

GENERAL CATALOG

January 1, 2022, to December 31, 2023



SAN DIEGO
GLOBAL KNOWLEDGE
UNIVERSITY

Instruction provided at 1095 K Street, Suite B, San Diego, CA 92101
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Dear Student or Prospective Student:

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

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

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

Sincerely,

Miguel A. Cardenas, Ph.D.

President



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INTRODUCTION

Academic Calendar 2022-2023

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

Special Programs

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

Leadership and Administration

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

Governing Board

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

Executive and Administration Team

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

- Jesenia Contreras, Student Services Assistant
- Caroline P. Cardenas, Counseling and Advising
- Samantha Jimenez, Ph.D., Technology Coordinator
- Cecilia Rico, Ph.D., Career Services
- Veronica Bolaños, DAR Assistant
- Wendy Navas, DAR Assistant
- Abdullah Shamari, Financial Advisor

Hours of Operation

Business hours and office faculty and staff availability:

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

Statement of Legal Control

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

History of the University

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

Vision, Mission and Goals

Vision

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

Mission

To offer quality distance educational programs at the undergraduate and graduate levels focused on information technology (IT) and business that help students develop global skills and competencies to achieve their personal success and advance their careers.

Goals

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

- Recruit and retain highly qualified and culturally diverse faculty and staff.
- Maintain a safe working environment for staff and faculty.
- Sustain long and short-range planning as an integral part of the institution.

Operating Status

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

Statement of Accreditation

San Diego Global Knowledge University is accredited by the Distance Education Accrediting Commission (DEAC) to award certificates, bachelor’s degrees, and master’s degrees. DEAC is recognized as an accrediting agency by the United States Department of Education. DEAC is located at 1101 17th Street NW, Suite 808, Washington, D.C. 20036, telephone (202) 234-5100.

Notice: Students should be aware that if they request to transfer credits to another university or college, the receiving institution may or may not accept the units of credit. Graduates of SDGKU degree programs are not subject to licensure exams in California and other States.

Financial Solvency

San Diego Global Knowledge University does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years, nor or has had a petition in bankruptcy filed against it within the preceding five years that

resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

2022-2023 General Catalog

The San Diego Global Knowledge University General Catalog is updated and published annually. The current catalog is in effect from January 1, 2022 to December 31, 2023. Prospective students and any interested person are provided a General Catalog electronically or in writing. Though care is given to assure information in this publication is an accurate description of programs, policies, procedures, facilities, personnel, and other matters relevant to the operation of the San Diego Global Knowledge University, there may be additions and deletions. The catalog is a contract between SDGKU and its students. As changes in the schedule, programs, policies, personnel, and other matters are affected; they may supersede the descriptions found in this edition. Changes may occur in fees, courses, and announcements after the printing of the catalog.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by SDGKU may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, www.bppe.ca.gov, (916) 574-8900, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

ADMISSIONS

Application to the University

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

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

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

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

Student Portal Access/Identity Verification

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

Student portal access is permanently deactivated upon graduation, withdrawal or Leave of Absence. The information and records in the student account will remain an exclusive property of the university until deleted or erased permanently at the discretion of the university.

Upon enrollment, the SDGKU IT Coordinator issues a confidential username and password to students. These login credentials allow them to securely access Canvas LMS to complete their coursework and assessments.

In addition, the following steps describe the proctoring process to verify student identity for both online and hybrid students:

1. At the time of enrollment, the Director of Admissions and Registrar (DAR) verifies student identity by comparing their submitted government issued photo ID to their digital photo (both are required for enrollment).
2. The DAR will send the assigned course faculty a roster of students before the start of a course.
3. The DAR submits the digital student photo as part of the roster for the faculty to use to verify student identity. Faculty compare the digital photo provided to the student present in class.
4. Both hybrid and online students are verified for identity in the same manner during roll call. In the case of hybrid students, their identity is verified by the faculty present at the facility. Online students' identity is verified by the same faculty through live videoconference.
5. If at any time the DAR or faculty suspect the identity of the student and the documentation provided to not match,

then the student will be asked to provide additional forms of identification to evaluate student identity using the process described above.

For the FSDI certificate program, both online and hybrid students are required to complete a proctored assessment every 5 courses (1 credit each) . For degree programs (BSGM, MSIM and MSCT), both online and hybrid students are required to complete a proctored assessment during the last week of every 3-credit course.

Application Acknowledgment

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

Admission Requirements

The following admission requirements are mandatory for all non-academic and academic programs. Regularly enrolled students, as well as Title IV eligible students, must meet these requirements. Ability-to-benefit (ATB) students are not eligible for enrollment or to receive Title IV funding. SDGKU has not entered into articulation or transfer agreements with any other college or university. SDGKU does not accept credits earned through challenge examinations and achievement tests, as well as prior experiential learning.

San Diego Global Knowledge University admits as regular students only persons who:

- Have a high school diploma; and/or
- Have the recognized equivalent of a high school diploma; and/or
- Are beyond the age of compulsory school attendance in the State in which the institution is physically located.

San Diego Global Knowledge University has procedures to evaluate the validity of a student's high school completion if the institution or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

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

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

For Bachelor's Degree programs, students qualify for regular admission if they submit:

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

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

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

- The corresponding SDGKU on-line Application for Admission through www.sdgku.edu.
- Official transcripts of undergraduate record of a relevant bachelor's degree from a public or private institution of higher learning approved by an accrediting association recognized by the United States Department of Education, or any institution of higher learning, including established foreign

institutions, if the institution offering the bachelor's degree program documents that its minimum required courses of study, credits and content rigor are the same as those of a bachelor's degree from an institution approved by an accrediting association recognized by the United States Department of Education.

- Transfer students must submit official transcripts from any university where they have earned academic credit. Only credits from a United States Department of Education accredited university will be accepted. If a transfer student has earned credits from an internationally based university, the university must be recognized by government or higher educational authority from the country where the university is located.
- All students with foreign transcripts must have them translated and evaluated by a member of the Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admission Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) prior to admission.

Admission Acceptance and Denial

The Director of Admissions and Registrar (DAR) informs applicants if they have been accepted for admissions. A signed Enrollment Agreement by the student and acceptance letter signed by the University President is a secondary document that demonstrates acceptance to the program. The DAR informs applicants if they have been denied for admissions to SDGKU by issuing a denial letter signed by the University.

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

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

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

1. Non-degree: Student enrolled in non-degree programs are not required to show proof of English language proficiency.
2. Undergraduate Degree: A minimum total score of 57 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT); 6.0 on the International English Language Test (IELTS); 44 on the Pearson Test of English Academic Score Report; 95 on the Duolingo English Test; or 53 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE), or a high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
3. Master's Degree: A minimum total score of 60 on the paper-delivered Test of

English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

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

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

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

6. 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;

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

required for master’s degree.

Spanish Language Proficiency for students enrolled in programs taught in the Spanish Language

The level of Spanish language proficiency required to enroll in programs taught in Spanish language is that of a native Spanish speaker, supported by submitting to the university one the following documents:

- Official transcripts demonstrating completion of high school education or higher from an established school or institution located in a Spanish-speaking country.
- Proof of completion of the SIELE Exams Spanish Diploma Level B1 provided by the Instituto Cervantes and the Universidad de Salamanca in Spain.

Foreign Students

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

Health insurance

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

(USIA) and NAFSA: Association of International Educators.

Non-residential Institution

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

Student Advising, Career and Placement Services

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

Conditional Admission

Students enrolling in degree programs seeking conditional admission to the university may submit unofficial transcripts temporarily, including paper or digital copies of official transcripts, pending submission of official documentation.

The university will review the unofficial transcripts prior to conditional admission to ensure that the student has met the admissions requirements of the university, thus ensuring that conditionally admitted students are qualified and have a reasonable prospect of completing their program of study, and that they have completed a bachelor's degree if enrolling in a post-baccalaureate program.

The conditionally admitted student must submit to the university official

documentation to satisfy the admissions requirements within one enrollment period, not to exceed 12 semester credit hours. Students not meeting this requirement will be withdrawn from the university.

The university has the right to determine the legitimacy and equivalency of all documentation submitted by the student. Conditionally admitted students are not eligible for Title IV federal financial aid during this period.

Change of Program

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

Transferability of Credits and Degrees

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

Acceptance of the degree, diploma, or certificate you earn in the educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at SDGKU are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of the course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational

goals. This may include contacting an institution to which you may seek to transfer after attending SDGKU to determine if your credits or degree, diploma or certificate will transfer.

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

Technology Requirements

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

Hardware

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

Operating System

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

Processor and RAM

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

Software

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

TUITION AND FEES

Academic Program Costs

Effective May 31, 2023 for both online and hybrid programs.

Non-Degree, Academic Certificate Program

Full Stack Development Immersive

Tuition per one (1) credit	\$ 630.00
Tuition per two (2) credits	\$ 1,260.00
Tuition per twelve (12) credits	\$ 7,560.00
Tuition for program (24) credits	\$ 15,120.00
Application, Registration, Graduation and Other Fees	\$ 4,840.00
STRF (CA residents only)	\$ 50.00
Total Cost	\$ 19,960.00
Total Cost (CA residents only)	\$ 20,010.00
Total Charges for a period of attendance (CA residents only)	\$ 10,100.00
Estimated Schedule of Total Charges for the Entire Educational Program (CA residents only)	\$ 20,010.00

Bachelor's Degree Program

B.S. Global Management

Tuition per one (1) credit	\$ 320.00
Tuition per three (3) credits	\$ 960.00
Tuition per twelve (12) credits	\$ 3,840.00
Tuition for program (126) credits	\$ 40,320.00

Application, Registration, Graduation and Other Fees	\$ 11,365.00
STRF (CA residents only)	\$ 130.00
Total Cost	\$ 51,685.00
Total Cost (CA residents only)	\$ 51,815.00
Total Charges for a period of attendance (CA residents only)	\$ 5,160.00
Estimated Schedule of Total Charges for the Entire Educational Program (CA residents only)	\$ 51,815.00

Master's Degree Programs

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

Tuition per one (1) credit	\$ 540.00
Tuition per three (3) credit	\$ 1,620.00
Tuition per twelve (12) credits	\$ 6,480.00
Tuition for program (45) credits	\$ 24,300.00
Application, Registration, Graduation and Other Fees	\$ 4,077.00
STRF (CA residents only)	\$ 72.50
Total Cost	\$ 28,577.00
Total Cost (CA residents only)	\$ 28,649.50
Total Charges for a period of attendance (CA residents only)	\$ 5,859.90
Estimated Schedule of Total Charges for the Entire Educational Program (CA residents only)	\$ 28,649.50

Students are required to pay tuition and fees at the time of registration. Diplomas will not be issued without payment in full of all tuition and fees. Payment plans may

be available for certain programs and courses upon request by students. The SDGKU administration reserves the right to modify tuition and fees at any time. Students will be notified before the next registration day or immediately on-line via www.sdgku.edu.

General Fees

Application Fee <i>(non-refundable, one time)</i>	\$ 40.00
Registration Fee <i>(non-refundable, one time)</i>	\$100.00
Graduation Fee <i>(One time)</i>	\$200.00
Other Fees <i>(Online Materials)</i> :	
- Non-degree, Academic Certificate Program	\$ 4,500.00
- Bachelor's Degree Program	\$11,025.00
- Master's Degree Program	\$ 3,937.00
Textbook costs per program <i>(Estimated, purchased by students from publishers or re-sellers)</i>	
- FSDI	\$ 0
- BSGM	\$ 2,400.00
- BSGM Spanish	\$ 1,080.00
- MSIM	\$ 610.00
- MSIM Spanish	\$ 350.00
- MSCT	\$ 530.00
- MSCT Spanish	\$ 200.00
In-Residence Program Component fee <i>(Non-local students are responsible for their own travel expenses and lodging)</i>	\$ 0.00
Official transcript fee by request	\$ 100.00

Unofficial transcript fee by request	\$ 50.00
Additional diploma by request	\$ 100.00
Returned check fee <i>(for any cause)</i>	\$ 25.00

Student Tuition Recovery Fund (STRF) fee for CA residents only *(Non-refundable, one-time)*: two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of SDGKU total charges rounded to nearest thousand dollars. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

Tuition and Fees Discounts

Tuition and fees discounts are available to selected groups in order to make SDGKU programs more accessible and to increase the diversity of its students and the communities served. Students living in Mexico are provided a discount to increase affordability, given that their average annual income per capita is significantly lower than the national average in the United States. SDGKU is located in the US-Mexico border region and its community includes students living on both sides of the border. Discounts are also offered to SDGKU employees and their family, which includes parents, siblings, children, grandparents, grandchildren, spouses, nephews, nieces, and cousins. Family relationships are verified by the university through a written notice disclosure provided by the SDGKU employee attesting to the family relationship.

