

# SOUTHERN STATES UNIVERSITY



## CATALOG

June 1, 2010

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# TABLE OF CONTENTS

<b>A MESSAGE FROM THE CHANCELLOR .....</b>	<b>5</b>
<b>MISSION STATEMENT .....</b>	<b>6</b>
<b>APPROVALS AND RECOGNITION.....</b>	<b>7</b>
AUTHORIZATIONS .....	7
CORPORATE STRUCTURE / STATEMENT OF LEGAL CONTROL.....	7
<b>DESCRIPTION OF FACILITIES.....</b>	<b>8</b>
OVERVIEW OF FACILITIES .....	8
<i>San Diego – Main Campus.....</i>	<i>8</i>
<i>Newport Beach – Branch Campus.....</i>	<i>8</i>
<i>San Diego – Learning Sites .....</i>	<i>8</i>
<i>San Diego – Additional Administrative Site .....</i>	<i>8</i>
<b>INSTRUCTIONAL MODALITIES AND OPTIONS .....</b>	<b>9</b>
ON CAMPUS RESIDENTIAL EDUCATION .....	9
ONLINE DISTANCE LEARNING.....	9
ITINERANT LEARNING .....	10
<b>ADMISSION RULES AND STANDARDS.....</b>	<b>11</b>
BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM.....	11
<i>International BBA Students .....</i>	<i>11</i>
MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM.....	12
<i>International MBA Students .....</i>	<i>12</i>
TESOL PROFESSIONAL CERTIFICATE (TESOL-PC) PROGRAM .....	14
<i>Exceptions to Admissions Requirements.....</i>	<i>Error! Bookmark not defined.</i>
ONLINE DISTANCE LEARNING.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
OPEN UNIVERSITY .....	14
<b>INTERNATIONAL STUDENTS.....</b>	<b>15</b>
HEALTH INSURANCE .....	17
MAINTAINING LEGAL STATUS .....	17
<b>TRANSFER CREDITS .....</b>	<b>18</b>
UNDERGRADUATE PROGRAM TRANSFER CREDIT.....	18
<i>Non-Traditional Collegiate Education Transfer Credit .....</i>	<i>18</i>
GRADUATE PROGRAM TRANSFER CREDIT .....	19
150 HOUR TESOL PROGRAM TRANSFER CREDIT .....	19
INTENSIVE ENGLISH PROGRAM TRANSFER CREDIT.....	19
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND DEGREES EARNED AT SSU .....	20
<b>TUITION, FEES, INCIDENTAL PROGRAM COSTS.....</b>	<b>21</b>

<b>PAYMENT AND REFUND POLICIES .....</b>	<b>21</b>
TUITION PAYMENT POLICY .....	21
STUDENT REFUND POLICY .....	21
BUYER’S RIGHT TO CANCEL .....	22
STUDENT TUITION RECOVERY FUND .....	22
FINANCIAL OBLIGATIONS.....	23
FEDERAL AND STATE FINANCIAL AID PROGRAMS .....	23
SCHOLARSHIPS.....	23
WORK-STUDY.....	23
<b>SCHOLASTIC RULES, REGULATIONS, AND ACADEMIC POLICIES .....</b>	<b>24</b>
CREDIT/HOURS .....	24
UNDERGRADUATE AND GRADUATE GRADING SYSTEM.....	25
<b>SATISFACTORY ACADEMIC PROGRESS (SAP) .....</b>	<b>27</b>
UNDERGRADUATE PROGRAMS .....	28
GRADUATE PROGRAMS .....	28
ACADEMIC PROBATION.....	29
DISMISSAL .....	29
SATISFACTORY ACADEMIC PROGRESS DISMISSAL APPEALS POLICY .....	29
<b>ADMINISTRATIVE POLICIES AND PROCEDURES .....</b>	<b>32</b>
STUDENT CONDUCT - RIGHTS AND RESPONSIBILITIES .....	32
4.1 STUDENT CODE OF CONDUCT.....	32
STUDENT RIGHTS AND PRIVACY .....	33
RIGHTS OF ACCESS TO RECORDS BY OTHERS.....	34
DIRECTORY INFORMATION.....	34
DRUG, ALCOHOL AND TOBACCO POLICIES .....	34
SEXUAL ASSAULT OR HARASSMENT .....	35
POLICY OF NON-DISCRIMINATION .....	35
STUDENT GRIEVANCE POLICIES AND PROCEDURES .....	35
<b>STUDENT SERVICES .....</b>	<b>37</b>
UNIVERSITY HOUSING .....	37
ACADEMIC ADVISING.....	37
CAREER SERVICES .....	37
LIBRARIES AND RESOURCE MATERIAL CENTER.....	37
<b>UNDERGRADUATE PROGRAMS.....</b>	<b>39</b>
BACHELOR OF BUSINESS ADMINISTRATION (BBA) PROGRAM.....	39
<b>GRADUATE PROGRAMS .....</b>	<b>49</b>
MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM.....	49
<b>CERTIFICATE PROGRAMS .....</b>	<b>55</b>
TESOL PROFESSIONAL CERTIFICATE (TESOL-PC) PROGRAM .....	55
TESOL-PC PROGRAM COURSE DESCRIPTIONS.....	56

