SOUTHERN STATES UNIVERSITY

GENERAL CATALOG

July 1st, 2016 – June 30th, 2017
Version 1.0

Main Campus:	**123 Camino de la Reina, Suite 100 East, San Diego, CA 92108** **Phone: (619) 298-1829**
Additional Location:	**1601 Dove Street, Suite 105, Newport Beach, CA 92660** **Phone: (949) 833-8868**
Learning Site:	**3252 Holiday Court, Suite 116, La Jolla, CA 92037** **Phone: (858) 453-8185**
Learning Site:	**919 Garnet Avenue, Suite 216, San Diego, CA 92109** **Phone: (858) 581-3969**

www.ssu.edu Email: info@ssu.edu

TABLE OF CONTENTS

MISSION STATEMENT 7

ACCREDITATION AND AUTHORIZATIONS 8

ACCREDITATION 8
AUTHORIZATIONS 8
CORPORATE STRUCTURE / STATEMENT OF LEGAL CONTROL 8

DESCRIPTION OF FACILITIES 10

OVERVIEW OF FACILITIES 10
San Diego – Main Campus 10
Newport Beach – Additional Location 10
La Jolla – Learning Site 10
Pacific Beach – Learning Site 10

INSTRUCTIONAL MODALITIES AND OPTIONS 11

ON CAMPUS RESIDENTIAL EDUCATION 11
ONLINE DISTANCE LEARNING 11

TUITION, FEES, INCIDENTAL PROGRAM COSTS 13

TUITION PAYMENT POLICIES 13
TUITION POLICY FOR QUARTERLY PAYMENT PLAN 13
STUDENT REFUND POLICY / STUDENT'S RIGHT TO CANCEL 14
FEDERAL AND STATE FINANCIAL AID PROGRAMS 16
SCHOLARSHIPS 23

INTERNATIONAL STUDENTS ON A STUDENT VISA 24

MAINTAINING LEGAL STATUS 25

SCHOLASTIC RULES, REGULATIONS, AND ACADEMIC POLICIES 27

ATTENDANCE 27
CREDIT/HOURS 27
UNDERGRADUATE AND GRADUATE GRADING SYSTEM 28
GRADE APPEALS POLICY 29

ACADEMIC INTEGRITY 30

ADMINISTRATIVE POLICIES AND PROCEDURES 32

STUDENT CODE OF CONDUCT - RIGHTS AND RESPONSIBILITIES 32
ADMINISTRATIVE DISMISSAL 33
LEAVE OF ABSENCE 34
WITHDRAWAL FROM A COURSE 34
WITHDRAWAL FROM THE UNIVERSITY 34
TRANSFER TO ANOTHER INSTITUTION 34
STUDENT RIGHTS AND PRIVACY 35
ACCESS TO STUDENT EDUCATION RECORDS 35
DIRECTORY INFORMATION 36
DRUG, ALCOHOL AND TOBACCO POLICIES 38
EMERGENCY RESPONSE AND EVACUATION PLAN 54
DISCIPLINARY PROCEEDINGS 54
VOLUNTARY CRIME REPORTING 54
VOLUNTARY, CONFIDENTIAL CRIME REPORTING 55
DRUG AND ALCOHOL ABUSE PREVENTION 55

Sexual Assault and Related Crimes 55
Establishing Time Frames for the Review Process 56
Student Grievance Policies and Procedures 64

STUDENT SERVICES 66

University Housing 66
Social Media 66
Academic Advising 66
Career Services 68
Libraries and Resource Material Center 69

UNDERGRADUATE PROGRAM 70

Bachelor of Business Administration (BBA) Program 71
Admission Rules and Standards 72
International BBA Students 72
Readmission to the BBA Program After Withdrawal or Dismissal 73
Bachelor of Business Administration (BBA) Program Courses 74
BBA Transfer Credits ..... **Error! Bookmark not defined.**
Non-Traditional Collegiate Education Transfer Credit, Including Military Experiential Credit 85

BBA SATISFACTORY ACADEMIC PROGRESS (SAP) 87

Policies on Satisfactory Academic Progress (SAP) 88
Academic Probation 88
SAP Dismissal 89
Satisfactory Academic Progress Dismissal Appeals Policy 90
BBA - Financial Aid Satisfactory Academic Progress 92

GRADUATE PROGRAMS 93

Master of Business Administration (MBA) 93
Master of Science in Information Technology (MSIT) 95
Admission Rules and Standards – MBA and MSIT 97
Additional Admissions Requirement for the M.S. Information Technology 97
International MBA and MSIT Students on a Student Visa 98
Readmission to a Graduate Program After Withdrawal or Dismissal 98
Graduate Courses 101
GRADUATE PROGRAM TRANSFER CREDIT 107
SATISFACTORY ACADEMIC PROGRESS (SAP) 109
Policies on Satisfactory Academic Progress (SAP) 110
Academic Probation 110
SAP Dismissal 111
Satisfactory Academic Progress Dismissal Appeals Policy 111
MBA - Financial Aid Satisfactory Academic Progress 113

INTENSIVE ENGLISH PROGRAM (IEP) 114

Intensive English Program Overview 114
Intensive English Program Attendance Policies and Federal Regulations 114
Placement and Orientation Procedures 115
Normal Academic Progress 117
INTENSIVE ENGLISH PROGRAM 120
ADMISSION RULES AND STANDARDS 120
Additional Requirements for International Students 120
Intensive English Program Course Descriptions 120

CERTIFICATES (UNDERGRADUATE LEVEL) 126

Certificate in Business Analysis 126
Certificate in Business Analysis Courses 127

CERTIFICATE IN BUSINESS COMMUNICATIONS 128
Certificate in Business Communications Courses *129*
CERTIFICATE IN FINANCE 130
Certificate in Finance Courses *131*
CERTIFICATE IN MANAGEMENT STUDIES 132
Certificate in Management Studies Courses *133*
CERTIFICATE IN MARKETING 134
Certificate in Marketing Courses *135*
INSTRUCTIONAL MODALITIES AND OPTIONS 136
ADMISSION RULES AND STANDARDS 137
Additional Admissions Requirements for the Certificate in Finance *137*
Additional Admissions Requirements for the Certificate in Management Studies *138*
Additional Requirements for International Students *138*
READMISSION TO A CERTIFICATE PROGRAM AFTER WITHDRAWAL OR DISMISSAL 138
SCHOLASTIC RULES, REGULATIONS, AND ACADEMIC POLICIES 140
ATTENDANCE 140
CREDIT HOURS 140
CERTIFICATE GRADING SYSTEM 141
GRADE APPEALS POLICY 142
COURSE LISTING 143
CERTIFICATES (UNDERGRADUATE LEVEL) 149
TRANSFER CREDIT 149

UNDERGRADUATE CERTIFICATES SATISFACTORY ACADEMIC PROGRESS (SAP) 150

POLICIES ON SATISFACTORY ACADEMIC PROGRESS (SAP) 151
ACADEMIC PROBATION 151
SAP DISMISSAL 152

CERTIFICATES (GRADUATE LEVEL) 154

CERTIFICATE IN BUSINESS ADMINISTRATION 154
Certificate in Business Administration Courses *155*
CERTIFICATE IN STRATEGIC MANAGEMENT 156
Certificate in Strategic Management Courses *157*
CERTIFICATE IN INFORMATION TECHNOLOGY 158
INSTRUCTIONAL MODALITIES AND OPTIONS 160
ADMISSION RULES AND STANDARDS 161
Additional Admissions Requirement for the Certificate in Information Technology *161*
International Certificate Students *162*
READMISSION TO THE CERTIFICATE PROGRAM AFTER WITHDRAWAL OR DISMISSAL 162
SCHOLASTIC RULES, REGULATIONS, AND ACADEMIC POLICIES 164
ATTENDANCE 164
CREDIT HOURS 164
CERTIFICATE GRADING SYSTEM 165
GRADE APPEALS POLICY 166
COURSE LISTING 167
TRANSFER CREDIT 172
GRADUATE CERTIFICATES SATISFACTORY ACADEMIC PROGRESS (SAP) 173
POLICIES ON SATISFACTORY ACADEMIC PROGRESS (SAP) 174
ACADEMIC PROBATION 174
SAP DISMISSAL 175

PROFESSIONAL PROGRAM 177

OVERVIEW 177
ATTENDANCE REQUIREMENT 177
PROFESSIONAL PROGRAM 178

ADMISSION RULES AND STANDARDS 178
Additional Requirements for International Students ..... ***Error! Bookmark not defined.***
READMISSION TO A PROFESSIONAL PROGRAM AFTER WITHDRAWAL OR DISMISSAL 179
COURSE DESCRIPTIONS 180

CATALOG SUPPLEMENT: 190

A MESSAGE FROM THE CHANCELLOR

Southern States University was first established over 30 years ago in Orange County, California and in 2005 was acquired by an education-focused corporation, which immediately re-directed the University and its programs to better reflect the needs of the global business community. Since January 2006, SSU grew from less than 10 students in one location to over 1,000 students studying in Degree Programs (BBA, MBA, MSIT), 8 Certificate Programs and 7 Non-credit Short-term Programs including an Intensive English Program at four campuses: three in San Diego (Fashion Valley, La Jolla & Pacific Beach) and one in Orange County (Newport Beach) in Southern California. The quality, depth and breadth of our faculty, students and staff have been steadily improving quarter-by-quarter, year-by-year, as evidenced by SSU achieving national accreditation in August 2010, by the Accrediting Council of Independent Colleges and Schools (ACICS).

Our mission is to educate the leaders of tomorrow, while preparing you to develop and achieve your personal and professional goals. Our Degree and Certificate Programs have been designed to train you to succeed in the business and digital information world, and to develop tomorrow's industry leaders. SSU also offers a world-class Intensive English Program to help non-native English speakers improve their English comprehension, reading, writing and speaking skills, and ultimately to prepare for University level studies.

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

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

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

Sincerely,

John D. Tucker
Chancellor

MISSION STATEMENT

Southern States University's mission is to offer competitive and professionally-recognized academic degree and certificate programs, to serve a culturally diverse student community, and to facilitate international awareness amongst our students. We are committed to improving our students' career options and opportunities, and will accomplish this by delivering cutting-edge content, teaching both the fundamental and advanced skills needed to succeed in today's competitive marketplace.

Educational Objectives:

The University:

- offers a focused set of programs to educate students in the fields of *Business, Information Technology,* and *English Language Learning* to help students improve their career options and proficiency in the English language;
- promotes critical thinking and intellectual inquiry, which enhance cultural, social, and professional development and opportunities;
- prepares students for meaningful communicative interaction in social, academic and professional environments by integrating research, critical thinking, writing and decision-making skills;
- creates a learning atmosphere that encourages students to develop the highest standards of ethical and professional behavior;
- provides students with a strategic understanding of the role of information and communication technologies by equipping students with information literacy and research skills for analyzing facts and ideas;
- integrates formal academic learning with practical experience by employing real-world case studies for use in analyzing business conditions, conceptualizing business problems and applying decision-making skills in professional environments;
- provides students with a understanding of the role of IT in organizations and the various technologies comprising the broader area of information technology, and their interworking.
- familiarizes international and non-native English speakers with the various facets of American culture, national and local economic and job market conditions;
- seeks to enhance English proficiency skills, particularly for non-Native English speakers;
- delivers instruction through classroom and distance learning methodologies.

ACCREDITATION AND AUTHORIZATIONS

Accreditation

Accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4223, (202) 336-6780 (telephone), (202) 842-2593 (facsimile), acics@acics.org, www.acics.org, to award an Associate degree, Bachelor degree, Master degree, provide an Intensive English Program and Business Certificates.

ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Authorizations

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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833, www.bppe.ca.gov, (888) 370-7589 (toll free), (916) 431-6959, (916) 263-1897 (facsimile).

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

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

Corporate Structure / Statement of Legal Control

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

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

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

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

1. Chairman of the Board – Carmen Junqueira Gomide

2. Secretary – Denise Mastro

3. Treasurer – Denise Mastro

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

DESCRIPTION OF FACILITIES

Overview of Facilities

The University's primary administrative and academic offices are located on its ***Main Campus*** at 123 Camino de la Reina, Suite 100 East, San Diego, CA, 92108. An additional location of the University is located at 1601 Dove Street, Suite 105, Newport Beach, CA 92660, and there is a campus addition in La Jolla located at 3252 Holiday Court, Suite 111, La Jolla, CA 92037 and a campus addition in Pacific Beach at 919 Garnet Avenue, Suite 216, San Diego, CA 92109. Prospective and enrolled students are invited to stop by and visit all of SSU's campus locations. Regular office hours are 9:00 am – 6:00 pm., Pacific Standard Time, Monday through Friday.

San Diego – Main Campus

The main facility is located centrally in Mission Valley, 10 minutes from downtown San Diego. The Main Campus occupies the bottom floor of a two-story building, which includes administrative offices, a student lounge, a computer laboratory, and a library.

Free parking is available on the surrounding streets and in the conveniently located shopping mall parking lot across the street from the school. Trolley and bus service are also conveniently located relative to this facility.

Newport Beach – Additional Location

The Newport Beach branch campus is located close to the John Wayne Airport, providing easy access from all points of Orange, San Diego and Los Angeles Counties. This Additional Location occupies the bottom floors of a two-story building, which includes administrative offices, library, conference room, student lounge, and classrooms.

This site is staffed with instructors and administrators who can assist students with all of their needs, and offers plentiful free on-site parking, as well as conveniently located bus service.

La Jolla – Learning Site

Southern States University has a campus addition in La Jolla at 3252 Holiday Court, La Jolla, CA 92037 (the reception area is in Suite 116). All administration and management for this location is directed from the Main Campus.

Pacific Beach – Learning Site

Southern States University has a campus addition in Pacific Beach at 919 Garnet Avenue, Suite 216, San Diego, CA 92109. All administration and management for this location is directed from the Main Campus.

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

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

INSTRUCTIONAL MODALITIES AND OPTIONS

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

- On-campus residential instruction
- Online distance learning

On Campus Residential Education

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

SSU offers the following programs in a classroom setting:

- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)
- Master of Science in Information Technology (MSIT)
- Certificates in Business Administration, Marketing, Strategic Management, Management Studies, Business Communications, Finance, Information Technology, and Business Analysis
- Intensive English Program (IEP) – beginner through advanced plus TOEFL Preparation, ABSD (Advanced Business Skills Development) and Accent Reduction/Pronunciation (2 hour Elective Class)
- Professional Program

Online Distance Learning

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

SSU offers online courses in the following degree and certificate programs:

- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)
- Master of Science in Information Technology (MSIT)
- Certificate in Marketing (Undergraduate)
- Certificate in Business Analysis (Undergraduate)
- Certificate in Business Communications (Undergraduate)
- Certificate in Finance (Undergraduate)

- Certificate in Management Studies (Undergraduate)
- Certificate in Business Administration (Graduate)
- Certificate in Strategic Management (Graduate)
- Certificate in Information Technology (Graduate)

Online Distance Learning will be administered at the Fashion Valley Campus (main campus).

Students may take up to 50% of the total required program classes via an online modality in all programs as listed above, except for the MBA program that can be completed up to 100% online.

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

International students residing outside the USA can enroll in the MBA program while completing it 100% online only.

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

- Windows XP or Vista, or Mac OS 10.x or above
- Internet access with a minimum 56KB/s modem speed. SSU recommends a high speed connection such as DSL or a cable modem.
- 1GHz or greater Pentium processor
- Sound Card and Speakers and/or headphones
- 8X or faster CD-ROM
- 512MB of RAM (or greater) is recommended
- Firefox 3 or Internet Explorer 5.0 or higher
- Microsoft Office or equivalent (Word, Excel and PowerPoint)
- PC, laptop, or tablet with video capability

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

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

TUITION, FEES, INCIDENTAL PROGRAM COSTS

Tuition, fees and incidental program costs are included in the Catalog Supplement, which is included as part of this Catalog and can be found on pages 136-161.

Tuition Payment Policies

Tuition Policy for Every Four Weeks Installment Payment Plan
Students on an every four weeks installment payment plan are required to make their payments by Thursday of the completion of 4 weeks from the last payment, and subsequent installment payments on the 4th Thursday. Students who pay after the due date will be subject to a 10% late fee. Starting on the 5th day, an additional $5 late fee will be charged per day. The Bursar will notify the student by email, with a copy to the University Registrar, that they will be dropped from their classes if they have failed to pay by the 15th day. Unless evidence of legitimate mitigating circumstances can be verified by the Bursar, after the 15th day, students who are still behind in their payments will be dropped from their current classes.

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

Tuition Policy for Monthly Installment Payment Plan
Students on a monthly installment payment plan are required to make their payments by the first day of each quarter, and subsequent installment payments on the 15th of the following month. Students who pay after the first day of the quarter (or after the 15th of the following months) will be subject to a 10% late fee. Starting on the 5th day, an additional $5 late fee will be charged per day. The Bursar will notify the student by email, with a copy to the University Registrar, that they will be dropped from their classes if they have failed to pay by the 15th day. Unless evidence of legitimate mitigating circumstances can be verified by the Bursar, after the 15th day, students who are still behind in their payments will be dropped from their current classes.

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

Tuition Policy for Quarterly Payment Plan
Students on a quarterly payment plan are required to make their payment by the first day of regular classes in each academic term. Students who pay after the first day of the quarter (or after the 15th of the following months) will be subject to a 10% late fee. Starting on the 5th day, an additional $5 late fee will be charged per day. The Bursar will notify the student by email, with a copy to the University Registrar, that they will be dropped from their classes if they have failed to pay by the 15th day. Unless evidence of legitimate mitigating circumstances can be verified by the Bursar, after the 15th day, students who are still behind in their payments will be dropped from their current classes.

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

At the student's option, SSU will accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

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

Student Refund Policy / Student's Right to Cancel

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

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

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

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

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

Refund Amount = All prepaid amounts – (non-refundable fees)

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

Refund Amount = [(all prepaid tuition for the courses being withdrawn from) x (weeks left to be completed / total number of weeks in quarter)] - (non-refundable fees)

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

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

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

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, 1-800-370-7589.

International Registration Fee

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

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

Federal and State Financial Aid Programs

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.

2. Be enrolled or accepted for enrollment as a ***regular student*** in an eligible degree or certificate program.

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

   Men exempted from the requirement to register include;

   - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);

   - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);

   - Males born before 1960;

   - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;

- Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

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

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

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

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

5. Sign certifying statements on the ***FAFSA*** stating that:

   - you are not in **default** on a **federal student loan**
   - do not owe a refund on a **federal *grant***
   - Sign the required statement that you will use federal student aid only for educational purposes

6. Maintain ***satisfactory academic progress (SAP)*** while you are attending college or a career school.

7. Be enrolled at least halftime to receive assistance from the Direct Loan Program.

8. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

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

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

2. Have a GREEN CARD

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

3. Have an ARRIVAL-DEPARTURE RECORD

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

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

4. Have BATTERED IMMIGRANT STATUS

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

5. Have a T-VISA

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

RETURN TO TITLE IV FUNDS POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Rounding:

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

Reentry within 180 days

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

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

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

Withdraw Before 60%

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

Withdraw After 60%

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

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

Scheduled Breaks:

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

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

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

The Calculation Formula:

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

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

COMPLETED DAYS
TOTAL DAYS IN THE PAYMENT PERIOD

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

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

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

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

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

100% minus percent earned = UNEARNED PERCENT

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

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

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

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

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

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

Order of Return

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

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

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

Post Withdraw

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

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

Institution Responsibilities

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

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

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

Overpayment of Title IV,HEA Funds

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

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

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

Refund vs. Return to Title IV

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

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

Veterans Benefits/Other Funding Sources

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

Incarcerated Applicants

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

Scholarships

Southern States University does not offer scholarships for any of its programs at this time.

INTERNATIONAL STUDENTS ON A STUDENT VISA

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

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

1. Official transcripts of the student's academic records (mark sheets) from all universities previously attended, evaluated by an NACES approved organization: (http://www.naces.org/member.htm), must be submitted to SSU. Both a copy of the official foreign academic record and an official English translation must be included.

2. Students in the United States on F-1 visas do not typically have employment authorization. U.S. Government regulations require international students to certify that they have sufficient finances to pursue their studies *without the need for employment*. Thus, international students should not expect to support themselves through employment while attending the university.

3. International students in good academic standing have the option to apply for CPT after completing at least one continuous academic year. Through CPT, students can work part-time (20 hours or less per week) or full-time (20 hours or more per week) in a job integrally related to their curricular field of study. Full-time CPT will only be authorized when classes are not in session or if the student is on their normal approved academic break quarter. CPT work authorization is granted by the DSO.

4. International students who complete their degree program studies, can qualify to apply for Post-Completion OPT. If approved for work authorization through OPT, students are required to obtain employment directly related to their field of study within 90 days of receipt of their Employment Authorization Document (EAD) card and can work full-time for up to one year. Students need to contact their DSO prior to filing the OPT documentation with USCIS. For more information, check the instructions for Form I-765 on the USCIS website**.** International students can start working as soon as they receive the EAD card.

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

5. Holders of F-1 student visas must maintain a full course of study and make normal academic progress, which is defined as follows:

    a. Undergraduate students: a minimum of three classes per academic term.
    b. Graduate students: a minimum of two classes per academic term.

English Documentation

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

Visa Services

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

International Students Transferring from Other Schools to SSU Must Provide:

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

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

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

Health Insurance

Health insurance is mandatory for students on F-1 visas enrolled in a MBA or BBA program. Such students must show proof of health insurance in order to be enrolled in classes.

Maintaining Legal Status

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

- have a valid passport;
- be enrolled as a full-time student and in attendance at the school that issued the Form I-20;
- report address changes within 10 days;

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

An international student attending on a student visa may be administratively dismissed from classes if that student fails to meet the terms and conditions of the visa. See page. 25 of this Catalog for the Administrative Dismissal policy.

SCHOLASTIC RULES, REGULATIONS, AND ACADEMIC POLICIES

Attendance

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

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

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

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

Credit/Hours

Southern States University uses a quarter credit system in which credit hour are awarded based on the assessment of the knowledge, skills, or competencies acquired. For traditionally delivered courses, each unit of credit is equivalent to, at a minimum, either one hour of classroom study and outside preparation, two hours of laboratory work, three hours of internship or practicum, or a combination of the three times the number of weeks in the term. For nontraditionally delivered courses, each unit of awarded credit is determined to ensure that at least an equivalent amount of work to that in a traditionally delivered course is required, so that the acquired levels of knowledge, skills, and/or competencies is at least equivalent to those acquired in a traditional format.

Undergraduate and Graduate Grading System

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

Grading Definition Explanations

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

- "R" - Repeat. Students may be required to, or may choose to repeat a class in order to improve academic performance. Undergraduate students may repeat up to four courses, Graduate students may repeat up to two courses, and Certificate students may repeat up to one course. Classes may only be repeated one time. Students may not repeat courses in which a grade of "B" or better has been earned. The new grade will be included in the GPA computation and the first attempt will be removed. The first attempt will be notated with an "R" on official transcripts, but will not be included into GPA calculations. Students will be charged the full tuition rate when repeating a course.

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

Computing Cumulative Grade Point Averages (GPA)

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

Grade Appeals Policy

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

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

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

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

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

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

ACADEMIC INTEGRITY

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

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

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

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

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

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

Academic Misconduct Appeals Policy

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

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

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

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

ADMINISTRATIVE POLICIES AND PROCEDURES

Student Code of Conduct - Rights and Responsibilities

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

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

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

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

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

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

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

Administrative Dismissal

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

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

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

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

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

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

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

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

Leave of Absence

A student who needs to interrupt his/her program at Southern States University for the current quarter may apply to the Office of the Registrar by completing a Request for Leave of Absence Form by the add/drop deadline. The leave of absence form if granted allows students to take a one quarter break.

You are eligible to file a Leave of Absence Petition if you:

- are an intentional English program who has completed as least one quarter.
- are an undergraduate who has completed at least one quarter at Southern States University
- are a graduate student who has completed at least one semester of graduate work at SSU;
- are in good academic standing (a leave of absence cannot be granted if you are on probation or have been disqualified); and
- are eligible to register (a leave of absence cannot be granted if you have a registration hold, such as a cashiers hold, library hold, etc.).

International students attending school on an F-1 visa must as a rule complete at least one academic year of courses before taking a leave of absence. F-1 students seeking a leave of absence prior to completing an academic year should consult with the Designated School Official (DSO) to see if any exceptions apply.

Withdrawal from a Course

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

Withdrawal from the University

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

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

Transfer to another Institution

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

International F1 students must consult with a DSO prior to withdrawing from any courses. Without being admitted to a new institution an F-1 student cannot decide to stop attending classes at SSU. Such action

would be a violation of the student's immigration status, and SSU would be required to terminate the student's SEVIS record. Once this occurs, the student would need to apply for re-instatement at the institution he/she wishes to transfer to.

