foundation in the concepts and techniques required for systems development. Students will learn about the different methods, tools, and techniques for effective planning and design of software applications and systems. The system development life cycle, prototyping, data modeling, and user involvement will also be covered.

### **ITS 165DL OPERATING SYSTEMS (5 quarter credits) Prerequisite: None**

This course will cover the principles of modern operating systems, including concepts, design principles and implementations (algorithms and data structures). It will emphasize processes and threads, concurrency control, process communication and synchronization, deadlock and its solutions, processor scheduling, virtual memory management, file systems, I/O systems, and network and distributed operating systems.

**ITS 170 WEB DEVELOPMENT AND MANGEMENT (5 quarter credits) Prerequisite: None**

This course will introduce the basic elements of web development and management. Step-by- step processes and techniques will be introduced for the various essentials of a web site. Student will learn the principles of creating great sites, what makes web sites succeed or fail, and what can be done to increase the chance of success.

**ITS 175 DATA COMMUNICATION & COMPUTER NETWORKING (5 quarter credits) Prerequisite: None**

This course will provide a balanced perspective on modern wide area networking and telecommunications. Both business and technical issues will be explored in depth. Students will learn how network and telecommunications technologies can be exploited to give companies competitive advantages in the global marketplace. Students will start with the basics of data and voice communications and proceed to wide area network technology, network design, internetworking, wireless technology, optical networks, the Internet, and telephony. The convergence of these technologies to form a single unified network will be covered.

**ITS 180 DATABASE MANAGEMENT SYSTEMS (5 quarter credits) Prerequisite: None**

This course will cover the use of Database Management Systems (DBMS) to solve a wide range of information storage, management and retrieval problems, in organizations ranging from large corporations to personal applications, such as research data management. The course combines the practical aspects of DBMS use with more theoretical discussions of database design methodologies and the "internals" of database systems. In the theoretical portion of the course, we will examine the major types or data models of DBMS (hierarchical, network, relational, and object-oriented). The course will cover the principles and problems of database design, operation, and maintenance for each data model.

**ITS 200DL INFORMATION SYSTEMS SECURITY (5 quarter credits) Prerequisite: None**

The purpose of this course is to introduce the constructs and topics relating to securing information systems and the expansion of guidelines to apply information security controls. This course recognizes and investigates different types of information security used in the industry and how they are applied. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students will be able to recognize data security risks, generate an information security policy, and identify processes to implement and enforce said policy in order to establish a secure information system.

**ITS 205 IT ETHICS (5)**

Information Technologies provide new capabilities resulting in greater breadth for action. Existing policies regarding conduct in regard to Information Technologies are inadequate or non-existent. This course takes students from a discussion on ethical frameworks and regulatory issues to a substantial treatment of the four fundamental, interrelated issues of cyber ethics: speech, property, privacy, and security. Students will explore issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, and compliance, which will provide a solid foundation for ethical decision-making. Students will learn the appropriate use of information technology, by isolating and examining the values and ethical imperatives that come into play when information technology is used.

**ITS 210 E-BUSINESS CONCEPTS & TECHNOLOGIES (5 quarter credits) Prerequisite: None** The potential for global electronic commerce is immense; much of this potential will be realized by the continued development and application of Internet and Web technologies. In this course, students will learn the principles which guide the development of global, interoperable technologies on the World Wide Web. Issues to be addressed include intellectual property protection, security, privacy, content control, enterprise resource planning (ERP), customer relationship management (CRM), and standards development.

**ITS 220 PROGRAMMING LANGUAGES & CONCEPTS (5 quarter credits) Prerequisite: None**

This course will cover a wide variety of programming languages and their fundamental concepts. Emphasis will be placed on imperative languages and object-oriented languages, and to a lesser extent functional languages and scripting languages. These languages will be compared and contrasted in order to identify the difference between languages, the reasons for the differences, and the impact of these differences for modern compiler implementation. Topics to be covered include the formal aspects of syntax and semantics, as well as naming, scoping, and binding. This course will review assembly-level machine architecture, scanning, parsing, semantic analysis, and code generation, in addition to data structures, storage management, programming environments and tools.

**ITS 621 ADVANCED INFORMATION TECHNOLOGY (5 quarter credits) Prerequisite: None** This course will build upon the foundations learned in ITS 404 Introduction to Information Systems. The focus will be on the principles and practices that are essential to analysis, design, implementation, and management of information technology systems. Students will also learn



more advanced techniques of systems planning, project management and process design.

**ITS 622DL DATABASE DESIGN (5 quarter credits) Prerequisite: None**

This course will introduce students to logical design of database systems and implementation issues that may arise in database management systems. Students will learn to design, load, query and update a database.

**ITS 623 DATABASE DEVELOPMENT & MANAGEMENT (5 quarter credits) Prerequisite: None** This course will build upon the knowledge learned in ITS 622 Database Design. Topics that will be discussed will range from logical and physical database design, query languages and the use of semantics for query optimization, and the design, implementation and use of database management system software (DBMS).

**ITS 625 IT PROJECT MANAGEMENT SKILLS TRAINING (5 quarter credits)**

Prerequisite: None

This course focuses on the techniques used to plan and manage major Information Technology projects and the development of a manager's ability to lead, organize and resolve conflicts.

Topics to be discussed will include strategic planning, prioritizing, organizing resources, and evaluation of the project.

**ITS 626DL OBJECT ORIENTED MODELING (5 quarter credits) Prerequisite: None**

implement and debug object-oriented programs. Students will be provided with a framework for software engineers to collaborate in the design and development process.

**ITS 627 VOICE COMMUNICATION NETWORKS (5 quarter credits) Prerequisite: None** This course provides an introduction to voice communication system design and analysis. The basic principles of communication networks will be discussed, including: principles of routing, basic queuing concepts, operation of different types of LANs, multiuser communication, concepts of layered communication and open system interconnect.

**ITS 628 SOFTWARE DESIGN (5 quarter credits) Prerequisite: None**

This course introduces students to design aspects of software development. Focus will be on major design methods and the strengths and weaknesses of each. Students will learn the proper design methods and techniques to estimate the magnitude of the development effort.

**ITS 629DL COMPUTER NETWORK DESIGN (5 quarter credits) Prerequisite: None** This course provides students with the fundamentals of computer network concepts, protocols, and architectures. This class will focus on traditional topics in computer networks, including:

layering, error control, flow control, congestion control, switching and routing, mobility, naming, and security.

**ITS 631 LAN, WAN & WIRELESS NETWORKS (5 quarter credits) Prerequisite: None**

This course introduces students to the theory, practice and design of computer and communication networks, as well as evolving network technologies. Students will learn the fundamentals of local area networks (LAN), wide area networks (WAN) and wireless networks, including the defining characteristics of each, proper application, and design.