<b>INTENSIVE ENGLISH PROGRAM (IEP) .....</b>	<b>57</b>
INTENSIVE ENGLISH PROGRAM OVERVIEW .....	57
PLACEMENT AND ORIENTATION PROCEDURES.....	58
COMBINED CLASSES .....	58
INDIVIDUAL STUDENT REPORT .....	58
INTENSIVE ENGLISH PROGRAM CERTIFICATES.....	59
INTENSIVE ENGLISH PROGRAM COURSE DESCRIPTIONS.....	60

**CATALOG SUPPLEMENT - EFFECTIVE WINTER QUARTER 2010**

<b>TUITION, FEES, INCIDENTAL PROGRAM COSTS, REFUND POLICIES. ....</b>	<b>64</b>
<b>AND REFUND POLICIES.....</b>	<b>64</b>
<b>ACADEMIC CALENDAR 2010 .....</b>	<b>66</b>
<b>ADMINISTRATION AND STAFF .....</b>	<b>68</b>
<b>DEGREE PROGRAM FACULTY.....</b>	<b>69</b>
<b>INTENSIVE ENGLISH PROGRAM FACULTY .....</b>	<b>72</b>

## A MESSAGE FROM THE CHANCELLOR

Congratulations on your decision to join us at Southern States University (SSU). A well known Chinese proverb states that “a thousand mile journey must begin with a single step”. You have now taken that step in your unparalleled journey of higher learning. I am delighted you are joining us and am committed to do everything possible to make your experience here at SSU a positive and memorable one.

SSU began over 25 years ago in Orange County, California and in 2005 was purchased by an education focused corporation, which immediately re-directed the University and its programs to better reflect the needs of today’s global business community. Since January 2006, SSU has grown from less than 10 students in one location to over 600 students studying in four (4) programs at five (5) locations in San Diego and Orange County! The quality, depth and breadth of our Faculty, Administration and programs have been improving quarter by quarter, year by year, and it has been exciting to be in a position to facilitate these changes and improvements.

Our mission is to educate the leaders of tomorrow, while preparing you to develop and achieve your personal and professional goals. Our Bachelor of Business Administration and Master of Business Administration Degree programs have been designed to train you to succeed in the business world, and to develop tomorrow’s business leaders. SSU 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. The 150 Hour TESOL Certificate program is a wonderful program that teaches teachers to teach English better (say that three times fast!), both in the US and abroad.

Please spend a few minutes reviewing this catalog. In addition to providing a listing and description of all of the classes offered at the University, the 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 happy to help you with any questions that you 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.

Once again, welcome to Southern States University. I sincerely hope and expect that you will have a wonderful experience with us!

Sincerely,

*Robert Tepper*

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* and *English Language Learning* to help students improve their career options;
- promotes critical thinking and intellectual inquiry, which enhance cultural, social, and professional development and opportunities;
- prepares students for communicative interaction at a social, academic and professional level;
- 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 in business and management, with the sensitivity to understand and analyze facts and ideas;
- integrates formal academic learning with each student's practical business related experiences;
- familiarizes international and non-native English speakers with the various facets of American culture, the local economy and job market;
- seeks to enhance English proficiency skills, particularly for non-Native English speakers;
- delivers instruction through classroom and distance learning methodologies.

## APPROVALS AND RECOGNITION

### **Authorizations**

Southern States University was granted “Approval to Operate” by the California Bureau for Private Postsecondary and Vocational Education (BPPVE), was renamed the *Bureau for Private Postsecondary Education* (www.bppve.ca.gov) and is part of the California Department of Consumer Affairs as of January 2010. “Approval to Operate” means that the Bureau certified that SSU meets California’s minimum standards for integrity, financial stability, and educational quality, including instruction by qualified faculty and the appropriate assessment of students’ achievement prior to, during, and at the end of its programs. SSU has maintained compliance with all bureau regulations as the university has continued to grow and expand, and is working diligently toward achieving national accreditation.