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

Student Rights and Privacy

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

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

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

Access to student education records

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

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

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

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

Directory Information

FERPA has specifically identified certain information called directory information that may be disclosed without student consent. Southern States University has designated the following information as "Directory Information" within the provisions of Public Law 93-380 and the applicable regulations. This student information may be issued to potential or actual employers, governmental agencies, or other educational institutions by the University at their written request, unless and until a written objection to the release of such information is received from the student.

- Name of student;
- Birthplace and birth date of student (for positive identification);
- Student's address and phone number;
- Currently enrolled (Y/N)
- Dates of student's attendance at Southern States University;
- Certificates, degrees or other awards received by the student;
- Expected date of graduation;
- Most recent previous educational agency/institution attended by student.

For Student Employees:

- Department where employed;
- Employee status (i.e. Administrative Assistant, Marketing Assistant)

Policy on Online Student Verification

According to the U.S. Higher Education Opportunity Act of 2008, Southern States University needs to verify that a student who registers in our online course management system, Moodle, will be the same student who completes all course assessments as given in a course. At Southern States University, students in online and onsite courses are required to use Moodle, a secured online portal requiring a unique username and password, using the assigned Moodle username as given at the time of admissions at

the University. Consequently, individual instructors will be able to check the identity of a student by checking a student's activity record on Moodle which contains the IP address, login and access dates, and specific time spent on Moodle under different activities, such as online exams. There are no additional charges for this online verification process.

Identity Protection

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

Student Responsibility

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

Reasonable Accommodations / Disability

If you are interested in attending the School but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the School, and the types of accommodations available.

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

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

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

Drug, Alcohol and Tobacco Policies

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

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

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

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

The biennial review must also include a determination as to:

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

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

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

<u>Materials Reviewed:</u>

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

POLICY:

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

Federally Mandated Policy:

Distribution:

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

For Year 2015,

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

Alcohol-land Drug-Free Campus Workplace Policy Summary:

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

Student Use of Alcoholic Beverages:

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

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

Education:

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

Enforcement:

The Chancellor and the Dean of Students enforce policies and laws regarding alcohol and other drug use. Students and staff are referred to various agencies to receive help with drug or alcohol problems,

Summary:

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

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

Medical Marijuana:

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

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

Drug and Alcohol Abuse Prevention Information

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

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

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

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

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

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

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

Helpful Websites:

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

http://www.nida.nih.gov

DRUG FREE CAMPUS GUIDELINES

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

Policy:

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

Standards of Conduct:

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

The following shows the Federal penalties:

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	**First Offense:** Not less than 5 yrs, and not more than 40 yrs. If Death or serious injury, not less than 20 or more than life. Fine of not more than $2 million if an individual, $5 million if not an individual **Second Offense:** Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $4 million individual; $10 million other than individual.	5 kgs or more mixture	**First Offense:** Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $4 million if an individual, $10 million if not an individual. **Second Offense:** Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $20 million if not an individual. **2 or More Prior Offenses:** Life imprisonment
Cocaine Base (Schedule	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

PENALTIES		
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	**First Offense:** Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 million if not an individual. **Second Offense:** Not more than 30 yrs. If death or serious injury, not less than life. Fine $2 million if an individual, $10 million if not an individual
Flunitrazepam (Schedule IV)	1 gm or more	
Other Schedule III drugs	Any amount	**First Offense:** Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense:** Not more 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual
Flunitrazepam (Schedule IV)	30 to 999 mgs	

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

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	• Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than $4 million if an individual, $10 million if other than an individual individual	• Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than $8 million if an individual, $20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	• Not less than 5 years, not more than 40 years • If death or serous injury, not less than 20 years, not more than life • Fine not more than $2 million if an individual, $5 million if other than an individual	• Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than $4 million if an individual, $10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	• Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine $1 million if an individual, $5 million if other than an individual	• Not more than 30 years • If death or serious injury, mandatory life • Fine $2 million if an individual, $10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	• Not more than 5 years • Fine not more than $250,000, $1 million other than individual	• Not more than 10 years • Fine $500,000 if an individual, $2 million if other than individual
Hashish	110 kg or less		
Hashish Oil	1 kg or less		

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

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

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

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

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

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

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

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

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

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

Steroids (anabolic):
Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial air, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

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

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

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

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

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

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

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

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

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

The following campus safety measures are in place:

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

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

Security Policies and Crime Reporting Procedures

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

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

In terms of reporting crimes, SSU utilizes a spreadsheet that is maintained by the School's Campus Security Authority (CSA). All crime reporting is kept in a password protected, secure document data base. Records include, but are not limited to, copies of crime reports; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from local authorities; correspondence with the Dept of Ed regarding Clery Act compliance and the Violence Against Women Act (VAWA); and copies of notices to students and employees about the availability of the annual security report. All documentation is dated and easily retrievable.

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

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

Campus Security Authority

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

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

(I) John Tucker -- Chancellor
(II) Luke Martin - Compliance

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

Policies for Preparing the Annual Disclosure of Crime Statistics

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

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

Personal Safety and Crime Prevention Tips

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

Please see the following safety and crime prevention tips:

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

Purse/Wallet Safety

- Students should carry purses, portfolios or briefcases in a manner that will allow you to let go. Straps placed across your shoulder, around your neck or wrapped around your waist have caused injuries because women could not free themselves during a purse snatch.

- Always be aware of your surroundings and carry your pocketbook clasp toward you, close to your body, tucked in the bend of your elbow as if it were a football. If there is a long strap, wrap it around the bag.

- If someone attempts to snatch your pocket book, let go of it, especially if there is a weapon involved. When dining out, the only place for your purse should be your lap. The back of a chair is an easy target for a thief. Never carry a wallet in a rear pocket; use a front trouser or an inside coat pocket.

- Be particularly aware of your purse/wallet in crowded situations, such as rush-hour trains and buses. If you are jostled in a crowd, be aware that a pickpocket might be responsible. Beware of arguments or commotions designed to distract you while your pocket or purse is being picked.

- Minimize the amount of money, credit cards and valuables you carry by only taking items that are necessary for the day. Divide money between your purse/wallet and pockets. Carry your keys on your person separate from your identification

Walking - Be Street Smart

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

Elevator

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

Trolley and Bus

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

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

ATM

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

Violence Against Women Reauthorization Act (VAWA)

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

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

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

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

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

Summary of the Major Changes to the Clery Act Regulations:

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

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

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

Missing Student Notification Policy

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

Emergency Response and Evacuation Plan

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

Disciplinary Proceedings

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

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

Voluntary Crime Reporting

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

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

Voluntary, Confidential Crime Reporting

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

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

Drug and Alcohol Abuse Prevention

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

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

Sexual Assault and Related Crimes

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

SSU encourages the reporting of sexual misconduct that is prompt and accurate. This allows the school's directors to quickly respond to allegations and offer immediate support to the victim. SSU is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of the SSU community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from

occurring, SSU engages in ongoing prevention and awareness education programs. All incoming students and employees are required to receive educational materials about these subjects, and all members of SSU community are encouraged to participate in training focused on the prevention of sexual misconduct.

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

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

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

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

Establishing Time Frames for the Review Process

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

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

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

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

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

Evidence

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

Notification

Both parties must be notified simultaneously and in writing of:

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

Notification of findings

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

Sanctions

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

Retaliation

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

Where to Report All Acts of Sexual Misconduct/Violence

1. Filing a Complaint with SSU:

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

   (I) John Tucker - Chancellor

   (II) William Amoke – Dean of Students

   (III) Luke Martin - Compliance

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

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

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

   In addition, the Complainant may file a complaint with the appropriate State or Federal agency at any point during the process. A list of agencies can be found on page 11 and 14 of this policy handout.

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

Student Disciplinary and Employee Disciplinary Complaints:

Potential Outcomes under the Procedures:

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

2. Institutional Complaints:

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

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

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

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

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

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

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

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

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

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

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

Rape, Abuse, and Incest National Network (RAINN)
Toll-free Hotline: 1-800-656-HOPE
www.rainn.org

National Sexual Violence Resource Center
123 North Enola Drive
Enola, PA 17025

Phone: (717) 909-0710
Toll-free: 1-877-739-3895
www.nsvrc.org

Bystander Intervention Programs:

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

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

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

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

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

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

Registered Sex Offenders

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

Bias-Related Crimes

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

Definition of Bias-Related Crime

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

SSU's Policy for Dealing with Bias-Related Crimes

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

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

John Trucker-Chancellor of SSU

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

Preventing Bias-Related Crimes

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

Counseling and Support Services for Victims of Bias-Related Crimes

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

Crime Codes and Definitions

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

(I) Homicide:

(II) Manslaughter by Negligence: The killing of another person by gross negligence

(III) Murder and Non-negligence Manslaughter: The willful (non-negligent) killing of one human being by another

(IV) Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will where the victim is incapable of giving consent

(V) Forcible Rape: The carnal knowledge of another person, forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent incapacity.

(VI) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent incapacity.

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

(I) Consent: Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such

act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with development disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

(II) Consent, abbreviated**:** Clear, unambiguous, and voluntary agreement between the participating to engage in specific sexual activity.

(III) Domestic Violence: An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

(IV) Sexual Assault: According to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

(V) Stalking: The term stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to causes a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

Reporting Locations

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

(I) On-Campus : Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes

(II) Non-campus Buildings/Property: Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

(III) Public Property: All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street, other thoroughfare, or parking facility and is adjacent to a facility owned or controlled by the institution or the facility, and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

Policy of Non-Discrimination

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

Student Grievance Policies and Procedures

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

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

1. If a student has a grievance regarding services or academic procedures, the student must first take responsibility for resolving the grievance by talking with the party with whom they have a grievance. If the matter is resolved at this level (level one), it is considered an informal grievance and the University does not keep a record of the matter.

2. If the matter is not resolved at level one, the student may bring the matter to the attention of SSU administration. An administrator employing a fact gathering procedure in which both parties, and any third parties involved, are asked to review the facts of the matter investigates a grievance at this level. If it is an academic matter, the Vice Chancellor, Academic Affairs will act as mediator (or the Chancellor if the Vice Chancellor, Academic Affairs is an involved party). If it is an administrative matter, the Dean of Students or the Academic Advisor on campus will act as a mediator (or the Vice Chancellor, Academic Affairs if the Dean of Students or the Academic Advisor on campus is an involved party). If the matter is resolved at this level (level two), the University may provide the student with a written response and keep a record of the resolution, but it is still considered an informal grievance.

3. If the matter is not resolved at level two, the student may file a Formal Complaint. To do this the student obtains (from the University Registrar) a Student Complaint Form, completes it, and takes it to the Dean of Students or the Academic Advisor on campus to discuss his/her concerns. In this discussion the student should provide all of the facts and names of those who may be aware of the problem. The institution shall, within 15 days of receiving the complaint, act on the matter. A suggested resolution may be made and presented to both parties independently. If it is an

academic matter, the Vice Chancellor, Academic Affairs may suggest the resolution (or the Chancellor if the Vice Chancellor, Academic Affairs is an involved party). If it is an administrative matter, the Dean of Students or the Academic Advisor on campus may suggest the resolution (or the Vice Chancellor, Academic Affairs if the Dean of Students or the Academic Advisor on campus is an involved party). If this action resolves the complaint, then the resolution and the original complaint are filed and the matter is closed. If however the complaint remains unresolved, the matter proceeds to level four. The University also reserves the right to reject a complaint if it is determined to be unfounded. If the complaint is unfounded, the complainant shall be informed in a timely manner.

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

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

THE CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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

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

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

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

STUDENT SERVICES

University Housing

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

San Diego: http://www.apartmentguide.com/zip/92108-Apartments-For-Rent/?WT.mc_id=9027&WT.srch=1&ef_id=UU41lgAAAVshdp@z:20130613211515:

The average price of a 1 bedroom/1 bath in the Fashion Valley Area is: $1738.00
According to: https://www.rentometer.com/results/ZKM9_HBkBjk

Newport Beach: http://www.apartmentguide.com/zip/92660-Apartments-For-Rent

The average price of a 1 bedroom/1 bath in the Newport Beach Area is: $1632.00
According to: https://www.rentometer.com/results/52RxcRO6lww

Social Media

Today the social media is crucial to all kinds of businesses, but this is especially true in the education field. Social media allows SSU to be connected with prospective students, current students and alumni all around the world. Thus, various social media sites are used to facilitate the University's students' lives. The University posts events, job opportunities and promotes relations between students on social media sites such as on Facebook https://www.facebook.com/SSUfashionvalley?ref=hl and https://www.facebook.com/pages/Southern-States-University-Newport-Beach-Campus/135528006501702?ref=hl. On SSU's Facebook page students can exchange books, peruse job opportunities (including instructions for applying for these jobs) and/or socialize with other students. The University recommends its new students join this page to be apprised of all upcoming events at Southern States University.

Academic Advising

Mission and Purpose

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

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

Why Academic Advising is Important

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

Advising is available to help students

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

What Are the Students' Responsibilities Regarding Advising?

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

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

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

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

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

Where to Go For Academic Advising

San Diego Campus (Fashion Valley)
Academic Adviser
William Amoke
123 Camino De La Reina Suite 100 E
San Diego, CA 92108
(619) 298-1829

Newport Beach Campus
Academic Adviser
Casey Marshall
1601 Dove Street Suite 105
Newport Beach, CA 92660
(949) 833-8868

Career Services

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

Services provided include, but are not limited to:

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

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

Alumni Relations

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

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

Libraries and Resource Material Center

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

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

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

The library's circulating items include books, periodicals, audio, and video materials. Non-circulating items include Course Reserves and Reference Materials for use in the library. SSU Library Circulation Policy is posted on Moodle and on the Website. Library privileges start with the first day of the first enrollment quarter for students, and with the first day of employment for faculty and staff. Each borrower that uses his/her circulation privileges assumes full responsibility for all materials charged to his or her account and for knowledge and acceptance of library policies regarding borrowing materials from the library, including loan periods, renewals, returns, and fine rates.

UNDERGRADUATE PROGRAM

Southern States University offers two degree programs at the undergraduate-level: An Associate of Business Administration (ABA) that can be completed in two years and a Bachelor of Business Administration (BBA) that can be completed in four years.

Associate of Business Administration (ABA) Program

Southern States University's Associate of Business Administration is a two-year degree program that provides students with an academic foundation built upon general education and business courses at the lower-division level. The lower division introductory general education courses are designed to promote skills in critical-thinking, writing, reading, and communications in addition to the basic use of computers. Specifically, the program provides students with a basic knowledge and understanding of the humanities, arts, math, sciences, and social sciences; while the lower division introductory business courses are designed to provide students with a basic knowledge and understanding of business fundamentals and practices. The program is structured so that success in the lower division courses will improve the student's confidence and ability to succeed in the more challenging and focused upper division courses if a student wishes to transfer into a bachelor's program. This foundation in the program allows a graduate to explore a career in business. Successful completion of the program requires 90 Quarter Credits.

ABA Core Objectives:

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

- Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions;
- Understand how business practices shape and influence various stakeholder interests and relationships;
- Apply basic business knowledge and skills in the workplace for understanding various internal and external business components and their relationships so as to ascertain a company's overall strengths and weaknesses and determine how business practices might be improved;
- Have basic skills necessary to obtain at least an entry-level job in a business-related area within one year of graduation from the program.

Bachelor of Business Administration (BBA) Program

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

BBA Core Objectives:

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

- Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions;
- Identify the various stakeholders, components and issues involved in ethical business practices;
- Understand how business practices shape and influence various stakeholder interests and relationships;
- Understand the practices in and resources available to management, marketing, finance, and accounting functions, and the role each function plays in a business enterprise so as to promote an understanding of the practical interactions among them in determining an enterprise's economic viability;
- Analyze various internal and external business components and relationships so as to ascertain a company's overall strengths and weaknesses and determine how business practices might be improved;
- Have the skills necessary to obtain at least an entry level job in business within one year of graduation from the program.

Admission Rules and Standards

English Language Proficiency Policy for all Degree-Seeking Students

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard though one of the following:

- TOEFL (Test of English as a Foreign Language) result of 61 or above on the IBT (Internet Based Test), 500 or above on the PBT (Paper Based Test),
- IELTS (International English Language Testing System) result of 5.0 or above. Test scores more than two years old will not be accepted.
- (For applicants inside the U.S.) Achieve a score of at least 80% on SSU's English Placement Test (EPT). This test consists of listening, speaking, reading, and writing sections.
- Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 2.0 GPA for ABA and BBA program applicants, or 3.0 GPA for MBA program applicants, for at least one academic term.

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

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

- Complete and submit an Application for Admission
- Submit the non-refundable application fee of $100
- Provide verification of completion of a high school diploma (from a state-recognized school), High School Equivalency, or Certificate of Equivalency/Proficiency; diplomas from outside the U.S. must be evaluated by an NACES approved organization (http://www.naces.org/members.htm);
- Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (http://www.naces.org/members.htm);
- Submit a written, single-spaced essay of at least 500 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations

International Undergraduate Students

In addition to the above items, international students applying for an undergraduate program at SSU must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial

Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
- Copy of passport, including information page, Visa, and I-94 validity page;
- International students must show proof of medical insurance prior to the student's first day of their program. Failure to produce valid proof of insurance may result in an inability to enroll in classes and maintain status.

Readmission to the Undergraduate Program After Withdrawal or Dismissal

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

- Complete and submit an Enrollment Agreement and pay appropriate fees.
- Submit an updated resume
- Submit proof of health insurance
- Any other documents required for regular admission, unless SSU already has those documents on file
- Students who have been dismissed must submit a written, single-spaced essay of at least 1000 words addressing the details of the dismissal and explaining why and how the student believes readmission to the program will result in a successful outcome.

In addition to the above items, international students applying for readmission must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
- Copy of passport, including information page, Visa, and I-94 validity page;

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

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

Associate of Business Administration (ABA) Program Courses

First-Year Requirements **45 Quarter Credits**

General Education:

ENG 111	Composition and Rhetoric	4.5 Quarter Credits
HIST 101	US History I	4.5 Quarter Credits
HIST 102	US History II	4.5 Quarter Credits
MTH 125	College Algebra	4.5 Quarter Credits
SCI 110	Introduction to Physical Science	4.5 Quarter Credits
SPCH 111	Public Speaking	4.5 Quarter Credits

Business-Core:

BUS 101	Business Foundations and Analysis	4.5 Quarter Credits
CIS 111	Introduction to Business Information Systems	4.5 Quarter Credits
ECON 100	Macroeconomics	4.5 Quarter Credits
ECON 101	Microeconomics	4.5 Quarter Credits

Second-Year Requirements **45 Quarter Credits**

General Education:

HUM 110	Principles of Humanities	4.5 Quarter Credits
PHIL 111	Introduction to Ethics	4.5 Quarter Credits
POLS 155	Introduction to Political Science	4.5 Quarter Credits

Business-Core:

ACC 201	Accounting I	4.5 Quarter Credits
ACC 202	Accounting II	4.5 Quarter Credits
BUS 210	Business Law	4.5 Quarter Credits
BUS 220	Business Communications	4.5 Quarter Credits
MKT 110	Principles of Marketing	4.5 Quarter Credits
MTH 130	Business Statistics	4.5 Quarter Credits
MTH 135	Business Calculus	4.5 Quarter Credits

ABA Program Requirements

Required Courses	**Classes**	**Credits**
General Education Courses	9	40.5
Business-Core Courses	11	49.5
ABA Total Graduation Requirements	20	90

Bachelor of Business Administration (BBA) Program Courses

Lower Division General Education Requirements		**40.5 Quarter Credits**
ENG 111	Composition and Rhetoric	4.5 Quarter Credits
HIST 101	US History 1	4.5 Quarter Credits
HIST 102	US History 2	4.5 Quarter Credits
HUM 110	Principles of Humanities	4.5 Quarter Credits
MTH 125	College Algebra	4.5 Quarter Credits
PHIL 111	Introduction to Ethics	4.5 Quarter Credits
POLS 155	Introduction to Political Science	4.5 Quarter Credits
SCI 110	Introduction to Physical Science	4.5 Quarter Credits
SPCH111	Public Speaking	4.5 Quarter Credits

Lower Division Core Requirements		**49.5 Quarter Credits**
ACC 201	Accounting I	4.5 Quarter Credits
ACC 202	Accounting II	4.5 Quarter Credits
BUS 101	Business Foundations and Analysis	4.5 Quarter Credits
BUS 210	Business Law	4.5 Quarter Credits
BUS 220	Business Communications	4.5 Quarter Credits
CIS 111	Introduction to Business Information Systems	4.5 Quarter Credits
ECON 100	Macroeconomics	4.5 Quarter Credits
ECON 101	Microeconomics	4.5 Quarter Credits
MKT 110	Principles of Marketing	4.5 Quarter Credits
MTH 130	Business Statistics	4.5 Quarter Credits
MTH 135	Business Calculus	4.5 Quarter Credits

Upper Division General Education Requirements		**31.5 Quarter Credits**
ENG 305	Technical Writing	4.5 Quarter Credits
HIST 410	World History	4.5 Quarter Credits
HUM 305	Impact of Science Fiction on Historical and Modern Literature	4.5 Quarter Credits
HUM 405	European Humanities	4.5 Quarter Credits
MTH 305	Statistics	4.5 Quarter Credits
MTH 310	Finite Math with Applications	4.5 Quarter Credits
MUS 305	The History of American Music	4.5 Quarter Credits

Upper Division Core Courses **27 Quarter Credits**

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

The BBA program includes a Marketing Specialization:

Upper Division Marketing Specialization Courses **31.5 Quarter Credits**

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

Electives

BUS 497	Academic Internship	Variable Credit

BBA Program Requirements

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

Course Numbering

Southern States University's course numbering system differentiates courses that are appropriate for particular populations of students and helps advisers and students find appropriate courses by providing an indication of the expectations for the level at which the course is taught.

UNDERGRADUATE COURSES (100 to 499)

Courses within this range designate courses primarily for undergraduate students.

Lower-division Courses

Courses numbered at the 100 and 200 levels are lower-division courses designed for first- and second-year students. Courses numbered at the 100 level are generally designed for first-year students and normally do not have prerequisites. Courses numbered at the 200 level are generally designed for second-year students. Courses at the 200 level may be taken by any student; however, where course prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

Upper-division Courses

Courses numbered at the 300 and 400 levels are upper-division courses designed for third- and fourth-year students. Even though prerequisites may not be stated, such courses may expect special proficiency or maturity in the discipline and therefore, there is the expectation of previous experience in the discipline and third- or fourth-year class standing. Where course prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

GRADUATE COURSES (500 to 599)

Courses within this range designate courses primarily for graduate students.

Courses numbered at the 500 level are for graduate students. Within this level, even though prerequisites may not be stated, such courses may expect special proficiency or maturity in the discipline. Therefore, there is the expectation that students will complete courses numbered 500 through 519 before courses numbered 520 through 529; courses numbered 530 through 539 are generally designed for students who have completed courses numbered 500 through 529. Where prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

Prerequisites

The prerequisite system is designed to ensure that students have sufficient knowledge and ability to succeed in progressively more challenging courses. A student may petition for an exception to a prerequisite if the student can demonstrate sufficient knowledge or ability through another means (e.g., relevant prior course work, assessment levels, certification, license or work experience). A petition form may be obtained from the University Registrar.

Undergraduate Program Courses

Course Number	Course Title	Credits
ACC 201	Accounting I	4.5

This course analyzes and records business transactions manually. Emphasis is placed on understanding the accounting cycle, preparing financial statements, bank reconciliations, and payroll. Prerequisite: None

ACC 202	Accounting II	4.5

This is the second of two in-depth accounting courses. In this course, students focus on using accounting data to formulate business decisions. Topics include the value chain, job costing, manufacturing overhead allocation, activity based costing, cost behavior, cost-volume-profit analysis, pricing decisions, and the budgeting process. Prerequisite: ACC 201 or equivalent with a grade of "C" or better

BUS 101	Business Foundations and Analysis	4.5

This course provides a comprehensive view of today's dynamic American businesses and the global economy. Specific topics include starting a small business, satisfying customers, managing operations, motivating employees, building teams, managing information, managing financial resources, and exploring the ethical and social responsibilities of American businesses. Prerequisite: None

BUS 210	Business Law	4.5

This course surveys the legal environment of business organizations. It explores the sources of law and the constitutional basis of regulation, social and ethical influences, corporate responsibility, judicial and administrative systems, contracts, torts, agency, bankruptcy and consumer protection. Prerequisite: None

BUS 220	Business Communications	4.5

This course will help students to develop the ability to compose various types of business communications, with an emphasis on well-organized, clear, concise and persuasive letters, memos, and reports. Students will learn to analyze and to present both written and oral business communications, including those involved with seeking employment. Prerequisite: ENG 111 or equivalent with a grade of "C" or better.

BUS 480	Capstone	4.5

The capstone course will enable students to apply knowledge and skills gained from their core coursework. Students will use critical analysis towards case studies and situations that are likely to be seen in relevant and realistic business endeavors. Prerequisite: Completion of lower and upper division core courses.