**ITS 632DL LEGAL ASPECTS OF INFORMATION TECHNOLOGY (5 quarter credits)**

Prerequisite: None This course emphasizes the legal effects of computer technology on society. Topics will include privacy, liability, and proprietary protection. Concepts, legislation, and case law about censorship, freedom of access to information, privacy, copyright, and professional liability will also be discussed. Students will learn how IT professional organizations and leaders address ethical issues and how ethical frameworks can be used as a tool in decision-making and daily conduct.

**ITS 634DL INFORMATION TECHNOLOGY SECURITY (5 quarter credits) Prerequisite: None**

This course provides students with an extensive understanding of computer system security. Topics will include threats and types of attacks against computers and how to prevent them. Students will learn to analyze security requirements and define security policies.

**ITS 635DL ADVANCED OPERATING SYSTEMS & DISTRIBUTED SYSTEMS (5**

quarter credits) Prerequisite: None

This course will cover more advanced principles of operating system structures, concurrency and its control, memory management, resource management and the structure of distributed and parallel operating systems. Topics will include concurrent computation models, scheduling, synchronization mechanisms, buffering, streams, caching, and more.

ITS 637 ARCHITECTURE OF COMPUTER HARDWARE (5 quarter credits) Prerequisite: None

In this course, students will explore and become familiar with modern computer architectures, the inner workings of computer systems, and trade-offs present at the hardware-software interface. Topics will include: processor architecture, parallelism and pipelining, performance measurement, cache, and main memory organization.

ITS 642DL JAVA PROGRAMMING (5 quarter credits) Prerequisite: None

This course focuses on the fundamental concepts and techniques for programming using the Java language. Core language concepts, object-oriented programming, fundamental data types, flow control, standard function libraries, method writing, design and usage will be discussed.

ITS 643DL C# PROGRAMMING (5 quarter credits) Prerequisite: None

This course will examine the features of the C# programming language. The focus will be on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools.

ITS 648DL USER INTERFACE DESIGN (5 quarter credits) Prerequisite: None

This course focuses on the design, prototyping and evaluation of user interfaces for computers, called Human-Computer Interaction (HCI). Students will learn the tools and methods needed to design and develop user interfaces, along with learning methods and techniques of how to evaluate interface quality.

ITS 649DL WEB STANDARDS & SEARCH ENGINE OPTIMIZATION (5 quarter credits)

Prerequisite: None

This course introduces students to the technologies behind the Web, including hypertext, hypermedia, the history of the Web, the role of Web standards and their impact on the development of Web resources. Students will also learn how to optimize their searches and evaluate information reliability.

ITS 651DL SYSTEMS ENGINEERING & ANALYSIS (5 quarter credits) Prerequisite: None This course focuses on the creation of systems and ways to continually improve systems, including analyzing evaluation, feedback and modification based on affordability, effectiveness, and stakeholder satisfaction. Student will also learn concepts, methodologies, models, and tools needed to understand and implement a total life-cycle approach to systems and their analysis.

ITS 652 WEB DESIGN (5 quarter credits) Prerequisite: None

This course will review the aspects of web page development and proceed to more advanced principles in web design. Topics will include: user-centered design, information architecture, testing, accessibility, and usage analysis.

## **MKT -- MARKETING**

MKT 124 CONSUMER MOTIVATION & BEHAVIOR (5 quarter credits)

Prerequisite: None

This course will emphasize conceptual understanding of consumer behavior, provide experience in applying consumer behavior concepts to marketing strategy and social policy decision-making through case analysis, and develop experiential capability in using consumer research. This course covers major influences on the consumption process, including psychological, sociological, economical, and cultural anthropological factors, with special attention to their application in managerial decision-making. Specific topics include perception, attitude development, values, consumer decision-making, group interactions, and customer satisfaction, among others. The marketing implications of understanding the consumer are emphasized, and social factors are also considered.

MKT 1288DL DIGITAL MARKETING (5 quarter credits) Prerequisite: None

An exploration and evaluation of the Internet and mobile technologies to enhance the marketing of goods and services. Emphasis is on strategies and tactics for creating, retaining, and enhancing customer relationships via the World-Wide-Web. Students learn how to leverage these technologies to achieve corporate marketing goals, and how to integrate the digital environment with traditional marketing strategies. Business models for cyberspace are compared and contrasted with those for physical space. Students create an e-marketing plan for a "real world" company.

MKT 132DL CUSTOMER RELATIONSHIP MANAGEMENT (5 quarter credits)

Prerequisite: None

This course will cover the basic theories and methodology of customer relationship management, including identifying profitable customers, understanding their needs and wants, and building a bond with them by developing customer-centric products and services directed toward providing customer value. Provides hands-on experience with popular analytical CRM and data mining tools that are widely used in the industry. Topics will include issues in the customer life cycle, market segmentation, customer acquisition, basket analysis and cross-selling, customer retention and loyalty, and practical issues in implementation of successful CRM programs.

#### MKT 222 PUBLIC RELATIONS (5 quarter credits)

Prerequisite: None

The study of public relations and its role as a communications and marketing tool. Corporate image, external and internal communications, and firms' relationships with various organizations are explored. Case study analysis and practice in writing press releases and other corporate communications are expected.

MKT 226 BUSINESS-TO-BUSINESS MARKETING (5 quarter credits) Prerequisite: None Explores concepts, analytical tools, management practices, and advances in marketing goods and services to industrial, commercial, institutional, and other business markets in domestic and global environments. Includes lectures, case analyses, discussion, oral presentations, and written reports.

#### MKT 234 RETAILING STRATEGY AND MANAGEMENT (5 quarter credits)

Prerequisite: None

Explores the domain of retailing marketing to the final consumer. Emphasis is placed on retail strategy, merchandising, vendor relations and location. The course will use design as the medium to link consumer need to retail. This will include basic design elements, such as space, form, and color, as well as retail-specific topics like point-of-purchase displays. Both macro and micro elements of retail design will be explored, including issues from mall development to individual customer transactions.

#### MKT 240DL MARKETING THROUGH SOCIAL MEDIA: TOOLS OF THE TRADE (5 quarter credits) Prerequisite: None

In this course students will examine the evolution of social media marketing and the tools of the trade, such as LinkedIn, Twitter, blogs, etc. and the unique benefits of each to business. Since social media is so technology driven, the emphasis of this course will be on understanding the impact of mobile devices on social and local marketing, consumers' social interactions, the various social media channels available to marketers, how to build social marketing strategies and SEO, and how to track the effectiveness of these methods.