Southern States University is authorized by the **Department of Homeland Security (DHS) Student and Exchange Visitor Program (SEVP)** to issue form I-20, which permits international students to attend classes at all SSU campuses.

### **Corporate Structure / Statement of Legal Control**

Southern States University (SSU) was incorporated as a for-profit organization in 1985, 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 Tepper
2. Secretary – Robert Tepper
3. Treasurer – Denise Mastro

## **DESCRIPTION OF FACILITIES**

### **Overview of Facilities**

The University's primary administrative and academic offices are located on its **Main Campus** at 6950 Friars Road, Suite 200, San Diego, CA, 92108. A **Branch Campus** of the University is located at 1601 Dove Street, Suite 105, Newport Beach, CA 92660. **Learning Sites** are located at three San Diego locations - La Jolla, Pacific Beach, and San Marcos. An additional **Administrative Site** is located six (6) miles from the Main Campus, in downtown San Diego at 1729 5<sup>th</sup> Avenue, San Diego, CA 92101.

Prospective and enrolled students are invited to stop by and visit all of SSU's campus locations. Regular office hours are 8:00 am – 5:00 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 University occupies the top 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 – Branch Campus***

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 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.

### ***San Diego – Learning Sites***

Southern States University has three learning sites in San Diego. The La Jolla learning site is located at 3252 Holiday Court, La Jolla, CA 92037; the reception area is in Suite 111. The Pacific Beach learning site is on the second floor of an office building located at 919 Garnet Avenue, San Diego, CA 92109. The San Marcos learning site is located at 340 Rancheros Drive, San Marcos, CA 92069. All administration and management for these sites is directed from the Main Campus.

### ***San Diego – Additional Administrative Site***

Southern States University has an additional administrative site located in downtown San Diego, at 1729 5<sup>th</sup> Avenue, San Diego, CA 92101. Several SSU administrators maintain their primary work area at this location, which SSU shares with the **International Academy of English** ([www.sdiae.com](http://www.sdiae.com)).

## **INSTRUCTIONAL MODALITIES AND OPTIONS**

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

- On-campus residential instruction
- Online distance learning
- Itinerant 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-us.org](http://www.ssu-us.org) to view the current course schedule. Once enrolled, students may consult with their instructors outside of the classroom during their office hours, and will be 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)
- 150 hour TESOL Professional (TESOL-PC) Certificate
- Intensive English Program (IEP) – beginner through advanced

### **Online Distance Learning**

SSU offers online courses in the following degree programs:

- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)

In an online course, students collaborate via an internet e-learning portal with instructors and other students on a regular basis. Instructors assign reading materials, discussion topics and homework. There is interaction with the instructor and the other students via chat sessions and discussion boards. In this modality, students complete the same types of learning activities found in traditional courses, such as case studies, reading assignments, research projects and examinations. Students access SSU's online courses via the internet, utilizing a web based e-learning and course management platform.

International students with F-1 Visas may only enroll in online courses if they are simultaneously taking a minimum of two residential courses in SSU's BBA or MBA programs, or studying in an Intensive English Program (IEP) for 18 hours per week (IEP classes are offered at SSU and at the International Academy of English ([www.sdiae.com](http://www.sdiae.com))).

Students may take up to 50% of their classes via an online modality. If more than 50% of a student's classes are taken online, only 50% of the classes may be considered for credit toward graduation. The student can select which 50% are to be considered in his/her GPA.

To participate in distance learning instruction, students must be able to use a computer and have internet access. Students should 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)

### **Itinerant Learning**

Southern States University also offers an itinerant course delivery format. This format enables students at different locations to attend the same class through a combination of residential and online course delivery. Students meet four times during the academic quarter (at their respective location), and conduct their remaining hours in a combined online learning format. SSU reserves the right to offer any of the courses from the following programs in an itinerant format:

- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)

## ADMISSION RULES AND STANDARDS

### **Bachelor of Business Administration (BBA) Program**

Students applying for admission to the undergraduate BBA 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, GED, Certificate of Equivalency/Proficiency (to be copied), or a signed statement by the student confirming graduation
- Submit official transcripts from other universities or institutions that he/she may have attended (if attempting to transfer credit ONLY)
- Submit a written essay detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and the SSU
- Proof of insurance