BUS 497 Academic Internship Variable

A Faculty-supervised internship and applied learning experience related to a student's academic field of study, in a work environment. The course of study for an internship is designed to explore the application and practice of core theories learned in the BBA program in a business environment. Students are required to obtain an internship before being permitted to enroll in BU 497 and must consult with their Academic Advisor in order to be assigned a Faculty supervisor. Credits awarded for the internship are not based solely upon the hours "on the job" but include the amount and type of academic work the student is required to complete during the internship. Credits awarded are elective credits for which a student will receive a "P" or "NP" grade. Prerequisites: At least one academic year of undergraduate enrollment and good academic standing (at least a cumulative 2.0 GPA).

CIS 111 Introduction to Business Information Systems 4.5

This course will provide an introduction to software-based business applications. Components of the course will include data processing, spreadsheets, decision support systems, and databases. Students will acquire knowledge for the purpose of analyzing situations, and determining and applying the appropriate business information systems to address the issue(s) at hand. Prerequisite: None

ECON 100 Macroeconomics 4.5

This course introduces the principles and policies of macroeconomics, including the practical aspects of economic analysis as applied to supply and demand, national production, consumption, saving, taxation, inflation, employment and growth. Students will be exposed to graphical analysis and basic algebraic functions. Prerequisite: None

ECON 101 Microeconomics 4.5

This course introduces the principles of microeconomics as applied to supply and demand, price and output determination, market structures, government regulation, labor/management relations, distribution of income, and international trade. Students will also be exposed to graphical analysis and basic algebraic functions. Prerequisite: None

ENG 111 Composition and Rhetoric 4.5

This course emphasizes expository writing for academic and business purposes. It guides students in developing ideas and their expression, specific writing skills, correct sentence structure, and critical thinking. Students will learn several organizational or rhetorical forms, such as cause and effect, argumentation, comparison and contrast, and persuasion. They will read and analyze samples of various discourse styles or texts. They will also collaborate in pairs or groups to refine their skills in writing and editing. Prerequisite: None

ENG 305 Technical Writing 4.5

Technical Writing will assist students with various correspondence modes, for example: reports, proposals, and other communications that require particular formats. Students will learn communication processes across technological fields along with correct form and tonality. They will also learn how to conduct a job search by means of written and oral communications. They will review and practice technical writing skills, including logical sentence progression, and sentence structure for clarity and appropriateness. Prerequisite: ENG 111 or equivalent with a grade of "C" or better

FIN 305 Business Finance 4.5

Business Finance teaches students how to evaluate and process firm-related financial decisions. Topics that will be discussed include diversification, determination of risk and return and relational analysis with the financial markets. Students will also learn how to properly leverage a firm with debt and equity, and the time value of money. Prerequisite: ACC 201 and ACC 202 or equivalent with a grade of "C" or better.

HIST 101 U.S. History I 4.5

This course is a historical survey of the cultural, political, economic, and institutional forces and events that shaped the United States from its beginning through the period of the Reconstruction. Prerequisite: None

HIST 102 U.S. History II 4.5

U.S. History II is a survey of the cultural, political, economic, and institutional forces that have shaped the United States since 1877. The class focuses on the major historical events and figures up from that year to the present time. Prerequisite: HIST 101 or equivalent with a grade of "C" or better.

HIST 410 World History 4.5

This course traces the evolution of the world from antiquity (5000 B.C.E.) to present day with a cultured-centered view of both humanity and the environment and how the two have interacted throughout history. The emphasis in the course will be on how human cultures have searched throughout their history to strike a balance between constructive and destructive exploitation of their environments. Prerequisite: HUM 110 or equivalent with a grade of "C" or better.

HUM 110 Principles of Humanities 4.5

This course will underscore the learning process within the field of humanities. Students will use critical analysis to discuss literature, drama, music, architecture, painting, and sculpture, and how they pertain to various inter- and cross-cultural contexts. Prerequisites: None

HUM 305 Impact of Science Fiction on Historical and Modern Literature 4.5

This course will create a benchmark with science fiction against various forms of historical and modern literature. Students will be able to conduct a comparison between literature and science fiction using critical analysis and in-depth reading, writing, and exploratory activities. Prerequisite: ENG 111 or equivalent with a grade of "C" or better.

HUM 405 European Humanities 4.5

European Humanities will explore the historical influences that shaped literature, drama, music, architecture, painting, and sculpture from Prehistory to the Renaissance period. Prerequisite: HUM 110 or equivalent with a grade of "C" or better.

MGT 305 Operations Management 4.5

Operations Management will examine various organizational components that are essential within manufacturing and service environments. The course will examine several topics, including project management, layout management, forecasting techniques, total quality management, queue modeling and control, and enterprise and resource material planning. Prerequisite: BUS 101 and CIS 111 or equivalent with a grade of "C" or better.

MGT 310 Principles of Management and Organization 4.5

Principles of Management and Organization will expose students to managerial principles and functions, including planning, organizing, leading, staffing, and controlling. Students will also explore organizational functions that contribute to managerial comprehension and effectiveness. Prerequisite: BUS 101 or equivalent with a grade of "C" or better.

MKT 110 Principles of Marketing 4.5

Principles of Marketing will expose students to new concepts and practices that constitute the field of marketing. This course will examine marketing from the perspective of the consumer, the organization, and society, using the underlying components that are inherent within this field. Prerequisite: None

MKT 305 Marketing Fundamentals 4.5

The purpose of this course is to identify and explore the basic concepts and decision-making areas that are central to the general functioning of marketing management. Students will be introduced to conceptual analyses that will entail consumer and business-to-business marketing by focusing on the four functions of marketing: price, product, promotion, and distribution. Prerequisite: None

MKT 310 Consumer Behavior 4.5

This course will examine and apply the principles of consumer behavior to the development and implementation of marketing strategies. The course focuses on the impact of the new media on consumer information seeking, purchasing options, and decision making, while recognizing that consumers now have fast and convenient access to information about virtually any product or service they may wish to purchase. This course also investigates marketing ethics and social responsibilities. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 315 Global Marketing 4.5

This course explores various functions in the field of global marketing. Students will learn the political, legal and cultural environments that affect firms attempting to enter foreign markets. They will also analyze the proper leadership and organizational structure, promotional strategies, and marketing mix conducive to international success. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 320 Sales Strategies 4.5

This course will encompass the various methods and concepts that are used in successful sales strategies. Students will learn the various steps involved in the sales process, including client prospecting, successfully building relationships with customers, presentation skills, and communications following the close of a sale. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 405 Introduction to Marketing Research 4.5

Introduction to Marketing Research will help students determine the relationship between research and managerial decision making. The course will specifically analyze the research processes involved in marketing research, including the overall formulation and design of the procedures that encompass the steps surrounding a successful marketing study. Students will be able to apply these findings to a research project or a case analysis. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 411 Introduction to Advertising 4.5

This course exposes students to the basic points-of-view of the advertising manager, and familiarizes students with the areas of concern to the advertising professional. Particular focus will be placed on audience definition, market analysis, budgeting techniques, and campaign effectiveness. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 415 Services Marketing 4.5

"Services Marketing" involves various functions, including attributive marketing strategies that vary among firms that have alternate structures. Specific areas of interest in this course include service quality benefits, global service structure, service management, and entrepreneurial ventures and opportunities available in a variety of related organizations. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 420 E-Marketing 4.5

This course will examine the history of the Internet and explore its continuing impact on marketing in today's society. Students will define the relationship between the Internet and various marketing components, including the marketing mix, marketing research, and evolutionary business models that have gained prominence due to this recent innovation. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MTH 125 College Algebra 4.5

College Algebra will expose students to various numerical, analytical, and graphical approaches that pertain to the study or pre-calculus. Students will learn mathematical concepts, including logarithmical functions, complex numbers, sequential series, polynomial and binomial functions, and fractional analysis. Use of these functions will be applied towards various problems that have verifiable use in theoretical and real-world situations. Prerequisite: High School Algebra or Instructor Recommendation

MTH 130 Business Statistics 4.5

This course provides an introduction to the various methodologies involved with business statistics. Various topics will be covered in this course, including probability distributions, testing of hypotheses, correlation analysis, regression analysis, data description, and sampling. Prerequisites: MTH 125 or equivalent with a grade of "C" or better.

MTH 135 Business Calculus 4.5

This course will expose students to a multitude of mathematical concepts; particular attention will be paid to various components including differential, integral, and other functionary topics within calculus that are using for economic and managerial decision making. Students will also be exposed to analytic geometry, and linear algebra functions. Prerequisite: MTH 125 or equivalent with a grade of "C" or better

MTH 305 Statistics 4.5

This course provides an introduction to advanced methods in statistics. Various topics are covered in this course, including hypothesis testing of one sample and two samples, analysis of variance, chi-square tests, non-parametric tests, correlation analysis, simple linear regression analysis, multiple linear regression analysis, and time series forecasting. Various statistical applications are presented with the use of statistical software. Prerequisite: MTH 125 and MTH 130 or equivalent with a grade of "C" or better

MTH 310 Finite Math with Applications 4.5

Math 310 exposes students to several important areas of mathematics which "run parallel" to those of calculus. While the latter subject traditionally uses the machinery of continuity, limits, derivatives, and integration to solve applied problems, finite math uses sets of discrete quantities, sequences, matrices, and difference equations to do the same. Math 310 picks up the coverage of the material at the point where they were left off in Math 125 and continues with some other more advanced topics (Markov Processes, Game Theory, etc.), suitable for an upper division course. Prerequisite: MTH 125 or equivalent with a grade of "C" or better

MUS 305 The History of American Music 4.5

The History of American Music will provide an in-depth background of American music. It will begin with an introduction to folk music and follow the evolution of music through different periods, from the pre-colonial times to current modern music. Prerequisites: HUM 110 or equivalent with a grade of "C" or better.

PHIL 111 Introduction to Ethics 4.5

This course will address various issues related to morality and ethics, and theoretical topics, including value, virtue, and vice. Students will learn how to analyze and critique literature specifically related to the schools of philosophy and how to relate these topics to issues in their own ethical position. Prerequisite: None

PHIL 305 Business Ethics 4.5

Business Ethics will analyze ethical issues and their impact on theoretical and applied business practices. The course will involve various literary models that will be used to apply new perspectives and ideas to the field of business ethics and individual decision making. Moral analyses will also be conducted to determine the effects on overall professional and personal development. Prerequisite: PHIL 111 and BUS 101 or equivalent with a grade of "C" or better.

POLS 155 Introduction to Political Science 4.5

Introduction to Political Science will explore the nature of government and the dynamics of politics. Students will be exposed to various areas concerned with politics, including political change and instability, ideological analyses, governmental bodies, conflict within political institutions, and the relationship between politics and the economy. Prerequisite: None

SCI 110 Introduction to Physical Science 4.5

This course will give students an introduction to various attributes of the physical sciences, including, astronomy, physics, chemistry, and overall earth analysis. Particular focus will be given to fundamental analysis of these concepts, and how past, current, and future research can be applied to problems that are inherent within these fields. Prerequisite: None

SPCH 111 Public Speaking 4.5

This course introduces students to rhetoric in oral discourse and includes the principles, theories, and practices of speech communication in interpersonal, small group, and public situations. Students will learn the components of speech organization, audience analysis, delivery, and presentation. Prerequisite: None

Transfer Credit – Associate and Bachelor Programs

Internal Transfers

All credits earned in SSU's Associate of Business Administration are internally transferable to SSU's Bachelor of Business Administration (BBA) program. All grades and GPA points will carry over to the new program, subject to all Catalog policies.

External Transfers

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

- Originating school must operate with approval of the regulatory agency of the state in which it is located, and have accreditation recognized by the USDE (or equivalent);
- Course descriptions, as detailed in the catalog or syllabi of the originating institution, are comparable to SSU courses;
- Courses must be completed with a minimum GPA of 2.0;
- Coursework must have been completed within seven years of making application to Southern States University;
- Credit value of completed coursework (or clock hours) cannot be less than that required by Southern States University (semester credits are converted to quarter credits by multiplying by 1.5, i.e., 3 semester credits multiplied by 1.5 equates to 4.5 quarter credits).

Students may transfer no more than 67.5 quarter units into the ABA program and no more than 135 quarter credits to the BBA program. Note that no more than seventy-five (75) percent of SSU's undergraduate degree program can be completed through a combination of (a) transfer and (b) any other award of credit. No more than 50% of SSU's undergraduate degree programs can be completed via the online modality. A minimum of twenty-five (25) percent (22.5 credits in the ABA program and 45 credits) of the program must be completed at Southern States University via the on-campus residential education modality.

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

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

SSU accepts non-traditional collegiate education in the form of transferable credits that can be applied towards Associate's or Bachelor's degrees. A student may transfer a maximum of 36 credits in the ABA program and a maximum of 72 credits from a non-traditional setting using the following options:

- A maximum of 36 credits in the ABA program and 72 credits in the BBA program may be earned through the College Level Examination (CLEP)
- A maximum of 13.5 credits in the ABA program and 27 credits in the BBA program may be transferred from the following programs:
  - ❖ Defense Activity for Non-Traditional Education Support (DANTES) independent study/credit by examination courses
  - ❖ Excelsior College Examinations

- ❖ Credit that has been recommended by the American Council on Education. This is listed in the ACE National Guide to College Credit for Workforce Training
- A maximum of 22.5 credits in the ABA program and 45 credits in the BBA program may be transferred from prior military coursework or experience. Coursework or experience must be evaluated by the American Council on Education.

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

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

The University does not guarantee transfer of credits.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

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

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

Program	Credits Required for Graduation	Maximum Time Frame	Maximum Credit Hours
ABA	90	3 Years	135 Credit Hours
BBA	180	6 Years	270 Credit Hours

The following measurements are used to determine Satisfactory Academic Progress:

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

Program	Total Required Credits Attempted	Percentage of Total Required Credits Attempted	Minimum Cumulative GPA	Minimum Successful Completion Rate
ABA	22.5	25%	2.0	55%
	45	50%	2.0	60%
	67.5	75%	2.0	64%
	90	100%	2.0	67%
BBA	45	25%	2.0	55%

	90	50%	2.0	60%
	135	75%	2.0	64%
	180	100%	2.0	67%

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

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

Policies on Satisfactory Academic Progress (SAP)

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

Same as, or Stricter Than

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

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

Academic Probation

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

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

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

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

SAP Dismissal

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

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

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

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

Satisfactory Academic Progress Dismissal Appeals Policy

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

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

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

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

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

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

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

Qualifying Appeals

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

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

BBA - Financial Aid Satisfactory Academic Progress

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

Financial Aid Ineligibility

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

Financial Aid Probation

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

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

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

GRADUATE PROGRAMS

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

Master of Business Administration (MBA)

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

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

- Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions;
- Employ both quantitative and qualitative methodologies to examine the global business environment within which successful multinational firms operate;
- Explore relevant theories and practical solutions to different problems that continue to confront business managers in various settings;
- Develop a successful business model employing knowledge of the various business and management components and constructs, strategic initiatives, and leadership principles currently used in global business environments;
- Have the skills necessary to obtain at least a mid-level job in business within one year of graduation from the program.

Master of Business Administration (MBA) Program

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

The MBA program provides an International Business Specialization:

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

Electives

BU-597	Academic Internship	Variable Credit

MBA Program Requirements

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

Master of Science in Information Technology (MSIT)

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

MSIT Core Objectives:

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

- Demonstrate a good understanding of the role of IT in organizations and the various technologies comprising the broader area of information technology, and their interworking.
- Demonstrate understanding of the information systems life–cycle.
- Design a web information system using client–side and server–side scripting.
- Explain the technologies and issues in an e–commerce system.
- Describe the technologies and various models in cloud computing.
- Demonstrate a good understanding of big–data and data analytics techniques.
- Describe security vulnerabilities, and measures and technologies to secure an information system.
- Explain the technologies and procedures in carrying out computer forensics.
- Describe the ethical issues in information systems and measures to address them.
- Exhibit information systems project management skills.
- Design a complete IT system with database, networking, and other technologies and tools comprising IT.
- Have the skills necessary to obtain at least a mid-level job in an IT-related position within one year of graduation from the program.

Master of Science in Information Technology (MSIT) Program

MSIT Required Courses		56 Quarter Credits
IT-500	IT Foundations	2.0 Quarter Credits
IT-501	Information Technology Systems	4.0 Quarter Credits
IT-502	Systems Analysis and Design	4.0 Quarter Credits
IT-510	Database Systems	4.0 Quarter Credits
IT-511	Advanced Database Systems	4.0 Quarter Credits
IT-513	Computer Networks	4.0 Quarter Credits
IT-516	Web Information Systems	4.0 Quarter Credits
IT-517	Electronic Commerce Systems	4.0 Quarter Credits
IT-520	Information Security	4.0 Quarter Credits
IT-530	Cloud Computing	4.0 Quarter Credits
IT-531	Data Analytics	4.0 Quarter Credits
IT-532	Computer Forensics	4.0 Quarter Credits
IT-533	Ethical Issues in IT	4.0 Quarter Credits
IT-599	IT Capstone Project	6.0 Quarter Credits

MSIT Program Requirements

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

Admission Rules and Standards – MBA and MSIT

English Language Proficiency Policy for all Degree-Seeking Students

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard though one of the following:

- TOEFL (Test of English as a Foreign Language) result of 61 or above on the iBT (Internet Based Test), 500 or above on the PBT (Paper Based Test),
- IELTS (International English Language Testing System) result of 5.0 or above. Test scores more than two years old will not be accepted.
- (For applicants inside the U.S.) Achieve a score of at least 80% on SSU's English Placement Test (EPT). This test consists of listening, speaking, reading, and writing sections.
- Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 2.0 GPA for BBA program applicants, or 3.0 GPA for MBA program applicants, for at least one academic term.

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

Students applying for admission to the graduate MBA and MSIT programs are required to satisfy the following admission requirements:

- Complete and submit an Enrollment Agreement and pay appropriate fees.
- Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution, and submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, **transcripts from outside the U.S. must be evaluated by an NACES approved organization** (http://www.naces.org/members.htm);
- Submit a written, single-spaced essay of at least 1000 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations
- Submit two official Letters of Recommendation (professional or academic references only)
- Provide a current resume

Additional Admissions Requirement for the M.S. Information Technology

In addition to the above items, a student applying to the *M.S. Information Technology must submit the following:*

- Provide verification of at least one math course at the undergraduate-level beyond college algebra with a grade of B or better.

International MBA and MSIT Students on a Student Visa

In addition to the above items, international students on a student visa applying for admission to the MBA or MSIT programs must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement or bank letter not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
- Copy of passport, including information page, Visa, and I-94 validity page;
- International students must show proof of medical insurance prior to the student's first day of their program. Failure to produce valid proof of insurance may result in an inability to enroll in classes and maintain status.
- ***International Students are only eligible for certain programs approved by Student and Exchange Visitor Program. Please check with the admissions office before applying.**

Readmission to a Graduate Program After Withdrawal or Dismissal

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

- Complete and submit a new Application for Admission
- Submit the non-refundable application fee of $100
- Submit an updated resume
- Submit proof of health insurance
- Any other documents required for regular admission, unless SSU already has those documents on file
- Students who have been dismissed from the University must submit a written, single-spaced essay of at least 1000 words addressing the details of the dismissal and explaining why and how the student believes readmission to the program will result in a successful outcome.

In addition to the above items, international students on a student visa applying for readmission must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
- Copy of passport, including information page, Visa, and I-94 validity page;

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

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

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

Course Numbering

Southern States University's course numbering system differentiates courses that are appropriate for particular populations of students and helps advisers and students find appropriate courses by providing an indication of the expectations for the level at which the course is taught.

UNDERGRADUATE COURSES (100 to 499)

Courses within this range designate courses primarily for undergraduate students.

Lower-division Courses

Courses numbered at the 100 and 200 levels are lower-division courses designed for first- and second-year students. Courses numbered at the 100 level are generally designed for first-year students and normally do not have prerequisites. Courses numbered at the 200 level are generally designed for second-year students. Courses at the 200 level may be taken by any student; however, where course prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

Upper-division Courses

Courses numbered at the 300 and 400 levels are upper-division courses designed for third- and fourth-year students. Even though prerequisites may not be stated, such courses may expect special proficiency or maturity in the discipline and therefore, there is the expectation of previous experience in the discipline and third- or fourth-year class standing. Where course prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

GRADUATE COURSES (500 to 599)

Courses within this range designate courses primarily for graduate students.

Courses numbered at the 500 level are for graduate students. Within this level, even though prerequisites may not be stated, such courses may expect special proficiency or maturity in the discipline. Therefore, there is the expectation that students will complete courses numbered 500 through 519 before courses numbered 520 through 529; courses numbered 530 through 539 are generally designed for students who have completed courses numbered 500 through 529. Where prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

Prerequisites

The prerequisite system is designed to ensure that students have sufficient knowledge and ability to succeed in progressively more challenging courses. A student may petition for an exception to a prerequisite if the student can demonstrate sufficient knowledge or ability through another means (e.g., relevant prior course work, assessment levels, certification, license or work experience). A petition form may be obtained from the University Registrar.

Graduate Courses

Course Number	Course Title	Credits
BU-500	Quantitative Business Fundamentals	3.0

Business management requires a knowledge of quantitative and analytical decision-making methodologies for gathering, organizing, analyzing, and evaluating data and information. This MBA Orientation course is designed to provide students with an introduction to the foundational analytical concepts and quantitative methodologies in the areas of finance, accounting, economics, and statistics. This course is not designed to substitute for the traditional full courses in Accounting, Economics, Finance and Statistics that are part of SSU's MBA program; it covers the analytical frameworks in these disciplines and supplies an appropriate quantitative preparation essential to ensuring that students are "up-to-speed" and prepared for SSU's required MBA program courses.
Prerequisite: None

BU-501	Financial Accounting	4.0

This course provides an introduction to accounting procedures and practices. Students will explore the relationship between business and accounting, and how to analyze business transactions. The course will also explain how the accounting cycle operates and the differences between accrual and cash basis accounting. It will also explain how to determine different methods of inventory and asset valuation, and it will elucidate the importance of earnings and corporate governance.
Prerequisite: BU-500

BU-502	Applied Business Research and Communication Skills	4.0

This course provides an introduction to graduate business studies focusing on the applied business research and communication skills necessary to be successful in both an academic MBA program and the current economic environment and workplace. It covers information literacy, research and research methodologies, oral and written communication skills as well as critical thinking, problem solving and decision-making paradigms. As designed, the course will familiarize students with the tools necessary for the successful presentation of theories and concepts as they apply to real world managerial scenarios including business decision-making. Prerequisite: None

BU-504	Integrated Marketing Communications	4.0

Integrated Marketing Communications will provide an in-depth study of promotional activities, such as advertising, personal selling, sales promotions, and direct marketing, including use of the internet. Emphasis will be placed on strategic planning or promotional activities in order to communicate with customers to achieve marketing objectives. This course will also explore the relationship of integrated marketing communications with other elements of promotional activities. Prerequisite: None

BU-506 Managerial Economics 4.0

This course is designed to help students analyze and think through economic problems as an executive manager or as a consumer. It teaches the skills needed to develop a working understanding of the basic principles of economics, for the purpose of making decisions within a complex business and economic environment. It also emphasizes the quantitative and qualitative applications of economics to business analysis. Prerequisite: BU-500

BU-510 Operations Management 4.0

Operations Management is the implementation of the business plan by developing and executing a system which transforms inputs into finished goods or services. This course provides an overview of the concepts and quantitative methods by which managers can oversee a firm's operations and develop a competitive advantage through those operations. Topics will include forecasting, project planning, aggregate planning, inventory modeling, scheduling, materials requirements planning, strategies for location, process, layout, and supply chain management. Prerequisite: BU 500

BU-513 Statistics for Business 4.0

This course will provide an introduction to statistical procedures and practices. It will cover probability tables, data description, and different types of distributions. Students will also learn the importance of regression analyses, hypothesis testing, sampling, and forecasting methodologies. These concepts will be applied to various business settings to ensure student comprehension and success. Prerequisite: BU-500

BU-517 Business Law 4.0

This course will provide an overview of the ethical issues and laws that affect business sustainability. Students will also learn the relationship between ethics and laws, and how they have an overall impact on the stakeholders in an organization. Students will analyze various sources, statutes, and regulatory issues that affect domestic and international business operations. Prerequisite: BU 502

BU-521 Organizational Leadership 4.0

This course will analyze the impact of leadership on organizational effectiveness. It will attempt to differentiate between a leader and a manager, and how each can be vital to an organization's success. Students will also learn new attributes of successful leaders, including interpersonal skills, attitudes, and behaviors, which can facilitate effective leadership within different types of organizations. Prerequisite: BU 502

BU-522 Managerial Finance 4.0

This course will explore the scope and environment of managerial finance. Students will learn how to assess a firm's financial performance and analyze its financial statements. The course will also explain how to evaluate financial assets, and explain the purpose of investing in long-term assets. It will address various capital structures, and different dividend policies that are being used by numerous firms. Students will also examine risk management, corporate restructuring, and features of international business finance. Prerequisites: BU-500 and BU 501

BU-524 Strategic Management 4.0

In this course, students will develop the ability to identify and frame complex strategic issues in operations, design operating strategies that address those issues, and take effective action to achieve the full potential of the decisions. This course will also explore the economic principles of business strategy, and develop an analytical framework for identifying and evaluating alternative strategies. It focuses on the major managerial issues associated with project management, and the tools and techniques that can be used to address them. Prerequisite: BU 510 and BU 521

BU-530 Globalization of Business 4.0

Students will identify and analyze various concepts and frameworks associated with the global business environment, including strategic analysis, growth and opportunity identification, and structure from both a cultural and an organizational perspective. Students will also explore international management practices and how they differ based upon the configuration of an organization. Prerequisite: BU 524

BU-532 International Economics 4.0

International Economics examines international trade theory and determines how international trade affects specific components within various economic and regional blocs. The course will familiarize students with monetary and banking issues that pertain to international transactions, and it will address various topics of international interest, including the balance of payments, exchange rates, trade and monetary institutions, and how different trade agreements impact tariff policies among nations. Prerequisite: BU 506

BU-534 International Marketing 4.0

Students will explore international marketing concepts from an entrepreneurial and managerial perspective. Specific emphasis will be placed upon cultural components and how they affect product, price, place, distribution, and promotion. The course will also examine the impact of multinational corporations on economic, environmental, and social development. Prerequisite: BU 504 and BU 530

BU-536 Global Strategy and Management 4.0

Students in this class will look at various issues that confront organizations that are multi-domestic, transnational, and international. Case study analysis will be used to determine whether specific actions or strategies were successful. Particular attention will be given to strategies, including joint ventures, strategic alliances, acquisitions, mergers, foreign direct investments and various methods of importing and exporting. Prerequisite: BU 524 and BU 530

BU-597 Academic Internship Variable

A Faculty-supervised internship and applied learning experience related to a student's academic field of study, in a work environment. The course of study for an internship is designed to explore the application and practice of core theories learned in the MBA program in a business environment. Students are required to obtain an internship before being permitted to enroll in BU 597 and must consult with their Academic Advisor in order to be assigned a Faculty supervisor. Credits awarded for the internship are not based solely upon the hours "on the job" but include the amount and type of academic work the student is required to complete during the internship. Credits awarded are elective credits for which a student will receive a "P" or "NP" grade. Prerequisites: At least one academic year of graduate enrollment and good academic standing (at least a cumulative 3.0 GPA).