Full Stack Development Immersive employees and family

- Tuition: \$15,120.00 (with 75% discount) = \$3,780.00

- Application Fee: \$40.00 (with 100% discount) = \$0.00
- Registration Fee: \$100.00 (with 100% discount) = \$0.00
- Graduation Fee: \$200.00 (with 100% discount) = \$0.00
- Other fees: \$4,500.00 (with 100% discount) = \$ 0.00
- **Total Tuition and Fees with discounts applied = \$3,780.00**

*Full Stack Development
Immersive students living in Mexico*

- Tuition: \$15,120.00 (with 80.158% discount) = \$3,000
- Application Fee: \$40.00 (with 100% discount) = \$0.00
- Registration Fee: \$100.00 (with 100% discount) = \$0.00
- Graduation Fee: \$200.00 (with 100% discount) = \$0.00
- Other Fees: \$4,500.00 (with 100% discount) = \$0.00
- **Total tuition and fees with discounts applied = \$3,000.00**

BS in Global Management employees and family

- Tuition: \$40,320.00 (with 53.485% discount) = \$18,754.84
- Application Fee: \$40.00 (with 100% discount) = \$0.00
- Registration Fee: \$100.00 (with 100% discount) = \$0.00
- Graduation Fee: \$200.00 (with 100% discount) = \$0.00
- Other fees: \$11,025.00 (with 100% discount) = \$ 0.00
- **Total tuition and fees with discounts applied = \$18,754.84**

BS in Global Management students in Mexico

- Tuition: \$40,320.00 (with 65.625% discount) = \$13,860.00

- Application Fee: \$40.00 (with 100% discount) = \$0.00
- Registration Fee: \$100.00 (with 100% discount) = \$0.00
- Graduation Fee: \$200.00 (with 100% discount) = \$0.00
- Other fees: \$11,025.00 (with 100% discount) = \$ 0.00
- **Total tuition and fees with discounts applied = \$13,860.00**

*MS in International Management
employees and family*

- Tuition: \$24,300.00 (with 53.485% discount) = \$11,303.15
- Application Fee: \$40.00 (with 100% discount) = \$0.00
- Registration Fee: \$100.00 (with 100% discount) = \$0.00
- Graduation Fee: \$200.00 (with 100% discount) = \$0.00
- Other fees: \$3,937.00 (with 100% discount) = \$ 0.00
- **Total tuition and fees with discounts applied = \$11,303.15**

MS in International Management students in Mexico

- Tuition: \$24,300.00 (with 78.395% discount) = \$5,250.00
- Application Fee: \$40.00 (with 100% discount) = \$0.00
- Registration Fee: \$100.00 (with 100% discount) = \$0.00
- Graduation Fee: \$200.00 (with 100% discount) = \$0.00
- Other fees: \$3,937.00 (with 100% discount) = \$ 0.00
- **Total tuition and fees with discounts applied = \$5,250.00**

*MS in Communication and Technology
employees and family*

- Tuition: \$24,300.00 (with 53.485% discount) = \$11,303.15
- Application Fee: \$40.00 (with 100% discount) = \$0.00

- Registration Fee: \$100.00 (with 100% discount) = \$0.00
- Graduation Fee: \$200.00 (with 100% discount) = \$0.00
- Other fees: \$3,937.00 (with 100% discount) = \$ 0.00
- **Total tuition and fees with discounts applied = \$11,303.15**

MS in Communication and Technology students in Mexico

- Tuition: \$24,300.00 (with 78.395% discount) = \$5,250.00
- Application Fee: \$40.00 (with 100% discount) = \$0.00
- Registration Fee: \$100.00 (with 100% discount) = \$0.00
- Graduation Fee: \$200.00 (with 100% discount) = \$0.00
- Other fees: \$3,937.00 (with 100% discount) = \$ 0.00
- **Total tuition and fees with discounts applied = \$5,250.00**

Withdrawal and Refund Policy

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

Official Withdrawals

It is the student's responsibility to inform the admission's office immediately of their intent to withdraw from a course by email or phone. In this case, the effective date of withdrawal will be the date the school is notified by the student.

Unofficial Withdrawals

If the student withdraws without notice to the university or is dismissed due to academic failure or violation of the

institution's published policies, the date of termination is the last date of attendance.

Cancellations, Withdrawals and Refunds

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Students who cancel within seven days receive a refund of all charges including the registration/enrollment fee. Students who cancel more than seven days after enrollment receive a refund of all charges minus the registration/enrollment fee. If the instruction is not offered in real time, the student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. This is applicable to online and hybrid courses.

The institution applies a prorated policy, based on the number of days enrolled divided by the number of days total in an enrollment period. If a student paid fees and did not access the instructional program, or attended class, all fees except for the non-refundable registration/enrollment fee will be returned to them. The refund will be mailed within 30 days from the time of the withdrawal or cancellation, according to the schedule below.

Students may withdraw after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the period of attendance. A period of attendance is 15 weeks (105 days) for Certificate (non-degree) and Master's programs. A period of

attendance is 20 weeks (140 days) for Bachelor’s degree programs. A hypothetical example of a 20-week period of attendance (140 days) of \$1200 has the following refund schedule:

After Attending Example

<i>Days Scheduled</i>	<i>Refund</i>
7 days	\$1200
28 days	\$960.00
56 days	\$720.00
84 days (60%)	\$480.00
After 84 days	<i>No refund</i>

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

Sample Refund Calculations

The following are time-based refund calculations for hypothetical examples of a student withdrawal from certificate, bachelor’s degree, and master’s degree programs. Students that have withdrawn will receive a refund if the Period Attended is 60% or less. The students in the examples below attended less than 60% and are owed a refund. Therefore, the refund calculations proceed as follows:

Full Stack Development Immersive

- Charges of Period of Attendance: \$10,100.00
- Number of Days in Period of Attendance: 105 (15 weeks)

- Number of Days Attended in the Period: 36
- Percent of Period Attended:
(36 days ÷ 105 days) X 100% = 34%
- Period Attended is 34%, which is less than 60%, therefore a refund is owed to student.
- Amount Owed to Student:
(100% - 34%) X \$10,100.00 = \$6,666.00

BS in Global Management

- Charges of Period of Attendance: \$5,160.00
- Number of Days in Period of Attendance: 140 (20 weeks)
- Number of Days Attended in the Period: 36
- Percent of Period Attended:
(36 days ÷ 140 days) X 100% = 26%
- Period Attended is 26%, which is less than 60%, therefore a refund is owed to student.
- Amount Owed to Student:
(100% - 26%) X \$5,160.00 = \$3,818.40

MS in International Management or MS in Communication and Technology

- Charges of Period of Attendance: \$5,859.90
- Number of Days in Period of Attendance: 105 (15 weeks)
- Number of Days Attended in the Period: 36
- Percent of Period Attended:
(36 days ÷ 105 days) X 100% = 34%
- Period Attended is 34%, which is less than 60%, therefore a refund is owed to student.
- Amount Owed to Student:
(100% - 34%) X \$5,859.90 = \$3,867.53

Withdrawal and Reentry

For determining the amount, the student owes for the time attended, they shall be deemed to have withdrawn from the course or program when any of the following occurs:

1. The student notifies the Director of Admissions and Registrar of withdrawal or the actual date of withdrawal by mail (1095 K Street, Suite B, San Diego, CA 92101), email (info@sdgku.edu), or telephone (619-934-0797).

2. The university terminates enrollment or expels the student.
3. The student fails to attend classes for 14 calendar days. In this case, the date of withdrawal should be deemed to be the last date of recorded attendance. (Unofficial withdrawals will be determined by monitoring attendance every 30 days).
4. If an approved leave of absence (LOA) is allowed and the student informs the school that they will not be returning, the withdrawal date shall be the earlier of the scheduled date of return from the LOA or the date the student notifies the school of not returning.

A student who withdraws in good standing may be accepted for reentry at the next class start date based on seating availability and that the discretion of the school official.

Enrollment Agreement

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

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

Payments and Release of Records

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

Per the Educational Debt Collection Practices Act of the State of California, SDGKU does not withhold transcripts from students as a debt collection tactic. SDGKU understands that withholding transcripts can cause severe hardship on a student and prevent a student from pursuing professional or career opportunities.

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

Maintenance/Retention of Records

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

Student Tuition Recovery Fund Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was

enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

FINANCIAL AID

San Diego Global Knowledge University participates in federal financial aid programs, veterans educational benefit programs, and active military tuition assistance (TA). Financial aid is available only to those who qualify.

The following policies address financial aid service programs at the university.

Return to Title IV Policy

San Diego Global Knowledge University (SDGKU) is required to apply Return to Title IV (R2T4) provisions to Federal Student Aid (FSA) recipients who withdraw or withdrawal unofficially (non-attendance), from their program of study.

SDGKU is required to take attendance and uses attendance to measure the R2T4 calculation.

Date of Determination (DOD)

The DOD or the date that the school determined that the student withdrew, can be:

- The date that the student notifies the school they are withdrawing.
- The date the school determines the student is not returning, not to exceed 14 days from the LDA or last day of student academic activity.
- The date the student fails to return from an approved Leave of Absence (LOA).

Official withdrawal for Title IV Students

For Return to Title IV (RT24); the official withdrawal is determined as the day that

the student notified the university that they wish to withdraw from the program in any type such as email or telephone. For calculations purposes, the DOD is the date the student notifies the university. The withdrawal date is the last date of student academic activity. A grade “W” will be assigned for any course in an ongoing session and will reflect on the official transcript.

Unofficial withdrawal for Title IV Students

For Return to Title IV (RT24) calculations; unofficial withdrawal is determined when a student has not demonstrated academic activity in a course for 14 consecutive days. The day of determination is the day the SDGKU determines that the student is unofficially withdrawn, and the date of withdrawal shall be deemed to be the last date of academic activity. The date of determination (DOD) will be end of the of the 14th day and the last day of attendance will be the last day of student academic activity. A grade “W” will be assigned for any course in an ongoing session and will reflect on the official transcript.

This refund formula determines the amount of FSA funds a student has earned as of the last day of attendance or academic activity. The R2T4 policy is in addition to SDGKU institutional refund policy. If a student withdraws prior to completing more than 60 percent of the term (e.g., payment period), the percentage of FSA funds earned will equal the percentage of days completed in the payment period prior to the withdrawal date. After the 60% point in the payment period, a student has earned 100 percent of the FSA funds he or she was scheduled to receive during the period. Specifically,

if the student withdraws from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the Title IV funds received or that could have been received and will determine the amount of Title IV funds the student earned. Unearned funds would be returned to the program in the order stated below by the school or the student. Student liability to loan funds will continue to be paid in accordance with the original promissory note terms. Funds owed by the student to the Grant program are limited to 50% of the gross award per program received. Sample calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV financial aid programs.

A second calculation would take place to determine the amount earned by the Institution during the payment period. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to the person it is entitled, to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

For determining when the refund must be paid, the Title IV refund will be issued as soon as possible, but no later than 45 days from the date of determination. If the RT24 calculation result in an amount to be returned that exceeds the school's portion, the student must repay the funds owed to the university.

If the student has received any Federal Title IV financial aid funds, the school is obligated to do a R2T4 even if a credit balance has already been issued to the student. For programs beyond the current payment period, if a student withdraws prior to the next payment period then all charges collected for the next period will be refunded. If a balance due results from the R2T4 calculation, the student will be responsible for the unpaid balance. If the student has received federal student Financial Aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. Students shall return 50% of grant funds if the calculation requires the student to return funds after San Diego Global Knowledge University has returned its share.

The guidelines to the order in which Title IV program funds must be returned are in accordance with the following refund distribution order:

1. Direct Unsubsidized Loans
2. Direct Subsidized Loans
3. Direct PLUS/Grad PLUS Loans
4. Federal Pell Grant
5. FSEOG
6. Iraq and Afghanistan service grant
7. Other

Credit Balance

The University will attempt to disburse credit balances to the student or parent. However, if the credit balance funds are returned to the University or not cashed by the borrower, the University will cease all attempts to disburse the funds and return them to the appropriate lender no later than 240 days after the date the first check is issued. If the funds were issued via electronic funds transfer (EFT) and subsequently returned or rejected, the University returns the funds to the applicable federal financial aid programs no later than 30 days after the funds were returned or rejected.

All unclaimed credit balances will be returned in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants

If there is a credit balance due within the 14-day period and the student withdraws, the University reserves the right to cancel the credit balance payment in process and proceed with the Return to Title IV calculation and adjusted payment based on the withdrawal date.

Post Withdrawal Disbursement (PWD)

Post withdrawal disbursements are required when the student amount disbursed is less than the amount earned, and the student is eligible for the funds. After determining the fund sources and amount of the post withdrawal disbursements, the student is notified by the Institution of the amount of Grant funds used to cover institutional charges

incurred by the student, or the available amount from Grant funds for direct disbursement to the student or other educational related expenses. If loan funds are involved in the calculation, the Institution will notify the student or parent of the loan amount it wishes to utilize to cover education charges, the financial aid program where the funds are coming from, and the student will be reminded of their responsibility involved in receiving loan funds. The student or parent in the case of Parent PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The Institution will honor late acceptances only at the Institution's discretion. Once the calculation is finalized, the Institutions will perform a second and different calculation using the next funds retained.

Title IV funds that the student has earned but have not yet been disbursed to the student shall be disbursed as follows:

- Grants must be disbursed within 45 days.
- Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond)
- All post-withdrawal disbursements are applied to student account first, before any resulting credit balance is handled.

Timelines for Return of Funds

The University completes a student's R2T4 calculation within 30 days of the University date of determination. The University returns the amount of federal financial aid funds for which it is responsible as soon as possible, but no later than 30 days after the date the University determines the student has withdrawn.