### ***International BBA Students***

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

- Financial Documentation confirming that the student can support him/herself during his/her stay in the U.S.A. This includes a statement of financial verification (i.e. bank statement) showing at least a \$3,500 balance; this balance should either be in the applicant's personal account, or in the account of the financial sponsor of the student (the student will then also have to submit an *Affidavit of Financial Support*). The student must add \$300 per month per dependent to the minimum balance if the student's spouse or children will accompany him/her.
- Copy of passport information page, including the Visa I-94 validity page;
- Official transcripts (to be copied) from other universities or institutions that the student has attended; these transcripts must be evaluated by an NACES approved organization:  
<http://www.naces.org/members.htm>
- TOEFL (Test of English as a Foreign Language) result of 61 or above on the iBT (Internet Based Test), or 500 or above on the PBT (Paper Based Test), **OR** an IELTS (International English Language Testing System) result of 5.0 or above.

### **TOEFL/IELTS Exam Exceptions will be granted to students who:**

- come from a country that uses English as the primary language in its education system;
- have previously studied in a USDE-recognized accredited college level program, which was taught in English, and for at least one quarter/semester maintained a cumulative B (3.0) or higher GPA during the time attended;
- achieve a score of at least 80% on SSU's English Placement Test (EPT). This test consists of listening, multiple-choice, writing and oral sections. Students achieving a score of 80% or greater may be *provisionally admitted* to SSU;

- successfully complete level 7, 8, or AESD in the SSU Intensive English Program, with positive SSU teacher recommendation(s). These students may be *provisionally admitted* to SSU.

#### **NOTES:**

1. A student who is *provisionally admitted* is subject to a two quarter “provisional period”. During these two quarters, the student is required to maintain an average GPA of 2.0. If the student’s GPA falls below 2.0, s/he will be put on academic probation. If the student’s GPA falls below a 1.5, the student will be required to modify his/her study plan and take Intensive English classes exclusively, until the student is able to take the TOEFL iBT test and achieve a score of at least 65.
2. SSU **does not accept TOEIC results** as a means of proving a student’s English proficiency.

#### **Master of Business Administration (MBA) Program**

Students applying for admission to the graduate MBA 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 Bachelor’s Degree, in the form of an official transcript (to be copied) of record from a USDE-recognized accredited institution
- Submit a 2-page written essay of the educational and work history, goals in relation to that education and work history, and the relationship of these goals to future career aspirations
- Submit 2 Letters of Recommendation (from managers or colleagues at work, or from past or present professors or academic advisors)
- Provide a current resume or CV
- Proof of insurance

#### ***International MBA Students***

In addition to the above items, international students applying for admission to the MBA program must submit the following:

- Financial Documentation confirming that the student can support him/herself during his/her stay in the U.S.A. This includes a statement of financial verification (i.e. bank statement) showing at least a \$3,500 balance; this balance should either be in the applicant’s personal account, or in the account of the financial sponsor of the student (the student will then also have to submit an *Affidavit of Financial Support*.). The student must add \$300 per month per dependent to the minimum balance if the student’s spouse or children will accompany him/her.
- Copy of passport information page including the Visa I-94 validity page;

- Official transcripts from other universities or institutions that the student has attended; these transcripts must be evaluated by a NACES approved organization:  
<http://www.naces.org/members.htm>;
- TOEFL (Test of English as a Foreign Language) result of 61 or above on the iBT (Internet Based Test), or 500 or above on the PBT (Paper Based Test), **OR** an IELTS (International English Language Testing System) result of 5 or above.

**TOEFL/IELTS Exam Exceptions will be granted to students who:**

- come from a country that uses English as the primary language in its education system;
- have previously studied in a USDE-recognized accredited college level program, which was taught in English, and for at least one quarter/semester maintained a cumulative B (3.0) or higher GPA during the time attended;
- achieve a score of at least 80% on SSU's English Placement Test (EPT). This test consists of listening, multiple-choice, writing and oral sections. Students achieving a score of 80% or greater may be *provisionally admitted* to SSU;
- successfully complete level 7, 8, or AESD in the SSU Intensive English Program, with positive SSU teacher recommendation(s). These students may be *provisionally admitted* to SSU.

**NOTES:**

1. A student who is *provisionally admitted* is subject to a two quarter “provisional period”. During these two quarters, the student is required to maintain an average GPA of 3.0. If the student’s GPA falls below a 3.0, s/he will be put on academic probation. If the student’s GPA falls below a 2.0, the student will be required to modify his/her study plan and take Intensive English classes exclusively, until the student is able to take the TOEFL iBT test and achieve a score of at least 65.
2. SSU **does not accept TOEIC results** as a means of proving a student’s English proficiency.