BU-599 Professional Applied Project 6.0

The Professional Applied Project (PAP) is the capstone course of the MBA program, and is focused on the practical application of the knowledge acquired during the student's MBA studies. The PAP is an individual project in which the participant will apply theories and concepts learned in the classroom to the preparation of a business plan. Prerequisite: All other Core MBA classes.

IT-500 IT Foundations 2.0

IT Foundations covers several most commonly used aspects of information technology, at a level which can be easily be grasped by non–majors. It presents HTML and Webpage creation, elements of human–computer interaction, digital representation of numeric, textual, and multimedia data, networks and databases, social impacts of IT, security mechanisms and privacy issues, and programming in JavaScript. Prerequisite: None

IT-501 Information Technology Systems 4.0

Information Technology Systems initially covers overviews of information systems in organizations, hardware, software, database systems, the Internet and Web. It then covers various aspects of business information systems such as electronic and mobile commerce, enterprise systems, decision support systems, and knowledge management. It then covers the various aspects of information systems development namely, investigation, analysis, design, implementation, maintenance, and review. Then security, privacy, and ethical issues in information systems are covered. Prerequisite: IT 500

IT-502 Systems Analysis and Design 4.0

This course in systems analysis and design covers: Information systems analysis fundamentals, requirements elicitation and modeling, structured analysis, specification, design and implementation, system documentation and maintenance, and quality assurance and implementation in information systems. Prerequisite: IT 500

IT-510 Database Systems 4.0

Database systems covers the essentials of database design and management. Emphasis is placed on logical design of database systems, entity-relationship model, relational model, object-oriented model, normalization, query languages, query processing, query optimization, integrity assertions and security, and database administration. Prerequisite: IT 500

IT-511 Advanced Database Systems 4.0

Advanced database systems is the second course in the program dealing with database management. This course covers: data modeling with enhanced E-R model, database design theory, relational model, object-oriented model, physical database design and performance, advanced SQL, query optimization, transaction processing, concurrency, recovery, web and semi-structured data management, distributed databases, data warehousing, data quality and integration, and database administration. Prerequisite: IT 510

IT-513 Computer Networks 4.0

Computer Networks covers the protocol layers underlying modern networks. Specific topics covered are: Overview of history of computer networks leading up the modern day Internet and Wireless networks; protocol layers such as application layer (e.g., HTTP, FTP, SMTP, DNS), transport layer (e.g., TCP, UDP), and network layer (e.g., IP), link layer (LANs, multi-access networks); overview of wireless and mobile networks; and network security. Prerequisite: IT 501

IT-516 Web Information Systems 4.0

Web Information Systems covers the major technologies driving the development of web pages, dynamic content in web pages, web servers, and databases. It also covers Rich Internet Applications (RIA), database accesses via web applications, and web application development. Prerequisite: IT 501, IT 510

IT-517 Electronic Commerce Systems 4.0

Electronic Commerce Systems covers the key elements comprising electronic commerce. Topics covered are: E-commerce business models, E-commerce categories and applications (B2B, B2C, and C2C), E-commerce infrastructure (Internet, web, and mobile platforms), E-commerce payment systems, E-commerce security, E-commerce marketing and advertisement, online retailing and services, online auction strategies, social and ethical issues in E-commerce. Prerequisite: IT 510, IT 513

IT-520 Information Security 4.0

Information Security focuses on various important aspects of security in a present-day information system. This course covers: Historical developments and components of information security, business needs of information security, legal, ethical, and professional issues in information security, risk management, planning for security, security technology and tools, cryptography and cryptographic tools, implementing information security, and information security maintenance. Prerequisite: IT 501, IT 513

IT-530 Cloud Computing 4.0

Cloud Computing presents the fundamentals, mechanisms, architecture, and models of cloud computing, as well as working with a cloud computing system. This course covers: Fundamental concepts and models in cloud computing, cloud computing deployment models, cloud computing architecture layers, security in cloud computing, cloud infrastructure and management mechanisms, cloud service models, and cloud services and cost optimization techniques. Prerequisite: IT 513

IT-531 Data Analytics 4.0

Data Analytics initially covers the basics of big data, analytics process model, data collection, sampling, and preprocessing. It then covers predictive analytics techniques (e.g., linear regression, logistic regression, decision trees, support vector machines), descriptive analytics techniques (association rules, sequence rules, segmentation), survival analysis (measurements, Kaplan-Meier analysis, parametric survival analysis), social networks analysis (metrics, relational neighbor classifier, relational neighbor classifier, collective inference), benchmarking and data quality, and applications of analytics techniques in several commonly used applications. Prerequisite: IT 510

IT-532 Computer Forensics 4.0

Computer Forensics covers investigative processes, procedures, and challenges, the technologies behind various hardware and software from where evidence can be gathered, the technologies used in the search, collection, examination, and analysis of digital evidence, and presentation of computer forensic evidence in a court of law. Prerequisite: IT 520

IT-533 Ethical Issues in IT 4.0

Ethical Issues in IT provides an in-depth study of various aspects of ethical practices in the uses and applications of information technology. Emphasis is placed on computer-related codes of ethics, ethics and responsibility of IT professionals and users, computer and Internet crimes, intellectual property issues, social networking ethical issues, privacy and anonymity, and impacts of globalization. Prerequisite: IT 501

IT-599 IT Capstone Project 6.0

In the IT Capstone course, students work on real-world projects that draw upon and apply the concepts, principles, skills, and tools that are taught in the IT courses. Students study a problem requiring an IT systems solution, then clearly define the scope of the problem, gather requirements, develop specifications, develop a project plan, design, implement, test, and document the system. The project life–cycle is managed using information systems project management techniques. The project culminates in (a) demonstrable prototype, (b) written project report, and (c) oral presentation. Prerequisite: All Courses in the MS IT Program

GRADUATE PROGRAM TRANSFER CREDIT

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

- Originating school must operate with approval of the regulatory agency of the state or country in which it is located, and have accreditation recognized by the USDE (or equivalent);
- Course descriptions, as detailed in the catalog or syllabi of the originating institution, are comparable to SSU courses;
- Courses must be completed with a minimum GPA of 3.0;
- Coursework must have been completed within seven years of making application to Southern States University;
- Credit value of completed coursework (or clock hours) cannot be less than that required by Southern States University (semester credits are converted to quarter credits by multiplying by 4/3, i.e., 3 semester credits multiplied by 4/3 equates to 4 quarter credits).

Students may transfer no more than 20 percent into a graduate program (13 credits in the MBA program and 11 credits in the MSIT program). No more than 50 percent of a SSU's graduate degree program may be completed via the online modality (32.5 credits in the MBA program and 28 credits in the MSIT program). A minimum of 50 percent (32.5 credits in the MBA program and 28 credits in the MSIT program) of the program must be completed at Southern States University via the on-campus residential education modality.

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

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

Military Coursework and Experiential Credit

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

The University does not guarantee transfer of credits.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Southern States University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in an educational program is also at the complete discretion of the institution to which you may seek to transfer. If the

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

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

GRADUATE DEGREE PROGRAMS

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

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

The following measurements are used to determine Satisfactory Academic Progress:

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

Program	Total Required Credits Attempted	Percentage of Total Required Credits Attempted	Minimum Cumulative GPA	Minimum Successful Completion Rate
MBA	32	50%	3.0	60%

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

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

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

Policies on Satisfactory Academic Progress (SAP)

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

Same as, or Stricter Than

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

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

Academic Probation

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

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

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

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

SAP Dismissal

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

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

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

Satisfactory Academic Progress Dismissal Appeals Policy

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

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

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

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

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

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

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

Qualifying Appeals

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

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

MBA - Financial Aid Satisfactory Academic Progress

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

Financial Aid Ineligibility

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

Financial Aid Probation

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

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

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

INTENSIVE ENGLISH PROGRAM (IEP)

Intensive English Program: Southern States University's Intensive English Program provides English Language Learners with 16 skill courses of instruction, ranging from beginning to advanced, including Advanced Business Skills Development (ABSD) and TOEFL Preparation. These integrated skills courses are referred to as Core Classes, and are supplemented by Topic Sessions, such as, but not limited to, American Culture and Society, Speech and Pronunciation, Academic Writing, Current Events, Conversation and Idioms, and TOEIC Preparation. Topic sessions offered are subject to change and vary between campuses.

Upon completion of the IEP program, students will have achieved the following:

- Improvement in overall language skills including use of proper grammatical structures, situational vocabulary and interpersonal communication skills.
- Increased written and oral fluency in English, as well as improved comprehensibility.
- The ability to identify, understand, and produce grammatical structures in accordance with the course level they have taken.
- Cross-cultural awareness and sensitivity pertinent to their course level.

Intensive English Program Overview

A typical Intensive English Program class consists of between 15 and 30 students of similar skill levels. Southern States University instructors employ a full range of teaching methodologies and strategies that allow students to develop their reading, writing, listening, and speaking skills.

Each core class has a required textbook. The core textbook integrates the four language learning skills (listening, speaking, reading, and writing) and critical thinking. The textbook is supplemented by instructor-provided materials that enhance the learning process. Classes are offered during the day and evening to fit a variety of schedules. Minimum enrollment is four weeks.

Intensive English Program Attendance Policies and Federal Regulations

In SSU's Intensive English classes, instructors record attendance on a daily basis, and students are expected to be in class on time, every day. Students on F1 visas are required by Federal law to attend 18 hours of instruction in class every week. Students are expected to attend 100% of their scheduled classes, 18 hours of instruction per week (12 hours of core class and 6 hours of topic class). Unless evidence of legitimate mitigating circumstances can be verified by the DSO, failure to maintain 80% attendance by the end of the 13-week quarter will result in termination of student status by the P/DSO. Tuition is non-refundable if a student is terminated.

For International Students: Students who have been dismissed for not meeting attendance requirements will be terminated in the SEVIS system in accordance with all applicable SEVP regulations.

IMPORTANT: Except under legitimate mitigating circumstances, if a student leaves the class early, s/he will be marked absent for the entire class period.

Placement and Orientation Procedures

Prior to beginning studies at SSU, all students are required to take an ***English Challenge Exam (EXE)***. The EPT is composed of 3 elements:

1) English Challenge Examination
2) A writing test
3) An oral interview

Based on the results of the EPT, students are enrolled in the appropriate level of instruction. A general orientation session is conducted at the same time as placement testing. The orientation session covers issues such as class schedules, books and materials, attendance, and academic advancement. All students receive a Student Handbook and sign a ***Receipt of Student Handbook form*** on the day of orientation.

Challenge Examination

All new students wishing to enroll in the IEP program will take the challenge examination in order to be placed into the appropriate course.
The purpose of this English Language Challenge Assessment is to assess speaking, reading, grammar and writing skills. (All SSU campuses are using the "Focus on Grammar" Placement Test which corresponds with the materials used in classes) Results will inform students of which course is appropriate to begin with and be in the best position to make academic progress. In this manner student's probability of success will be increased.
A qualified instructor is appointed to administer and grade the challenge exam. The student will be scored using the following placement grids:

SPEAKING

Final Score _____

Points (circle one)	Course
00 - 20	Beginning
21 - 40	High Beginning
41 - 60	Intermediate
61 - 80	High Intermediate
81 - 100	Advanced

WRITING

Final Score _____

Points (circle one)	Course
00 - 20	Beginning
21 - 40	High Beginning
41 - 60	Intermediate
61 - 80	High Intermediate
81 - 100	Advanced

GRAMMAR AND LISTENING

Final Score _____

Points (circle one)	Course
00 - 20	Beginning
21 - 40	High Beginning
41 - 60	Intermediate
61 - 80	High Intermediate
81 - 100	Advanced

Students will be placed in the appropriate course of the ongoing IEP program quarter. After the student's examination has been scored the student will be placed according to the following rubric:

Points (circle one)	Course
000 - 060	Beginning
061 - 120	High Beginning
121 - 180	Intermediate
181 - 240	High Intermediate
241 - 300	Advanced

Since SSU offers TOEFL preparation and ABSD as electives, students who place in an Advanced course may choose to enroll in either of the above mentioned electives.

If a student is unsatisfied with their placement they do have the ability to take an alternative test once following their initial placement. The student will need to speak with the site administration about scheduling this exam as soon as possible. The student's initial score and new score will be averaged together to assign what course the student should be enrolled in.

Course Progression—

Class levels from "Beginning" through "Advanced" each correspond to an English proficiency level and are set up according to two 13-week-quarters, or one full cycle. The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of the respective "Focus on Grammar" student book, Session B completes the second part of the book. At the end of each quarter, students take a formal exam. After the first quarter of the course students take the Progress Exam (which assesses skills acquired from the first half of "Focus on Grammar"). Passing the Progress Exam does not require students to move on to the next level; rather, the Progress Exam is a measure of their progress through the first quarter only. If a student passes the Progress Exam with a high score the Head Teacher in agreement with the instructor and the student will decide whether or not the student will move to the next level. After the second quarter of the class, one full cycle, students take the Final Course Exam. The Final Course Exam is comprehensive over the two full quarters of the level. In addition, during weeks 1-11 of each quarter, the students will be scored on weekly assessments in reading, writing, listening, and speaking. These weekly assessments make up 25% of the course mark. If a student receives an average score of 75% on both the Final Course Exam and the weekly assessments, s/he is eligible to advance to the next level of the program. After being placed in the program, students may move to a higher skill-level class ONLY upon having passed the Progress, the Final Course Exam or the Level-up Exam.

If a student feels that s/he has made sufficient progress to advance to the next level prior to the end of the second 13-week quarter of the level, s/he may request to take a Level-up Exam (offered during weeks 6 through 8 of quarter B) in order to qualify for this move. Students must study for at least 4 weeks at a given level to be eligible for the Level-up Exam.

IEP courses operate on two 13-week quarters, and ongoing student progress is recorded on a student's Individual Student Report (ISR). The ISR includes assessment results from quizzes, weekly assessment scores on reading, writing, speaking, and listening, and Progress Exam or Final Course Exam score, as well as the student's current level, and the instructor's comments and recommendations for the upcoming

quarter. The ISR is a progress report of students' performances in IEP courses. A copy of the ISR is given to students at the end of each quarter during a conference session with the core teacher, and may be forwarded to another academic institution, upon written request by the student.

Normal Academic Progress

In order to ensure all students are making normal progress, all students are limited to two cycles in each level, except in unusual circumstances or if the student began the course in the second quarter of the level. Students who begin the level in the second quarter of a level may take the course for an additional 5th quarter in order to ensure that they can achieve proficiency at that level. In addition, if students begin the level with 4 weeks or less left in the quarter, that quarter does not count against them in the 4-quarter limit.

The exception to this 2 cycle limit is in the Advanced Business Skills Development class (ABSD). In order to ensure that all students are making satisfactory academic progress, a student may not remain in ABSD for more than 2 quarters (1 cycle), unless they begin the course with 4 weeks or less left in the quarter, in which case that quarter does not count against them in their 2-quarter limit.

Vacation and Breaks

Effective from May 1, 2015, the Student and Exchange Visitor Program issued policy clarification regarding of the Department of Homeland Security annual vacation policy for F-1 students:

"All F students become eligible to take an annual vacation after completing at least one academic year of their program in the United States."

The US Department of Education defines one academic year as 2 semesters or 3 quarters. The SSU Intensive English Program operates on a 13-week academic quarter. Therefore, SSU Intensive English Program students become eligible to take their annual vacation after completing 3 quarters (39 weeks) of study from their program start date.

SEVP further clarified that the length of the annual vacation break is one academic term (13 weeks). However, if students do not wish to take the entire 13 weeks, they make opt to take less during that annual cycle. **Note**: Effective 07/01/2015, IEP students with program start dates of 07/01/2015 or after, the maximum length of the annual vacation break is 4 weeks. Please work with your DSO to request your annual vacation break once becoming eligible.

English Attendance Policy

The Southern States University (SSU) adheres to a strict attendance policy for all students enrolled and admitted to the United States to study on an F-1 visa.

- Students are expected to attend 100% of their scheduled classes, 18 hours of instruction per week (12 hours of core class and 6 hours of topic class). Failure to maintain 80% attendance in the student every 13 week period will result in termination of student status by the P/DSO. Tuition is non-refundable if a student is terminated.

- Attendance reviews occur every four weeks and are taken cumulatively from the first date of study, minus breaks. The **official review** occurs at the end of the student's academic term (13 week quarter) from the student starting date. Copies of all official reviews are placed in the student's file regardless of the attendance percentage.

- Unofficial Reviews:
  Attendance below 85% could result in a courtesy written warning. It is the student obligation to control and monitor their attendance.

  Official Reviews: **Attendance below 80% at the end of the student's academic term (13 weeks) will result in termination by the P/DSO in SEVIS.**

- If a student is sick, s/he must contact the P/DSO immediately to arrange to provide appropriate medical documentation from a licensed medical physician, doctor of osteopathy, or licensed clinical psychologist in order to be considered. To reduce confusion, it is suggested that before seeing a doctor students check with the P/DSO to ensure the proper procedures are followed and correct signatures are provided.

- Students with F-1 visas who fall below 80.0% attendance at the time of their official attendance review will be immediately terminated by the P/DSO.

- Students are allowed to take 1 annual vacation break after completing one academic year of study (39 weeks). See page 6 for details. **Students that do not have the required attendance at the time of vacation will have their request denied.**

- If students are away from the school more than 1 week without notifying the P/DSO, their I-20 will be terminated due to unauthorized withdrawal. Promotional rates are not eligible for refunds.

- Students are not allowed to take a vacation during the scheduled exam week unless approved by administration and a ***Test Make-Up Authorization Form*** has been completed and included in the student file. Failure to take the scheduled exam results in a 0 for the student. Receiving a score of zero means that the student is required to pass the next exam in order to show academic progress. Failure to show academic progress will result in termination of the program. If students failed the previous exam for the same level and received a zero on the current exam, they also will show lack of academic progress and will result in termination from the program. If the student misses the Final Exam, the student is **REQUIRED** to take the final exam prior to retuning to class. The student will not be allowed into class for any amount of time prior to the final exam being taken.

- For the progress exam, if students do not take the exam or do not show up for the make up exam, those students will automatically receive a 0 and will be placed on a type of "academic probation." Receiving a 0 on any exam will require the student to pass the next exam in order to show academic progress. **Failure to pass the following exam will result in termination from the program.**

- If students plan to transfer to another school, they must provide the P/DSO with a transfer form and a signed, dated acceptance letter from the new school. *If the student is not in good academic and class attendance standing at the time of transfer, h/she will be transferred in terminated status as required by federal law and regulations.* When students complete their studies at SSU, they have 60 days from the date of completion in SEVIS to depart the U.S. The same academic and attendance standing is valid for students completing their course of study and leaving the country. If a student completes her/his studies in terminated status, h/she will have 15 days to leave the country.

- Students must notify the P/DSO when they plan to travel outside the United States or take a break. Students who do not attend class for more then eight consecutive class days without P/DSO approval can be terminated.

- P/DSOs at all times must adhere to SEVP policies and regulations.

- <u>Late Arrival Policy</u>

    - Students are expected to arrive in class on time. If they arrive within the first 15 minutes of class of the first class ONLY, they may enter class. If they arrive after that time, they will not be allowed in class and will be marked absent for that class period.

    - IMPORTANT: If a student arrives up to 15 minutes late, s/he will be allowed into the class. Students who arrive after 15 minutes from the starting time of the first class are not allowed into the class until after the break. Students are expected to be in class on time after any breaks. If they are late, they will only be admitted to the class during the first 5 minutes and ONLY at the teacher's discretion. If a student arrives to any class more than 5 minutes late after a break, that student will be marked absent for that class period. Any student leaving school during class or during a break (and not returning) likewise will be marked absent.

    - IMPORTANT: Except under unusual circumstances to be explained to the teacher, if a student leaves the class early, s/he will be marked absent for the entire class period.

INTENSIVE ENGLISH PROGRAM
ADMISSION RULES AND STANDARDS

Students applying for admission to the Intensive English programs are required to satisfy the following admission requirements:

- Complete and submit an Enrollment Agreement and appropriate fees.
- Provide verification of completion of a high school diploma

Additional Requirements for International Students

In addition to the above items, international students applying for the certificate programs at SSU must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
- Copy of passport, including information page, Visa, and I-94 validity page;
- ***International Students are only eligible for certain programs approved by Student and Exchange Visitor Program. Please check with the admissions office before applying.**

Intensive English Program Course Descriptions

Course Number	Course/Level Title	Clock Hours*/Quarter**
IEP 1	Beginning Level Session A (FOG 1, Units 1 – 17)	234 hrs

The Beginning Level focuses on having students engage in routine social and school interactions at a basic level using simple features of English in familiar and controlled contexts. The students must also demonstrate grammatical and vocabulary competence at a beginning level. Attention will also be focused on exposing students to basic concepts of cross-cultural sensitivity and American culture.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 1" student book, Session B completes the second part of the book.

Prerequisite: None

IEP 1	Beginning Level Session B (FOG 1, Units 18 – 32)	234 hrs

The Beginning Level focuses on having students engage in routine social and school interactions at a basic level using simple features of English in familiar and controlled contexts. The students must also demonstrate grammatical and vocabulary competence at a beginning level. Attention will also be

focused on exposing students to basic concepts of cross-cultural sensitivity and American culture.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 1" student book, Session B completes the second part of the book.

Prerequisite: None

IEP 2 High Beginning Level Session A 234 hrs
(FOG 2, Units 1 – 18)

The goal of the High Beginning Level is to have students understand personal, social, and school vocabulary and expressions and respond with short exchanges and dialogues. The students must demonstrate grammatical competence with a variety of basic patterns in words, phrases and simple sentences. The curriculum expands the competency of students by having students recognize the main idea in short passages of listening and reading. In addition, attention is focused on expressing basic concepts from students' cultures and US-American culture.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 2" student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the Beginning Level.

IEP 2 High Beginning Level Session B 234 hrs
(FOG 2, Units 19 – 36)

The goal of the High Beginning Level is to have students understand personal, social, and school vocabulary and expressions and respond with short exchanges and dialogues. The students must demonstrate grammatical competence with a variety of basic patterns in words, phrases and simple sentences. The curriculum expands the competency of students by having students recognize the main idea in short passages of listening and reading. In addition, attention is focused on expressing basic concepts from students' cultures and US-American culture.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 2" student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the Beginning Level.

IEP 3 Intermediate Level Session A 234 hrs
(FOG 3, Units 1 – 16)

The Intermediate level focuses on interactions in routine social and academic activities and discussions using familiar topics, creative constructions, and a degree of unpredictability to include a selection of conversational starters and responses. Students will understand and respond to main ideas and supporting details beyond the sentence level in reading, writing, and listening. The curriculum facilitates development of grammatical competence with various sentence patterns and understanding of contextually appropriate vocabulary. Attention is focused on comparing and contrasting aspects of different cultures, as well as displaying sensitivity to other students' ideas and practices.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 3" student book, Session B completes the second part of the book.