#### MKT 612DL INTEGRATED MARKETING (5 quarter credits)

Prerequisite: None Designed to introduce the field of integrated marketing communications as part of an overall marketing strategy. The emphasis in this course will be on the role of integrated advertising and promotion in the marketing communications program of an organization. As with any specialized field of marketing, we will analyze how this area of advertising and promotion fits into the overall marketing process. Our major thrust will be to study how various factors (creative, media, etc.) should be applied in planning, developing, and implementing advertising and promotional campaigns and marketing programs.

#### MKT 614DL STRATEGIC MARKETING PLANNING (5 quarter credits)

Prerequisite: None

This course is designed to provide an in-depth, hands-on learning experience in marketing strategy, planning and analysis. In this course students will learn key planning concepts and processes. The course integrates marketing decision making within the context of manufacturing and financial dimensions of a business organization, using managerial skills, and sound business and marketing principles.

#### MKT 616 MARKETING RESEARCH (5 quarter credits)

Prerequisite: None

Develops a managerial appreciation of the role of research in marketing practice and how results are used in decision-making. Emphasizes the total research process as well as specific research steps, stressing information needs, research formulation and design, and research procedure.

Integrates and applies concepts through managerially oriented marketing research cases and a field research project.

#### MKT 620DL MARKETING PROMOTION & ADVERTISING (5 quarter credits)

Prerequisite: None Students will learn both conceptual and applied approaches to such areas as advertising and public relations.



The student will be required to develop a report on a promotion plan for a product or service.

#### **MKT 630DL MARKETING FOR GLOBAL COMPETITIVENESS (5 quarter credits)**

Prerequisite: None

The Credited States is the largest market for consumer goods in the world, yet it is also one of the slowest growing markets. All companies are faced with the necessity of developing truly global marketing strategies in the face of increasing competition from American, Japanese, European and other global competitors. This course helps prepare the manager for these challenges by investigating specific success criteria in the world's major markets. Cultural, political, economic, and institutional factors are discussed and their implications for marketing strategies are explored.

#### **MKT 634DL RETAILING STRATEGY AND MANAGEMENT (5 quarter credits)**

Prerequisite: None

Explores the domain of retailing marketing to the final consumer. Emphasis is placed on retail strategy, merchandising, vendor relations and location. The course will use design as the medium to link consumer need to retail. This will include basic design elements, such as space, form, and color, as well as retail-specific topics like point-of-purchase displays. Both macro and micro elements of retail design will be explored, including issues from mall development to individual customer transactions.

**MKT 636DL ETHICS & STANDARDS IN MARKETING (5 quarter credits)** Prerequisite: None This course introduces students to the role of ethics and professional standards in marketing in the U.S. and global economy. Students will examine ethics concepts, behaviors, practices, and challenges relevant to the process of planning and implementing marketing practice and creating value via ethical processes, systems and strategies. Topics include ethical promotion and pricing strategies, marketing research and marketing implementation.

### **SPM -- SPORT MANAGEMENT**

#### **SPM 622DL FOUNDATIONS OF SPORT MANAGEMENT (5)**

This course will examine the intricacies involved in the management and administration of sports programs. Students will receive a broad overview of various sport entities, with analysis of the internal and external environmental factors that impact on short and long term operations in the sport enterprise. Additional emphasis will be placed on specific management techniques, such as how to plan, organize, control, and direct a sport enterprise, as well as decision-making and communication skills, which are the foundations for effective leadership and necessary to be a successful manager of sports programs.

#### **SPM 624DL GOVERNANCE & POLICY IN SPORT ORGANIZATIONS (5)**

General principles of administration and governance structures in amateur sport will be the focus of the course. Emphasis will be placed on the International Olympic Committee, the Olympic Committee, and the National Governing Bodies; the Special Olympics; the Collegiate Athletic Association; High School Leagues; and various other amateur sport organizations.

#### **SPM 626DL SPORT MARKETING MANAGEMENT (5)**

An overview of sport marketing and basic market terminology, as well as concepts of sport marketing and the application of these concepts. Topics for discussion include consumer behavior in sport, sponsorship and fundraising, licensing, community relations, media relations, customer relations, branding, and the use of the Internet in sport marketing.

#### **SPM 628DL FACILITY & EVENT MANAGEMENT (5)**

An in-depth study of the principles, guidelines and recommendations for facility planning, management, and operations as well as a foundation for event planning and production.

#### **SPM 631 SPORT MEDIA & COMMUNICATION (5)**

This course will provide students a review of the basic communication principles, including a study of the interaction between sport entities and athletes in the media. Participants will gain an in-depth look at the various organizations involved in the sports communication industry, including major television and radio networks, journals, and other print media, as well as marketing and advertising firms. Emphasis will be placed on publishing, journalism, team and league media relations, college sports information, TV and radio productions, and advertising. Additional focus will be placed on how fantasy sport host sites and traditional communication outlets are meeting the informational needs of the fantasy sport user. With nearly 35 million fantasy sport participants, fantasy sport is an online activity utilizing sport communication outlets in multiple ways.

#### SPM 633DL STRATEGIC CRISIS MANAGEMENT IN SPORT (5)

Studies the emerging trends facing sport organizations and implementation of techniques in resolving them. This course will examine crisis communication principles, methods, and the application of crisis management principles, strategies, and tactics.

#### SPM 650 FINANCIAL APPLICATION TO SPORT (5)

Applies financial principles to various professional, amateur, collegiate, or non-profit sport programs as well as sport-related settings. The course will provide the student with a practical background regarding the principles of financial management and financial statements for the purposes of planning, administering, reporting, and evaluating the financial performance of sport-related entities.

#### SPM 651DL ETHICAL & SOCIAL ISSUES IN SPORT (5)

This course will provide an overview of the current issues, as well as a range of potential social controversies impacting athletes, managers, athletic administrators, coaches, and trainers. This course will include an analysis of the processes and values that create, sustain, and transform sport in today's society. Emphasis will be placed on practicing and promoting ethics and human values while managing and operating professionally within any sport enterprise. Additional emphasis will be placed on the ethical dilemmas and decisions in the commercialization and coverage of modern sports. Topics include the influence of television, pressure to change sports traditions and standards for money, and negative influence on athletes from commercialization.

#### SPM 652 MEDIA RELATIONS IN SPORT (5)

In this course students will learn to critically view the role of media in world of sport. The influence of and relationship between sport media and issues such as race, gender, sexuality, nationalism, violence, capitalism/consumerism, and civic life will be examined. Other topics discussed will include the history and processes involved in the development of sport media. Issues in relation to journalism ethics and the production of sport media also will be examined.