**Readmission to Degree Programs After Withdrawal**

Students who have withdrawn or been dismissed from the university may apply for readmission, to resume taking courses after the conclusion of at least one quarter without classes. Readmitted students enter 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 if the student’s last date of enrollment was a year or more prior to the quarter in which they would resume their courses
- Provide proof of insurance
- Students who have been dismissed from the University must submit a 2-page written essay addressing the details of the dismissal and explaining why the student believes he/she will be successful in the program if readmitted.

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

- Financial Documentation confirming that the student can support him/herself during his/her stay in the U.S.A. This includes a statement of financial verification (i.e. bank statement) showing at least a \$3,500 balance; this balance should either be in the applicant's personal account, or in the account of the financial sponsor of the student (the student will then also have to submit an Affidavit of Financial Support.) The student must add \$300 per month per dependent to the minimum balance if the student's spouse or children will accompany him/her.
- Copy of passport information page, including the Visa I-94 validity page, if necessary to ensure that documents on file are current.

Students who return to a degree program after voluntarily withdrawing may choose whether to retain all their previous grades, or to retain only those of 3.0 or higher (or P in pass/fail courses) for the MBA program, 2.0 or higher for the BBA program, with the provision that they will count as transfer credits that do not affect the GPA. If they choose to retain only the grades of 3.0 or higher for MBA or 2.0 or higher for BBA, they will not receive any academic nor financial credit for SSU courses in which they received a grade below those levels. Students subject to dismissal due to their academic status will be deemed as dismissed if they choose to withdraw prior to any notification of dismissal.

For students who return to a degree program after being dismissed by the school, SSU will retain any grades of 3.0 or higher (or P in pass/fail courses) for the MBA program, or 2.0 or higher for the BBA program, as transfer credit that does not affect the GPA, as would be applicable for courses from another university. Previously dismissed students will not receive any academic nor financial credit for SSU courses in which they received a grade below 3.0 in the MBA program or 2.0 in the BBA program.

### **TESOL Professional Certificate (TESOL-PC) Program**

International students and instructors desiring entry to this program must meet one of the following English Proficiency requirements: a score of 70 on the TOEFL iBt, a 550 on the TOEFL paper-based test (PBT), or a 700 on the TOEIC exam. *Students/Instructors must possess the required test score before registering for the TESOL Certificate program. These exams are available around the world.*

### **Open University**

Open University allows the community, faculty, students, and staff to take courses at Southern States University without being accepted into the University or enrolled as active students. Persons wishing to study under Open University status must meet the appropriate admission requirements for the certificate, undergraduate or graduate program which they wish to attend. Students may apply up to 22.5 credits attained while studying under Open University status toward an undergraduate degree and 8 credits toward a graduate degree program (prior to full-acceptance).

## **INTERNATIONAL STUDENTS**

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.

Foreign born students who are naturalized U.S. citizens or who have immigrant status in the United States should consider the following:

1. It will take several weeks for receipt, verification and evaluation of any foreign credentials. Regulations for foreign credentials are the same as listed under international student requirements.
2. TOEFL scores or other evidence of communication skills sufficient for classroom work will be requested if the student’s first language is not English, and if academic preparation was not in English. Applicants whose native language is not English must meet the English proficiency requirements listed in the Admissions Rules and Standards section of this catalog.
3. Financial arrangements required of international students do not apply to legal U.S. residents or naturalized U.S. citizens.

Applicants should apply for admission at least six months prior to their anticipated start date, and should arrange to have test scores and academic records in the Admissions Office no later than 60 days prior to their start date. Verification of credentials may also be required.

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

1. Certified transcripts of the student’s academic records (mark sheets) from universities previously attended in his/her home country must be submitted to SSU. Both a copy of the official foreign academic record, and an official English translation must be included. The student must submit the syllabi, catalogs and/or similar documentation which describes the course(s) in sufficient detail so that transfer course credit(s) may be awarded, if applicable, as a result of the evaluation.
2. Applicants with international credentials wishing to qualify for admission, or for transfer credit, must establish equivalency with respect to graduation, award of degrees, and for academic credit by submitting transcripts for review and certification to a National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) member organization. A listing of appropriate services is available through the American Association of Collegiate Registrars and Admissions Officers website ([www.aacrao.org](http://www.aacrao.org)).
3. Signed statements guaranteeing the student’s ability to pay expenses while at the University must be accompanied by documentation supporting the statement, in the form of a current letter from a bank or other reliable institution, or from the sponsor’s employer.