Repeat Coursework and the Impact on Title IV Eligibility

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

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

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

Loans

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for

a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

Private Education Loans

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

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

Verification Process

A student may be selected by the U.S. Department of Education or by the University to participate in the verification

process of information submitted on their Federal Application for Federal Student Aid (FAFSA). For students selected by the Department of Education's Central Processor (CPS), the following procedures have been established by federal regulations. CPS prints an asterisk next to the Expected Family Contribution (EFC) on the ISIR, SAR, or SAR Acknowledgement to identify a student who has been selected for verification. A student selected for verification will usually be required to complete a Verification Worksheet. An IRS Transcript may also be required. The University may ask for additional documents to complete the verification process. The student will receive written notification from the University of verification requirements and the timelines for completing the process. The student must complete the verification within seven days of written notice from the University. Data elements corrections involving the federal processor must be made before the Federal Student Aid Report (SAR) correction deadline of June 30th. An applicant's failure to provide required documentation within the specified time frame will result in the loss of all Title IV aid, and the tuition balance becomes due immediately. Even if the ISIR is not selected for verification, any conflicting information must be resolved before federal student aid may be disbursed. Students will be notified of any changes to be made to the ISIR because of the verification process. The University will make any information that requires a change/update to the ISIR with the student's authorization. A student who becomes aware of the need for a change to their ISIR data should notify the Office of Student Financial Aid so the University can make the necessary correction.

Determining Amount of Student's Award

To determine a student's eligibility for federal student aid, the student must first complete a Free Application for Student Aid (FAFSA) for each award year. An award year is defined for the periods of July 1 - June 30 of each year. The FAFSA is made available on October 1st of each year. A completed FAFSA that includes the school code will generate a SAR to the applicant and an ISIR to the school. Once the ISIR report is received by the school, the financial aid office will review the ISIR for any c-codes, verification flags and/or discrepancies. Once all C-codes, verification flags and/or discrepancies are cleared by the applicant, the financial aid office will determine the student's maximum eligibility for the following awards:

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

Federal Pell Grant is free money from the government and does not have to be repaid. Federal Pell Grant is usually awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. Students are not eligible to receive a Federal Pell Grant if they are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non forcible sexual offense. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances: (1) Student's withdraw early from the program for which the grant

was given to them. (2) Student's enrollment status changed in a way that reduced their eligibility for their grant (for instance, if a student switch from full-time enrollment to part-time, their grant amount will be reduced.

Federal Direct Subsidized Loans

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

Federal Direct Unsubsidized Loans (Undergraduate and Graduate Students)

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

Federal Direct Parent PLUS Loan

When a parent applies for a Direct PLUS Loan, the parent can authorize the University to use their loan funds to satisfy their student's direct and indirect cost (tuition and fees, and room and board). Parents are not required to provide this authorization. As a parent borrower, the parent can also use the Direct PLUS Loan Application to: (1) Designate whether the

University pays any credit balance to the student or to the parent. (2) Request a deferment while the student is in school, and for an additional deferment for six months after the student ceases to be enrolled at least half time. (3) Request a change to the loan amount specified in a previously submitted application.

Federal Direct Grad PLUS Loans

When students apply for a Direct PLUS Loan as a graduate or professional student, students can authorize the University to use their loan funds to satisfy the Cost of Attendance for the academic year to include tuition and fees, room and board, transportation, and personal expenses.

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

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

Loan MPN. Students will have an opportunity to complete the Direct PLUS Loan MPN after they complete the Direct PLUS Loan Application.

The Direct Grad PLUS Loan Request allows the student to: (1) Designate whether the school pays any credit balance to the student. (2) Request a deferment while the student is in school and (3) Request an additional deferment for 6 months after the student ceases to be enrolled at least half time. The student's school will notify them what loans, if any, they are eligible to receive. If students have questions regarding their loan eligibility, the next steps in the processing of their loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, students need to contact their school's financial aid office.

Example of Financial Aid Eligibility

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

Example of grade level one independent student with zero EFC:

- Pell \$6,495 (2022-2023 Award Year)
- Subsidized \$3,500 (less loan fees)
- Unsubsidized \$6,000 (less loan fees)

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

Professional Judgement Policy

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

Dependency Override

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

unusual circumstances that merit a dependency override. In particular, the following circumstances do not merit a dependency override, either alone or in combination:

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

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

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

Abandonment is the failure of the parent to provide financial support or to communicate with the child for a long time, generally understood to be a year or more. In custody cases this is a prerequisite for a court to deem the child abandoned by the parent and to order the parent's parental rights terminated. Abandonment can also refer to physical abandonment, where the child is left on a

doorstep or delivered to a hospital. So, there are two key elements to the definition of abandonment: (1) no contact for at least a year, and (2) no support for at least a year. (Note that if a parent abandons a child and later reenters the child's life, the courts would be very slow to restore parental rights, if at all. So, if a student has had no contact with a parent for most of the student's life, recent attempts to reconcile do not prevent a dependency override on the grounds of abandonment.)

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

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

Federal Supplemental Educational Opportunity Grant (FSEOG) Policy

FSEOG is an additional grant for undergraduate students with exceptional financial needs. San Diego Global Knowledge University (SDGKU) prioritizes awards to students who receive Federal Pell Grants and whose Expected Family Contribution (EFC) is zero (0). FSEOG does not need to be repaid.

To become eligible for an FSEOG award of up to \$4000 per academic year, depending on the student's financial aid need, when the student applies, the amount of other aid received, and the availability of funds at SDGKU. There is no guarantee every eligible student will obtain an FSEOG. SDGKU awards students with the lowest EFC (zero EFC first), who demonstrates Pell Grant eligibility for the same award year.

ACADEMIC SUPPORT

Library

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

Instructional Support

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

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

Academic Advising

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

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

Office of Admission and Records

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

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

Instructional, Administrative, and Technology Facilities and Services

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

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

For in-residence classroom instruction, a 1000 sq. ft. classroom is available with maximum capacity of 55 people. In addition, there is a 250 sq. ft. conference room for students to study or participate in break-out sessions with a maximum capacity of 25 people. The classroom and conference room contain desks, chairs, presentation equipment, and secure WiFi Internet access. SDGKU facilities are ADA compliant and meet all safety and health regulations. All classes are held at 1095 K St., Ste. B., San Diego, CA 92101.

The technical requirements for online and hybrid courses are the following:

Operating Systems

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

Internet Connection

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

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

Installed Software

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

Help Viewing Webcasts

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

Graduates and Alumni Relations

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

implement as part of the curriculum are usually aligned with the needs and interests of their employers or community of interest.

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

STUDENT RIGHTS

Policies for Non-discrimination

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

Responsibility

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

Student Privacy Rights and Policies

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

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

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

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

The office to review complaints and adjudicate violations is:

The Family Educational Rights and Privacy Act Office (FERPA)

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

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

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

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

institutions to which the student is transferring).

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

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

Students with Disabilities

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

Racial and Sexual Harassment

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

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

Discrimination on the Basis of Gender

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

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

Sexual Assault and Acquaintance Rape

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

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

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

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

Discrimination on the Basis of Age

SDGKU complies with the provisions of the Age Discrimination Act of 1975 and the regulations developed under the law. The Act states that no person in the United States shall, on the basis of age, be excluded from participation in, be denied

the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

ADA Accommodations

SDGKU complies with the American Disabilities Act of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. The Director of Admissions and Registrar (DAR) is the designated ADA Coordinator. Any qualified student may request accommodations by contacting the DAR to request reasonable accommodations at no cost. Students always have the option of not accepting the accommodations by informing the DAR of their decision. Students follow a three-step process for requesting reasonable accommodations and submit appropriate disability documentation. Only the DAR has access to this information to maintain privacy.

How to Request Accommodations for Online and Hybrid Programs

1. Student visits the SDGKU website to download the Student Request forms provided.
2. Student completes the Accommodation Request Form. If applicable, the student also completes the Alternative Media Agreement . Finally, the student completes the Disability Verification Form. (see below)
3. Student submits documentation by email to the DAR (dparker@sdgku.edu), who evaluates and approves the accommodations. *Note:*Accepted formats - .PDF or Word (.DOC or .DOCX). Submitting a form in any other format may require resubmission or result in a delay in processing.

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

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

Drug and Alcohol Policy

The university policy regarding the possession, use, and/or sale of drugs and alcoholic by SDGKU staff, faculty or students is governed by state and municipal law and further governed by the university policies regarding faculty, staff, and student conduct. The university expects that individuals and groups will conduct themselves and operate within the scope of the rules and regulations. Proven violations of these policies and regulations will lead to serious consequences and may include criminal prosecutions as well as suspension. You may access the detailed institutional drug and alcohol policy online at <http://sdgku.edu/consumer/#drugs>.

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. The Higher Education Opportunity Act of 2008 (HEOA) includes

provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that: (a) institutions certify to the Secretary of Education that they have developed plans to effectively combat the unauthorized distribution of copyrighted material; (b) institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials; and (c) institutions publicize alternatives to illegal file sharing. SDGKU responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both our President/CEO, Chief Academic Officer and Chief Compliance Officer to investigate and respond.

SDGKU will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of computer access, and possible suspension. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code,

Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. Consistent with our educational principles, we view education as the most important element in combating illegal sharing of copyrighted materials at SDGKU. We use a wide variety of methods to inform our community about the law and our internal response to copyright infringement claims: Language has been added to the Annual Security Report outlining the Digital Millennium Copyright Act, as well as sanctions for non-compliance.

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

SDGKU will review this plan each year to insure it is current and maintains the appropriate and necessary information to effectively combat illegal file sharing, as well as update the methods employed as new technological deterrents become available.

Expulsion, Suspension and Probation of Students

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

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

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

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

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

The following terms are defined as:

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

Disposition of Fees

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

student may be entitled to a pro-rata refund if the student withdraws within 60% of a period of attendance. If the student is readmitted before the close of the session in which he or she is suspended, no additional tuition or fees will be required of the student on account of the suspension.

Disciplinary Hearing

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

Institutional Policy for Grievances

SDGKU is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such environment must be free of intimidation, fear, coercion, and reprisal. Students who have been subject to any form of discrimination based on race, religion, color, national origin, sex, handicap, disability, status as a Vietnam-era or special disabled veteran or age, being a victim

of sexual harassment, or any other form of discrimination may submit their complaint in accordance with the Institutional Procedures for Filing Grievances (Non-Grade Appeals). Students who have academic grievances associated to grading or any other grades-related matter should refer to the Institutional Policy on Grade Appeals and may submit their complaint in accordance with the Institutional Procedures for Grade Appeals.

Students should direct inquiries regarding the filing of such grievances to the Chief Student Services Officer, SDGKU, 1095 K St., Suite B., San Diego, CA 92101, telephone (619) 934-9390. Inquiries regarding federal laws and regulation about nondiscrimination in education or the university's compliance with those provisions should be directed to:

*U.S. Department of Education
Office for Civil Rights
50 Beale St., Suite 7200
San Francisco, CA 94105
Ocr.sanfrancisco@ed.gov
Tel: (415) 486-5555*

Institutional Procedures for Filing Grievances (Non-Grade Appeals)

Students who believe they have been discriminated against, have been a victim of sexual harassment, or believe they have a legitimate grievance in general, may file a complaint with the Chief Student Services Officer.

In order for a complaint to be processed, the complaint must be filed within 120 days of the alleged reason for the grievance, or within 120 days of the

complainant's learning of the alleged reason for the grievance. If the complaint does not meet the requirements of the procedures, the Chief Student Services Officer must immediately notify the complainant of the specific deficiencies of the complaint.

1. Complainant should first discuss the complaint with the Chief Student Services Officer to see if the matter can be satisfactorily resolved.
2. If the complaint remains unresolved, the complainant can discuss the complaint with the Chief Academic Officer.
3. If the circumstances of the complaint prevent using steps 1 and 2, or if the appropriate university officials do not resolve the complaint within five working days, the complainant may then proceed to file a complaint with the Chief Academic Officer.

Filing a Complaint with the Chief Academic Officer

The complainant submits a written statement regarding the alleged complaint:

1. Upon receipt of the written complaint, the Chief Academic Officer or his designee must advise the complainant that an investigation and discussion will begin within 14 days of receipt of the complaint;
2. If the Chief Academic Officer or his designee deems it appropriate, the identity of the complainant may be kept anonymous during the informal procedure;
3. The Chief Academic Officer or his designee must attempt to resolve the complaint by discussing the issue with all persons who are parties to the

complaint. This resolution must be completed within 28 days of filing the complaint.

4. In the event that the complaint is resolved to the satisfaction of all parties, a memorandum stating resolution of the conflict must be sent to all parties and to the President.
5. In the event the Chief Academic Officer or his designee does not resolve the complaint, the formal procedures outlined below are followed. These procedures must begin no later than seven days after it is determined that the complaint cannot be resolved informally.