Prerequisite:
Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the High Beginning Level.

IEP 3 Intermediate Level Session B 234 hrs
(FOG 3, Units 17 – 32)

The Intermediate level focuses on interactions in routine social and academic activities and discussions using familiar topics, creative constructions, and a degree of unpredictability to include a selection of conversational starters and responses. Students will understand and respond to main ideas and supporting details beyond the sentence level in reading, writing, and listening. The curriculum facilitates development of grammatical competence with various sentence patterns and understanding of contextually appropriate vocabulary. Attention is focused on comparing and contrasting aspects of different cultures, as well as displaying sensitivity to other students' ideas and practices.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 3" student book, Session B completes the second part of the book.

Prerequisite:
Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the High Beginning Level.

IEP 4 High Intermediate Level Session A 234 hrs
(FOG 4, Units 1 – 14)

The High Intermediate Level focuses on developing the conversational skills of listening, responding, and relating experiences and information with fluency and comprehensible pronunciation. Students will be able to distinguish main ideas, supporting details, and inferences in academic texts in tandem with developing writing skills from the paragraph to the short essay. The curriculum focuses on manipulating grammatical structures at both the sentence and paragraph level, as well as developing vocabulary in high intermediate reading, speaking, listening, and writing activities. In addition, attention is focused on increasing students' cross-cultural understanding of and sensitivity to U.S.-American diversity.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 4" student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the Intermediate Level.

IEP 4 High Intermediate Level Session B 234 hrs
(FOG 4, Units 15 – 29)

The High Intermediate Level focuses on developing the conversational skills of listening, responding, and relating experiences and information with fluency and comprehensible pronunciation. Students will be able to distinguish main ideas, supporting details, and inferences in academic texts in tandem with developing writing skills from the paragraph to the short essay. The curriculum focuses on manipulating grammatical structures at both the sentence and paragraph level, as well as developing vocabulary in high

intermediate reading, speaking, listening, and writing activities. In addition, attention is focused on increasing students' cross-cultural understanding of and sensitivity to U.S.-American diversity.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 4" student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the Intermediate Level.

IEP 5 Advanced Level Session A 234 hrs
(FOG 5, Units 1 – 13)

The Advanced level focuses on expressing complex ideas and information in a comprehensible and organized way in spoken discourse and in writing essays. Students will demonstrate understanding of main ideas, supporting details, and inferences in a wide range of real-world spoken and written texts. The curriculum focuses on demonstrating sufficient mastery of both basic and advanced grammatical structures and vocabulary to participate effectively in a variety of professional, academic, and social situations. In addition, attention is focused on understanding potential sources of conflict and solutions in diverse populations and cross-cultural communication.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 5" student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the High Intermediate Level.

IEP 5 Advanced Level Session B 234 hrs
(FOG 5, Units 14 – 23)

The Advanced level focuses on expressing complex ideas and information in a comprehensible and organized way in spoken discourse and in writing essays. Students will demonstrate understanding of main ideas, supporting details, and inferences in a wide range of real-world spoken and written texts. The curriculum focuses on demonstrating sufficient mastery of both basic and advanced grammatical structures and vocabulary to participate effectively in a variety of professional, academic, and social situations. In addition, attention is focused on understanding potential sources of conflict and solutions in diverse populations and cross-cultural communication.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 5" student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the High Intermediate Level.

IEP 6 Advanced Business Skills Development Session A 234 hrs
(American Ways Units 1 – 6)

The Advanced Business Skills Development course focuses on learning leadership, participation, and organizational skills for discussions and debates. Students learn how to organize, prepare, and present topics in extended discourse to an audience of peers and teachers in a professional and clear manner while utilizing the skills of paraphrasing and summarizing. The curriculum focuses on achieving understanding of professional and business English concepts, including various organizational patterns, grammatical

structures, and vocabulary in context as both a writer and a reader. In addition, attention is focused on displaying cross-cultural sensitivity to others in class and understanding aspects of the diverse U.S.-American culture historically and to the present.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "American Ways" student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from High Intermediate and/or Advanced levels; or Proven English Equivalency at the High Intermediate or Advanced Level.

IEP 6 Advanced Business Skills Development Session B 234 hrs
(American Ways Units 7 – 12)

The Advanced Business Skills Development course focuses on learning leadership, participation, and organizational skills for discussions and debates. Students learn how to organize, prepare, and present topics in extended discourse to an audience of peers and teachers in a professional and clear manner while utilizing the skills of paraphrasing and summarizing. The curriculum focuses on achieving understanding of professional and business English concepts, including various organizational patterns, grammatical structures, and vocabulary in context as both a writer and a reader. In addition, attention is focused on displaying cross-cultural sensitivity to others in class and understanding aspects of the diverse U.S.-American culture historically and to the present.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "American Ways" student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from High Intermediate and/or Advanced levels; or Proven English Equivalency at the High Intermediate or Advanced Level.

IEP TOEFL Preparation Session A 234 hours
(DELTA Key to TOEFL *Advanced skill practice*)

The SSU TOEFL class is offered in two sequential sessions (A plus B) for highly motivated, advanced-level students who want to prepare to take the Test of English as a Foreign Language.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through "DELTA Key to TOEFL" student book, Session B progresses through Longman preparation course for the TOEFL test: IBT.

Prerequisite: Advanced level score in Challenge Exam or Proven English Equivalency at the High Intermediate Level through Progress or Final Exam

IEP TOEFL Preparation Session B 234 hours
(Longman Preparation Course for the TOEFL Test: *IBT*)

The SSU TOEFL class is offered in two sequential sessions (A plus B) for highly motivated, advanced-level students who want to prepare to take the Test of English as a Foreign Language.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through "DELTA Key to TOEFL" student book, Session B progresses through Longman preparation course for the TOEFL test: IBT.

Prerequisite: Advanced level score in Challenge Exam or Proven English Equivalency at the High Intermediate Level through Progress or Final Exam

IEP Accent Reduction/Pronunciation Session A 26 hours
(Vowel and consonants in parts of speech and contractions)

This module can be added on at all levels. The class is an elective for students in the SSU IEP program who have some knowledge of English, but who may not be able to converse fluently and comfortably in the language and wish to modify or reduce their accent. They will develop their listening and understanding skills as well as improve their ability to pronounce words and phrases correctly, reduce their accents and identify and practice sounds typical in American English.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through vowel/consonants in parts of speach exercises 1-23, Session B progresses through vowels, consonants, diphthongs, word stress, syllabi pronunciation, accents.

Prerequisite: None

IEP Accent Reduction/Pronunciation Session B 26 hours
(Vowels, consonants, diphthongs, word stress, syllabi pronunciation, accents)

This module can be added on at all levels. The class is an elective for students in the SSU IEP program who have some knowledge of English, but who may not be able to converse fluently and comfortably in the language and wish to modify or reduce their accent. They will develop their listening and understanding skills as well as improve their ability to pronounce words and phrases correctly, reduce their accents and identify and practice sounds typical in American English.
The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through vowel/consonant exercises 1-23, Session B progresses through vowels, consonants, diphthongs, word stress, syllabi pronunciation, accents.

Prerequisite: None

* SSU's hourly enrollment requirement of a minimum 18 hours per week of classroom instruction is in compliance with the Department of Homeland Security's requirement for international students studying on a F-1 Visa.

* *One level consists of a total of one full 13-week quarter.

Please be advised that all instruction will occur in the English language

CERTIFICATES (undergraduate level)

Southern States University offers five certificate programs at the undergraduate level that are three quarters long with nine courses in total. These certificates are:

- Certificate in Business Analysis
- Certificate in Business Communications
- Certificate in Finance
- Certificate in Management Studies
- Certificate in Marketing

Certificate in Business Analysis

The Certificate in Business Analysis program is designed to give participants the knowledge, skills, and abilities to begin a career in a business-analytical related field. The certificate is comprised of a quantitative and business curriculum at the undergraduate level that will give a graduate business analytical skills to prepare in today's evolving and highly competitive business environment. A total of nine courses build strong foundation skills in core subject areas and develop analytical, critical, and creative thinking. Elective courses guide students into optional areas of business and quantitative subjects. Students who join the program should expect to acquire the core knowledge and skills needed to understand and assist in the implementation of business data analysis.

Requirements

To receive the Certificate in Business Analysis from Southern States University, students must successfully complete the five (5) required core courses and four (4) electives for a total of 40.5 credit hours, which is equivalent to 405 contact hours. Students must complete the requirements within a five (5) quarter period.

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

- Apply critical thinking and analytical skills in evaluating information so as to make informed, ethical business decisions.
- Develop a sound foundation in business analysis theory and practice.
- Assist in the analysis of industry, financial, and market data.
- Assist in the preparation of business information data gathering.
- Have the skills necessary to obtain a business-analytical job.

Certificate in Business Analysis Courses

Core Requirements (5 courses)		**22.5 Quarter Credits**
BUS 101	Business Foundations and Analysis	4.5 Quarter Credits
CIS 111	Introduction to Business Information Systems	4.5 Quarter Credits
MGT 305	Operations Management	4.5 Quarter Credits
MTH 125	College Algebra	4.5 Quarter Credits
MTH 130	Business Statistics	4.5 Quarter Credits

Business Electives (2 required)		**9 Quarter Credits**
ACC 201	Accounting I	4.5 Quarter Credits
ACC 202	Accounting II	4.5 Quarter Credits
BUS 210	Business Law	4.5 Quarter Credits
MGT 310	Principles of Management and Organization	4.5 Quarter Credits
MKT 110	Principles of Marketing	4.5 Quarter Credits
MKT 305	Marketing Fundamentals	4.5 Quarter Credits
PHIL 305	Business Ethics	4.5 Quarter Credits

Math/Quantitative Electives (2 required)		**9 Quarter Credits**
ECON 101	Microeconomics	4.5 Quarter Credits
FIN 305	Business Finance	4.5 Quarter Credits
MKT 405	Introduction to Marketing Research	4.5 Quarter Credits
MTH 135	Business Calculus	4.5 Quarter Credits
MTH 305	Statistics	4.5 Quarter Credits
MTH 310	Finite Math with Applications	4.5 Quarter Credits

Certificate Program Requirements

	Classes	**Credits**
Certificate in Business Analysis – Core Requirements	5	22.5
Certificate in Business Analysis - Electives	4	18
Total for Certificate in Business Analysis	**9**	**40.5**

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

Certificate in Business Communications

The Certificate in Business Communications program is designed to give participants the knowledge, skills, and abilities to begin a career that demands effective communication skills. The certificate is comprised of courses at the undergraduate level that will give students foundations in written, oral communication, and business skills to prepare in today's evolving and highly competitive business environment. A total of nine courses build strong written and oral communication skills in core subject areas and develop analytical, critical, and creative thinking. Elective courses guide students into optional areas of business and advanced communications subjects. Students who join the program should expect to acquire the core knowledge and skills needed to understand and assist in the implementation of business communications.

Requirements

To receive the Certificate in Business Communications from Southern States University, students must successfully complete the five (5) required core courses and four (4) electives for a total of 40.5 credit hours, which is equivalent to 405 contact hours. Students must complete the requirements within a five (5) quarter period.

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

- Analyze and implement interpersonal skills that contribute to effective and satisfying personal, social and professional relationships.
- Assist in the preparation of business reports.
- Assist in the preparation of business communications media.
- Organize ideas and write effective and concise letters, memos, informal and formal reports to different audiences and for different circumstances.
- Have the skills necessary to obtain a job in a professional setting that demands effective communications skills.

Certificate in Business Communications Courses

Core Requirements (5 courses)		**22.5 Quarter Credits**
BUS 101	Business Foundations and Analysis	4.5 Quarter Credits
BUS 220	Business Communications	4.5 Quarter Credits
ENG 111	Composition and Rhetoric	4.5 Quarter Credits
PHIL 305	Business Ethics	4.5 Quarter Credits
SPCH 111	Public Speaking	

Business Electives (2 required)		**9 Quarter Credits**
ACC 201	Accounting I	4.5 Quarter Credits
BUS 210	Business Law	4.5 Quarter Credits
MGT 310	Principles of Management and Organization	4.5 Quarter Credits
MKT 110	Principles of Marketing	4.5 Quarter Credits
MKT 305	Marketing Fundamentals	4.5 Quarter Credits

Communications Electives (2 required)		**9 Quarter Credits**
CIS 111	Introduction to Business Information Systems	4.5 Quarter Credits
ENG 305	Technical Writing	4.5 Quarter Credits
MKT 320	Sales Strategies	4.5 Quarter Credits
MKT 411	Introduction to Advertising	4.5 Quarter Credits

Certificate Program Requirements

	Classes	**Credits**
Certificate in Business Communications – Core Requirements	5	22.5
Certificate in Business Communications - Electives	4	18
Total for Certificate in Business Communications	**9**	**40.5**

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

Certificate in Finance

The Certificate in Finance program is designed to give participants the knowledge, skills, and abilities to begin a career that demands financial and accounting skills. The certificate is comprised of courses at the undergraduate level that will give students foundations in the concepts, theories, and practices in finance and accounting to prepare in today's evolving and highly competitive business environment. A total of nine courses build strong analytical skills in core subject areas and develop analytical, critical, and creative thinking. Students who join the program should expect to acquire the core knowledge and skills needed to understand and assist in the implementation of financial data analysis and reporting.

Requirements

To receive the Certificate in Finance from Southern States University, students must successfully complete the nine (9) required core courses for a total of 40.5 credit hours, which is equivalent to 405 contact hours. Students must complete the requirements within a five (5) quarter period.

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

- Explain how accounting and financial information assists in making business decisions.
- Conduct basic financial analysis, such as ratio and trend analysis.
- Assist in the preparation of financial statements and reports.
- Have the skills necessary to obtain an entry-level job in a professional setting that demands effective financial and accounting skills.

Certificate in Finance Courses

Core Requirements (9 courses)		**40.5 Quarter Credits**
ACC 201	Accounting I	4.5 Quarter Credits
ACC 202	Accounting II	4.5 Quarter Credits
BUS 101	Business Foundations and Analysis	4.5 Quarter Credits
CIS 111	Introduction to Business Information Systems	4.5 Quarter Credits
ECON 100	Macroeconomics	4.5 Quarter Credits
ECON 101	Microeconomics	4.5 Quarter Credits
FIN 305	Business Finance	4.5 Quarter Credits
MTH 130	Business Statistics	4.5 Quarter Credits
MTH 310	Finite Math with Applications	4.5 Quarter Credits

Certificate Program Requirements

	Classes	**Credits**
Certificate in Finance – Core Requirements	9	40.5
Total for Certificate in Finance	**9**	**40.5**

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

Certificate in Management Studies

The Certificate in Management Studies program is designed to help prepare students for dealing with a world of business and industry that is constantly changing and evolving. The certificate is comprised of courses at the undergraduate level that will give students foundations in business and management to prepare in today's evolving and highly competitive business environment. A total of nine courses build strong skills in core subject areas and develop analytical, critical, and creative thinking. Elective courses guide students into optional areas of business. Students who join the program should expect to acquire the core knowledge and skills needed to understand and assist in the implementation of managerial activities in any professional field.

Requirements

To receive the Certificate in Management Studies from Southern States University, students must successfully complete the six (6) required core courses and three (3) electives for a total of 40.5 credit hours, which is equivalent to 405 contact hours. Students must complete the requirements within a five (5) quarter period.

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

- Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions.
- Apply relevant theories and practical solutions to different problems that continue to confront business managers in various settings.
- Employ knowledge of the various business and management components and constructs, strategic initiatives, and leadership principles currently used in global business environments.
- Have the skills necessary to obtain a job in a professional setting that demands a well-rounded background in management.

Certificate in Management Studies Courses

Core Requirements (6 courses) **27 Quarter Credits**

ACC 201	Accounting I	
BUS 101	Business Foundations and Analysis	4.5 Quarter Credits
BUS 220	Business Communications	4.5 Quarter Credits
CIS 111	Introduction to Business Information Systems	4.5 Quarter Credits
MGT 310	Principles of Management and Organization	4.5 Quarter Credits
MKT 110	Principles of Marketing	4.5 Quarter Credits

Business Electives (3 required) **13.5 Quarter Credits**

ACC 202	Accounting II	
BUS 210	Business Law	4.5 Quarter Credits
ECON 101	Microeconomics	4.5 Quarter Credits
FIN 305	Business Finance	4.5 Quarter Credits
MGT 305	Operations Management	4.5 Quarter Credits
MKT 305	Marketing Fundamentals	4.5 Quarter Credits
PHIL 305	Business Ethics	4.5 Quarter Credits

Certificate Program Requirements

	Classes	**Credits**
Certificate in Management Studies – Core Requirements	6	27
Certificate in Management Studies - Electives	3	13.5
Total for Certificate in Management Studies	**9**	**40.5**

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

Certificate in Marketing

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

Requirements

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

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

- Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions.
- Develop a sound foundation in contemporary marketing theory and practice.
- Assist in the creation of comprehensive and targeted marketing plans.
- Align and integrate marketing messaging and campaigns with an organization's strategic objectives.
- Have the skills necessary to obtain a marketing related job upon completion of the program.

Certificate in Marketing Courses

Core Requirements (7 courses)		**31.5 Quarter Credits**
BUS 101	Business Foundations and Analysis	4.5 Quarter Credits
MKT 305	Marketing Fundamentals	4.5 Quarter Credits
MKT 310	Consumer Behavior	4.5 Quarter Credits
MKT 315	Global Marketing	4.5 Quarter Credits
MKT 320	Sales Strategies	4.5 Quarter Credits
MKT 411	Introduction to Advertising	4.5 Quarter Credits
MKT 420	E-Marketing	4.5 Quarter Credits

Electives (2 required)		**9 Quarter Credits**
BUS 210	Business Law	4.5 Quarter Credits
CIS 111	Introduction to Business Information Systems	4.5 Quarter Credits
MGT 310	Principles of Management and Organization	4.5 Quarter Credits
MKT 405	Introduction to Marketing Research	4.5 Quarter Credits
MKT 415	Services Marketing	4.5 Quarter Credits
PHIL 305	Business Ethics	4.5 Quarter Credits

Certificate Program Requirements

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

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

CERTIFICATES (undergraduate level)

INSTRUCTIONAL MODALITIES AND OPTIONS

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

- On-campus residential instruction
- Online distance learning

On Campus Residential Education

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

Online Distance Learning

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

Students may take up to 50% of the total required program classes via an online modality.

International students with F-1 visas may only enroll in online courses if they are simultaneously taking the required minimum residential courses in SSU's Certificate Programs.

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

- Windows 7 or Vista, or Mac OS 10.x or above
- Internet access with a minimum 56KB/s modem speed. SSU recommends a high speed connection such as DSL or a cable modem.
- 1GHz or greater Pentium processor
- Sound Card and Speakers and/or headphones
- 8X or faster CD-ROM
- 512MB of RAM (or greater) is recommended
- Firefox 3 or Internet Explorer 5.0 or higher
- Microsoft Office or equivalent (Word, Excel and PowerPoint)

CERTIFICATES (undergraduate level)

ADMISSION RULES AND STANDARDS

English Language Proficiency Policy for all Certificate-Seeking Students

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University certificate programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard though one of the following:

- TOEFL (Test of English as a Foreign Language) result of 61 or above on the IBT (Internet Based Test), 500 or above on the PBT (Paper Based Test),
- IELTS (International English Language Testing System) result of 5.0 or above. Test scores more than two years old will not be accepted.
- For applicants inside the U.S.: Achieve a score of at least 80% on SSU's English Placement Test (EPT). This test consists of listening, speaking, reading, and writing sections.
- Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 2.0 GPA for Marketing Certificate program applicants for at least one academic term.

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

Students applying for admission to the certificate programs are required to satisfy the following admission requirements:

- Complete and submit an Enrollment Agreement and pay appropriate fees.
- Provide verification of completion of a high school diploma (from a state-recognized school), High School Equivalency, or Certificate of Equivalency/Proficiency; diplomas from outside the U.S. must be evaluated by an NACES approved organization (http://www.naces.org/members.htm);
- Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (http://www.naces.org/members.htm);
- Submit a written, single-spaced essay of at least 500 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations.

Additional Admissions Requirements for the Certificate in Finance

In addition to the above items, students applying to the Certificate in Finance at SSU must fulfill the following course prerequisite at the time of admissions:

- Equivalency coursework at the undergraduate level in MTH 125 College Algebra with a grade of "C" or better. NOTE: A student may petition for an exception to this prerequisite if he/she can demonstrate that he/she has the knowledge or ability to succeed in MTH 130 Business Statistics and MTH 310 Finite Math with Applications despite not meeting the prerequisite (e.g., student has

relevant prior course work, assessment levels, certification, license or work experience). A formal "Petition for Exception to a Prerequisite" form will be needed as part of the application for the review of this prerequisite exception.

Additional Admissions Requirements for the Certificate in Management Studies

In addition to the above items, students applying to the Certificate in Management Studies at SSU must fulfill the following course prerequisite at the time of admissions:

- Equivalency coursework at the undergraduate level in ENG 111 Composition and Rhetoric with a grade of "C" or better. NOTE: A student may petition for an exception to this prerequisite if he/she can demonstrate that he/she has the knowledge or ability to succeed in BUS 220 Business Communications despite not meeting the prerequisite (e.g., student has relevant prior course work, assessment levels, certification, license or work experience). A formal "Petition for Exception to a Prerequisite" form will be needed as part of the application for the review of this prerequisite exception.

Additional Requirements for International Students

In addition to the above items, international students applying for the certificate programs at SSU must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
- Copy of passport, including information page, Visa, and I-94 validity page;
- International students must show proof of medical insurance prior to the student's first day of their program. Failure to produce valid proof of insurance may result in an inability to enroll in classes and maintain status.
- ***International Students are only eligible for certain programs approved by Student and Exchange Visitor Program. Please check with the admissions office before applying.**

Readmission to a Certificate Program After Withdrawal or Dismissal

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

- Complete and submit an Enrollment Agreement and pay appropriate fees.
- Submit an updated resume
- Any other documents required for regular admission, unless SSU already has those documents on file

- Students who have been dismissed must submit a written, single-spaced essay of at least 1000 words addressing the details of the dismissal and explaining why and how the student believes readmission to the program will result in a successful outcome.

In addition to the above items, international students applying for readmission must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
- Copy of passport, including information page, Visa, and I-94 validity page;

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

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

CERTIFICATES (undergraduate level)

SCHOLASTIC RULES, REGULATIONS, AND ACADEMIC POLICIES

Attendance

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

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

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

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

Credit Hours

In the Certificate program, Southern States University uses a quarter system in which credit hours are awarded based on the assessment of the knowledge, skills, or competencies acquired. For traditionally delivered courses, each unit of credit is equivalent to, at a minimum, either one hour of classroom study and outside preparation, two hours of laboratory work, three hours of internship or practicum, or a combination of the three times the number of weeks in the term. For nontraditionally delivered courses, each unit of awarded credit is determined to ensure that at least an equivalent amount of work to that in a traditionally delivered course is required, so that the acquired levels of knowledge, skills, and/or competencies is at least equivalent to those acquired in a traditional format.

Certificate Grading System

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

Grading Definition Explanations

- N/A – Indicates points will not be included in grade point average calculation.
- "P" - Pass. Indicates credit granted with no grade points being assigned.
- "NP" - Not Pass. Indicates no credit or grade points being granted.
- "I" - Incomplete. Given to a student who has not completed mandatory assignments, quizzes, or examinations, at the discretion of the instructor. An incomplete grade will only be given to students who have completed at least seventy percent of a course and cannot continue due to unforeseen circumstances. Final discretion is given to the instructor as to whether this grade is appropriate. Incomplete(s) must be removed no later than one quarter following the quarter in which the "I" is received. An "I" not removed within one quarter will become an "F". No grade points are assigned for an "I" grade. An "F" will be calculated into the grade point average.
- "W" - Withdrawal from the class. This occurs if a student chooses to withdraw from a class after the close of business following the seventh day of the quarter start date. Students can withdraw from a class until the end of the seventh week of the quarter (at the close of business). For specific withdrawal deadlines, students are encouraged to consult the Academic Calendar. Withdrawals remain on the transcript, and no grade points are assigned. "W" is a permanent grade.
- "R" - Repeat. Certificate students may be required to, or may choose to repeat only one class in order to improve academic performance. Students may not repeat courses in which a grade of "B" or better has been earned. The first attempt will be notated with an "R" on official transcripts, but will not be

included into GPA calculations. Students will be charged the full tuition rate when repeating a course. Note: If students fail more than one class, they will be administratively dismissed from the program. For international students, an administrative dismissal will lead to termination of your visa status by the Designated School Official (DSO).