4. The University currently offers monthly tuition payment plan options for the BBA and MBA programs, starting at \$350 per month. No other financial aid is available to international or local students.
5. Students in the U.S. on F-1 Visas do not typically have employment privileges. 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. That being said, after completing at least one academic year in the U.S., International students qualify to work (via Curricular Practical Training, or CPT) in jobs related to their field of study, throughout the term of study (so long as they can find and maintain a job during this time). Once F-1 Visa students complete their degree program studies, they qualify to apply for a one year Optional Practical Training (OPT) program. In this program, students are required to find a job related to their field of study, and can work full-time for up to one year. A Student Advisor is always available to assist students when they need advice.
6. Holders of F-1 student visas and J-1 temporary employment visas must enroll for a full-time load of study, which is defined as follows:
  - a. Undergraduate students: 2 classes, or 9 Credits per quarter (a 9 consecutive week period) is the minimum load.
    - i. While 2 classes is the required minimum load that complies with F-1 visa requirements, BBA students must enroll in an average of 2.5 classes per quarter (or 5 classes every two quarters) in order to ensure graduation within the maximum time frame permitted.
  - b. Graduate students: 2 classes, or 8 Credits each quarter (a 9 consecutive week period) is the minimum load.

### **All Documents Must Be in English**

All documents, letters and bank statements, and the visa application must be in English. Account balances on all bank statements provided must show balances in U.S. Dollars. If any document submitted is not in English, a certified and signed translation must be attached to it.

### **Students Transferring from Other Schools to SSU Must Provide**

- Official transcript of coursework;
- Course descriptions and syllabi for all courses the student wishes to transfer credits for;
- School transfer letter;
- Copies of both sides of the student's 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 US institutions to students needing an M-1 or F-1 visa to come study in the US. Students in this situation must receive a Form I-20 from SSU. To receive a Form I-20, the student must complete the SSU application form and be accepted. International students who are in the US with a visa are required to certify that they have sufficient funds to cover their cost of living while studying at the University. This includes verification of financial support (a letter from the student's bank or student's sponsor's bank, and a signed affidavit) along with the application form. Southern States University will then verify all documentation sent by the student.

### **Health Insurance**

Health Insurance is mandatory for all M-1/F-1 Students. Medical care in the United States can be quite expensive. As a full time student, the student is required to show proof that s/he has medical insurance when s/he arrives.

### **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 and attend the school that issued the Form I-20 as a “full-time” student;
- report address changes immediately;
- maintain “good standing” with the University academically;
  - ❖ Students who are not making Satisfactory Academic Progress may be placed on academic probation for a maximum of two quarters.
  - ❖ If a student is dismissed from the University, SSU must report International Student dismissals to the Department of Homeland Security.
- notify Designated School Official (DSO) prior to traveling outside the USA;
- notify DSO upon Applying for Change of nonimmigrant status;
- notify DSO upon approval of an adjustment of status to an immigrant;
- consult with DSO to extend program (if needed).

## **TRANSFER CREDITS**

Southern States University provides the following opportunities for students to transfer credit to its Degree Programs:

### **Undergraduate Program Transfer Credit**

Credits earned for comparable course work in a Degree Program can be transferred into the applicable Southern States University educational program, if the following conditions are met:

- 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;
- 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);
- 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 135 quarter credits to the undergraduate 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 program can be completed via the online modality. A minimum of twenty-five (25) percent (45 credits) of the program must be completed at Southern States University via the on-campus residential education modality.

### ***Non-Traditional Collegiate Education Transfer Credit***

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

- A maximum of 72 credits may be earned through the College Level Examination (CLEP)
- A maximum of 27 credits 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 National Guide to Credit Recommendations for Non-Collegiate Courses
- A maximum of 45 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 credit for work experience gained outside of the military.

The University does not guarantee transfer of credits.

### **Graduate Program Transfer Credit**

Graduate credits earned for comparable course work can be transferred into the applicable Southern States University Degree Program, if the following conditions are met:

- 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;
- 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);
- 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 32.5 quarter credits into the graduate program.

No more than 50 percent (32.5 credits) of SSU's graduate degree program may be completed via the online modality.

A minimum of 50 percent (32.5 credits) of the program must be completed at Southern States University via the on-campus residential education modality.

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 Transfer Credit Request form to the University Registrar. Consideration will be given to Transfer Credit Requests based on the aforementioned conditions.