Institutional panel for student complaints

The complainant will be subject to a final decision made by the university President regarding the alleged complaint as follows:

1. An ad hoc sexual harassment or discrimination review panel is established.
2. The complainant nominates one person (student or employee of SDGKU) who is unbiased, not involved in the complaint, and willing and available to serve as a member of the review panel.
3. The individual against whom the complaint is filed nominates a person (student or employee of SDGKU) who is unbiased, not involved in the complaint, and willing and available to serve as a member of the review panel.
4. The two nominated panel members select, by mutual agreement, a third member (student or employee of SDGKU) who is not involved in the

- complaint, and is willing and available to serve as the chair. If the two members are unable to agree on a chair, the President or his designee will make a selection.
5. The Chief Academic Officer serves as recorder of the proceedings and advisor to the panel but does not vote. Proceedings shall be tape-recorded or maintained by another appropriate means of providing a record of the proceedings. Deliberations will not be recorded.
 6. The ad hoc review panel hears the complaint and receives testimony and information from such witnesses as it deems appropriate in order to evaluate the complaint.
 7. The panel makes every reasonable effort to conduct its hearing and present its findings and recommendations within 14 days of the panel's formation.
 8. Within seven working days after the close of the hearing, the panel forwards its findings and recommendation to the President or his designee. Proceedings are conducted in a closed hearing. A copy of the panel's findings and recommendation is sent to both parties to the complaint.
 9. Either party to the complaint can forward commentary to the President or his designee for comment on the panel's findings and recommendation. Such commentary must be submitted to the President within seven days of the receipt of the panel's recommendation.
 10. The President or his designee issues a decision within 14 days following receipt of the panel's findings and recommendation.
 11. The decision of the President or his designee is final.
 12. The decision of the President or his designee provides an appropriate remedy upon a finding of sexual harassment or discrimination against the complainant.
 13. In the event that this decision is unfavorable to the complainant, the complainant is notified that he or she has the right to file a complaint under state or federal law and should consult with counsel regarding the matter.
- Any retaliatory action of any kind by an employee or student of the university against any other employee or student of the university as a result of that person seeking redress under these procedures, cooperating in an investigation, or involved in some other form of participation in these procedures, is prohibited and will be regarded as the basis for disciplinary action.

Institutional Policy for Grade Appeals

The university provides procedures for the orderly appeal of assigned grades and other grading-related matters. A grade appeal may be filed when a student believes a grade is based on error, violation of university policy, refusal by the instructor to report a grade, or other academic matter related to grading. Grade appeals based wholly or in part on a subjective or qualitative judgment of an instructor will not be considered. Students are encouraged to resolve matters informally with the faculty member prior to filing a grade appeal. Students should also seek the review of the appropriate department chair or designee. If the

matter cannot be resolved in this manner, the student may file a formal grade appeal. The appeal must be presented in writing within six months in which the matter occurred, or the grade assigned.

Institutional Procedures for Grade Appeals

Grounds for a Grade Appeal

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

- An error in calculating the grade
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards
- Assignment of a grade based on factors other than the student achievement
- Inconsistent or unequally applied standards for evaluation of student academic performance

Initial Inquiry

Any appeal of grades by a student must be communicated to the instructor in writing, within 30 days following the completion of the course. It is the responsibility of the student appealing a grade to base the appeal on clear and substantive grounds. A mere disagreement with an instructor's judgment is not sufficient. Appeals based on a desire to improve a grade through

additional work or retesting are not acceptable.

Grade Appeals Committee

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

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

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

The academic appeals committee will render a final decision within 30 days of receiving documentation from the CAO. The decision is forwarded to the CAO who informs the student, the instructor and the Director of Admissions and Registrar (DAR) of the decision in writing. The decision of the academic appeal's committee on these

matters is final and cannot be appealed unless the student has raised issues of discrimination in which case the student should follow the Procedures for Filing Grievances (Non-Grade Appeals).

The Grade Appeal Hearing

If the academic appeal's committee decides that a grade appeal hearing is justified, the student, the CAO, and the instructor are notified. The grade appeal hearing should be held within the 90 days of the student's original written appeal. The hearing will be conducted by the academic appeal's committee, which will hear and consider relevant evidence and statements from the student, the instructor, and a student advocate. Based on the grounds for a grade appeal described above, the written documentation, and the statement made at the grade appeal hearing, the academic appeal's committee will render a final decision within ten days of the hearing. This decision is forwarded to the instructor and the DAR in writing.

Complaint Policy

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

Registering a Complaint with a State

San Diego Global Knowledge University takes active steps to provide a positive learning environment and resources to assist students in meeting their educational goals. Though it always is the university's desire to see students have a dispute-free experience, the university understands that sometimes challenges will arise. While students are able to file a complaint at an external agency, the university provides options for internally resolving a dispute involving students, prospective applicants, alumni, former students and others that may have concerns about something relating to the student experience with an opportunity to swiftly and fairly resolve any confusion, frustration, or issue. Individuals with a concern will have the ability to resolve their concerns informally or through the formal grievance process.

Any student may contact his or her specific state agency directly to register a complaint.

ALABAMA

Alabama Commission on Higher Education
P. O. Box 302000
Montgomery, AL 36130-2000
http://ache.edu/ACHE_Reports/Forms/NRI/federal-reg.pdf

Alabama Community College System
P.O. Box 302130
Montgomery, AL 36130-2130
<https://psl.asc.edu/External/Complaints.a.spx>

ALASKA

Alaska Commission on Postsecondary Education

P.O. Box 110505
Juneau, AK 99811-0505
EED.ACPE-IA@alaska.gov
<https://acpe.alaska.gov/ConsumerProtection>

ARIZONA

Arizona State Board for Private
Postsecondary Education
1740 W. Adams, Suite 3008
Phoenix, AZ 85007
<https://ppse.az.gov/complaint>

ARKANSAS

Arkansas Higher Education Coordinating
Board
Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201
ADHE_Info@adhe.edu
<http://www.adhe.edu/institutions/academic-affairs/institutional-certification-advisory-committee/grievance-form>

CALIFORNIA

California Bureau of Private Postsecondary
Education
P.O. Box 980818
W. Sacramento, CA 95798-0818
bppe@dca.ca.gov
http://www.bppe.ca.gov/forms_pubs/complaint.pdf

Attorney General's Office
California Department of Justice
Attn: Public Inquiry Unit
P.O. Box 9044255
Sacramento, CA 94244-2550
https://oag.ca.gov/sites/all/files/agweb/pdfs/contact/business_corpform.pdf

COLORADO

Colorado Department of Higher Education
1600 Broadway, Suite 2200
Denver, Colorado 80202
<https://higher.ed.colorado.gov/filing-student-complaint>

CONNECTICUT

Connecticut Office of Higher Education
450 Columbus Blvd., Suite 510
Hartford, CT 06103-1841
(860) 947-1800
pcs@ctohe.org

Connecticut Department of Consumer
Protection
450 Columbus Blvd., Suite 510
Hartford, CT 06103-1841
dcp.tradepractices@ct.gov
<https://portal.ct.gov/DCP/Complaint-Center/Consumers---Complaint-Center>

Consumer Complaint Hotline: (800) 842-2649

DELAWARE

Delaware Higher Education Office
John G. Townsend Building, Suite 2
Dover, DE 19901
dheo@doe.k12.de.us

Delaware Attorney General
Consumer Protection Wilmington:
820 N. French Street 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us

DISTRICT OF COLUMBIA

District of Columbia Office of the State
Superintendent of Education
Higher Education Licensure Commission
1050 First Street, NE
Washington, DC 20002
<http://osse.dc.gov/service/public-complaints>

FLORIDA

Florida Commission on Independent Education
325 W. Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
<https://web01.fl DOE.org/IGComplaintSSO/ComplaintForm.aspx>

GEORGIA

Georgia Nonpublic Postsecondary Education Commission
2082 E. Exchange Pl. #220
Tucker, GA 30084-5334
<https://gnpec.georgia.gov/student-complaints>

HAWAII

Hawaii Postsecondary Education Authorization Program
P.O. Box 510
Honolulu, HI 96809
hpeap@dcca.hawaii.gov
<http://cca.hawaii.gov/hpeap/student-complaint-process/>

IDAHO

Idaho State Board of Education
Attn: State Coordinator for Private Colleges and Proprietary Schools
650 West State Street
P.O. Box 83720
Boise, ID 83720-0037
<https://boardofed.idaho.gov/higher-education-private/private-colleges-degree-granting/student-complaint-procedures/>

ILLINOIS

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1404
Illinois Board of Higher Education

Complaint System
Institutional Complaint Hotline: (217) 557-7359

Illinois Attorney General
Consumer Protection Bureau
500 South Second Street
Springfield, IL 62701
<http://www.illinoisattorneygeneral.gov/consumers/filecomplaint.html>

INDIANA

Indiana Commission for Higher Education
101 West Ohio St., Ste 300
Indianapolis, IN 46204-4206
<http://www.in.gov/che/2744.htm>
complaints@che.in.gov

IOWA

Iowa College Student Aid Commission
475 SW Fifth St., Suite D
Des Moines, IA 50309-4608
Toll-free Phone 877-272-4456
<https://www.iowacollegeaid.gov/StudentComplaintForm>

KANSAS

Kansas Board of Regents
1000 SW Jackson Street
Suite 520
Topeka, KS 66612-1368
http://www.kansasregents.org/academic-affairs/private_out_of_state/complaint_process

KENTUCKY

Kentucky Council on Postsecondary Education
1024 Capital Center Dr #320
Frankfort, KY 40601-7512
cpeconsumercomplaint@ky.gov

Office of the Attorney General
Capitol Suite 118
700 Capitol Avenue
Frankfort, KY 40601-3449
<https://www.ag.ky.gov/Resources/Consumer-Resources/Consumers/Pages/Consumer-Complaints.aspx>

LOUISIANA

Louisiana Attorney General Office
Consumer Protection Section
P.O. Box 94005
Baton Rouge, LA 70804
(800) 351-4889
(225) 326-6465
ConsumerInfo@ag.louisiana.gov
<http://www.ag.state.la.us/ConsumerDisputes>

Louisiana Board of Regents
ATTN: LeAnn Detillier
P.O. Box 3677
Baton Rouge, LA 70821-3677
<http://www.regents.la.gov/assets/docs/2013/03/Board-of-Regents-SARA-Student-Complaint-Form.pdf>

MAINE

Maine Department of Education
Anita Bernhardt - Complaints
23 State House Station
Augusta, ME 04333-0023

Maine Attorney General
Consumer Protection Division
6 State House Station
Augusta, ME 04333
http://www.maine.gov/ag/consumer/complaints/complaint_form.shtml

MARYLAND

Maryland Higher Education Commission
6 North Liberty Street, 10th Floor
Baltimore, MD 21202
(410) 767-3388
http://mhec.maryland.gov/institutions_training/Documents/acadaff/MHECStudentComplaintForms.pdf

Office of the Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
Consumer Protection Hotline: (410) 528-8662
Toll Free: (888) 743-0823
consumer@oag.state.md.us
<http://www.oag.state.md.us/Consumer/Complaint.htm>

MASSACHUSETTS

Massachusetts Board of Higher Education
One Ashburton Place
Room 1401
Boston, MA 02108
<http://www.mass.edu/forstufam/complaints/complaintform.asp>

MICHIGAN

Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services, Licensing Division
Department of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing
Schools and Licensing
P.O. Box 30018
Lansing, MI 48909
http://www.michigan.gov/documents/lara/LCE-992_0715_494884_7.pdf

MINNESOTA

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
<http://www.ohe.state.mn.us/mPg.cfm?pageID=1078>

MISSISSIPPI

Mississippi Commission on College
Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453
<http://www.mississippi.edu/mcca/downloads/studentcomplaintform.pdf>

Consumer Protection Division
Office of the Attorney General
P.O. Box 22947
Jackson, Mississippi 39225-2947
<https://www.ago.state.ms.us/contact/> (e
mail)

MISSOURI

Missouri Department of Higher Education
301 W. High Street, Suite 870
Jefferson City, MO 65101
info@dhe.mo.gov
Policy: <http://dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf>

MONTANA

Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System
560 North Park Avenue
Helena, MT 59601

Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 200151
Helena, MT 59620-0151
contactocp@mt.gov

<http://mus.edu/MUS-Statement-of-Complaint-Process.asp>

NEBRASKA

Nebraska Coordinating Commission for
Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

Nebraska Attorney General
Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509
<https://protectthegoodlife.nebraska.gov/fi-le-consumer-complaint>
Consumer Protection Hotline: (800) 727-6432

NEVADA

Nevada Commission on Postsecondary
Education
2800 E. St. Louis
Las Vegas, Nevada 89104
http://cpe.nv.gov/Students/Students_Home/

NEW HAMPSHIRE

Janet Fiderio, New Hampshire Department
of Education
101 Pleasant Street
Concord, NH 03301
(603) 271-2695
janet.fiderio@doe.nh.gov

NEW JERSEY

New Jersey Higher Education
P.O. Box 542
Trenton, NJ 08625
oshe@oshe.nj.gov
<http://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml>

New Jersey Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102
<http://www.njconsumeraffairs.gov/Pages/File-a-Complaint-old.aspx>

NEW MEXICO

New Mexico Higher Education Department
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505
505-476-8411
<http://www.hed.state.nm.us/students/hed-student-complaint-form.aspx>
HigherEd.Info@state.nm.us

NEW YORK

New York Office of College and University Evaluation
New York State Education Department
5 North Mezzanine
Albany, NY 12234
ocueinfo@mail.nysed.gov
<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