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

Computing Cumulative Grade Point Averages (GPA)

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

Grade Appeals Policy

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

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

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

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

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

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

CERTIFICATES (undergraduate level)

COURSE LISTING

Course Numbering

Southern States University's course numbering system differentiates courses that are appropriate for particular populations of students and helps advisers and students find appropriate courses by providing an indication of the expectations for the level at which the course is taught.

CERTIFICATE COURSES (100 to 499)

Courses within this range designate courses primarily for Certificate and BBA students.

Lower-division Courses

Courses numbered at the 100 level are generally designed for newly admitted students and normally do not have prerequisites. Courses numbered at the 200 level are generally designed for second-quarter students. Courses at the 200 level may be taken by any student; however, where course prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

Upper-division Courses

Courses numbered at the 300 and 400 levels are upper-division courses designed for continuing students. Even though prerequisites may not be stated, such courses may expect special proficiency or maturity in the discipline and therefore, there is the expectation of previous experience in the discipline. Where course prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

Prerequisites

The prerequisite system is designed to ensure that students have sufficient knowledge and ability to succeed in progressively more challenging courses. A student may petition for an exception to a prerequisite if the student can demonstrate sufficient knowledge or ability through another means (e.g., relevant prior course work, assessment levels, certification, license or work experience). A petition form may be obtained from the University Registrar.

Certificate Program Courses (undergraduate-level)

Course Number	Course Title	Credits
ACC 201	Accounting I	4.5

This course analyzes and records business transactions manually. Emphasis is placed on understanding the accounting cycle, preparing financial statements, bank reconciliations, and payroll. Prerequisite: None

ACC 202	Accounting II	4.5

This is the second of two in-depth accounting courses. In this course, students focus on using accounting data to formulate business decisions. Topics include the value chain, job costing, manufacturing overhead allocation, activity based costing, cost behavior, cost-volume-profit analysis, pricing decisions, and the budgeting process. Prerequisite: ACC 201 or equivalent with a grade of "C" or better

BUS 101	Business Foundations and Analysis	4.5

This course provides a comprehensive view of today's dynamic American businesses and the global economy. Specific topics include starting a small business, satisfying customers, managing operations, motivating employees, building teams, managing information, managing financial resources, and exploring the ethical and social responsibilities of American businesses. Prerequisite: BUS 101 or equivalent with a grade of "C" or better.

BUS 210	Business Law	4.5

This course surveys the legal environment of business organizations. It explores the sources of law and the constitutional basis of regulation, social and ethical influences, corporate responsibility, judicial and administrative systems, contracts, torts, agency, bankruptcy and consumer protection. Prerequisite: None

BUS 220	Business Communications	4.5

This course will help students to develop the ability to compose various types of business communications, with an emphasis on well-organized, clear, concise and persuasive letters, memos, and reports. Students will learn to analyze and to present both written and oral business communications, including those involved with seeking employment. Prerequisite: ENG 111 or equivalent with a grade of "C" or better.

CIS 111	Introduction to Business Information Systems	4.5

This course will provide an introduction to software-based business applications. Components of the course will include data processing, spreadsheets, decision support systems, and databases. Students will acquire knowledge for the purpose of analyzing situations, and determining and applying the appropriate business information systems to address the issue(s) at hand. Prerequisite: None

ECON 100 Macroeconomics 4.5

This course introduces the principles and policies of macroeconomics, including the practical aspects of economic analysis as applied to supply and demand, national production, consumption, saving, taxation, inflation, employment and growth. Students will be exposed to graphical analysis and basic algebraic functions. Prerequisite: None

ECON 101 Microeconomics 4.5

This course introduces the principles of microeconomics as applied to supply and demand, price and output determination, market structures, government regulation, labor/management relations, distribution of income, and international trade. Students will also be exposed to graphical analysis and basic algebraic functions. Prerequisite: None

ENG 111 Composition and Rhetoric 4.5

This course emphasizes expository writing for academic and business purposes. It guides students in developing ideas and their expression, specific writing skills, correct sentence structure, and critical thinking. Students will learn several organizational or rhetorical forms, such as cause and effect, argumentation, comparison and contrast, and persuasion. They will read and analyze samples of various discourse styles or texts. They will also collaborate in pairs or groups to refine their skills in writing and editing. Prerequisite: None

ENG 305 Technical Writing 4.5

Technical Writing will assist students with various correspondence modes, for example: reports, proposals, and other communications that require particular formats. Students will learn communication processes across technological fields along with correct form and tonality. They will also learn how to conduct a job search by means of written and oral communications. They will review and practice technical writing skills, including logical sentence progression, and sentence structure for clarity and appropriateness. Prerequisite: ENG 111 or equivalent with a grade of "C" or better

FIN 305 Business Finance 4.5

Business Finance teaches students how to evaluate and process firm-related financial decisions. Topics that will be discussed include diversification, determination of risk and return and relational analysis with the financial markets. Students will also learn how to properly leverage a firm with debt and equity, and the time value of money. Prerequisite: ACC 201 and ACC 202 or equivalent with a grade of "C" or better.

MGT 305 Operations Management 4.5

Operations Management will examine various organizational components that are essential within manufacturing and service environments. The course will examine several topics, including project management, layout management, forecasting techniques, total quality management, queue modeling and control, and enterprise and resource material planning. Prerequisite: BUS 101 and CIS 111 or equivalent with a grade of "C" or better.

MGT 310 Principles of Management and Organization 4.5

Principles of Management and Organization will expose students to managerial principles and functions, including planning, organizing, leading, staffing, and controlling. Students will also explore organizational functions that contribute to managerial comprehension and effectiveness. Prerequisite: None

MKT 110 Principles of Marketing 4.5

Principles of Marketing will expose students to new concepts and practices that constitute the field of marketing. This course will examine marketing from the perspective of the consumer, the organization, and society, using the underlying components that are inherent within this field. Prerequisite: None

MKT 305 Marketing Fundamentals 4.5

The purpose of this course is to identify and explore the basic concepts and decision-making areas that are central to the general functioning of marketing management. Students will be introduced to conceptual analyses that will entail consumer and business-to-business marketing by focusing on the four functions of marketing: price, product, promotion, and distribution. Prerequisite: None

MKT 310 Consumer Behavior 4.5

This course will examine and apply the principles of consumer behavior to the development and implementation of marketing strategies. The course focuses on the impact of the new media on consumer information seeking, purchasing options, and decision making, while recognizing that consumers now have fast and convenient access to information about virtually any product or service they may wish to purchase. This course also investigates marketing ethics and social responsibilities. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 315 Global Marketing 4.5

This course explores various functions in the field of global marketing. Students will learn the political, legal and cultural environments that affect firms attempting to enter foreign markets. They will also analyze the proper leadership and organizational structure, promotional strategies, and marketing mix conducive to international success. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 320 Sales Strategies 4.5

This course will encompass the various methods and concepts that are used in successful sales strategies. Students will learn the various steps involved in the sales process, including client prospecting, successfully building relationships with customers, presentation skills, and communications following the close of a sale. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 405 Introduction to Marketing Research 4.5

Introduction to Marketing Research will help students determine the relationship between research and managerial decision making. The course will specifically analyze the research processes involved in marketing research, including the overall formulation and design of the procedures that encompass the steps surrounding a successful marketing study. Students will be able to apply these findings to a research project or a case analysis. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 411 Introduction to Advertising 4.5

This course exposes students to the basic points-of-view of the advertising manager, and familiarizes students with the areas of concern to the advertising professional. Particular focus will be placed on audience definition, market analysis, budgeting techniques, and campaign effectiveness. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 415 Services Marketing 4.5

"Services Marketing" involves various functions, including attributive marketing strategies that vary among firms that have alternate structures. Specific areas of interest in this course include service quality benefits, global service structure, service management, and entrepreneurial ventures and opportunities available in a variety of related organizations. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MKT 420 E-Marketing 4.5

This course will examine the history of the Internet and explore its continuing impact on marketing in today's society. Students will define the relationship between the Internet and various marketing components, including the marketing mix, marketing research, and evolutionary business models that have gained prominence due to this recent innovation. Prerequisite: MKT 305 or equivalent with a grade of "C" or better

MTH 125 College Algebra 4.5

College Algebra will expose students to various numerical, analytical, and graphical approaches that pertain to the study or pre-calculus. Students will learn mathematical concepts, including logarithmical functions, complex numbers, sequential series, polynomial and binomial functions, and fractional analysis. Use of these functions will be applied towards various problems that have verifiable use in theoretical and real-world situations. Prerequisite: High School Algebra or Instructor Recommendation

MTH 130 Business Statistics 4.5

This course provides an introduction to the various methodologies involved with business statistics. Various topics will be covered in this course, including probability distributions, testing of hypotheses, correlation analysis, regression analysis, data description, and sampling. Prerequisites: MTH 125 or equivalent with a grade of "C" or better.

MTH 135 Business Calculus 4.5

This course will expose students to a multitude of mathematical concepts; particular attention will be paid to various components including differential, integral, and other functionary topics within calculus that are using for economic and managerial decision making. Students will also be exposed to analytic geometry, and linear algebra functions. Prerequisite: MTH 125 or equivalent with a grade of "C" or better

MTH 305 Statistics 4.5

This course provides an introduction to advanced methods in statistics. Various topics are covered in this course, including hypothesis testing of one sample and two samples, analysis of variance, chi-square tests, non-parametric tests, correlation analysis, simple linear regression analysis, multiple linear regression analysis, and time series forecasting. Various statistical applications are presented with the use of statistical software. Prerequisite: MTH 125 and MTH 130 or equivalent with a grade of "C" or better

MTH 310 Finite Math with Applications 4.5

Math 310 exposes students to several important areas of mathematics which "run parallel" to those of calculus. While the latter subject traditionally uses the machinery of continuity, limits, derivatives, and integration to solve applied problems, finite math uses sets of discrete quantities, sequences, matrices, and difference equations to do the same. Math 310 picks up the coverage of the material at the point where they were left off in Math 125 and continues with some other more advanced topics (Markov Processes, Game Theory, etc.), suitable for an upper division course. Prerequisite: MTH 125 or equivalent with a grade of "C" or better

PHIL 305 Business Ethics 4.5

Business Ethics will analyze ethical issues and their impact on theoretical and applied business practices. The course will involve various literary models that will be used to apply new perspectives and ideas to the field of business ethics and individual decision making. Moral analyses will also be conducted to determine the effects on overall professional and personal development. Prerequisite: PHIL 111 and BUS 101 or equivalent with a grade of "C" or better.

SPCH 111 Public Speaking 4.5

This course introduces students to rhetoric in oral discourse and includes the principles, theories, and practices of speech communication in interpersonal, small group, and public situations. Students will learn the components of speech organization, audience analysis, delivery, and presentation. Prerequisite: None

CERTIFICATES (undergraduate level)
TRANSFER CREDIT

External Transfers

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

Internal Transfers

All credits earned in SSU's undergraduate certificates are internally transferable to SSU's Bachelor of Business Administration (BBA) program. All grades and GPA points will carry over to the new program, subject to all Catalog policies.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

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

UNDERGRADUATE CERTIFICATES SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

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

The following measurements are used to determine Satisfactory Academic Progress:

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

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

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

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

Policies on Satisfactory Academic Progress (SAP)

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

Academic Probation

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

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

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

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

SAP Dismissal

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

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

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

Satisfactory Academic Progress Dismissal Appeals Policy

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

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

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

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

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

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

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

Qualifying Appeals

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

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

CERTIFICATES (graduate level)

Southern States University offers three certificate programs at the graduate level that are three quarters long with seven courses in total. These certificates are:

- Certificate in Business Administration
- Certificate in Strategic Management
- Certificate in Information Technology

Certificate in Business Administration

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

Certificate Requirements

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

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

- Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions.
- Explore relevant theories and practical solutions to different problems that continue to confront business managers in various settings.
- Employ knowledge of the various business and management components and constructs. strategic initiatives, and leadership principles currently used in global business environments.
- Have the skills necessary to help advance their career opportunities towards a management level position upon completion of the program.

Certificate in Business Administration Courses

Core Requirements (4 courses)		**15 Quarter Credits**
BU-500	Quantitative Business Fundamentals	3.0 Quarter Credits
BU-502	Applied Business Research and Communication Skills	4.0 Quarter Credits
BU-504	Integrated Marketing Communications	4.0 Quarter Credits
BU-521	Organizational Leadership	4.0 Quarter Credits

Elective Courses (3 courses)		**12 Quarter Credits**
BU-501	Financial Accounting	4.0 Quarter Credits
BU-510	Operations Management	4.0 Quarter Credits
BU-517	Business Law	4.0 Quarter Credits
BU-524	Strategic Management	4.0 Quarter Credits
BU-530	Globalization of Business	4.0 Quarter Credits

Certificate Program Requirements

	Classes:	**Credits:**
Core Courses – Certificate in Business Administration	4	15
Electives - Certificate in Business Administration	3	12
Total Completion Requirements - Certificate in Business Administration	**7**	**27**

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

Certificate in Strategic Management

Southern States University's Certificate in Strategic Management at the graduate level is a one-year program designed to help prepare students for dealing with a world of business and industry that is constantly changing and evolving. With its emphasis on providing a solid academic and theoretical business foundation combined with modern management skills, the program is structured to ensure its students acquire an in-depth understanding of strategic management. A total of seven courses build strong foundation skills in core subject areas and develop analytical, critical, and creative thinking. Elective courses guide students into several functional areas of management that complement the study of strategic management.

Certificate Requirements

To receive the Certificate in Strategic Management from Southern States University, students must successfully complete the five (5) required core courses and two (2) electives for a total of 27 credit hours which is equivalent to 270 contact hours. Students must complete the requirements within a five (5) quarter period.

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

- Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions.
- Assist in the development of a strategic plan.
- Employ knowledge of the various business and management components and constructs, strategic initiatives, and leadership principles currently used in today's business environments.
- Have the skills necessary to help advance their career opportunities towards a management level position upon completion of the program.

Certificate in Strategic Management Courses

Core Requirements (5 courses)		**19 Quarter Credits**
BU-500	Quantitative Business Fundamentals	3.0 Quarter Credits
BU-506	Managerial Economics	4.0 Quarter Credits
BU-510	Operations Management	4.0 Quarter Credits
BU-524	Strategic Management	4.0 Quarter Credits
BU-536	Global Strategy and Management	4.0 Quarter Credits

Elective Courses (2 courses)		**8 Quarter Credits**
BU-501	Financial Accounting	4.0 Quarter Credits
BU-517	Business Law	4.0 Quarter Credits
BU-521	Organizational Leadership	4.0 Quarter Credits
BU-530	Globalization of Business	4.0 Quarter Credits

Certificate Program Requirements

	Classes:	**Credits:**
Core Courses – Certificate in Strategic Management	5	19
Electives - Certificate in Strategic Management	2	8
Total Completion Requirements - Certificate in Strategic Management	**7**	**27**

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

Certificate in Information Technology

The Certificate in Information Technology program is designed to give participants the knowledge, skills, and abilities to begin a career in an IT-related field. The certificate addresses the role of IT in organizations and the various technologies comprising the broader area of information technology, and their interworking. A total of seven courses at the graduate level build strong foundation skills in core subject areas and develop analytical, critical, and creative thinking. Elective courses guide students into functional IT subjects, or allow a broader focus, affording students the ability to develop skills necessary to take on the many challenges present in this constantly evolving field. Students who join the program should expect to acquire the core knowledge and skills needed to understand and assist in the development and management of IT systems.

Requirements

To receive the Certificate in Information Technology from Southern States University, students must successfully complete the four (4) required core courses and three (3) electives for a total of 26 credit hours, which is equivalent to 260 contact hours. Students must complete the requirements within a five (5) quarter period.

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

- Demonstrate a good understanding of the role of IT in organizations and the various technologies comprising the broader area of information technology, and their interworking.
- Demonstrate understanding of the information systems life–cycle.
- Exhibit information systems project management skills.
- Assist in the design a complete IT system with database, networking, and other technologies and tools comprising IT.
- Have the skills necessary to obtain at least an entry-level job in an IT-related position within one year of graduation from the program.

Certificate in Information Technology - Courses

Required Courses (4 courses)		**14 Quarter Credits**
IT-500	IT Foundations	2.0 Quarter Credits
IT-501	Information Technology Systems	4.0 Quarter Credits
IT-502	Systems Analysis and Design	4.0 Quarter Credits
IT-510	Database Systems	4.0 Quarter Credits

Electives (Choose 3 courses)		**12 Quarter Credits**
IT-513	Computer Networks	4.0 Quarter Credits
IT-516	Web Information Systems	4.0 Quarter Credits
IT-517	Electronic Commerce Systems	4.0 Quarter Credits
IT-520	Information Security	4.0 Quarter Credits
IT-530	Cloud Computing	4.0 Quarter Credits
IT-531	Data Analytics	4.0 Quarter Credits
IT-532	Computer Forensics	4.0 Quarter Credits
IT-533	Ethical Issues in IT	4.0 Quarter Credits

Certificate in IT Program Requirements

	Classes:	**Credits:**
Certificate in IT - Required Courses	4	14
IT Electives	3	12
Certificate in IT - Total Graduation Requirements	**7**	**26**

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

CERTIFICATES (graduate level)

INSTRUCTIONAL MODALITIES AND OPTIONS

Southern States University's graduate certificate programs at the graduate level are offered through two instructional modalities:

- On-campus residential instruction
- Online distance learning

On Campus Residential Education

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

Online Distance Learning

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

Students may take up to 50% of the total required program classes via an online modality.

International students with F-1 visas may only enroll in online courses if they are simultaneously taking the required minimum residential courses in SSU's Certificate programs.

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

- Windows 7 or Vista, or Mac OS 10.x or above
- Internet access with a minimum 56KB/s modem speed. SSU recommends a high speed connection such as DSL or a cable modem.
- 1GHz or greater Pentium processor
- Sound Card and Speakers and/or headphones
- 8X or faster CD-ROM
- 512MB of RAM (or greater) is recommended
- Firefox 3 or Internet Explorer 5.0 or higher
- Microsoft Office or equivalent (Word, Excel and PowerPoint)

CERTIFICATES (graduate level)

ADMISSION RULES AND STANDARDS

English Language Proficiency Policy for all Certificate-Seeking Students

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard though one of the following:

- TOEFL (Test of English as a Foreign Language) result of 61 or above on the iBT (Internet Based Test), 500 or above on the PBT (Paper Based Test),
- IELTS (International English Language Testing System) result of 5.0 or above. Test scores more than two years old will not be accepted.
- (For applicants inside the U.S.) Achieve a score of at least 80% on SSU's English Placement Test (EPT). This test consists of listening, speaking, reading, and writing sections.
- Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 3.0 GPA for Business Administration Certificate program applicants for at least one academic term.

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

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

- Complete and submit an Enrollment Agreement and appropriate fees.
- Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution, and submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, **transcripts from outside the U.S. must be evaluated by an NACES approved organization** (http://www.naces.org/members.htm);
- Submit a written, single-spaced essay of at least 1000 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations
- Submit two official Letters of Recommendation (professional or academic references only)
- Provide a current resume

Additional Admissions Requirement for the Certificate in Information Technology

In addition to the above items, a student applying to the *Certificate in Information Technology must submit the following:*

- Provide verification of at least one math course at the undergraduate-level beyond college algebra with a grade of B or better.

International Certificate Students

In addition to the above items, international students applying for admission to a Certificate program must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement or bank letter not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
- Copy of passport, including information page, Visa, and I-94 validity page;
- International students must show proof of medical insurance prior to the student's first day of their program. Failure to produce valid proof of insurance may result in an inability to enroll in classes and maintain status.

Readmission to the Certificate Program after Withdrawal or Dismissal

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

- Complete and submit an Enrollment Agreement and pay appropriate fees
- Submit an updated resume
- Any other documents required for regular admission, unless SSU already has those documents on file
- Students who have been dismissed from the University must submit a written, single-spaced essay of at least 1000 words addressing the details of the dismissal and explaining why and how the student believes readmission to the program will result in a successful outcome.

In addition to the above items, international students applying for readmission must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
- Copy of passport, including information page, Visa, and I-94 validity page;

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

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

CERTIFICATES (graduate level)

SCHOLASTIC RULES, REGULATIONS, AND ACADEMIC POLICIES

Attendance

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

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

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

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

Credit Hours

In the Certificate program, Southern States University uses a quarter system in which credit hours are awarded based on the assessment of the knowledge, skills, or competencies acquired. For traditionally delivered courses, each unit of credit is equivalent to, at a minimum, either one hour of classroom study and outside preparation, two hours of laboratory work, three hours of internship or practicum, or a combination of the three times the number of weeks in the term. For nontraditionally delivered courses, each unit of awarded credit is determined to ensure that at least an equivalent amount of work to that in a traditionally delivered course is required, so that the acquired levels of knowledge, skills, and/or competencies is at least equivalent to those acquired in a traditional format.

Certificate Grading System

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

Grading Definition Explanations

- N/A – Indicates points will not be included in grade point average calculation.
- "P" - Pass. Indicates credit granted with no grade points being assigned.
- "NP" - Not Pass. Indicates no credit or grade points being granted.
- "I" - Incomplete. Given to a student who has not completed mandatory assignments, quizzes, or examinations, at the discretion of the instructor. An incomplete grade will only be given to students who have completed at least seventy percent of a course and cannot continue due to unforeseen circumstances. Final discretion is given to the instructor as to whether this grade is appropriate. Incomplete(s) must be removed no later than one quarter following the quarter in which the "I" is received. An "I" not removed within one quarter will become an "F". No grade points are assigned for an "I" grade. An "F" will be calculated into the grade point average.
- "W" - Withdrawal from the class. This occurs if a student chooses to withdraw from a class after the close of business following the seventh day of the quarter start date. Students can withdraw from a class until the end of the seventh week of the quarter (at the close of business). For specific withdrawal deadlines, students are encouraged to consult the Academic Calendar. Withdrawals remain on the transcript, and no grade points are assigned. "W" is a permanent grade.
- "R" - Repeat. Certificate students may be required to, or may choose to repeat only one class in order to improve academic performance. Students may not repeat courses in which a grade of "B" or better has been earned. The first attempt will be notated with an "R" on official transcripts, but will not be

included into GPA calculations. Students will be charged the full tuition rate when repeating a course. Note: If students fail more than one class, they will be administratively dismissed from the program. For international students, an administrative dismissal will lead to termination of your visa status by the Designated School Official (DSO).

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

Computing Cumulative Grade Point Averages (GPA)

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

Grade Appeals Policy

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

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

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

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

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

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

CERTIFICATES (graduate level)

COURSE LISTING

Course Numbering

Southern States University's course numbering system differentiates courses that are appropriate for particular populations of students and helps advisers and students find appropriate courses by providing an indication of the expectations for the level at which the course is taught.

CERTIFICATE COURSES (500 to 599)

Courses within this range designate courses primarily for graduate students.

Courses numbered at the 500 level are for graduate level students. Within this level, even though prerequisites may not be stated, such courses may expect special proficiency or maturity in the discipline. Therefore, there is the expectation that students will complete courses numbered 500 through 519 before courses numbered 520 through 529; courses numbered 530 through 539 are generally designed for students who have completed courses numbered 500 through 529. Where prerequisites are indicated students are required to fulfill the necessary requirements before being permitted to enroll in that course.

Prerequisites

The prerequisite system is designed to ensure that students have sufficient knowledge and ability to succeed in progressively more challenging courses. A student may petition for an exception to a prerequisite if the student can demonstrate sufficient knowledge or ability through another means (e.g., relevant prior course work, assessment levels, certification, license or work experience). A petition form may be obtained from the University Registrar.