#### SPM 653 P.R. PRINCIPLES & CASE STUDIES IN SPORT (5)

Analysis of public relations principles and techniques through case studies and application of those principles and techniques to a sport-related public relations campaign.

#### SPM 654DL SPORT LAW (5)

Provides an understanding of the American legal system with an emphasis on the resolution of sport business legal disputes by means of civil litigation, mediation, arbitration, and trial procedures. Examines the traditional areas of contract law and tort law as they relate to problems confronting the exercise leader, athletic director, teacher/coach, or sport manager. Scrutinizes the legal structure of sport and focuses on special topics of television and media, trademark law, sex discrimination, facility safety, handicap access, professional sport, drug testing, antitrust laws, gambling, and tax laws.

#### SPM 655DL ATHLETE MANAGEMENT (5)

This course will provide individuals with the necessary skills and strategies to represent professional athletes. Emphasis will be placed on the laws, rules, and regulations that influence the sports agent industry, as well as future developments in the field.

#### SPM 656DL RISK MANAGEMENT IN SPORT & PHYSICAL ACTIVITY (5)

An introduction to risk management and its application to sport and physical activity, the course will enable students to identify, evaluate, and control loss to personal and real property, clients and students, employees, and the public. Losses may result in injury, death, destruction of property, financial failure, or harm to reputation. Students will become familiar with systems used in assessing risks in the sport industry.

#### SPM 657DL SPORT TOURISM MANAGEMENT & MARKETING (5)

Examines the planning, operations, and marketing of sport tourism. Topics will include the economics, decision-making, programming, project management and operational techniques for sport tourism enterprises. In addition, international sport tourism, sporting cities and international visitation, entrepreneurialism and sport events will be examined as well as the organizational, environmental and media intervention.

#### SPM 658DL SPONSORSHIP & FUNDRAISING IN SPORT (5)

Focuses on the importance of sponsorship and fundraising to sporting organizations. Writing and evaluating sponsorship proposals will be highly emphasized. Various fundraising ideas and concepts will also be highlighted and evaluated.

#### **SPM 665 SPORTS BROADCASTING (5)**

This course is designed for those who are interested in working in broadcast journalism – either in front of, or behind the camera in television, radio, or in multi-platform media organizations. Participants will learn the essential strategies needed to work in the sports media industry, with training in television and radio production, and project management skills.

### **SPO -- SPORT PSYCHOLOGY**

#### **SPO 505 INTRODUCTION TO PHYSICAL EDUCATION AND SPORTS SCIENCE (5)**

Course provides a graduate level introduction to Physical Education and Exercise. Topics include an historical perspective of sport and exercise, fitness, conditioning, motor development, coaching, sports medicine, and adapted physical education, and comparison of professional and recreational athletic programs.

#### **SPO 600 SPORT PSYCHOLOGY BUSINESS PRINCIPLES (5)**

Students will learn how to set up their Sport Psychology practice, start a business, and network for success. The course will cover marketing techniques to professional sport organizations, office and self management, and record and bookkeeping.

#### **SPO 651 INTRODUCTION TO SPORT COUNSELING (5)**

This overview of Sport Psychology will focus on the history, current status, and future perspectives in the field of psychology as applied to sports. Students will have an opportunity to become familiar with different approaches in sport counseling from an international perspective. Special emphasis will be placed on philosophical and scientific systems of thought which influence current psychological practice in sports. Prerequisite: SPO 505 – Introduction to Physical Education and Sport Science or equivalent.

#### **SPO 652DL ASSESSMENT AND EVALUATION IN SPORT COUNSELING (5)**

This course will focus on the utilization of assessment instruments and interviewing techniques in Sport Counseling. It will include the application, scoring, and evaluation of the Test of Attentional and Interpersonal Style (TAIS), Myers-Briggs Type Indicator (MBTI), among other commonly used instruments. Prerequisite: SPO 651 - Introduction to Sport Counseling.

#### **SPO 653DL ADULT FITNESS AND PERFORMANCE ENHANCEMENT (5)**

This course focuses on the study of various theories and techniques utilized to enhance performance in sports and other areas of physical and mental development. Students will have the opportunity to experience techniques and develop their individual approaches to performance enhancement. Additional topics include identification of primary factors in health risks, optimum training methods and psychological issues confronted in personal physical challenges.

#### **SPO 665DL SPORT COUNSELING PRACTICUM I (5)**

This course provides supervision for students in approved internship placements. The course will integrate the different approaches covered in previous courses with their practical applications. Students will design their own approaches to counseling athletes, coaches, and teams. They will have the opportunity to apply their knowledge in realistic sport settings and process the results in classroom groups. Through feedback and hands-on experiences, students will gain confidence and skills. Prerequisites: SPO 651 - Introduction to Sport Counseling, CPS 403 Theories of Personality, CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology, SPO 652 - Assessment and Evaluation in Sport Counseling.

#### **SPO 668 CAREER TRANSITION AND ATHLETIC RETIREMENT (5)**

This course will focus on the career cycle of professional and elite athletes and teams, with special focus on the career transition process. Students will learn to assess, evaluate, and make proper recommendations to athletes in the areas of academic and career development and planning. Topics covered in this course will include reasons for career transitions among athletes, career transition needs, elements and models for successful career transition, and career transition problem areas: psychological, physical, social, and economic. Prerequisites: SPO 651 - Introduction to Sport Counseling or consent.

#### **SPO 699 THESIS/PROJECT WRITING (5)**

Masters students in Sport Counseling are required to write a thesis. Students should enroll in 699 while engaged in thesis research and writing. Prerequisite: Second year graduate student and project proposal approved by the Director of Research.

#### **SPO 751 SEMINAR IN SPORT PSYCHOLOGY (5)**

Review and analysis of current research, trends, and issues related to Sport Psychology. Prerequisite: SPO 651 - Introduction to Sport Counseling.

#### SPO 754DL NUTRITION & LIFESTYLE MANAGEMENT (5)

This class will explore the role of athletic training, diet, and life-style issues in peak athletic performance. Principles of exercise physiology, optimal nutrition management, and counseling for optimal physical and mental health will be emphasized. Skill development with assessment tools and with development of preventive and rehabilitative programs is also included.

#### SPO 765 SPORT COUNSELING PRACTICUM II (5)

This advanced experiential course provides supervision for students in approved internship placements. The practicum integrates different assessment and counseling strategies studied in previous courses according to their practical applications. Students will design their own applied approaches to counseling athletes, coaches, and teams. Moreover, students will have the opportunity to apply their knowledge in realistic sport settings and process the results in classroom discussion groups. Through feedback and hands-on experiences, students will develop confidence and marketable skills. Prerequisites: SPO 651 - Introduction to Sport Counseling, CPS 403 Theories of Personality, CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology, SPO 652 - Assessment and Evaluation in Sport Counseling, SPO 665 – Sport Counseling Practicum I.