The University does not grant credit for work experience gained outside of the military.

The University does not guarantee transfer of credits.

### **150 Hour TESOL Program Transfer Credit**

The 150 Hour TESOL Professional Certificate is not a for-credit program and does not accept the transfer of credit.

### **Intensive English Program Transfer Credit**

The Intensive English Program is not a for-credit program and does not accept transfer of credit.

## **Notice Concerning Transferability of Credits and Degrees Earned at SSU**

In most cases, credits that a student earns in SSU programs will not be transferable to any other college or university. For example, if a student entered SSU as a freshman, s/he will still be a freshman if entering another college or university at some time in the future, even though s/he earned credits at SSU. In addition, if the student earns a degree, diploma or certificate in an SSU program, this may not serve as the basis for obtaining a higher level degree at another college or university.

## **TUITION, FEES, INCIDENTAL PROGRAM COSTS**

**Tuition, Fees and Incidental Program Costs – See pages 64 and 65**

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 64 and 65.

### **PAYMENT AND REFUND POLICIES**

#### **Tuition Payment Policy**

All students who are on a monthly payment plan are required to make their payments on or before the first of each month. Students who pay after the first of the month will have a late fee added to their account.

Students who are on a quarterly payment plan are required to make their payment on or before the first day of class. Students who pay after the first day of class will have a late fee added to their account.

A 10% late fee will be applied for the first 5 days after the due date of the payment. After the 5th day, a \$5 per day fee will accrue in addition to the 10% late fee. If the due date falls on a weekend or on a holiday, it is the responsibility of the student to make his/her payment before the close of business on the last business day before the due date.

Deposits made directly at Wells Fargo Bank are not processed until deposit slips are submitted to the SSU Bursar. Any deposit slip that is submitted after the payment due date will be considered late, regardless of the deposit date, and the student's account will be charged the late fee described above.

#### **Student Refund Policy**

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 30 days of official withdrawal, or within 30 days of the date of the last possible day of the student's attendance. The refund distribution will be handled as prescribed by federal and state law, as well as according to accrediting body regulations. The refund procedure is uniformly applied to all students, regardless of the form of their tuition payment. In case of conflicting laws and/or regulations, Federal and/or State regulations will take precedence in that order. A student may receive a refund check only when the refund amount exceeds the balance that he/she owes to the University. The basis for refunds is as follows:

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

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

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

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

If the (hours left to be completed / total quarter hours) 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. If the University cancels or discontinues a program, students will receive a full refund of all tuition and fees (refundable and non-refundable) already paid by them toward that program, or a credit of the same amount to be applied to a different SSU program. Refunds will be made within 30 days of the last official day of class or of the program.

### **Buyer's Right to Cancel**

The student has the right to cancel the Enrollment Agreement for any course of instruction until midnight of the day before the first class the student is scheduled to attend.

Cancellation shall occur when written notice of cancellation from the student is received by the University. The student can give notice of cancellation by mail, email, hand delivery or telegram; however, cancellation only becomes effective when this written notice is received.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. The student can use any written notice that s/he wishes.

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.

### **Student Tuition Recovery Fund**

The Student Tuition Recovery Fund (STRF) was established by the California Legislature to protect any California resident who attends a private postsecondary institution from losing money if the student had pre-paid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, the student must be a “California resident” and reside in California at the time the enrollment agreement is signed, or when the student receives lessons at a California mailing address from an approved institution offering distance education instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered to be “California residents.”

To qualify for an STRF reimbursement, the student must file an STRF application within one year of receiving notice from the Bureau that the school has closed. If the student does not receive notice from the Bureau, the student has 4 years from the date of closure to file an STRF application. If a judgment is obtained, the student must file an STRF application within two years of the final judgment.

It is important for the student to keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818

### **Financial Obligations**

Students who have financial obligations incurred at the University and who fail to satisfactorily meet these obligations will be dropped from the program and considered "Withdrawn; Not in Good Standing." Re-admission to the University will not be considered until these outstanding obligations are met.

### **Federal and State Financial Aid Programs**

Southern States University does not participate in any federal or state financial aid programs. Students are expected to make arrangements to pay for their own tuition and incidental fees.

### **Scholarships**

Southern States University does not offer scholarships for any of its programs at this time. If and when scholarships are made available, complete rules, regulations, terms and conditions will be clearly published on the SSU website and in all relevant literature.