NORTH CAROLINA

Postsecondary Education Complaints
c/o Assistant Director of Licensure and Workforce
University of North Carolina General Administration
910 Raleigh Road
Chapel Hill, NC 27514
studentcomplaint@northcarolina.edu
https://www.northcarolina.edu/wp-content/uploads/reports-and-documents/academic-affairs/student_complaint_policy.pdf
<https://www.nashcc.edu/images/uploads/assets/ncsara-student-complaint-form.pdf>

NORTH DAKOTA

Dr. Richard Rothaus, Vice Chancellor of Academic and Student Affairs

North Dakota University System
600 E. Boulevard Ave. Dept. 2155
Bismarck, ND 58505-0230
(701) 328-4136
richard.rothaus@ndus.edu
<http://www.ndus.edu/system/state-authorization/>

North Dakota Consumer Protection Division
Office of Attorney General
Parrell Grossman, Director, Consumer Protection Division, (701) 328-5570
Gateway Professional Center
1050 E. Interstate Ave. Suite 200
Bismarck, ND 58503-5574
<https://attorneygeneral.nd.gov/consumer-resources/consumer-complaints>

OHIO

Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215-4183

Ohio State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481,
Columbus, OH 43215
<http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>

Ohio Attorney General
Consumer Protection Section
30 E. Broad St., 14th floor
Columbus, OH 43215-3400
<http://www.ohioattorneygeneral.gov/Individuals-and-Families/Consumers/File-A-Complaint.aspx>

OKLAHOMA

Oklahoma State Regents for Higher Education

655 Research Parkway
Suite 200
Oklahoma City, OK 73104
<https://www.okhighered.org/resources/Student-Complaint-Form/>

Oklahoma Office of the Attorney General
Consumer Protection Unit
Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105
<https://www.oag.ok.gov/consumer-protection>

OREGON

Oregon Higher Education Coordinating Commission
Oregon Office of Degree Authorization
255 State St. NE
Salem, OR 97310

Oregon Attorney General
Financial Fraud/Consumer Protection Section
1162 Court St. NE
Salem, OR 97301-4096
http://www.doj.state.or.us/consumer/pdf/consumer_complaint.pdf

PENNSYLVANIA

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333
<http://www.education.pa.gov/Documents/Postsecondary-Adult/College%20and%20Career%20Education/Private%20Licensed%20Schools/Student%20Complaint%20Form.pdf>

Office of Attorney General
Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120
https://www.attorneygeneral.gov/Quick_L

[inks/Pennsylvania_Attorney_General_Complaint_Forms/](https://www.attorneygeneral.gov/Quick_Links/Pennsylvania_Attorney_General_Complaint_Forms/)

RHODE ISLAND

Rhode Island Office of the Postsecondary Commissioner
560 Jefferson Blvd.
Warwick, RI 02886

Rhode Island Department of Attorney General
Consumer Protection Unit
150 South Main Street
Providence, RI 02903
<https://riag.wufoo.com/forms/q1851amb1bdd4d5/>

SOUTH CAROLINA

South Carolina Commission on Higher Education
1122 Lady St., Suite 300
Columbia, SC 29201
(803) 737-3918
http://www.che.sc.gov/Portals/0/CHE_Docs/academicaffairs/license/Complaint_Procedures_and_Form.pdf

SOUTH DAKOTA

South Dakota Secretary of State Jason M. Grant
State Capitol
500 East Capitol Avenue
Pierre, SD 57501-5070
sdsos@state.sd.us

South Dakota Office of Attorney General
Division of Consumer Protection
1302 E Hwy 14 Suite 3
Pierre, SD 57501-8053
<http://consumer.sd.gov/complaintform.aspx>

TENNESSEE

Tennessee Higher Education Commission
404 James Robertson Parkway
Suite 1900
Nashville, TN 37243
<https://www.tn.gov/content/tn/thec/bureau/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>

TEXAS

Texas Higher Education Coordinating Board
1200 E. Anderson Lane
Austin, Texas 78752
<https://www.highered.texas.gov/links/student-complaints/>

Texas Workforce Commission
Career Schools and Colleges - Room 226-T
101 East 15th Street
Austin, Texas 78778-0001
<http://www.twc.state.tx.us/files/jobseekers/csc-401a-student-complaint-form-twc.pdf>
Additional complaint information: <http://www.twc.state.tx.us/svcs/propschools/problem-school.html>

Office of the Attorney General
Consumer Protection Division
PO Box 12548
Austin, TX 78711-2548
<https://www.texasattorneygeneral.gov/cpd/file-a-consumer-complaint>

UTAH

Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, Utah 84111
consumerprotection@utah.gov
<https://consumerprotection.utah.gov/>

VERMONT

Vermont Agency of Education
State Board of Education
120 State Street
Montpelier, VT 05620-2501
AOE.EdInfo@state.vt.us

Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001

VIRGINIA

State Council of Higher Education for Virginia
101 N. 14TH St.
James Monroe Building
Richmond, VA 23219
communications@schev.edu
<http://www.schev.edu/index/students-and-parents/resources/student-complaints>

Virginia Attorney General
Consumer Protection Section
202 North Ninth Street
Richmond, Virginia 23219
<https://www.oag.state.va.us/consumercomplaintform/form/start>

WASHINGTON

Washington Student Achievement Council
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
complaints@wasc.wa.gov
<http://wsac.wa.gov/protecting-education-consumers>

WEST VIRGINIA

West Virginia Higher Education Policy Commission
1018 Kanawha Blvd E., Ste 700
Charleston, WV 25301-2800

West Virginia Office of the Attorney General

Consumer Protection Division
PO Box 1789
Charleston, WV 25326-1789
<http://www.wvhepc.edu/wp-content/uploads/2014/10/Student-Complaint-Process-revised.pdf>

WISCONSIN

Wisconsin Educational Approval Program
PO Box 8366
Madison, WI 53708-8366
dspseap@wisconsin.gov
<https://dsps.wi.gov/Documents/EAComplaintForm3.01.doc>

WYOMING

Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050
<https://1ddlxtt2jowkvs672myo6z14-wpengine.netdna-ssl.com/wp-content/uploads/2018/08/Wyoming-Department-of-Education-Student-Complaint-Process.pdf>
<https://edu.wyoming.gov/>

Attorney General's Office
123 Capitol Building
200 W. 24th Street
Cheyenne, WY 82002

PUERTO RICO

Puerto Rico Council on Education
P.O. Box 19900
San Juan, PR 00910-1900
(787) 722-2121

Puerto Rico Department of Justice
P.O. Box 9020192
San Juan, PR 00902-0192

STUDENT SERVICES

Student Services

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

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

Orientation

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

Advisement

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

Website

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

Student Records

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

International Student Program

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

Outreach and Recruitment

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

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

Institutional Relations

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

Disabled Student Services

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

Housing

San Diego Global Knowledge University does not provide student housing and the school assumes no responsibility to find or assist a student in finding housing. However, the staff of SDGKU tries to provide limited assistance to students seeking suitable housing and help them in their transition in life in San Diego. Typical rent in Downtown San Diego is approximately:

- \$3500 - 4500 / month for a one-bedroom studio
- \$4500 - 6500 / month for a two-bedroom apartment

It is highly recommended that visiting students book or organize an accommodation with a minimum of one month prior to arrival. We hope the accommodations students obtain are safe and comfortable, and that students enjoy their stay in San Diego. For questions or help finding housing and/or adapting to living in the area, please contact SDGKU at (619) 934-0797.

Word of Caution: When dealing with private housing located from a private ad, it is highly recommended that students do not send money in advance, as scams have been reported in the past. Students are urged to wait until they have a chance to see the apartment or house before sending a deposit.

Quick facts:

- Check out www.padmapper.com
- Deposit (1 month's rent) is typical
- Rental agreements usually require a six-month, or month-to-month agreement. Be sure to inquire which is suitable for your length of stay and/or budget.

Some companies that provide Apartments & Rooms in San Diego near SDGKU:

-Vantaggio Suites: www.vantaggiosuites.com
Tel. (619) 595 0111

-Kamo Housing: www.kamohousing.com
Tel. (858) 750 3425

-Newport Place: www.newportplace.com
Tel. (858) 490 6282

-Avalon Apts: www.avaloncommunities.com
Tel. (866) 646 2664

-Market Street Square Apts:
www.marketstreetsquareapts.com
Tel. (619) 333-2554

ACADEMIC PROGRAMS

Academic Calendar

The SDGKU Annual Academic Calendar is comprised of 10 consecutive sessions, approximately 5 weeks per session duration. To view specific academic calendar dates, please refer to the Appendix.

Academic Year

The academic year consists of 2 semesters with about 15 or more weeks of instruction for each semester.

Credit Hour Definition

Semester hours are equivalent to the commonly accepted and traditionally defined units of academic measurement. Academic degree or academic credit-bearing distance education courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit. One credit/semester hour is 15 hours of academic engagement and 30 hours of preparation.

Grading Policies

The grading system that appears in the charts below governs grading symbols and computations for all undergraduate and graduate students of San Diego Global Knowledge University. All letter grades carry quality points and are computed in student GPA's.

Students receive a grade in each course for which they register and attend. Each

course syllabus indicates the relationship between course components and assignments in determining a final grade. Grades of plus (+) and minus (-) are used in determining a grade point average (GPA). Quality points, used in determining a grade average, are assigned as follows:

Grade Interpretation

Letter Grade	Numerical Grade		Grade Points
A	95-100	(Excellent)	4.00
A-	90-94		3.75
B+	87-89		3.35
B	83-86	(Good)	3.00
B-	80-82		2.75
C+	77-79		2.35
C	73-76	(Average)	2.00
C-	70-72		1.75
D+	67-69		1.35
D	63-66	(Poor)	1.00
D-	60-62		0.75
F	Failure		0

Other symbols

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

W	Withdrawal Grade	Not computed into CGPA
---	------------------	------------------------

Incomplete Grade

An Incomplete grade (“I”) is assigned as a temporary course grade for students that receive an extended period of time, for a justified reason, to complete course assignments. Students must request an incomplete grade and be approved by the university to receive an extension on submittal of remaining coursework. If the student does submit the coursework in the time period approved for the extension, the final course grade may be changed to an “F”. A grade change is contingent on the submittal of the remaining coursework.

Withdrawal Grade

A withdrawal grade (“W”) is assigned as a final course grade when a student withdraws from a course. Students that decide to withdraw should contact the Office of Admissions and Records as soon as possible to obtain a clearance. Failure to do so may result in an “F” being posted on their permanent record. A “W” is not computed into student’s CGPA.

Repeat Grade

A repeat grade (“R”) assigned as a final course grade to courses that have been retaken by a student. The higher course grade will be used in averaging the CGPA. Students also forfeit the credits.

Grading Guidelines

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

- The evaluation of students' performance in a course and the

appropriate grade is the responsibility of the instructor.

- Instructors should clearly explain in the course syllabus, grading criteria and the expectations on all written assignments or tests.
- Up to 2 days may elapse between SDGKU’s receipt of student assignments, project reports and forums before a response from the instructor is submitted.
- To prevent allegations of plagiarism on written assignments, students should be warned that all direct and indirect quotations from other sources should be properly acknowledged. The instructor should explain the extent to which the student's paper is expected to be independent of the references and clearly distinguishable from them.
- Instructors should be willing to give students an explanation of their grade. Instructors are expected to return graded assignments to students in a timely manner.
- Except for a clerical error in calculating a grade, instructors may not change a course grade after the grade has been submitted to the DAR via the SDGKU electronic system. This regulation is designed to protect the faculty from student pressure.

Attendance Policy

Students taking classes in an online format are expected to attend each week.

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

policy on deadlines for drop and withdrawal.

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

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

Distance Education Privacy Policy

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

Satisfactory Academic Progress

SDGKU's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program. The SAP standards are consistently applied to all students in establishing academic achievement within 150% (e.g. 67% of credits attempted) of the program. All students at SDGKU are full-time and enrolled with that designation. SAP standards apply to both Title IV and non-Title IV recipients. The SAP policy provides for consistent application of standards to all students within categories of students, e.g., full-time, part-time,

undergraduate, and graduate students, and educational programs established by the institution.

SAP Evaluation Periods

SDGKU's SAP standards measure a student SAP at the completion of every 12 credit hours scheduled during a minimum of 15 weeks for undergraduate and 9 credit hours scheduled during a minimum of 15 weeks for graduate students. The University can provide an academic grade report to each student, which will include grades earned in each course and credits attempted.

Maximum Time Frame

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

Quantitative Requirement Credit Completion

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

Minimum Credit Completed Requirement

Full Stack Development Immersive Certificate Program

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

Bachelor of Science in Global Management Program

Scheduled Credits	<u>1-12</u>	<u>13-24</u>	<u>25-36</u>
Attempted Credits	67%	67%	67%
CGPA	2.0	2.0	2.0
Scheduled Credits	<u>37-48</u>	<u>49-60</u>	<u>61-72</u>
Attempted Credits	67%	67%	67%
CGPA	2.0	2.0	2.0
Scheduled Credits	<u>73-84</u>	<u>85-96</u>	<u>97-108</u>
Attempted Credits	67%	67%	67%
CGPA	2.0	2.0	2.0
Scheduled Credits	<u>109-126</u>		
Attempted Credits	67%		
CGPA	2.0		

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

Scheduled Credits	<u>1-9</u>	<u>10-18</u>	<u>19-27</u>
Attempted Credits	67%	67%	67%
CGPA	3.0	3.0	3.0
Scheduled Credits	<u>28-36</u>	<u>37-45</u>	
Attempted Credits	67%	67%	
CGPA	3.0	3.0	

Qualitative Requirements

SDGKU measures qualitative progress on the basis of a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's Cumulative Grade Point Average (CGPA).