#### SPO 766DL PSYCHOLOGY OF COACHING (5)

This course will provide students with a theoretical and practical knowledge for the Psychology of Coaching. Students will learn various coaching strategies and techniques to help serve this unique population.

#### SPO 767 ADVANCED SPORT PSYCHOLOGY INTERVENTION TECHNIQUES (5)

This course will provide students with theoretical and practical knowledge in intervention techniques in Sport Psychology. Students will learn different working models they can use to assess and evaluate athletes and develop programs to serve this unique population. Counseling practice and feedback will be provided through case presentation and analysis to enhance student's therapeutic effectiveness and ability to create strategies for successful intervention. Prerequisite: SPO 665 - Sport Counseling Practicum I or concurrent enrollment.

#### SPO 769 SELECTED TOPICS IN SPORT PSYCHOLOGY (5)

Individualized studies in special topics in Sport Counseling. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

#### SPO 799 INDEPENDENT STUDY IN SPORT PSYCHOLOGY (5)

Individualized studies in special topics in Sport Psychology. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

## **WEB -- WEB DESIGN**

#### WEB 100 INTRODUCTION TO HTML AND WEB PAGE CREATION (5)

This course introduces students to the world of Hyper Text Markup Language (HTML), the predominant markup language for web pages on the internet. Students will gain familiarity with HTML scripting and will "hand code" web pages using a just basic text editor. Topics to be covered include setting tags, embedding pictures and links, formatting, creating tables, creating frames, and creating forms. This class is recommended for students that are new to the field of web design.

#### WEB 103 PRINCIPLES OF WEB SITE ARCHITECTURE AND DESIGN (5)

This course focuses on the successful organization of web pages into a thematic web site, based on principles of utility, economy, and human interface design. Students will examine case studies to determine client objectives and take an interdisciplinary approach to flexibly achieve optimal solutions. Topics covered will include the cognitive bases for usability, principles of navigation, presentation by priority, and diagrammatic approaches to problem solving.

#### WEB 104DL INTRODUCTION TO APACHE, MySQL, AND PHP (5)

This course will prepare students to set up a basic Apache-MySQL-PHP (AMP) server from which they will be able to serve their own websites on any operating system of their choice. Students will learn the basics of integrating a web server (Apache), a database system (MySQL), and PHP, a scripting language for producing dynamic web pages. Encryption of web traffic via SSL and basic security concerns will also be discussed. This course is a prerequisite for WEB 230 "Introduction to Open Source Content Management Systems."

#### WEB 105 WEB DESIGN MARKETING (5)

This course provides students with an overview of specific concerns that web designers face in marketing services for web design. Strategies for portfolio design, client contact, interviewing and counseling, and obtaining referrals will be discussed.

#### WEB 205 OPEN SOURCE TOOLS FOR WEB SITE CREATION (5)

This course provides an introduction to the use of open source software to create robust web sites. The software covered in this course is cross-platform, free to use, and provides a cost effective alternative to use of proprietary software. This class will primarily focus on Aptana, GIMP, Inkscape, and Filezilla.

#### WEB 220 CSS Workshop and CSS 2.1 (5)

This course introduces students to the use of cascading style sheets (CSS) to set formatting, improve content accessibility, and optimize bandwidth.

#### WEB 225 SEARCH ENGINE OPTIMIZATION (5)

This course emphasizes the process of improving the volume or quality of traffic to a website from search engines through Search Engine Optimization (SEO). The principles and mechanisms behind search engine results, “black” and “white” hat techniques for optimization, and real world application will be discussed and practiced.

#### WEB 230 INTRODUCTION TO OPEN SOURCE CONTENT MANAGEMENT SYSTEMS (5)

This course will provide an introductory survey of popular open source content management systems (CMS) in order to manage workflow in a collaborative environment. This course will focus primarily on Drupal, Joomla! Wordpress, and MediaWiki. Students will have an opportunity to participate in creating and administering a class CMS of their choice. WEB 104 “Introduction to Apache, MySQL, and PHP” is a prerequisite for this class, but may be taken concurrently.

## UNIVERSITY FACULTY

San Diego University for Integrative Studies takes great pride in its faculty. By embodying the qualities of scholar-practitioners, they bring wisdom and worldly experience to their classrooms and our curriculum. Believing in personal exchange and exposure to a variety of thinkers and doers, San Diego University for Integrative Studies seeks out specialists to teach in each of its course areas. Input from faculty is sought at the curriculum development stage as well. Faculty members strive to pass on their knowledge and expertise so that they can have a positive influence on our collective future.

Although San Diego University for Integrative Studies is a small university, its scholars are leaders and innovators in their areas of expertise. Over 90% of the faculty who teach at the graduate level hold terminal degrees in their area of expertise. The University’s residential and online faculty are published, recognized scholars whose approach to teaching embraces multicultural and multinational perspectives.

### **Part-time Faculty:**

Dan Albosta, CPA, MBA

Master of Business Administration, University of Pittsburgh, Katz Graduate School of Business

Concentrations: Finance, Strategic Planning

Bachelor of Science in Accounting, Regis University, Denver, Colorado

Certified as a non-active Public Accountant in the State of Colorado

Teaching Specialty: Accounting, Business

Mahfood Alkaabi, PhD

Doctor of Philosophy, Management Information Systems, Walden University, Minneapolis, MN  
Master of Science in Engineering, Riga Technological University of Civil Aviation, Riga, Latvia  
Bachelor of Science, Mechanical Engineering, Riga Technological University of Civil Aviation, Riga, Latvia  
Teaching Specialty: Information Technology, Computer Science

Neenah Amaral, PhD, MFT  
Ph.D. Clinical Psychology, La Jolla University,  
Master of Arts. Counseling Psychology, La Jolla University  
Bachelor of Arts, Psychology, University of California San Diego  
Teaching Specialty: Counseling, Family Therapy, Psychology

Adrian Avila, PhD, LMFT  
PhD, Marriage and Family Therapy, Loma Linda University  
Master of Arts, Marital and Family Therapy, University of San Diego  
Bachelor of Arts, Psychology, San Diego State University  
Teaching Specialty: Counseling, Family Therapy, Psychology

Seann Bernshaw, MA  
Master of Arts, Economics, University of California Santa Barbara  
Bachelor of Arts, Economics, University of California Santa Barbara  
Teaching Specialty: Business, Finance, Statistics