Course Number	Course Title	Credits
BU-500	Quantitative Business Fundamentals	3.0

Business management requires a knowledge of quantitative and analytical decision-making methodologies for gathering, organizing, analyzing, and evaluating data and information. This MBA Orientation course is designed to provide students with an introduction to the foundational analytical concepts and quantitative methodologies in the areas of finance, accounting, economics, and statistics. This course is not designed to substitute for the traditional full courses in Accounting, Economics, Finance and Statistics that are part of SSU's MBA program; it covers the analytical frameworks in these disciplines and supplies an appropriate quantitative preparation essential to ensuring that students are "up-to-speed" and prepared for SSU's required MBA program courses.
Prerequisite: None

BU-501 Financial Accounting 4.0

This course provides an introduction to accounting procedures and practices. Students will explore the relationship between business and accounting, and how to analyze business transactions. The course will also explain how the accounting cycle operates and the differences between accrual and cash basis accounting. It will also explain how to determine different methods of inventory and asset valuation, and it will elucidate the importance of earnings and corporate governance.
Prerequisite: BU-500

BU-502 Applied Business Research and Communication Skills 4.0

This course provides an introduction to graduate business studies focusing on the applied business research and communication skills necessary to be successful in both an academic MBA program and the current economic environment and workplace. It covers information literacy, research and research methodologies, oral and written communication skills as well as critical thinking, problem solving and decision-making paradigms. As designed, the course will familiarize students with the tools necessary for the successful presentation of theories and concepts as they apply to real world managerial scenarios including business decision-making. Prerequisite: None

BU-504 Integrated Marketing Communications 4.0

Integrated Marketing Communications will provide an in-depth study of promotional activities, such as advertising, personal selling, sales promotions, and direct marketing, including use of the internet. Emphasis will be placed on strategic planning or promotional activities in order to communicate with customers to achieve marketing objectives. This course will also explore the relationship of integrated marketing communications with other elements of promotional activities. Prerequisite: None

BU-506 Managerial Economics 4.0

This course is designed to help students analyze and think through economic problems as an executive manager or as a consumer. It teaches the skills needed to develop a working understanding of the basic principles of economics, for the purpose of making decisions within a complex business and economic environment. It also emphasizes the quantitative and qualitative applications of economics to business analysis. Prerequisite: BU-500

BU-510 Operations Management 4.0

Operations Management is the implementation of the business plan by developing and executing a system which transforms inputs into finished goods or services. This course provides an overview of the concepts and quantitative methods by which managers can oversee a firm’s operations and develop a competitive advantage through those operations. Topics will include forecasting, project planning, aggregate planning, inventory modeling, scheduling, materials requirements planning, strategies for location, process, layout, and supply chain management. Prerequisite: BU 500

BU-517 Business Law 4.0

This course will provide an overview of the ethical issues and laws that affect business sustainability. Students will also learn the relationship between ethics and laws, and how they have an overall impact on the stakeholders in an organization. Students will analyze various sources, statutes, and regulatory issues that affect domestic and international business operations. Prerequisite: BU 502

BU-521 Organizational Leadership 4.0

This course will analyze the impact of leadership on organizational effectiveness. It will attempt to differentiate between a leader and a manager, and how each can be vital to an organization's success. Students will also learn new attributes of successful leaders, including interpersonal skills, attitudes, and behaviors, which can facilitate effective leadership within different types of organizations. Prerequisite: BU 502

BU-524 Strategic Management 4.0

In this course, students will develop the ability to identify and frame complex strategic issues in operations, design operating strategies that address those issues, and take effective action to achieve the full potential of the decisions. This course will also explore the economic principles of business strategy, and develop an analytical framework for identifying and evaluating alternative strategies. It focuses on the major managerial issues associated with project management, and the tools and techniques that can be used to address them. Prerequisite: BU 510 and BU 521

BU-530 Globalization of Business 4.0

Students will identify and analyze various concepts and frameworks associated with the global business environment, including strategic analysis, growth and opportunity identification, and structure from both a cultural and an organizational perspective. Students will also explore international management practices and how they differ based upon the configuration of an organization. Prerequisite: BU 524

BU-536 Global Strategy and Management 4.0

Students in this class will look at various issues that confront organizations that are multi-domestic, transnational, and international. Case study analysis will be used to determine whether specific actions or strategies were successful. Particular attention will be given to strategies, including joint ventures, strategic alliances, acquisitions, mergers, foreign direct investments and various methods of importing and exporting. Prerequisite: BU 524 and BU 530

IT-500 IT Foundations 2.0

IT Foundations covers several most commonly used aspects of information technology, at a level which can be easily be grasped by non–majors. It presents HTML and Webpage creation, elements of human–computer interaction, digital representation of numeric, textual, and multimedia data, networks and databases, social impacts of IT, security mechanisms and privacy issues, and programming in JavaScript. Prerequisite: None

IT-501 Information Technology Systems 4.0

Information Technology Systems initially covers overviews of information systems in organizations, hardware, software, database systems, the Internet and Web. It then covers various aspects of business information systems such as electronic and mobile commerce, enterprise systems, decision support systems, and knowledge management. It then covers the various aspects of information systems development namely, investigation, analysis, design, implementation, maintenance, and review. Then security, privacy, and ethical issues in information systems are covered. Prerequisite: IT 500

IT-502 Systems Analysis and Design 4.0

This course in systems analysis and design covers: Information systems analysis fundamentals, requirements elicitation and modeling, structured analysis, specification, design and implementation, system documentation and maintenance, and quality assurance and implementation in information systems. Prerequisite: IT 500

IT-510 Database Systems 4.0

Database systems covers the essentials of database design and management. Emphasis is placed on logical design of database systems, entity-relationship model, relational model, object-oriented model, normalization, query languages, query processing, query optimization, integrity assertions and security, and database administration. Prerequisite: IT 500

IT-513 Computer Networks 4.0

Computer Networks covers the protocol layers underlying modern networks. Specific topics covered are: Overview of history of computer networks leading up the modern day Internet and Wireless networks; protocol layers such as application layer (e.g., HTTP, FTP, SMTP, DNS), transport layer (e.g., TCP, UDP), and network layer (e.g., IP), link layer (LANs, multi-access networks); overview of wireless and mobile networks; and network security. Prerequisite: IT 501

IT-516 Web Information Systems 4.0

Web Information Systems covers the major technologies driving the development of web pages, dynamic content in web pages, web servers, and databases. It also covers Rich Internet Applications (RIA), database accesses via web applications, and web application development. Prerequisite: IT 501, IT 510

IT-517 Electronic Commerce Systems 4.0

Electronic Commerce Systems covers the key elements comprising electronic commerce. Topics covered are: E-commerce business models, E-commerce categories and applications (B2B, B2C, and C2C), E-commerce infrastructure (Internet, web, and mobile platforms), E-commerce payment systems, E-commerce security, E-commerce marketing and advertisement, online retailing and services, online auction strategies, social and ethical issues in E-commerce. Prerequisite: IT 510, IT 513

IT-520 Information Security 4.0

Information Security focuses on various important aspects of security in a present-day information system. This course covers: Historical developments and components of information security, business needs of information security, legal, ethical, and professional issues in information security, risk management, planning for security, security technology and tools, cryptography and cryptographic tools, implementing information security, and information security maintenance. Prerequisite: IT 501, IT 513

IT-530 Cloud Computing 4.0

Cloud Computing presents the fundamentals, mechanisms, architecture, and models of cloud computing, as well as working with a cloud computing system. This course covers: Fundamental concepts and models in cloud computing, cloud computing deployment models, cloud computing architecture layers, security in cloud computing, cloud infrastructure and management mechanisms, cloud service models, and cloud services and cost optimization techniques. Prerequisite: IT 513

IT-531 Data Analytics 4.0

Data Analytics initially covers the basics of big data, analytics process model, data collection, sampling, and preprocessing. It then covers predictive analytics techniques (e.g., linear regression, logistic regression, decision trees, support vector machines), descriptive analytics techniques (association rules, sequence rules, segmentation), survival analysis (measurements, Kaplan-Meier analysis, parametric survival analysis), social networks analysis (metrics, relational neighbor classifier, relational neighbor classifier, collective inference), benchmarking and data quality, and applications of analytics techniques in several commonly used applications. Prerequisite: IT 510

IT-532 Computer Forensics 4.0

Computer Forensics covers investigative processes, procedures, and challenges, the technologies behind various hardware and software from where evidence can be gathered, the technologies used in the search, collection, examination, and analysis of digital evidence, and presentation of computer forensic evidence in a court of law. Prerequisite: IT 520

IT-533 Ethical Issues in IT 4.0

Ethical Issues in IT provides an in-depth study of various aspects of ethical practices in the uses and applications of information technology. Emphasis is placed on computer-related codes of ethics, ethics and responsibility of IT professionals and users, computer and Internet crimes, intellectual property issues, social networking ethical issues, privacy and anonymity, and impacts of globalization. Prerequisite: IT 501

CERTIFICATES (graduate level)

TRANSFER CREDIT

External Transfers

Transfer credit is not allowed in the Certificate Programs. Credit from SSU's Master of Business Administration (MBA) or Master of Science in Information Technology (MSIT) programs is not allowed.

Internal Transfers

All credits earned in SSU's Certificate in Business Administration and Certificate in Strategic Management are internally transferable to SSU's Master of Business Administration (MBA) program; similarly, all credits earned in SSU's Certificate in Information Technology are internally transferable to SSU's Master of Science in Information Technology (MSIT) program. All grades and GPA points will carry over to the new program, subject to all Catalog policies.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

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

GRADUATE CERTIFICATES SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

Program	Credits Required for Graduation	Maximum Time Frame	Maximum Credit Hours
Certificate in Business Administration	27	5 Quarters	40 Credit Hours
Certificate in Strategic Management	27	5 Quarters	40 Credit Hours
Certificate in Information Technology	26	5 Quarters	39 Credit Hours

The following measurements are used to determine Satisfactory Academic Progress:

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

Program	Total Required Credits Attempted	Percentage of Total Required Credits Attempted	Minimum Cumulative GPA	Minimum Successful Completion Rate
Certificate in Business Administration	15	55%	3.0	60%
	27	100%	3.0	67%
Certificate in Strategic Management	15	55%	3.0	60%
	27	100%	3.0	67%
Certificate in Information Technology	13	50%	3.0	60%
	26	100%	3.0	67%

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

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

Policies on Satisfactory Academic Progress (SAP)

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

Academic Probation

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

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

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

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

SAP Dismissal

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

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

Satisfactory Academic Progress Dismissal Appeals Policy

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

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

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

The Chief Academic Officer is looking for evidence that a student has met the terms of their academic probation and adequately identified and resolved the issues that led to their substandard academic performance before granting an appeal and permitting them to continue their studies on a reinstatement probationary quarter. Students should provide an explanation of how the circumstances have been

resolved, changed or will be different if they are reinstated and permitted to continue their studies. It is strongly recommended that a student meet with their Academic Advisor before submitting their appeal.

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

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

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

Qualifying Appeals

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

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

PROFESSIONAL PROGRAM

Short-Term, Non-Degree, Non-Credit Courses

Overview

Southern States University's Professional Program consists of individual, short-term professional courses of four weeks each that take place in the classroom. These courses are geared towards individuals that are exploring a new field or want to augment their knowledge and skills in their profession. Each course is a non-degree, non-credit course that presents an introduction to a respective subject matter while applying analytical, communications, team-work, and critical -thinking skills. Throughout each course, students follow textbook-based or case study materials while having lectures, class discussions, and group projects. At the end of each course, students present their group project involving their strategic recommendations of real-world scenarios.

A typical Professional Program class consists of 15 to 30 students. Each course has required learning materials. Classes are offered during the day or evening to fit a variety of schedules. Each course lasts four weeks for a total of 72 hours of meeting time, which is 18 hours per week.

Courses:

- Marketing
- Entrepreneurship
- Business Law
- Operations Management
- Strategic Management
- Public Speaking

Upon completion of a course, a Professional Program student will be able to:

- Apply the learned subject-matter in a professional-setting.
- Explore the subject-matter beyond the basic level.
- Apply analytical, communications, team-work, and critical -thinking skills in their own personal and professional lives.

Attendance Requirement

As regular attendance and successful student learning are closely linked, University policies concerning student attendance are necessary for ensuring students are meeting their learning goals.

It is the policy of the University that students are required to be regular and punctual in class attendance. In order to receive a "Certificate of Completion" in a course, a student needs to have a minimum of 60 hours of attendance (83% attendance) and complete the course. Full attendance requires full participation in class.

Instructional Modalities

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

PROFESSIONAL PROGRAM
ADMISSION RULES AND STANDARDS

Students applying for admission to the Professional Programs are required to satisfy the following admission requirements:

- Complete and submit an Enrollment Agreement and pay appropriate fees
- Provide verification of completion of a high school diploma (from a state-recognized school), High School Equivalency, or College coursework or equivalency; diplomas from outside the U.S. must be evaluated by an NACES approved organization (http://www.naces.org/members.htm);
- Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (http://www.naces.org/members.htm);

English Language Proficiency

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to the Professional Program are expected to have English language proficiency. It is advised that students have English-language skills at the intermediate or higher levels.

International Students and Visitors (non-U.S. residents)

The Professional Program is available to anyone residing in or visiting the U.S. International students already studying in the U.S. should consult their own Designated School Official (DSO) to see if enrollment in this program is in compliance with their visa requirements.

Readmission to a Professional Program After Withdrawal

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

- Complete and submit a new Enrollment Agreement and pay appropriate fees
- Any other documents required for regular admission, unless SSU already has those documents on file

COURSE DESCRIPTIONS

Course Number	Course Title	Clock Hours
PEP 001	**Marketing**	**72 hours**

This is a short-term, non-credit course that is part of the Professional Program at Southern States University. Using reading and case study materials from the Harvard Business School, this course presents the foundations in marketing. Topics such as Marketing Fundamentals, Marketing Strategy, 5 Cs and 4Ps in Marketing, Consumer Behavior, Consumer Buying Process, Consumer Decision-Making, Market Segmentation, Targeting, and Product Positioning are the main focus of this course that will equip the student with a basic understanding of marketing strategy. At the end of the course, students will analyze and present their strategic recommendations in marketing plan for an existing company. **Prerequisite:** None. **Co-requisite:** None. **Advised English Proficiency**: Intermediate or Higher Level.

PEP 002	**Entrepreneurship**	**72 hours**

This is a short-term, non-credit course that is part of the Professional Program at Southern States University. Using reading and case study materials from the Harvard Business School, this course presents the foundations in entrepreneurship. Topics such as Business Models and Entrepreneurial Ventures, Entrepreneurship, Startup, Venture Life Cycle, Marketing and Sales in the New Venture, Entrepreneurial Finance, and Business Plan are the main focus of this course that will equip the student with a basic understanding of the entrepreneurship world. At the end of the course, students will analyze and present their strategic recommendations in business plan for a start-up company. **Prerequisite:** None. **Co-requisite:** None. **Advised English Proficiency**: Intermediate or Higher Level.

PEP 003	**Operations Management**	**72 hours**

This is a short-term, non-credit course that is part of the Professional Program at Southern States University. Using reading and case study materials from the Harvard Business School, this course presents the foundations in operations management. Topics such as Operations Management, Process Improvement, Logistics, Supply Chain Management, Performance Measurement, Quality Management, Service Quality, and Operations Strategy Plan are the main focus of this course that will equip the student with a basic understanding of the tools in operations management. At the end of the course, students will analyze and present their strategic recommendations in an operations strategy plan for an existing company. **Prerequisite:** None. **Co-requisite:** None. **Advised English Proficiency**: Intermediate or Higher Level.

Course Number	Course Title	Clock Hours
PEP 004	**Strategic Management**	**72 hours**

This is a short-term, non-credit course that is part of the Professional Program at Southern States University. Using reading and case study materials from the Harvard Business School, this course presents the foundations in strategic management. Topics such as Strategy, Competitive Advantage, Five Forces Model, Industry Analysis, Competitive Advantage, Strategic Planning, Sustainable Competitive Advantage, Value Proposition, Balanced Scorecard, Implementing Strategy, and Strategic Plan are the main focus of this course that will equip the student with a basic understanding of the tools in strategic management. At the end of the course, students will analyze and present their business recommendations in a strategic plan for an existing company. **Prerequisite:** None. **Co-requisite:** None. **Advised English Proficiency**: Intermediate or Higher Level.

PEP 005	**Business Law**	**72 hours**

This is a short-term, non-credit course that is part of the Professional Program at Southern States University. Using reading and case study materials from a reputable business law textbook, this course presents an overview of the ethical issues and laws that affect business sustainability. Students will also learn the relationship between ethics and laws, and how they have an overall impact on the stakeholders in an organization. The course will analyze various sources, statutes, and regulatory issues that affect U.S. business operations. At the end of the course, students will analyze and present their analysis of an existing business law case. **Prerequisite:** None. **Co-requisite:** None. **Advised English Proficiency**: Intermediate or Higher Level.

PEP 006	**Public Speaking**	**72 hours**

This is a short-term, non-credit course that is part of the Professional Program at Southern States University. This course introduces students to rhetoric in oral discourse and includes the principles, theories, and practices of speech communication in interpersonal, small group, and public situations. Students will learn the components of speech organization, audience analysis, delivery, and presentation. At the end of the course, students will present several types of speeches geared towards the business community. **Prerequisite:** None. **Co-requisite:** None. **Advised English Proficiency**: Intermediate or Higher Level.

SAMPLE COURSE SCHEDULE

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
12:30 pm - 1:30 pm	Lecture			Field Trips 9 am – 2 pm
1:30 pm - 1:45 pm	Break			
1:45 pm - 3:00 pm	Lecture			
3:00 pm - 3:15 pm	Break			
3:15 pm - 4:00 pm	Case Study Class Discussion			
4:00 pm - 4:15 pm	Break			
4:15 pm - 5:00 pm	Group Project			

SOUTHERN STATES UNIVERSITY



CATALOG SUPPLEMENT

Revised 07/01/2016

TUITION, FEES, & INCIDENTAL PROGRAM COSTS PG. 182-198

ACADEMIC CALENDAR 2016-2017 PG. 199 - 201

FACULTY PG. 202-213

ADMINISTRATION AND STAFF PG. 214

TUITION, FEES, INCIDENTAL PROGRAM COSTS AND REFUND POLICIES

Associates of Business Administration (BBA)

Program Costs

	Associates of Business Administration
Application Fee: (Non-Refundable)	$100.00
International Registration Fee (Non-Refundable)	$150.00
International Enrollment Fee	$250.00
Domestic Courier Fee	$25.00
International Courier Fee	$85.00
Library and Technology Fee	$75.00 per quarter
Student ID Card	$20.00
Student ID Card Replacement	$20.00
Orientation Fee	$75.00
Student Tuition Recovery Fee Fund (Non-Refundable)	$0.00
Evaluation/ Critique of Final Project	$0.00
Add/Drop class fee (following deadline)	$40.00
Transcript Fee	$25.00
Certificate or Diploma Reprint Fee	$100.00
CPT/OPT Assistance Fee	$100.00
I-20 Replacement Fee	$30.00
Payment Plan Change Fee	$25.00
Returned Check Fee	$35.00
Bank Wire Fee	$30.00
Late Fee	10% of the amount of payment due
Late Fee past 4 days	$5.00 per day starting on the 5th day until payment in full
Payment Processing Fee	$40.00 per tuition payment
Graduation Fee	$150.00

Total Charges for a Period of Attendance	$1,802.50
Total for Entire Program-minimum	$11,250.00
Total for Entire Program-maximum	$14,035.00

Total Tuition $11,500
90 Quarter Credits x $125/unit

A normal academic course load for ABA students consists of 13.5 credit hours per term, which would result in tuition fee charges of $1,687.50/term plus library fees of $75/term and a $40 payment processing fee/payment on the Quarterly Payment Plan.

Bachelor of Business Administration (BBA)

Program Costs

	Bachelor of Business Administration
Application Fee: (Non-Refundable)	$100.00
International Registration Fee (Non-Refundable)	$150.00
International Enrollment Fee	$250.00
Domestic Courier Fee	$25.00
International Courier Fee	$85.00
Library and Technology Fee	$75.00 per quarter
Student ID Card	$20.00

Student ID Card Replacement	$20.00
Orientation Fee	$75.00
Student Tuition Recovery Fee Fund (Non-Refundable)	$0.00
Evaluation/ Critique of Final Project	$0.00
Add/Drop class fee (following deadline)	$40.00
Transcript Fee	$25.00
Certificate or Diploma Reprint Fee	$100.00
CPT/OPT Assistance Fee	$100.00
I-20 Replacement Fee	$30.00
Payment Plan Change Fee	$25.00
Returned Check Fee	$35.00
Bank Wire Fee	$30.00
Late Fee	10% of the amount of payment due
Late Fee past 4 days	$5.00 per day starting on the 5th day until payment in full
Payment Processing Fee	$40.00 per tuition payment
Graduation Fee	$150.00
Total Charges for a Period of Attendance	$1802.50
Total for Entire Program-minimum	$23,895.00
Total for Entire Program-maximum	$28,070.00

Total Tuition $22,500
180 Quarter Credits x $125/unit

A normal academic course load for BBA students consists of 13.5 credit hours per term, which would result in tuition fee charges of $1,687.50/term plus library fees of $75/term and a $40 payment processing fee/payment on the Quarterly Payment Plan.

Master of Business Administration (MBA)

Program Costs

	Master of Business Administration
Application Fee: (Non-Refundable)	$100.00
International Registration Fee (Non-Refundable)	$150.00
International Enrollment Fee	$250.00
Domestic Courier Fee	$25.00
International Courier Fee	$85.00
Library and Technology Fee	$75.00 per quarter
Student ID Card	$20.00
Student ID Card Replacement	$20.00
Orientation Fee	$75.00
Student Tuition Recovery Fee Fund (Non-Refundable)	$0.00
Evaluation/ Critique of Final Project	$500.00
Add/Drop class fee (following deadline)	$40.00
Transcript Fee	$25.00
Certificate or Diploma Reprint Fee	$100.00
CPT/OPT Assistance Fee	$100.00
I-20 Replacement Fee	$30.00
Payment Plan Change Fee	$25.00
Returned Check Fee	$35.00
Bank Wire Fee	$30.00
Late Fee	10% of the amount of payment due
Late Fee past 4 days	$5.00 per day starting on the 5th day until payment in full
Payment Processing Fee	$40.00 per tuition payment
Graduation Fee	$150.00

Total Charges for a Period of Attendance	$1355.00
Total for Entire Program-minimum	$11,520.00
Total for Entire Program-maximum	$14,082.25

Non-refundable Student Tuition Recovery Fund (STRF) Fee $0.00

A normal academic course load for MBA students consists of 8 credit hours per term, which would result in tuition fee charges of $1,240.00/term plus library fees of $75/term and a $40 payment processing fee/payment on the Quarterly Payment Plan.

Current students are bound by the pricing and terms included in their Enrollment Agreement, which is consistent with the SSU Catalog in effect at the time of initial enrollment.

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

Decrease in Interest Rate for $350 Payment Plan of Degree Program Students

The interest rate of $350 payment plan has been decreased from 8% to 3%. Southern States University will continually maintain current quality of programs and services. The interest rate decrease will be only affected within the final tuition payment of students who have chosen and will choose 350 payment plan under both MBA program and BBA program.

$350 Payment Plan-with 3% interest rate

MBA Program

- 26 payments of **$350** (every 4 weeks) plus 26 payments of **$65 ($40 processing fee +$25 library and Tech fee/payment)** (every 4 weeks) =**$415 every 4 weeks**

- There will be **one final tuition payment of $1,277.25** ($975 ($10,075-$9,100) plus 3% financing interest on ($10,075) of $302.25). **It can be paid in 2 installments of $638.625.**

- Total tuition payment:
$350*26 + ($40+$25)*26 +$975 +3%*$10,075 =$9,100 + $1,690+$975 + $302.25
= $12,067.25 plus all fees applicable.

BBA Program

- 52 payments of **$350** (every 4 weeks) plus 52 payments of **$65 ($40 processing fee +$25 library and Tech fee/payment)** (every 4 weeks) =**$415 every 4 weeks**

- There will be **one final tuition payment of $4,975** ($4,300($22,500-$18,200) plus 3% financing interest on ($22,500) of $675). **It can be paid in 2 installments of $2487.50.**

- Total tuition payment:
$350*52 + ($40+$25)*52 +$4300 +3%*$22,500 =$18.200 + $3,380+$4,300 + $675
= $ 26555 plus all fees applicable.

3%interest rate-BBA

	4 weeks Payment	Estimated # of months per Quarter	Estimated Total Tuition	Estimated Total to be Paid	What is included
❒	$350 Payment plan	52	$23,550.00	$26,555.00	Tuition +Lib&Tech fee + P Fee + 3% Interest fee

3%interest rate-MBA

	4 weeks Payment	Estimated # of months per Quarter	Estimated Total Tuition	Estimated Total to be Paid	What is included
❒	$350 Payment plan	26	$10,075.00	$12,067.25	Tuition +Lib&Tech fee + P Fee + 3% Interest fee

Master of Science in Information Technology (MSIT)

Program Costs

	Master of Science in Information Technology
Application Fee: (Non-Refundable)	$100.00
International Registration Fee (Non-Refundable)	$150.00
International Enrollment Fee	$250.00
Domestic Courier Fee	$25.00
International Courier Fee	$85.00
Library and Technology Fee	$75.00 per quarter
Student ID Card	$20.00
Student ID Card Replacement	$20.00
Orientation Fee	$75.00
Student Tuition Recovery Fee Fund (Non-Refundable)	$0.00
Evaluation/ Critique of Final Project	$500.00
Add/Drop class fee (following deadline)	$40.00
Transcript Fee	$25.00
Certificate or Diploma Reprint Fee	$100.00
CPT/OPT Assistance Fee	$100.00
I-20 Replacement Fee	$30.00
Payment Plan Change Fee	$25.00
Returned Check Fee	$35.00
Bank Wire Fee	$30.00
Late Fee	10% of the amount of payment due
Late Fee past 4 days	$5.00 per day starting on the 5th day until payment in full
Payment Processing Fee	$40.00 per tuition payment
Graduation Fee	$150.00

Total Charges for a Period of Attendance	$2,715.00
Total for Entire Program-minimum	$19,570.00
Total for Entire Program-maximum	$21,580.00

Total Tuition $18,200*
56 Quarter Credits x $325/unit

Non-refundable Student Tuition Recovery Fund (STRF) Fee $0.00

A normal academic course load for MSIT students consists of 8 credit hours per term, which would result in tuition fee charges of $2,600.00/term plus library fees of $75/term and a $40 payment processing fee/payment on the Quarterly Payment Plan.