Academic Warning

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate evaluation level will receive written notification from the Office of the

DAR stating that he or she is being placed on Academic Warning. A student on Academic Warning status will have one semester or Title IV payment period to remedy deficiencies. If the student does not achieve SAP during this period, he or she will be placed on probation. During the Academic Warning period, a Title IV student will remain eligible to receive Title IV funds.

SAP Appeals, Probation, and Reinstatement

Students with Title IV financial aid who fail to make SAP must successfully appeal to be placed on probation. Therefore, if such student does not achieve SAP, the student cannot be placed on probation unless he or she successfully appeal. Appeal is a process by which a student who is not meeting SAP standards, petitions the school for re-consideration of his eligibility for FSA funds. In the submitted appeal, the student must explain why they failed to make SAP (including any mitigating circumstances), as well as explain what has changed in the student's situation that will allow them to meet SAP requirements at the next evaluation period. If applicable, documentation for mitigating circumstances should be submitted in the appeal and/or if specifically requested by the university.

Students who fail to meet SAP requirements after an Academic Probation period will be terminated by the University and are no longer eligible to receive Title IV funds. Students are permitted to appeal the termination for the University. A SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic Probation period. An approved appeal will require a defined

academic plan and an extended enrollment status; however, all credits and grades attempted will count towards the 150% of the program standard time frame.

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

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

- The rate of progress was slowed as a result of a physical disability or medical condition; or
- For other extenuating circumstances, such as:
 - COVID-19
 - Illness or injury afflicting the student during the enrollment period
 - An unavoidable change in the student's conditions of employment
 - An unavoidable geographical transfer resulting from the student's employment
 - An unanticipated difficulty of childcare arrangements during the enrollment period
 - Immediate family or financial obligations beyond the control of the student
 - Unanticipated active military service, including active duty or training
 - Discontinuance of the course/program by the university
 - Illness or death in student's immediate family

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

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

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

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

Transfer of Credit and its Effect on SAP

Transfer credit (TR) does not affect CGPA. A student receives credit only on their academic transcript. Regarding SAP, as student's transfer credit will be counted as both attempted and earned for the purpose of determining when the allowable maximum time frame has been exhausted.

Repetition of Courses and Grade Changes

Students are obligated to repeat a failed course if needed for graduation. Students may repeat any course to raise their GPA. For degree programs, the original grade entry will be changed to an (R) and the repeated course credits will be considered as credits attempted in computing the grade point average. When students repeat a failed course, the grade received is used to calculate the cumulative GPA. Both the original and repeat attempt will be counted in rate of progress calculation.

Any exception must be authorized by the OAA. For non-degree programs, students must re-start and repeat the entire program curriculum if previously withdrawn from the program.

Course Incompletes and its Effect on SAP

Incomplete (I) credits are counted as attempted, but not earned, and will be included in the calculation or the rate of the progression in determining SAP.

Withdrawals and its Effect on SAP

Withdrawal credits are counted as attempted, but not earned, and will be included in the calculation or rate of the progression in determine SAP.

Non-Credit, Remedial

Non-credit and remedial do not apply to this Institution. Therefore, these items have no effect upon the school's SAP standards.

Educational Objectives/Student Achievement/Standards

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

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

"Educational Objectives: A Guide for SDGKU Faculty, Instructors, Students and Community", SDGKU (2022-2023)

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

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

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

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

Through their action plan reports and essays they submit as part of their course work, they acquire and master skills in expository and creative writing, in the use of reasoning to solve complex real-life problems, and in synthesizing

interdisciplinary experiences and knowledge.

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

Non-degree, Academic Certificates Offered

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

- Full Stack Development Immersive

Degrees Offered

San Diego Global Knowledge University the following academic degrees:

Bachelor's Degree

- Global Management

Master's Degrees

- International Management
- Communication and Technology

Academic Regulations

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

Academic Suspension

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

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

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

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

Unauthorized Withdrawal

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

Leave of Absence

Students may request a leave of absence of no more than 180 days in any 12-months period from the university by notifying the Office of the Chief Academic Officer (CAO), at any time prior to the first day of class. If the student has a Title IV loan, the school must explain to him, prior to granting the LOA, the effects that his failure to return from an LOA may have on the loan repayment terms, including the expiration of the grace period.

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

Chief Academic Officer of the intention to terminate their leave at least one month before the beginning of their intended re-instatement.

Transfer of Credit Policy

Transfer of credit for appropriate work from another institution may be granted according to the policy established by SDGKU. No more than three-fourths of the credits required for the bachelor's program and no more than 20% of the credits required for the master's programs may be transferred from another institution. In most cases, transfer credits will not be possible unless the other institution offers a curriculum comparable to that of SDGKU's programs. The awarding of transfer credits is the sole responsibility of the Chief Academic Officer (CAO).

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

Graduation Requirements

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

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

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

Honors

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

Clearance for Graduation

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

Academic Freedom Policy

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

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

Student Ethical Behavior

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

Academic Honesty

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

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

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

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

Academic Dishonesty/Plagiarism

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

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

Student, Faculty, and Staff Conduct

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

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

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

Academic Program CIP and SOC Classifications

SDGKU classifies its academic programs using the Classification of Instructional Programs (CIP) code system of instructional programs. Its purpose is to facilitate the organization, collection, and reporting of fields of study and program completions.

In addition, it uses the Standard Occupational Classification (SOC) system to classify academic program graduates as potential workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of 867 detailed occupations according to their occupational definition. SOC is a federal statistical standard used by federal agencies.

Bachelor of Science in Global Management

CIP	SOC
52.0299 - Business Administration, Management and Operations, Other.	11-1021 - General and Operations Managers

Master of Science in International Management

CIP	SOC
52.1399 - Management Sciences and Quantitative Methods, Other.	11-9199 - Managers, All Other

Master of Science in Communication and Technology

CIP	SOC
11.1005 - Information Technology Project Management.	11-3021 - Computer and Information Systems Managers 11-9199 - Managers, All Other 15-1299 - Computer Occupations, All Other

Full Stack Development Immersive

CIP	SOC
11.0801 - Web Page, Digital/Multimedia and Information Resources Design.	15-1231 - Computer Network Support Specialists 15-1232 - Computer User Support Specialists

15-1221 - Computer and Information Research Scientists
15-1211 - Computer Systems Analysts
15-1212 - Information Security Analysts
15-1241 - Computer Network Architects
15-1242 - Database Administrators
15-1243 - Database Architects
15-1244 - Network and Computer Systems Administrators
15-1251 - Computer Programmers
15-1252 - Software Developers
15-1253 - Software Quality Assurance Analysts and Testers
15-1254 - Web Developers
15-1255 - Web and Digital Interface Designers
15-1299 - Computer Occupations, All Other
15-2031 - Operations Research Analysts
15-2051 - Data Scientists
15-2099 - Mathematical Science Occupations, All Other

NON-DEGREE, ACADEMIC PROGRAM

Full Stack Development Immersive

The Full Stack Development Immersive certificate program is designed to prepare students for entry-level full stack web developer careers. This 30-week immersion is delivered in 100% online or hybrid modalities, allowing students to communicate easily with their instructor and fellow classmates from the comfort of their own home, as well as in-person. The program consists of 24-credits (semester equivalent), comprising sixteen, 1-credit courses and four, 2-credit courses for a total program length of 30 weeks. The student workload for this program is a minimum of 1080 hours, where 360 hours is dedicated to contact work or instruction and 720 hours or more of outside study or preparation.

The program's in-depth curriculum provides training in every layer of a web application stack, from user interface to front-end, middle-tier, and back-end components, using popular coding languages such as HTML, CSS, JavaScript, jQuery, Node.js, React, Asp.net, and Python. Additionally, peripheral technologies and methodologies, including GitHub, Agile, and Scrum, are covered. Students in the program will develop skills in building websites and applications, starting with simple one-page structures and progressing to complex applications with integrations

to external data sources and mobile capability. They will also develop their projects in a setting that reflects the real-world environment of technology startups or departments at large technology companies. As part of the program, students will create a fully functioning online project accessible through mobile devices, as well as a professional portfolio documenting their work. The program is offered in online and hybrid modalities in the English language.

General Objective

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

Specific Outcomes

1. Define the concept of "Full Stack" in web development and the basic principles and rules of web design.
2. Describe some of the most used digital languages in industry, their strengths, and applications.
3. Explain data structure and system design techniques for solving problems in different environments and contexts.
4. Apply project management methodologies and skills of web development projects in a variety of organizational environments.

Requirements

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

- The corresponding SDGKU on-line Application for Admission through www.sdgku.edu
- Official transcripts of record from a high school recognized by the United States Department of Education or equivalent, including established

foreign high schools, if the institution offering the program documents that its minimum required courses of study, credits and content rigor are the same as those of a high school from an institution approved by the United States Department of Education

General Plan

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

Duration

Approximately 30 weeks

Course	Name	Credits
FSDI 101	Introductory HTML & CSS	1
FSDI 102	Intermediate HTML & CSS	1
FSDI 103	Programming Fundamentals	1
FSDI 104	JavaScript Fundamentals	1
FSDI 105	jQuery Fundamentals	1
FSDI 106	JavaScript and jQuery Solutions	1
FSDI 107	Introductory React	1
FSDI 108	Introductory Python	1
FSDI 109	Intermediate React	1
FSDI 110	Introductory Web API with ASP.net/Flask	1
FSDI 111	Intermediate Python and Flask	1
FSDI 112	Introductory Django	1
FSDI 113	Intermediate Django	1
FSDI 114	Algorithms and Data Structures	1
FSDI 115	User Experience and Responsive Design	1
FSDI 116	Software Development Methodology Fundamentals	1
FSDI 117	Agile Architecture and Software Project Management	2
FSDI 118	Capstone I: User Experience	2
FSDI 119	Capstone II: Agile Methodology and Architecture	2
FSDI 120	Capstone III: Project Management	2

FSDI Course Descriptions

Online and hybrid, in English. Class sessions are held at 1095 K Street, Suite B, San Diego, CA 92101.

Core Courses

FSDI 101: Introductory HTML & CSS (1 credit)

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

FSDI 102: Intermediate HTML & CSS (1 credit)

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

FSDI 103: Programming Fundamentals (1 credit)

This course teaches students how to program in Scratch, an easy-to-use visual programming language. In particular, the course will introduce students to the fundamental principles of computing and

will help them think like software engineers. Since programming is fundamentally about figuring out how to solve a series of problems and writing relating algorithms, a clear set of steps to solve any problem will be presented in this course. Students will learn how to develop an algorithm, progress to reading code, then understand how programming concepts relate to algorithms.

FSDI 104: JavaScript Fundamentals
(1 credit)

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

FSDI 105: jQuery Fundamentals
(1 credit)

This course presents the principles of jQuery and how it can make the process of writing scripts faster and easier. Students will learn how to take a series of common tasks that require many lines of JavaScript code to accomplish and wrap them into methods that can be called with a single line of code. In addition, students will be introduced to Ajax and Application Programming Interfaces (APIs), including new APIs that are part of HTML5 and those of sites like Google Maps.

FSDI 106: JavaScript and jQuery Solutions
(1 credit)

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

FSDI 107: Introductory React
(1 credit)

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

FSDI 108: Introductory Python
(1 credit)

This course presents the basic principles of Python, a general-purpose coding language that can be used for other types of programming and software development besides web development, in contrast to HTML, CSS and JavaScript. This includes back-end development, data science, and writing scripts among other things. Students will build a Python application

utilizing lists, if statements, if else statements, dictionaries, classes and functions. A particular focus will be given to testing and debugging a Python application for quality control purposes.

FSDI 109: Intermediate React

(1 credit)

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

FSDI 110: Introductory Web API with ASP.net/Flask

(1 credit)

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

FSDI 111: Intermediate Python and Flask

(1 credit)

This course is designed to teach students how to leverage the Flask micro web

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

FSDI 112: Introductory Django

(1 credit)

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

FSDI 113: Intermediate Django

(1 credit)

This course is designed to introduce students to more complex problems surrounding the development and deployment of a Django application. The user will gain intimate knowledge on how to build a more robust, secure and scalable application using the Django framework. Students will experience why Django is the most popular Python framework for web

development and a key tool for full stack developers seeking to use a framework that includes all the necessary features by default instead of offering them as separate libraries.

FSDI 114: Algorithms and Data Structures
(1 credit)

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

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

This course is focused on helping students build a complete design project from start to finish while applying the principals and guidelines of UX design, such as user testing and wire frames. Students will learn how responsive design is used to build and end product that will provide a good user experience across as many devices as possible. Their project will have Responsive Web Design (RWD) functionality that reflects dynamic changes to the appearance of a website depending on the screen size and orientation of the device being used to view it, as well as page elements that reshuffle as the viewpoint grows or shifts.