Yolonda Boston-Creigh, M.Ed.  
Master of Education, Adult Education, University of Phoenix  
Bachelor of Liberal Arts,  
Purdue University  
Teaching Specialty: Hospitality Management

Desiree Bradanini, Lead Faculty  
Bachelor of Fine Arts, Fashion Design, Parsons School of Design, New York  
Teaching specialty: Fashion Design

Domenico M. Camplisson MTS  
Master of Theological Studies, University of Dallas  
Bachelor of Arts (Honours) Modern History, Queens University Belfast  
Teaching Specialty: Humanities, Leadership, Marketing

Daniel Campobasso, M.Ed.  
Bachelor of Arts, Communication, California State University of San Bernardino  
Master of Education, Azusa Pacific  
Teaching Specialty: Communication

Michele Christopher, MBA  
Master of Business Administration, University of Phoenix, Phoenix, AZ  
Bachelor of Science in Communication, Arizona State University, Tempe, AZ



Design for Six Sigma Greenbelt Certified  
Teaching specialty: Business, Communication, Marketing

Stephanie Clausen, PhD  
PhD, Organization Development, Marshall Goldsmith School of Management, Alliant University  
Master of Arts, Organization Development, Marshall Goldsmith School of Management, Alliant University  
Bachelor of Arts, Psychology, University of California, Santa Cruz  
Teaching Specialty: Business, Hospitality Management, Leadership

Thomas Compton, MBA  
Master of Business Administration, Sacred Heart University  
Bachelor of Arts, History, University of North Carolina at Chapel Hill  
Teaching Specialty: Advertising, Business, Marketing

Al Delino  
Bachelor of Arts, Graphic Design, TV & Film, San Diego State University  
Teaching specialty: Advertising, Graphic Design

William Dieck, MA, MBA  
Master of Arts, Organizational Management, University of Phoenix  
Master of Business Administration, University of Phoenix  
Bachelor of Arts, Psychology, University of San Diego  
Teaching specialty: Business, Humanities, Leadership

Todd Endres, MBA  
Master of Business Administration, Information Technology, University of California, Irvine  
Bachelor of Science, Finance, San Diego State University n Diego State University  
Certificate, International Finance, School for International Studies, Tokyo, Japan  
Teaching Specialty: Business, Economics, Information Technology

Susan Futeral, Ph.D., LCSW  
Doctor of Philosophy, University of Maryland Baltimore  
Master of Social Work, University of Maryland Baltimore  
Baccalaureate of Arts, Psychology, Goucher College  
Teaching Specialty: Expressive Arts Therapy, Psychology

Noel Gonzaga, MS  
Master of Science, Information Systems Management, Keller Graduate School of Management  
Bachelor of Science, Cognitive Science, University of California, Los Angeles  
Teaching Specialty: Information Technology, Computer Science

Edward Goold, DBA, Lead Faculty  
Doctor of Business Administration, International Business Administration, Alliant International University  
Master of Business Administration, California State University Long Beach  
Bachelor of Science, Hotel Management, Florida International University

Associate of Applied Science, Hotel Technology, Sullivan County Community College  
Teaching specialty: Business, Hospitality Management

Linda Greischel, PhD, LCSW

Doctor of Philosophy, Comparative Religion & Philosophy, California Institute for Human Science  
Master of Clinical Social Work, University of Washington  
Bachelor of Arts, Religious Studies, University of Colorado Boulder  
Teaching Specialty: Core Psychology (Developmental, Counseling Theories & Methods), Expressive Arts, and Transpersonal Psychology (Cross-Cultural Spirituality & Jungian approach)

Michael Hawthorne, MBA

Master of Business Administration, Franklin University  
Bachelor of Arts, Business Administration, Otterbein University  
Associate of Applied Business, Central Ohio Technical College  
Teaching Specialty: Business, Finance, Leadership, Marketing

Victor Hernandez, MBA

Executive Master of Business Administration, Graziadio Business School, Pepperdine University  
Entrepreneurs Certificate, Post graduate program, Perdue University  
Bachelor of Arts in Communication California State University San Marcos  
Associate of Arts in General Studies Central Texas College  
Teaching Specialty: Business, Leadership, Marketing

Amber Herrmann, MS, SPHR

Master of Science in Business Administration, Human Resources Management, San Diego State University  
Bachelor of Science, Business Administration Service Sector, California State University San Marcos  
Senior Professional in Human Resources Certification (SPHR)  
Teaching specialty: Business, Hospitality Management

Fred Kaiser, MS

Master of Science, Statistics/Biostatistics, San Diego State University  
Bachelor of Science, Business Administration, Productions and Operations Research, San Diego State University  
Associates in Business, Pasadena City College  
Teaching Specialty: Math, Statistics

Dennis Kane, MBA

Master of Business Administration, Ohio State University, Columbus  
Bachelor of Business Administration in Accounting, Cum Laude, Ohio State University, Columbus  
Accountancy Board of Ohio, CPA 29091  
Teaching Specialty: Business, Accounting, Finance

Cliff Keenan, MSS, MAS

Master of Strategic Studies, U.S. Army War College  
Master of Aeronautical Science, Aeronautics, Embry-Riddle Aeronautical University



Bachelor of Arts, Political Science, Wright State University  
Teaching specialty: Business, Information Technology

Doris Klein, Ed.D.

Doctor of Education, Organizational Leadership, Grand Canyon University  
Master of Arts in Business Management, Health Care, Ashford University  
Bachelor of Arts in Liberal Studies, National University  
Certified Medical Assistant, Apollo College  
Teaching specialty: Business, Executive Leadership Coaching, Family Leadership Coaching

Carol Landry, EdD

Doctor of Education, Educational Leadership, Administration & Policy, Pepperdine University  
Master of Arts, Organizational Management, University of Phoenix  
Bachelor of Arts, Psychology, University of San Diego  
Teaching Specialty: Business

Betty Lewis, MSBA, MS ACC, CIA, CFE

Master of Science, Business Analytics, San Diego State University  
Master of Science, Accounting  
Certified Internal Auditor (CIA)  
Certified Fraud Examiner (CFE).