Current students are bound by the pricing and terms included in their Enrollment Agreement, which is consistent with the SSU Catalog in effect at the time of initial enrollment.

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

Intensive English Program (IEP) Fees*
Program Costs

Administrative Fees Associated With Each Program				
	Early Morning Program	Morning Program	Afternoon Program	Mid-Afternoon Program
Application Fee: (Non-Refundable)	$100.00	$100.00	$100.00	$100.00
Domestic Courier Fee	$25.00	$25.00	$25.00	$25.00
International Courier Fee	$85.00	$85.00	$85.00	$85.00
International Registration Fee (Non-Refundable)	$150.00	$150.00	$150.00	$150.00
International Enrollment Fee	$250.00	$250.00	$250.00	$250.00
Course Material Fee per Quarter (13 Weeks):	$25.00	$25.00	$25.00	$25.00
Book Fee per Course:	$65.00	$65.00	$65.00	$65.00
Change of Status Consultation Fee:	$100.00	$100.00	$100.00	$100.00
Tuition Cost:	$195 per 4 weeks $633.75 for entire 13 week course $6,386.25 for entire 30 month program	$350 per 4 weeks $1137.50 for entire 13 week course $11,462.50 for entire 30 month program	$195 per 4 weeks $633.75 for entire 13 week course $6,386.25 for entire 30 month program	$350 per 4 weeks $1137.50 for entire 13 week course $11,462.50 for entire 30 month program
Student Tuition Recovery Fee Fund** (Non-Refundable)	$0**	$0**	$0**	$0**
Late Fee***	$19.50***	$35.00***	$19.50***	$35.00***
Credit Card Processing Fee ******	$20.00****	$20.00****	$20.00****	$20.00****
Total Charge for Attendance Period	$658.75	$1,162.50	$658.75	$1,162.50
Total for Entire Program	$7,061.25 to $8,959.88	$12,137.00 to $14,543.75	$7,061.25 to $8,959.88	$12,137.00 to $14,543.75

*Tuition and Fees Subject to Change at Any Time with Prior Notice

Undergraduate-Level Business Certificate Programs

Program Costs

	Undergraduate Business Certificate Program
Application Fee: (Non-Refundable)	$100.00
International Registration Fee (Non-Refundable)	$150.00
International Enrollment Fee	$250.00
Domestic Courier Fee	$25.00
International Courier Fee	$85.00
Library and Technology Fee	$75.00 per quarter
Student ID Card	$20.00
Student ID Card Replacement	$20.00
Orientation Fee	$75.00
Student Tuition Recovery Fee Fund (Non-Refundable)	$0.00
Evaluation/ Critique of Final Project	$0.00
Add/Drop class fee (following deadline)	$40.00
Transcript Fee	$25.00
Certificate or Diploma Reprint Fee	$100.00
CPT/OPT Assistance Fee	$100.00
I-20 Replacement Fee	$30.00
Payment Plan Change Fee	$25.00
Returned Check Fee	$35.00
Bank Wire Fee	$30.00
Late Fee	10% of the amount of payment due
Late Fee past 4 days	$5.00 per day starting on the 5th day until payment in full
Payment Processing Fee	$40.00 per tuition payment
Graduation Fee	$150.00

Total Charges for a Period of Attendance	$1802.50
Total for Entire Program-minimum	$5,632.50
Total for Entire Program-maximum	$7,162.50

Total Tuition $5,063*
40.5 Quarter Credits x $125/unit

Non-refundable Student Tuition Recovery Fund (STRF) Fee $0.00

A normal academic course load for Certificate students consists of 13.5 credit hours per term, which would result in tuition fee charges of $1,687.50/term plus library fees of $75/term and a $40 payment processing fee/payment on the Quarterly Payment Plan.

Current students are bound by the pricing and terms included in their Enrollment Agreement, which is consistent with the SSU Catalog in effect at the time of initial enrollment.

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

Graduate-Level Business Certificate Programs

Program Costs

	Graduate Level Business Certificate Program
Application Fee: (Non-Refundable)	$100.00
International Registration Fee (Non-Refundable)	$150.00
International Enrollment Fee	$250.00
Domestic Courier Fee	$25.00
International Courier Fee	$85.00
Library and Technology Fee	$75.00 per quarter
Student ID Card	$20.00
Student ID Card Replacement	$20.00
Orientation Fee	$75.00
Student Tuition Recovery Fee Fund (Non-Refundable)	$0.00
Evaluation/ Critique of Final Project	$0.00
Add/Drop class fee (following deadline)	$40.00
Transcript Fee	$25.00
Certificate or Diploma Reprint Fee	$100.00
CPT/OPT Assistance Fee	$100.00
I-20 Replacement Fee	$30.00
Payment Plan Change Fee	$25.00
Returned Check Fee	$35.00
Bank Wire Fee	$30.00
Late Fee	10% of the amount of payment due
Late Fee past 4 days	$5.00 per day starting on the 5th day until payment in full
Payment Processing Fee	$40.00 per tuition payment
Graduation Fee	$150.00
Total Charges for a Period of Attendance	$1,355.00

Total for Entire Program-minimum	$4,755.00
Total for Entire Program-maximum	$6,285.00

Program Costs

Total Tuition 27 Quarter Credits x $155/unit	$4,185*
Non-refundable Student Tuition Recovery Fund (STRF) Fee	$0.00

A normal academic course load for Certificate students consists of 8 credit hours per term, which would result in tuition fee charges of $1,240.00/term plus library fees of $75/term and a $40 payment processing fee/payment on the Quarterly Payment Plan.

Current students are bound by the pricing and terms included in their Enrollment Agreement, which is consistent with the SSU Catalog in effect at the time of initial enrollment.

*Tuition and Fees Subject to Change at Any Time with Prior Notice

Graduate-Level Certificate in Information Technology

Program Costs

	Graduate Level Certificate in Information Technology
Application Fee: (Non-Refundable)	$100.00
International Registration Fee (Non-Refundable)	$150.00
International Enrollment Fee	$250.00
Domestic Courier Fee	$25.00
International Courier Fee	$85.00
Library and Technology Fee	$75.00 per quarter
Student ID Card	$20.00
Student ID Card Replacement	$20.00
Orientation Fee	$75.00
Student Tuition Recovery Fee Fund (Non-Refundable)	$0.00
Evaluation/ Critique of Final Project	$0.00
Add/Drop class fee (following deadline)	$40.00
Transcript Fee	$25.00
Certificate or Diploma Reprint Fee	$100.00
CPT/OPT Assistance Fee	$100.00
I-20 Replacement Fee	$30.00
Payment Plan Change Fee	$25.00
Returned Check Fee	$35.00
Bank Wire Fee	$30.00
Late Fee	10% of the amount of payment due
Late Fee past 4 days	$5.00 per day starting on the 5th day until payment in full
Payment Processing Fee	$40.00 per tuition payment
Graduation Fee	$150.00

Total Charges for a Period of Attendance	$2,715.00
Total for Entire Program-minimum	$9,020.00
Total for Entire Program-maximum	$10,550.00

Program Costs

Total Tuition $8450*
26 Quarter Credits x $325/unit

Non-refundable Student Tuition Recovery Fund (STRF) Fee $0.00

A normal academic course load for Certificate students consists of 8 credit hours per term, which would result in tuition fee charges of $2600.00/term plus library fees of $75/term and a $40 payment processing fee/payment on the Quarterly Payment Plan.

Current students are bound by the pricing and terms included in their Enrollment Agreement, which is consistent with the SSU Catalog in effect at the time of initial enrollment.

*Tuition and Fees Subject to Change at Any Time with Prior Notice

Professional Program

Program Costs

Application Fee: (Non-Refundable)	$100.00
International Registration Fee (Non-Refundable)	$150.00
International Enrollment Fee	$250.00
Domestic Courier Fee	$25.00
International Courier Fee	$85.00
Library and Technology Fee	$0.00
Student ID Card	$0.00
Student ID Card Replacement	$0.00
Orientation Fee	$0.00
Student Tuition Recovery Fee Fund** (Non-Refundable)	$0.00*
Evaluation/ Critique of Final Project	$0.00
Add/Drop class fee (following deadline)	$0.00
Transcript Fee	$0.00
Certificate or Diploma Reprint Fee	$0.00
CPT/OPT Assistance Fee	$0.00
I-20 Replacement Fee	$0.00
Payment Plan Change Fee	$0.00
Returned Check Fee	$35.00
Bank Wire Fee	$30.00
Late Fee	10% of the amount of payment due
Late Fee past 4 days	$5.00 per day starting on the 5th day until payment in full
Course Materials Fees (Varies by course, Professional Program Only)	$50-$300

Document Reprint Fee (Professional Program Only)	$30.00
Airport Transfer (Professional Program Only)	$50.00
Accommodation Placement Fee(Professional Program Only)	$150.00
American Homestay Fees(Upon availability, Professional Program Only)	$650-$875
Payment Processing Fee	$20.00 on all payments more than $100
Graduation Fee	$0.00
Total Charge for Period of Attendance	Equal to full amount of program.
Estimated Total for Entire Program-minimum	$1,350.00
Estimated Total for Entire Program-maximum	$3,300.00

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, 1-800-370-7589.

ACADEMIC CALENDARS 2016-2017

DEGREE & CERTIFICATE PROGRAMS:

Summer 2016 (Degree & Certificate Programs)

Registration Deadline:	June 18, 2016
Orientation Class for New MBA Students:	July 11 to 14, 2016
First Day of Classes:	July 18, 2016
Last Day to Drop for 100% Refund:	July 25, 2016
Last Day to Withdraw:	August 29, 2016
Final Day of Classes:	September 24, 2016
Grades Posted:	October 2, 2016

Holidays: No Class on Monday, September 5, 2016 (Labor Day)

NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.

Fall 2016 (Degree & Certificate Programs)

Registration Deadline:	September 23, 2016
Orientation Class for New MBA Students:	October 10 to 13, 2016
First Day of Classes:	October 17, 2016
Last Day to Drop for 100% Refund:	October 24, 2016
Last Day to Withdraw:	November 23, 2016
Final Day of Classes:	December 24, 2016
Grades Posted:	December 30, 2016

Holidays: No Class on Thursday, Friday, and Saturday, November 24 to 26, 2016 (Thanksgiving)

NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.

Winter 2016-2017 (Degree & Certificate Programs)

Registration Deadline:	December 16, 2016
Orientation Class for New MBA Students:	January 9 to 12, 2017
First Day of Classes:	January 16, 2017
Last Day to Drop for 100% Refund:	January 23, 2017
Last Day to Withdraw:	February 20, 2017
Final Day of Classes:	March 24, 2017
Grades Posted:	March 31, 2017

Holidays: No Class on Monday, February 20, 2017 (President's Day)

NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.

ACADEMIC CALENDAR -- INTENSIVE ENGLISH PROGRAM:

Summer 2016
First Day of Instruction – May 23, 2016
Last Day of Instruction – August 18, 2016

Fall 2016
First Day of Instruction – August 23, 2016
Last Day of Instruction – November 17, 2016

Winter 2016-2017
First Day of Instruction – November 21 2016
Last Day of Instruction – February 16, 2017

Spring 2017
First Day of Instruction – February 20, 2017
Last Day of Instruction – May 18, 2017

Summer 2017
First Day of Instruction – May 22, 2017
Last Day of Instruction – August 17, 2017

PROFESSIONAL PROGRAM SCHEDULE

TENTATIVE SCHEDULE

September 2016	Marketing:	September 5 – September 29, 2016
October 2016	Operations Management:	October 3 – October 28, 2016
January 2017	Business Law:	January 9 – February 2, 2017
February 2017	Entrepreneurship:	February 6 – March 3, 2017
March 2017	Public Speaking:	March 6 – March 30, 2017
May 2017	Strategic Management:	May 1 – May 25, 2017

Note: These dates are subject to change

DEGREE AND CERTIFICATE PROGRAM FACULTY

Southern States University's faculty is constantly growing and changing to better assist SSU students in gaining the knowledge they will need to succeed in the business community. Listed below are current degree and certificate program Faculty and the location(s) where they are teaching.

SAN DIEGO/ ONLINE FACULTY

Samila Amanyraoufpoor
D.B.A., Finance, Alliant International University
M.B.A., Global Management, University of Phoenix
B.A., German Language, AZAD Islamic University, Tehran, Iran
Program
MBA, BBA, Certificates
Teaching Location:
Online

Claudia Araiza
Ph.D., Economics, Claremont Graduate University
M.A., Economics, San Diego State University
B.A., Economics & International Business, San Diego State University
Program
MBA, BBA, Certificates
Teaching Locations:
San Diego, Online

Raef Assaf
D.B.A., International Business, Argosy University
M.B.A., Marketing, Wayne State University
B.S., Marketing, Wayne State University
Program
MBA, BBA, Certificates
Teaching Locations:
Online

Peggy Bilbruck
Ed.D., Educational Leadership and Curriculum Development, University of Phoenix
M.B.A., University of Phoenix
B.S.B.M., Business Management, University of Phoenix
Program
MBA, BBA, Certificates
Teaching Locations:
Online

Yun-Chin Davis
D.B.A., California International Business University
M.B.A., Hawaii Pacific University
M.A., Human Resources Management, Hawaii Pacific University
B.S., Meterology, Chinese Culture University
Program
MBA, BBA, Certificates
Teaching Location:
San Diego

Roxana Elbahou
M.B.A, Business Administration, Notre Dame de Namur University
B.S., Business Administration, Notre Dame de Namur University
Program
MBA, BBA, Certificates
Teaching Location:
San Diego

Eileen Gonzales
M.S., Material Physics, University of California, San Diego
B.S., Physics, University of California, San Diego
Program
BBA
Teaching Location:
San Diego

Matthew Isom
M.A., English, San Diego State University
B.A., Comparative Literature, University of California, Santa Cruz
Program
BBA
Teaching Location:
San Diego

Gary Lawson
D.P.A., Public Administration, University of La Verne
Ph.D., Health Services Management, Southwest University
M.A.O.M., Organizational Management, University of Phoenix
M.A., Health Services Management, Southwest University
B.A., Communications, California State University, Fullerton
Program
MBA, BBA, Certificates
Teaching Location:
Online

Gary Letchinger
J.D., University of California – Hastings College of Law, San Francisco
M.A., Philosophy, University of Michigan, Ann Arbor
B.A., Liberal Arts, University of Illinois, Urbana
Program
MBA, BBA, Certificates
Teaching Location:
San Diego, Online

Luke Martin
J.D., California Western School of Law
B.A., English, University of North Texas
B.A., Political Science, University of North Texas
Teaching Location:
San Diego, Online

Yvan Nezerwe
D.B.A., Finance, Alliant International University
M.B.A., Finance, Alliant International University
B.S., International Business, United States International University-Nairobi Kenya
Program
MBA, BBA, Certificates
Teaching Location:
San Diego, Online

Craig Ostrander
M.B.A., California State University, San Marcos
B.A., Business Administration-Marketing, Eastern Michigan University
Program
MBA, BBA, Certificates
Teaching Location:
San Diego

Harold Rucker
J.D., University of San Diego School of Law
M.A, Political Science, San Diego State University
B.A., Public Administration, California State College, Long Beach
A.A., Political Science, L.A. Harbor College
Program
MBA, BBA, Certificates
Teaching Location:
San Diego

John Scholte
M.Div., Western Theological Seminary
B.A., Religion, Hope College
Program
BBA, Certificates
Teaching Locations:
San Diego, Online

William Taylor
M.B.A., Hawaii Pacific University
B.S., Accounting, Hawaii Pacific University
A.S., Business Administration, Shelby State Community College
Program
MBA, BBA, Certificates
Teaching Locations:
San Diego

NEWPORT BEACH FACULTY

Iyad Afalqa
M.B.A., University of California at Irvine
Certificate, Health Care Management, University of California at Irvine
B.S., Biological Sciences and Chemistry, University of Wisconsin-Milwaukee
Program
MBA, BBA, Certificates
Teaching Location:
Newport Beach

Matthew Alcala
M.A., Psychological Research, California State University, Long Beach
B.A., Psychology, University of California at Los Angeles
Program
BBA
Teaching Location:
Newport Beach

Samila Amanyraoufpoor
D.B.A., Finance, Alliant International University
M.B.A., Global Management, University of Phoenix
B.A., German Language, AZAD Islamic University, Tehran, Iran
Program
MBA, BBA, Certificates
Teaching Location:
Newport Beach

Raef Assaf
D.B.A., International Business, Argosy University
M.B.A., Marketing, Wayne State University
B.S., Marketing, Wayne State University
Program
MBA, BBA, Certificates
Teaching Locations:
Newport Beach

Peggy Bilbruck
Ed.D., Educational Leadership and Curriculum Development, University of Phoenix
M.B.A., University of Phoenix
B.S.B.M., Business Management, University of Phoenix
Program
MBA, BBA, Certificates
Teaching Locations:
Newport Beach

Michelle Bonny
Ed.S., Educational Leadership and Curriculum Development, Walden University
M.A., Adult Education and Development, Regis University
Certificate, Adult Learning, Training, and Development, Regis University
B.A., Communication, University of Colorado-Boulder
Program
MBA, BBA, Certificates
Teaching Locations:
Newport Beach

Duane Carter
J.D., Irvine University School of Law
M.A., Education, Whitworth University
B.A., History and Psychology, Saint Martin's College
Program
MBA, BBA, Certificates
Teaching Location:
Newport Beach

Eileen Gonzales
M.S., Material Physics, University of California, San Diego
B.S., Physics, University of California, San Diego
Program
BBA
Teaching Location:
Newport Beach

Mun Kang
M.F.A., Film Production, Chapman University
B.S., Mass Media, Missouri State University
Program
BBA, Certificates
Teaching Locations:
Newport Beach

Kari Laitinen
Executive .J.D., Law, Concord Law School
M.B.A., Pepperdine University
B.A., History, Brigham Young University
Program
MBA, BBA, Certificates
Teaching Location:
Newport Beach

Gary Lawson
D.P.A., Public Administration, University of La Verne
Ph.D., Health Services Management, Southwest University
M.A.O.M., Organizational Management, University of Phoenix
M.A., Health Services Management, Southwest University
B.A., Communications, California State University, Fullerton
Program
MBA, BBA, Certificates
Teaching Location:
Newport Beach

John Scholte
M.Div., Western Theological Seminary
B.A., Religion, Hope College
Program
BBA, Certificates
Teaching Locations:
Newport Beach

Colin Stevens
M.P.P., Public Policy, University of California at Irvine
B.A., Economics, University of California at Los Angeles
Program
MBA, BBA, Certificates
Teaching Locations:
Newport Beach

Cindy Tran
J.D., UCLA School of Law
M.B.A., University of California, Riverside
B.A., Economics, University of California, Riverside
Program
MBA, BBA, Certificates
Teaching Location:
Newport Beach

William Wimberly
M.I.S.M., Electronic Commerce and Distributed Systems, DeVry University
Graduate Certificate, Information Systems Management, DeVry University
Certificate, Software Development, University of California at Irvine
B.A., Psychology, Computer Science, and Speech Communications, University of Arkansas at Little Rock
Program
MBA, BBA, Certificates
Teaching Location:
Newport Beach

PROFESSIONAL PROGRAM FACULTY

SAN DIEGO FACULTY

Claudia Araiza
Ph.D., Economics, Claremont Graduate University
M.A., Economics, San Diego State University
B.A., Economics & International Business, San Diego State University
Teaching Location:
San Diego

Gary Letchinger
J.D., University of California – Hastings College of Law, San Francisco
M.A., Philosophy, University of Michigan, Ann Arbor
B.A., Liberal Arts, University of Illinois, Urbana
Teaching Location:
San Diego

Luke Martin
J.D., California Western School of Law
B.A., English, University of North Texas
B.A., Political Science, University of North Texas
Teaching Location:
San Diego

Craig Ostrander
M.B.A., California State University, San Marcos
B.A., Business Administration-Marketing, Eastern Michigan University
Teaching Location:
San Diego

Harold Rucker
J.D., University of San Diego School of Law
M.A, Political Science, San Diego State University
B.A., Public Administration, Cal State College, Long Beach
A.A., Political Science, L.A. Harbor College
Teaching Location:
San Diego

John Scholte
M.Div., Western Theological Seminary
B.A., Religion, Hope College
Teaching Location:
San Diego

NEWPORT BEACH FACULTY

Samila Amanyraoufpoor
DBA, Finance, Alliant International University
MBA, Global Management, University of Phoenix
BA, German Language, AZAD Islamic University, Tehran, Iran
Teaching Location:
Newport Beach

Kari Laitinen
E.J.D., Law, Concord Law School
M.B.A., Pepperdine University
B.A., History, Brigham Young University
Teaching Location:
Newport Beach

John Scholte
M.Div., Western Theological Seminary
B.A., Religion, Hope College
Teaching Location:
Newport Beach

INTENSIVE ENGLISH PROGRAM FACULTY

SAN DIEGO FACULTY

Matthew Zobin, - Fashion Valley
B.S., University of Wisconsin-La Crosse

Paul Edward Kohlmeier, - Fashion Valley
B.A., University of California, San Diego
TESOL/TEFL Certificate

Brandon Butler, - Fashion Valley
B.A., University of Missouri-Columbia

Esmeralda Hernandez, - Fashion Valley
B.S., San Diego State University
TESOL/TEFL Certificate

Stefan Calvaruso, - Fashion Valley
B.A. New York University

Kevin Paluzzi, - Fashion Valley
B.S. University of Michigan
TESOL Certificate

Morgan Mielnick, - Fashion Valley
B.A. Hampshire College

NEWPORT BEACH FACULTY

Tamara Wilson, BA - Newport Beach
B.S., History, Minor in Education, Western Michigan University
CLAD Certificate, Western Michigan University

Beate Berg, BA – Newport Beach
B.A., Pedagogics and Languages (German, English and Russian).

Una Halloran, - Newport Beach
B.A., English, University of California, Irvine
M.A., English, University of California, Santa Barbara

Mark Jacobs - Newport Beach
A.A Liberal Studies, East LA College
BA Psychology, University of Oregon

Bill Fetta - Newport Beach

Master in Education, Nova Southeastern University, Ft. Lauderdale
B.S. Applied Management, Azusa Pacific University

Khalid Driouch - Newport Beach
B.A. Linguistics, Universite Moulay Ismail

Tatiana Beaklini - Newport Beach
B.A. TESL, University of Brasilia

Susan Feighn - Newport Beach
B.A. University of Connecticut, Storrs

PACIFIC BEACH FACULTY

Dominic Miraglia- Pacific Beach
B.A., Religious Studies, Minor in Middle Eastern and Asian Studies, Stonehill College
Oxford Seminars TESOL/TESL Certification

Heather Urquhart- Pacific Beach
B.A, Sociology, University of California, Santa Cruz
M.A., Journalism, University of California, Berkeley
American Language Institute TEFL Certification

LA JOLLA FACULTY

Kelly Dunn – La Jolla Campus
B.A., Michigan State University
TESOL/TEFL Certificate

Victor Svistoonoff – La Jolla Campus
B.A., University of California, Berkeley

Cindy Quynh Truong – La Jolla Campus
B.A, University of California, Berkeley

David D'leon- La Jolla Campus
Master Degree in Paralegal Studies
CELTA Certificate

ADMINISTRATION AND STAFF

John Tucker - Chancellor / PDSO
Claudia Araiza - Vice Chancellor for Academic Affairs/Chief Academic Officer
Luke Martin- University Registrar/Chief Compliance Officer
Ruby Wang – Human Resources and Finance
Stefan Calvaruso - Career Services Coordinator
William Amoke - Dean of Students & Academic Advising/Director of Admissions
Ben-e Romero - Degree Program Administrative Assistant
Kiyonna Navarro -Assistant to the Chancellor and Director of Operations
Matthew Zobin -Intensive English Program Coordinator, Fashion Valley
Marlyssa Ebel –Administrative Assistant/Student Services/DSO, Fashion Valley
Casey Marshall - Admissions/Academic Advising and Support Officer/DSO, Newport Beach
Jason Rogers - University Librarian, Fashion Valley
Cynthia Mock - University Librarian, Newport Beach
Wendy Du - Site Director, La Jolla
Michael Morshed -Site Director, Pacific Beach
Beate Berg - Site and Academic Director/Head Teacher/PDSO, Newport Beach
Kelly Dunn– Head Teacher, La Jolla
Eric Payton– Administrative Assistant/Student Services, La Jolla
Jose Navarro-Arriaga, Administrative Assistant/Student Services, Pacific Beach
Debora Teixeira - Administrative Assistant/Student Services, Fashion Valley
Adriana Fortes - Administrative Assistant/Student Services, Newport Beach
Wassim Zouari - Administrative Assistant/Student Services, Newport Beach
Juliana Atwell - Administrative Assistant/Student Services, Fashion Valley