FSDI 116: Software Development Methodology Fundamentals
(1 credit)

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

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

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

Capstone Courses

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

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

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

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

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

This course concludes the Capstone series and Full Stack Development Immersive program. Students are required to finalize their Capstone projects, by implementing various programming principles presented in the program and by demonstrating their own ability to manage the development process and financial feasibility of their respective projects. Students will be launching their projects as live websites or applications that can be used to

demonstrate the competencies they acquired in the program at a minimum, and if possible, as fully functioning tools that provide value to society. Students are required to present their final projects to their peers and submit a written report to the instructor, simulating a real-life project rollout scenario to future employers.

BACHELOR OF SCIENCE DEGREE

Bachelor of Science in Global Management

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

General Educational Objective

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

continuous improvement of their work activities, organizations and communities.

Specific Educational Objectives

1. Explain the concept of globalization, its evolution and current importance.
2. Utilize general education knowledge and skills to inform decisions and identify solutions in a global organization.
3. Describe the role of comparative advantage in global business environments.
4. Explain the proliferation of new information and telecommunication technologies in the New Economy.
5. Apply the concept of international managerial leadership competence (IML) to improve organizational performance and effectiveness.
6. Apply the systems approach and methodology to solve the increasingly complex problems of organizations with a global perspective.
7. Explain the key dimensions of global competitiveness.
8. Describe a strategic business plan with a global perspective.

Requirements

Applicants for this degree program must submit the following documents:

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

General Plan

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

Duration

Approximately 4 years, 2 months

General Education

Mathematics

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

Humanities

Course	Name	Credits
ARTS 201	Intro to Art	3
PHIL 201	Intro to Philosophy and Ethics	3
HIST 201	World History	3
POLI 201	Political Science	3

Natural Sciences

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

Writing and Speech

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

Lower Division

Global Business

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

Global Management

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

Global Systems

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

Entrepreneurship

Course	Name	Credits
ENTR 301	Intro to Global Entrepreneurship	3

Marketing

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

Upper Division

Global Business

Course	Name	Credits
GBUS 401	Alternative Dispute Resolution	3
GBUS 402	Small Business Creation	3

GBUS 403	Business Plan Development 2	3
GBUS 404	Accounting	3
GBUS 405	Finance	3

Global Management

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

Global Systems

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

Entrepreneurship

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

Marketing

Course	Name	Credits
MARK 401	Global Advertising	3

Practicum

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

BSGM Course Descriptions

Online and hybrid, English and Spanish. Class sessions are held at 1095 K Street, Suite B, San Diego, CA 92101.

Symbols

200-499 Baccalaureate

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

General Education Courses

Mathematics

MATH 201: Algebra 1 (3 credits)

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

Prerequisite: None

MATH 202: Algebra 2 (3 credits)

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

Prerequisite: MATH 201

MATH 203: Quantitative Research Methods (3 credits)

Critical analysis of scientific research using sampling and inferences to global populations. Basic design and measurement techniques. Development and testing of scientific hypotheses and their effective communication through oral, written, and visual modes.

Prerequisite: MATH 202

Humanities

ARTS 201: Introduction to Art

(3 credits)

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

Prerequisite: None

PHIL 201: Introduction to Philosophy and Ethics

(3 credits)

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

Prerequisite: None

HIST 201: World History

(3 credits)

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

Prerequisite: None

POLI 201: Political Science

(3 credits)

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

Prerequisite: None

Natural Sciences

HLTH 201: Introduction to Public Health

(3 credits)

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

Prerequisite: None

ESCI 201: Environmental Systems

(3 credits)

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

Prerequisite: None

Writing and Speech

ENGL 201: Introduction to Composition

(3 credits)

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

Prerequisite: None

SPCH 201: Speech and Oral Communication

(3 credits)

This course covers concepts of communication, with emphasis on public speaking. It includes methods of

researching and outlining speeches, group discussion techniques, theories of interpersonal, nonverbal, and listening techniques, as well as issues of language use and perception.

Prerequisite: None

ENGL 202: Reading and Writing Analytically
(3 credits)

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

Prerequisite: ENGL 201

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

Global Business

GBUS 301: Introduction to Global Business
(3 credits)

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

Prerequisite: None

GBUS 302: Global Business Models
(3 credits)

This course examines various business models for global organizations, particularly focusing on emerging markets. Motivations for operating a firm globally,

financial strategies, and human resource challenges will also be discussed.

Prerequisite: GBUS 301

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

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

Prerequisite: GBUS 302

GBUS 304: Business Plan Development 1
(3 credits)

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

Prerequisite: GBUS 303

GBUS 401: Alternative Dispute Resolution
(3 credits)

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

Prerequisite: GBUS 304

GBUS 402: Small Business Creation
(3 credits)

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

implications for growth into international markets.

Prerequisite: GBUS 401

GBUS 403: Business Plan Development 2
(3 credits)

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

Prerequisite: GBUS 402

GBUS 404: Accounting
(3 credits)

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

Prerequisite: none

GBUS 405: Finance
(3 credits)

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

Prerequisite: GBUS 404

Global Management

MGMT 301: Principles of Global Management
(3 credits)

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

Prerequisite: None

MGMT 302: International Managerial Leadership
(3 credits)

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

Prerequisite: MGMT 301

MGMT 303: International Human Resource Management
(3 credits)

This course focuses on international human resource management (IHRM) within multinational enterprises (MNE's). It covers topics such as the development of IHRM, MNE and country culture, strategic IHRM, organizational structure and design, international joint ventures and cross-border mergers and acquisitions, labor standards, ethics and codes of conduct,

and global talent management, among other key topics.

Prerequisite: MGMT 302

MGMT 401: Strategic Management
(3 credits)

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

Prerequisite: MGMT 303

MGMT 402: Risk Management and Security
(3 credits)

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

Prerequisite: MGMT 401

MGMT 403: Production and Operations Management
(3 credits)

This course presents the fundamental principles for overseeing, designing, and controlling the various processes of production and business operations. Various case studies will be examined of

successful global business production and operations practices.

Prerequisite: MGMT 402

MGMT 404: Sustainability
(3 credits)

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

Prerequisite: MGMT 403

Global Systems

GSYS 301: Introduction to Global Systems
(3 credits)

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

Prerequisite: None

GSYS 302: Visioning and Creativity
(3 credits)

This course presents the importance of visioning at the individual and organizational levels, guidelines for implementing visioning programs and strategic plans, the concept of the “learning” organization, and the challenges involved in applying these concepts internationally and globally.

Prerequisite: GSYS 301

GSYS 303: Generational Dynamics
(3 credits)

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

Prerequisite: GSYS 302

GSYS 401: Systems Thinking and Approach
(3 credits)

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

Prerequisite: GSYS 303

GSYS 402: Information Systems and Technology
(3 credits)

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

Prerequisite: GSYS 401

GSYS 403: Global Competitiveness
(3 credits)

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

Prerequisite: GSYS 402

Entrepreneurship

ENTR 301: Introduction to Global Entrepreneurship
(3 credits)

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

Prerequisite: None

ENTR 401: Global Venture Development
(3 credits)

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

Prerequisite: ENTR 301

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

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

Prerequisite: ENTR 401

Marketing

MARK 301: Introduction to Global Marketing

(3 credits)

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

Prerequisite: None

MARK 302: Global Marketing Research

(3 credits)

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

Prerequisite: MARK 301

MARK 401: Global Advertising

(3 credits)

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

Prerequisite: MARK 302

Practicum

PRAC 401: Practicum 1

(3 credits)

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

Prerequisite: None

PRAC 402: Practicum 2

(3 credits)

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

Prerequisite: PRAC 401

MASTER OF SCIENCE DEGREES

Master of Science in International Management

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

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

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

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

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

General Educational Objective

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

Specific Educational Objectives

1. Analyze the concept of globalization, its evolution and current importance.
2. Evaluate the concept of international managerial leadership competence (IML) to improve organizational performance.

3. Analyze the systems approach to solve the increasingly complex problems of organizations with a global perspective.
4. Evaluate the key dimensions of global competitiveness.
5. Develop socially responsible business strategies with a global vision.

Requirements

Applicants for this degree program must submit the following documents:

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

General Plan

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

Duration

Approximately 1.5 years

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

MSIM Course Descriptions

Online and hybrid, English and Spanish. Class sessions are held at 1095 K Street, Suite B, San Diego, CA 92101.

Symbols

500+ post-baccalaureate

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

Core Courses

IM 501: Globalization and the New Economy
(3 credits)

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

Prerequisite: None

IM 502: Workforce Dynamics and Global Competitiveness
(3 credits)

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

Prerequisite: IM 501

IM 503: Systems Approach and Methodology
(3 credits)

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

Prerequisite: IM 502

IM 504: Strategic Vision and Planning
(3 credits)

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

challenges involved in applying these concepts internationally and globally.

Prerequisite: IM 503

IM 505: Leadership and Human Competence
(3 credits)

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

Prerequisite: IM 504

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

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

Prerequisite: IM 505

IM 507: Productivity and Health Management
(3 credits)

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

Prerequisite: IM 506

IM 508: Networked Organizations and Distance Activity
(3 credits)

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

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

in human networks, the e-organization, and the realities of managing virtual teams.

Prerequisite: IM 507

IM 509: Telecommunications and the Global Electronic Village
(3 credits)

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

Prerequisite: IM 508

IM 510: Benchmarking and Client Service
(3 credits)

The “New Economy” has motivated a new culture of good customer service and superior client-oriented performance. Total quality, Just-in-Time, re-engineering and other new management approaches advocate this concept as a strategic value crucial for success in the new competitive-cooperative environment we face today.

Managers must benchmark or learn from competitors to gain or maintain productive leadership. This Course presents the characteristics and requirements for developing a commitment to customer satisfaction, the concept and methodology of benchmarking, the principles for service excellence, and the implementation of client-relationship management systems.

Prerequisite: IM 509

IM 511: Managerial Excellence and Total Quality
(3 credits)

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

Prerequisite: IM 510

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

Globalization and intense competition have fueled the transfer of knowledge and free trade as never before. The process of identifying, negotiating, transferring, blending and adapting new technology is now an essential strategic component of the success of any organization or community. Effective managers must be capable of transforming know-how into marketable value that can sustain their leadership and prestige. This Course presents

the concept and practice of “commercial diplomacy,” the approach and protocols of international technology transfer and management, the realities and opportunities of electronic commerce and trade, and the strategic nature of knowledge protection and management.

Prerequisite: IM 511

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

Prerequisite: IM 514

Capstone Courses

IM 513: Directed Research I

(3 credits)

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

Prerequisite: IM 512

IM 514: Directed Research II

(3 credits)

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

Prerequisite: IM 513

IM 515: Directed Research III

(3 credits)

During this Course the student evaluates his/her Directed Research proposal, results and

Master of Science in Communication and Technology

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

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

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

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

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

General Objective

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

Specific Objectives

1. Analyze the impact of technology on globalization.
2. Evaluate the concept of distance activity competence in networked organizations to maximize performance.

3. Analyze the systems approach to implement appropriate new technologies to solve the increasingly complex problems of organizations with a global perspective.
4. Evaluate the key dimensions of client service and global competitiveness for networked organizations.
5. Develop technology- based strategies to increase performance and global market outreach of organizations.

Requirements

Applicants for this degree program must submit the following documents:

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

General Plan

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

Duration

Approximately 1.5 years

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

MSCT Course Descriptions

Online and hybrid, English and Spanish. Class sessions are held at 1095 K Street, Suite B, San Diego, CA 92101.

Symbols

500+ post-baccalaureate

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

Core Courses

CT 501: Globalization and the New Technology

(3 credits)

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

Prerequisite: None

CT 502: Distance Activity Management

(3 credits)

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

Prerequisite: CT 501

CT 503: Training and Development of Distance Activity Professionals

(3 credits)

This course presents the human and functional competencies required to train and develop professionals of distance

activity and networked collaboration in any organization or community of interest, including train-of-trainer skills and human/emotional skills to communicate and convince others of the many benefits of this growing collaborative modality ideally suited for “networked” organizations.

Prerequisite: CT 502

CT 504: Planning and Development of Distance Activity Collaboration Networks

(3 credits)

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

Prerequisite: CT 503

CT 505: Strategic Vision

(3 credits)

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

Prerequisite: CT 504

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

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

Prerequisite: CT 505

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

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

Prerequisite: CT 506

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

The concept and methodology of business continuity and risk management is presented in this course, with special emphasis on the factors involved in

technology-based communications systems. Strategies for managing and resolving conflict are also described and analyzed, including alternative dispute resolution techniques (arbitration, mediation, conciliation) and commercial diplomacy.

Prerequisite: CT 507

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

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

Prerequisite: CT 508

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

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

Prerequisite: CT 509

CT 511: Quality and Productivity
(3 credits)

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

Prerequisite: CT 510

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

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

Prerequisite: CT 511

Capstone Courses

CT 513: Directed Research I
(3 credits)

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

Prerequisite: CT 512

CT 514: Directed Research II
(3 credits)

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

Prerequisite: CT 513

CT 515: Directed Research III
(3 credits)

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

Directed Research and, in such a case, recommendation for candidacy to obtain the Master of Science Degree.