Doris Lu-Anderson, PhD

Ph.D., Sport Administration/Physical Education., Florida State University  
Master of Business Administration, San Diego State University  
Master of Science, Health and Physical Education, Louisiana Tech University  
Bachelor of Arts, International Business, Ming Chuan University, Taipei, Taiwan  
Teaching Specialty: Business, Sport Psychology

Rand Lundmark, MA, CADC II

Master of Arts, Spiritual Psychology, University of Santa Monica  
Bachelor of Science, Psychology, The Union Institute  
Certified Alcohol & Drug Counselor, II  
Teaching Specialty: Clinical Psychology, Behavioral Psychology

Yvette Lyons, PhD

Doctor of Philosophy, Psychology, California Institute of Integrative Studies  
Master of Arts, Psychology, The University for Humanistic Studies  
Bachelor of Arts, Psychology, Sierra University  
Teaching Specialty: Expressive Arts Therapy, Psychology

Michael Maynard, MA

Master of Science, Accountancy, California State University, Chico  
Bachelor of Arts, Journalism, California State University, Hayward  
Tax Certificate, UCLA Continuing Education  
Teaching specialty: Accounting

Jenny Molstre, PsyD  
Doctor of Psychology, San Diego University for Integrative Studies  
Master of Arts, Marital & Family Therapy, Alliant International University  
Teaching Specialty: Clinical Psychology

Joseph Naanos, MBA  
Master of Business Administration, Technology Management, University of Phoenix  
Bachelor of Arts, Multimedia Production, California State University, Northridge  
Teaching Specialty: Business Administration, Information Technology

Florence Norris, MS  
Master of Science, Community Counseling Psychology, Springfield College  
Bachelor of Science, Public Health, San Diego State University  
Associate of Science, Sociology, San Diego City College  
Teaching Specialty: Psychology (Abnormal, General, Social, Developmental), Leadership

Rene Ray, M.Ed.  
Master of Arts in Education, Alliant International University  
Bachelor of Arts, Organizational Leadership, Chapman University  
Teaching specialty: Business, Communication

Robert Rodgers, MBA  
Master of Business Administration, Technology Management, National University  
Bachelor of Science, Computer Engineering, Clemson University  
Teaching Specialty: Business, Computers

John Rogers, BSCS, MSSE, MMC(SW), USN(Ret)  
Master of Science, Software Engineering, National University  
Bachelor of Science, Computer Science, National University  
Teaching Specialty: Information Technology, computer science, web design

Arthur Rosengarten, PhD  
Doctor of Philosophy, Clinical Psychology, California Institute of Integral Studies  
Master of Arts, Integral Studies, California Institute of Asian Studies  
Bachelor of Arts, English Literature and English Composition, Beloit College  
Teaching Specialty: Psychology

Steve Ryan, MA  
Master of Arts, English, City College of New York  
Bachelor of Arts, English, College of Staten Island, City University of New York  
Teaching specialty: Business, Communication

Stella Saling, PhD  
Doctor of Philosophy, Professional Psychology, Alliant International University  
Master of Arts, Counseling, Alliant International University  
Bachelor of Arts, Biology, University of California Riverside

Teaching Specialty: Expressive Arts Therapy, Psychology

Carol Saylor

Bachelor of Science in Business Administration, Eller College of Management,

Major: Accounting.

Teaching Specialty: Accounting

Douglas Saylor, PhD

PhD, French, English, Spanish, Italian, Louisiana State University

Master of Arts, Comparative Literature, University of New Mexico

Bachelor of Arts, English, University of New Mexico

Teaching Specialty: Academic English skills, writing, literature

Steven Schaefer, MBA

Master of Business Administration, International Management, Thunderbird, Goval School of Management

Bachelor of Arts, Government, Southern Illinois University

Teaching specialty: Business, Marketing

Kathleen Scott, M.Ed, CPA

Bachelor of Science, Accounting, Southeast Missouri State University

Master of Education, Curriculum and Instruction, American College of Education

Teaching Specialty: Accounting

Robert Spellman, MBA

Master of Business Administration, Technology Management, University of Phoenix

Bachelor of Science, Computer Science, Norfolk State University

Teaching Specialty: Accounting, Business, Information Technology

George Stalmah, CPA

Bachelor of Business Administration, Accounting, Cleveland State University

CPA – Certified by the Accountancy Board of Ohio

Community College Instructor Credential, Sacramento, California

CBEST – Substitute Teacher Credential, San Diego, California

Certified Personal Trainer, American Council on Exercise (ACE)

Life Agent – Long Term Care and Medicare Specialist

Teaching Specialty: Accounting, Business, Information Technology

Christine Stevens, MSW, MA

Master of Social Work, Colorado State University

Master of Art, Music Therapy, Colorado State University

Bachelor of Art, Music Therapy, Michigan State University

Teaching Specialty: Music Therapy

William Stillwell, PhD

Doctor of Philosophy, Anthropology, University of Pittsburgh

Bachelor of Arts, Anthropology, Lawrence University  
Teaching Specialty: Clinical Counseling, Humanistic Studies, Psychology

Cristina Versari, PhD  
PhD specialization in Sport Psychology United States International University, San Diego, CA  
Master of Arts in Sport Psychology United States International University, San Diego, CA  
Bachelor of Science in Psychology, Universidade Gama Filho, Brazil  
Bachelor of Science in Physical Education, Universidade Gama Filho, Brazil  
Teaching Specialty: Sport Psychology, Business Planning

Gary Vienna, MS, Lead Faculty  
Master of Science, Information Technology, Grantham University  
Bachelor of Science, Computer Science, Grantham University  
Associate of Science, Computer Science, Grantham University  
Teaching Specialty: Business, Computer Science, Information Technology, Web Design

Jason Wiggins, PhD  
Doctor of Philosophy in Management, Leadership and Organizational Change, Walden University  
Master of Business Administration, City University of Seattle  
Bachelor of Arts, Washington State University  
Teaching Specialty: Business, Finance, Leadership

## **ACADEMIC CALENDAR**

### **SUMMER 2020 July 6 – September 27**

Summer Admission Deadline June 1  
Summer Registration Deadline June 15  
Late Registration: June 16 – June 25  
Session I Classes Start July 6  
Admission Deadline Session II July 20  
Registration Deadline Session II August 3  
Comprehensive Exams August 14  
Session I Classes End August 16  
Session II Classes Start August 17  
Fall Admission Deadline September 1  
Fall 2020 Registration Deadline September 15  
Session II Classes/Quarter End September 27

### **FALL 2020 September 28 – December 16**

Fall Admission Deadline September 1  
Fall Registration Deadline September 15  
Late Registration: September 16 – September 25  
Session I Classes Start September 28  
Admission Deadline Session II October 12  
Registration Deadline Session II October 26  
Comprehensive Exams November 6  
Session I Classes End November 8  
Session II Classes Start November 9

Winter 2021 Admission Deadline December 1  
Winter 2021 Registration Deadline December 15  
Session II Classes/Quarter End December 20