Prerequisite: CT 514

FACULTY

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

Miguel A. Cardenas, Ph.D.

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

Dr. Cardenas is Founder and President of San Diego Global Knowledge University. He is a graduate of San Diego State University, where he obtained a B.S. degree in Electrical Engineering “Summa Cum Laude”. He later attended UCLA, having been distinguished with the “Chancellor’s Teaching Fellowship,” a four-year award which represents the highest academic honor to an entering graduate student at the University of California system. There he completed a Master of Science degree in the field of Operations Research and a Ph.D. in Systems Engineering.

Dr. Cardenas served as a full-time faculty of the prestigious Systems Engineering Department at Case Western Reserve University in Cleveland, Ohio, where he was co-chairman of the first-ever regionalized international global modeling project called “Mankind at the Turning Point,” sponsored by the Club de Rome. This famous global project was the first to

coin and propose now widely recognized terms such as “globalization”, “interdependence” and “organic growth”. At that time, he also published the first textbooks on systems engineering and applications in the Spanish language. From 1977 to 1983, Dr. Cardenas served as chief government administrator (Oficial Mayor de Gobierno) and Secretary of Education and Social Welfare for the State of Baja California, Mexico. Dr. Cardenas has written and collaborated on numerous books and articles dealing with systems analysis, global dynamics, human networked collaboration, educational technology, managerial leadership, sustainability, synchronization, green energy, and English language proficiency as a work skill, pioneering terms and concepts such as global competency, dual curriculum, distance activity, international managerial leadership, organizational synchronization, and ETK.

He has presented seminars, workshops and courses on global themes for over 45 years, producing and delivering more than 220 of them via satellite, room-videoconferencing, and the Internet to audiences in all continents. He is a widely recognized innovator and global systems thinker. In October of 2009 he received an Honoris Causa Doctor Degree from Universidad Ricardo Palma in Lima, Peru, and in June of 2011 was named Special Adviser to Tianjin College of Commerce (TCC) in Tianjin, China.

Miguel A. Cardenas Jr., Ph.D.

Lead faculty for the Master of Science in International Management program

Dr. Cardenas, Jr. is Chief Academic Officer at SDGKU. His responsibilities include faculty and student academic review, academic assessment of programs and courses, as well as curricular planning and development. He holds a B.S. in Biochemistry and Cell Biology from Revelle College of the University of California, San Diego (UCSD), an M.S. in International Management from San Diego Global Knowledge University, and a Ph.D. in Leadership with an emphasis in business, organizational psychology, and international relations from the Alliant School of Management and the California School of Professional Psychology at Alliant International University.

He has extensive experience in global systems education, program development, and is a specialist in international business approaches and techniques, particularly “organizational synchronization”, a unique systemic framework for sustainability and global competitiveness. His areas of social science research include solar power and technology transfer, the global soccer industry, and global leadership competencies. In the area of biochemical science, Dr. Cardenas has led research studies analyzing benign prostate hyperplasia (enlarged prostate) and the ocular and nasal trigeminal detection of pungency effects of volatile organic compounds (VOC’s). Dr. Cardenas Jr. has a unique understanding of the different components of human behavior; from its most basic at the cellular and molecular levels (organic) to the more complex individual and group levels (organizations).

Patricia Escobar, Ph.D.

Faculty for the Bachelor of Science in Global Management program

Dr. Escobar has over 23 years of experience teaching business and finance university courses. She holds a Ph.D. in management and finance from Universidad Autonoma Popular in Puebla, Mexico and numerous diplomas and professional certification courses in curricular development, creation of instructional competencies, and pedagogical competencies in distance education. She has participated in both faculty and university administration roles, which provides her with an enriched perspective regarding curricular planning and instructional design.

Dr. Jorge Fernandez Osiris Arias, Ph.D.

Faculty for the Bachelor of Science in Global Management program

Dr. Fernandez is a visual artist and scholar. He is a Doctor in Art from the Polytechnic University of Valencia and has carried out research stays at the University of Barcelona, the National University of Cuyo, and the University of Murcia. As an academican, he has presented works at CENDEAC (Spain), Polytechnic University of Valencia, University of Chile, Autonomous Mexico State University, Autonomous University of Hidalgo, National Autonomous University of Mexico, National Library of Argentina, and the Autonomous University of Baja California. His academic work has

been published in Argentina, Chile, Spain, and Mexico.

Dr. Fernandez studied the Doctorate Art: Production and Research at the Polytechnic University of Valencia where he was part of the research team in Audiovisual Technologies. He also studied bachelor's and master's degrees in arts at the Autonomous University of Baja California (UABC) and at the University of Brasilia, respectively.

Dr. Fernandez has been a PECDA fellow in the discipline of photography and has been part of the support team for the production of contemporary art granted by the Tijuana Cultural Center (CECUT). In 2017 he obtained a scholarship from the Elías Fontes collection to study contemporary art production in Unexpected Relations. In 2016 he participated in the Contemporary Photography Program in Tijuana, Baja California.

Marco Antonio Hernandez-Lepe, Ph.D.

Faculty for the Bachelor of Science in Global Management program

Dr. Hernandez-Lepe holds a Ph.D, in Chemical-Biological Sciences from Universidad Autonoma de Ciudad Juarez, a master's degree in Molecular Biosciences from Universidad de Sonora, and a bachelor's degree in Chemical-Biological Clinical Studies from Universidad de Sonora. He has been a researcher at the Medical and Psychology School of the Autonomous University of Baja California since 2019. He has been recognized as an International Anthropometrist Level 2 by

the International Society for the Advancement of Kinanthropometry. His areas of research focus on personalized health, nutrition, sports, and chronic diseases.

Gerardo Arturo Galvan Rubio, Ph.D.

Faculty for the Bachelor of Science in Global Management program

Dr. Galvan has a bachelor's degree in Public Administration and Political Science, a master's degree in Business Administration, and a Ph.D. in Administrative Sciences from Universidad Autónoma de Baja California (UABC). He has taught at Universidad del Valle de Mexico and currently coordinates political science research at the college of administrative science, UABC Mexicali. His areas of research interest include the impact of government on society and the evolution of political science in the world today.

Rafael Gonzalez

Faculty for the Full Stack Development Immersive program

Mr. Gonzalez is a computer engineer with over 15 years of proven professional experience building software and applications. He has worked as a software engineer, business analyst, security consultant and has held the titles of director of software development and senior software engineering manager. He

has developed software that supports hundreds of millions of users worldwide and has developed key features in one of the three most used mobile operating systems in the world, amongst other projects. A strong supporter of software development best practices, agile frameworks and open-source technologies, he is passionate about sharing his knowledge and experience when it comes to software engineering.

Sergio Inzunza, Ph.D.

Faculty for the Full Stack Development Immersive program

Dr. Inzunza is a Full Stack Development Immersive professor at SDGKU. He has several years of experience teaching software development and software engineering courses for bachelors-level students. He has extensive professional experience in the field of software engineering having worked in various levels of software development for over 10 years. Dr. Inzunza has a bachelor's degree in Computer Engineering, a master's degree in and a Ph.D. in Engineering from Universidad Autónoma de Baja California. His research areas include: Software Engineering, Human-Computer Interaction and Recommender Systems.

Samantha Jimenez, Ph.D.

Lead Faculty for the Full Stack Development Immersive program and Faculty for the Bachelor of Science in Global Management

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

Mayra Nava, Ph.D.

Faculty for the Bachelor of Science in Global Management program

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

Briana Ochoa, M.S.

Librarian

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

Dr. María del Carmen Pérez

Faculty for the Bachelor of Science in Global Management program

Dr. Pérez has a Bachelor's degree in Philosophy, a master's degree in Teaching from Universidad Autónoma de Baja California (UABC), and a Doctorate in Education at Universidad Iberoamericana Tijuana. She has been a philosophy professor for twenty years at UABC and Head of the Humanities and Social Science Department at Universidad Iberoamericana Tijuana (2015-2018). She also was Dean of the Universidad Interamericana para el Desarrollo, Campus Tijuana, (2006-2012), and Director of Undergraduate Programs at Universidad Iberoamericana Tijuana (2013-2015).

Dr. Ana Cecilia Rico

Faculty for the Bachelor of Science in Global Management program

Dr. Rico holds a B.A. in International Relations from Instituto Tecnológico Autónomo de México (ITAM), a Master's degree in Modern Languages from Universidad Autónoma de Baja California, a Foundations of Positive Psychology Specialization from the University of Pennsylvania, and a Ph.D. in Language Science from Universidad Autónoma de Baja California where she graduated summa cum laude. She has designed and implemented training seminars based on the PERMA model of Positive Psychology to help university students develop soft skills. Dr. Rico incorporates the PERMA model to her lessons to enhance her students' academic experience and performance. She is passionate about building safe learning environments where students connect with each other and contribute to each other's growth.

Eric Rios, Ph.D.

Lead faculty for the Bachelor of Science in Global Management

Dr. Eric Rios has extensive experience as a teacher and researcher in the areas of marketing, business administration and economics. He earned a bachelor's degree in Marketing from La Universidad Tecnológica de México with an emphasis in Industrial Business Management, a master's degree in Business Administration from Universidad de las Américas, and a

Ph.D. in Economics from the Universidad Nacional Autónoma de Mexico (UNAM). He has worked as a researcher and faculty member for the Universidad Politécnica Metropolitana de Hidalgo and other private institutions, such as the Universidad de las Américas in Mexico City. He has served as consultant to several organizations, such as the BASOR company, in charge of the commercial area at the “Provision” Ophthalmology Center. He is also a Member of the National System of Researchers (National Council of Science and Technology) in Mexico.

Andres Mejia, Ph.D.

Faculty for the Full Stack Development Immersive program

Dr. Mejia is professor of the SDGKU Full Stack Development program. His responsibilities include course planning, curriculum design, and course lectures. He holds a Bachelor’s degree in Computer Engineering, a master’s degree in Engineering, as well as a Ph.D. in Engineering from the Universidad Autónoma de Baja California, Mexico. He has performed research in the discipline of Human-Computer Interaction, attempting to further adapt technology to the specific characteristics of their users and persons with some form of disability. In particular, users with deficiencies in their executive functions of working memory, cognitive flexibility and planning. He has presented his work in several international conferences and published in international scientific journals.

APPENDIX

2022 Academic Calendar

Start of Spring Semester	Monday, January 3
SESSION 1	Monday, January 3 - Sunday, February 6
MLK Holiday - no class	Monday, January 17
SESSION 2	Monday, February 7 - Sunday, March 13
Presidents' Day Holiday - no class	Monday, February 21
SESSION 3	Monday, March 14 - Sunday, April 24
Spring break Holiday - no class	Monday, April 11- Friday, April 15
SESSION 4	Monday, April 25 - Sunday, May 29
End of Spring Semester	Sunday, May 29
Memorial Day Holiday - no class	Monday, May 30
Start of Summer Sessions	Tuesday, May 31
SESSION 5	Tuesday, May 31 - Sunday, June 26
SESSION 6	Monday, June 27 - Sunday, July 31
Independence Day Holiday - no class	Monday, July 4
End of Summer Sessions	Sunday, July 31
Start of Fall Semester	Monday, August 1
SESSION 7	Monday, August 1 - Sunday, September 4
Labor Day Holiday - no class	Monday, Sept 5
SESSION 8	Tuesday, September 6 - Sunday, October 9
SESSION 9	Monday, October 10 - Sunday, November 13
Veterans Day - no class	Friday, November 11
SESSION 10	Monday, November 14 - Sunday, December 18
Thanksgiving Holiday - no class	Thursday, November 24 - Friday, November 25
End of Fall Semester	Sunday, December 18
Winter Break Holiday - no class	Monday, December 19 - Sunday, January 1, 2023

2023 Academic Calendar

Start of Spring Semester	Monday, January 2
SESSION 1	Monday, January 2 - Sunday, February 5
MLK Holiday - no class	Monday, January 16
SESSION 2	Monday, February 6 - Sunday, March 12
Presidents' Day Holiday - no class	Monday, February 20
SESSION 3	Monday, March 13 - Sunday, April 23
Spring break Holiday - no class	Monday, April 3- Friday, April 7
SESSION 4	Monday, April 24 - Sunday, May 28
End of Spring Semester	Sunday, May 28
Memorial Day Holiday - no class	Monday, May 29
Start of Summer Sessions	Tuesday, May 30
SESSION 5	Tuesday, May 30 - Sunday, July 2
SESSION 6	Monday, July 3- Sunday, August 6
Independence Day Holiday - no class	Tuesday, July 4
End of Summer Sessions	Sunday, August 6
Start of Fall Semester	Monday August 7
SESSION 7	Monday, August 7 - Sunday, September 10
Labor Day Holiday - no class	Monday, Sept 4
SESSION 8	Monday, September 11 - Sunday, October 15
SESSION 9	Monday, October 16 - Sunday, November 19
Veterans Day - no class	Saturday, November 11
SESSION 10	Monday, November 20 - Saturday, December 23
Thanksgiving Holiday - no class	Thursday, November 23 - Friday, November 24
End of Fall Semester	Saturday, December 23
Winter Break Holiday - no class	Sunday, December 24 - Monday, January 1, 2024