**WINTER 2021 January 4 – March 28**

Winter Admission Deadline December, 2020  
Winter Registration Deadline December 15, 2020  
Late Registration December 16 – December 25, 2020  
Session I Classes Start January 4  
Admission Deadline Session II January 19  
Registration Deadline Session II February 1  
Comprehensive Exams February 12  
Session I Classes End February 14  
Session II Classes Start February 15  
Spring 2021 Admission Deadline March 1  
Spring 2021 Registration Deadline March 15  
Session II Classes/Quarter End March 28

**SPRING 2021 April 5 – June 27**

Spring 2021 Admission Deadline March 1  
Spring 2021 Registration Deadline March 15  
Late Registration March 16 – March 25  
Session I Classes Start April 5  
Admission Deadline Session II April 19  
Registration Deadline Session II May 3  
Comprehensive Exams May 14  
Session I Classes End May 16  
Session II Classes Start May 17  
Summer 2021 Admission Deadline June 1  
Summer 2021 Registration Deadline June 15  
Session II Classes/Quarter End June 27

**SUMMER 2021 July 5 – September 26**

Summer Admission Deadline June 1  
Summer Registration Deadline June 15  
Late Registration: June 16 – June 25  
Session I Classes Start July 5  
Admission Deadline Session II July 19  
Registration Deadline Session II August 2  
Comprehensive Exams August 13  
Session I Classes End August 15  
Session II Classes Start August 16  
Fall 2021 Admission Deadline September 1  
Fall 2021 Registration Deadline September 15  
Session II Classes/Quarter End September 26

**FALL 2021 September 28 – December 16**

Fall Admission Deadline September 1  
Fall Registration Deadline September 15  
Late Registration: September 16 – September 25  
Session I Classes Start September 27  
Admission Deadline Session II October 11

Registration Deadline Session II October 25  
Comprehensive Exams November 5  
Session I Classes End November 7  
Session II Classes Start November 8  
Winter 2022 Admission Deadline December 1  
Winter 2022 Registration Deadline December 15  
Session II Classes/Quarter End December 19

**WINTER 2022 January 3 – March 27**

Winter 2022 Admission Deadline December 1, 2021  
Winter 2022 Registration Deadline December 5, 2021  
Late Registration December 6 – December 15, 2021  
Session I Classes Start January 3  
Admission Deadline Session II January 18  
Registration Deadline Session II February 1  
Comprehensive Exams February 11  
Session I Classes End February 13  
Session II Classes Start February 14  
Spring 2022 Admission Deadline March 1  
Spring 2022 Registration Deadline March 15  
Session II Classes/Quarter End March 27

**SPRING 2022 April 5 – June 27**

Spring 2022 Admission Deadline March 1  
Spring 2022 Registration Deadline March 15  
Late Registration March 16 – March 25  
Session I Classes Start April 4  
Admission Deadline Session II April 18  
Registration Deadline Session II May 2  
Comprehensive Exams May 13  
Session I Classes End May 15  
Session II Classes Start May 16  
Summer 2022 Admission Deadline June 1  
Summer 2022 Registration Deadline June 15  
Session II Classes/Quarter End June 26

**SUMMER 2022 July 4 – September 25**

Summer 2022 Admission Deadline June 1  
Summer 2022 Registration Deadline June 15  
Late Registration: June 16 – June 25  
Session I Classes Start July 4  
Admission Deadline Session II July 18  
Registration Deadline Session II August 1  
Comprehensive Exams August 12  
Session I Classes End August 14  
Session II Classes Start August 15  
Fall 2022 Admission Deadline September 1  
Fall 2022 Registration Deadline September 15  
Session II Classes/Quarter End September 25

**FALL 2022 September 26 – December 18**

Fall 2022 Admission Deadline September 1

Fall 2022 Registration Deadline September 15  
Late Registration: September 16 – September 25  
Session I Classes Start September 26  
Admission Deadline Session II October 10  
Registration Deadline Session II October 24  
Comprehensive Exams November 4  
Session I Classes End November 6  
Session II Classes Start November 7  
Winter 2023 Admission Deadline December 1  
Winter 2023 Registration Deadline December 15  
Session II Classes/Quarter End December 18

**WINTER 2023 January 2 – March 26**

Winter 2023 Admission Deadline December 1, 2022  
Winter 2023 Registration Deadline December 15, 2022  
Late Registration December 16 – December 25, 2022  
Session I Classes Start January 2  
Admission Deadline Session II January 17  
Registration Deadline Session II January 31  
Comprehensive Exams February 10  
Session I Classes End February 12  
Session II Classes Start February 13  
Spring 2023 Admission Deadline March 1  
Spring 2023 Registration Deadline March 15  
Session II Classes/Quarter End March 26

**SPRING 2023 April 3 – June 25**

Spring 2023 Admission Deadline March 1  
Spring 2023 Registration Deadline March 15  
Late Registration March 16 – March 25  
Session I Classes Start April 3  
Admission Deadline Session II April 17  
Registration Deadline Session II May 1  
Comprehensive Exams May 12  
Session I Classes End May 14  
Session II Classes Start May 15  
Summer 2023 Admission Deadline June 1  
Summer 2023 Registration Deadline June 15  
Session II Classes/Quarter End June 25

**SUMMER 2023 July 3 – September 24**

Summer 2023 Admission Deadline June 1  
Summer 2023 Registration Deadline June 15  
Late Registration: June 16 – June 25  
Session I Classes Start July 3  
Admission Deadline Session II July 17  
Registration Deadline Session II July 31  
Comprehensive Exams August 11  
Session I Classes End August 13  
Session II Classes Start August 14  
Fall 2023 Admission Deadline September 1  
Fall 2023 Registration Deadline September 15

Session II Classes/Quarter End September 24

**FALL 2023 September 26 – December 18**

Fall 2022 Admission Deadline September 1  
Fall 2022 Registration Deadline September 15  
Late Registration: September 16 – September 25  
Session I Classes Start September 25  
Admission Deadline Session II October 9  
Registration Deadline Session II October 23  
Comprehensive Exams November 3  
Session I Classes End November 5  
Session II Classes Start November 6  
Winter 2024 Admission Deadline December 1  
Winter 2024 Registration Deadline December 15  
Session II Classes/Quarter End December 17

**UNIVERSITY HOLIDAYS**

- New Year's Day - January
- Martin Luther King's Birthday - January
- President's Day - February
- Memorial Day - May
- Independence Day - July
- Labor Day – September
- Veteran's Day – November 11th
- Thanksgiving Day - November
- Day after Thanksgiving - November
- Christmas Eve Day - December
- Christmas Day - December

Please note: The Quarterly Schedule of Classes will list all current financial and add/drop deadlines. Payment schedules are listed on individual contracts.