### **Work-Study**

Southern States University occasionally offers work-study programs to students enrolled in its BBA, MBA and IEP Programs. When such programs are offered, SSU pays a portion or all of a student's monthly tuition payment as part of his/her compensation. Written employment contracts with each work-study student define the terms and conditions of his/her work-study agreement.

# **SCHOLASTIC RULES, REGULATIONS, AND ACADEMIC POLICIES**

## **1. Attendance**

Faculty dictate their class attendance policies; there are however, some University policies concerning student attendance, pertinent to class attendance policies, that are necessary for ensuring students are in compliance with University standards for academic progress. **For example, students who have more than four unexcused absences in a class will be withdrawn from the course with a failing grade (“F”).** Since satisfactory attendance is required in order for students to meet the terms of "Satisfactory Academic Progress", students with unsatisfactory attendance may be given a warning by Faculty, or placed on probation or dismissed by the University. Therefore, because it is helpful for the University to have records of attendance for the purposes of advising and/or monitoring the performance of students, especially those on academic probation, some procedural requirements for Faculty are set forth in relevant sections of the *Faculty Handbook*.

Attendance disputes must be addressed with the Registrar within 60 days following the final class session. All correspondence must be conducted in writing and must address any extenuating circumstances that the student has determined to be relevant. Disputes can take up to 10 days to be approved or denied by the University.

## **Credit/Hours**

Southern States University uses a quarter credit system, which means: one (1) quarter credit is granted for ten (10) contact hours of lecture or classroom instruction; twenty (20) contact hours for laboratory assignments; and thirty (30) contact hours for externships and practicum (or the equivalent in learning outcomes for on-line students).

## **Grading System**

The University grades on an A through F basis, on a five-point scale. A minimum grade point average of 2.0 (“C”) is required to graduate from the BBA and certificate programs; a minimum grade point average of 3.0 (“B”) is required to complete the MBA program.

## Undergraduate and Graduate Grading System (as found on student transcripts)

Grade	Definition	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failing	0.0
P	Pass	N/A
NP	No 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

- “P” - Pass. Indicates credit granted with no grade points being assigned.
- “NP” - No 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. 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).

## Grade Appeals Policy

The University recognizes Faculty's authority in establishing course requirements and standards of performance. 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.

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

## Withdrawal from a Course

In order to withdraw from a course the students must obtain a *Withdrawal Form*, secure the signatures specified on the 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.

## 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, and the student must consult with a Designated School Official (DSO) prior to withdrawing from any courses. International Students on F-1 visas must maintain immigration status by attending classes at SSU until the transfer release date.

An F-1 student cannot decide to transfer in the middle of a term and immediately stop attending classes at SSU. Such an 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 International student would need to apply for re-instatement of his/her I-20 with the institution he/she wishes to transfer to.

## Leave Of Absence or Withdrawal from the University

A student who has the need to interrupt his/her program at Southern States University for a period of time may apply to the Office of the Registrar by completing a ***Request for Leave of Absence Form***. Students attending school on an F-1 visa must as a rule complete at least one academic year of courses (four quarters) 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 to see if any exceptions apply.

If, during the course of an academic quarter, the student has the need to withdraw before the quarter ends, he/she must also complete a Withdrawal Form to withdraw from classes in progress. See the **Payments and Refunds** section of this manual (pp. 21-22) to determine if a refund applies.

### Administrative Withdrawal or Dismissal

A student may be administratively withdrawn from a program or a class because of excessive class absence, disruptive behavior, inappropriate professional or ethical conduct, unfulfilled academic requirements, or non-payment of tuition or fees.

The University will dismiss a student who does not complete a Degree or Certificate program within the parameters of the policy on Satisfactory Academic Progress (SAP). To resume study, the student must re-apply to, and be re-admitted to the University.

Students have the right to appeal disciplinary actions taken by University administration. Regulations governing original hearings and appeal rights and procedures are documented in SSU's ***Policies and Procedures Manual***, and are designed to give maximum protection to both the individual and the University. See Section 2.3 of that manual (on Academic Standards) for information regarding Satisfactory Academic Progress and the University's appeals process for an SAP or disciplinary dismissal.

## **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. (SAP applies to all enrolled students at Southern States 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) All undergraduate students must maintain a minimum of a 2.0 cumulative GPA in order to meet graduation requirements. Graduate students must maintain a minimum GPA of 3.0 to meet graduation requirements.

<b>Program</b>	<b>Credits Required for Graduation</b>	<b>Maximum Time Frame</b>	<b>Maximum Credit Hours</b>
Bachelor's Degree	180	6 Years	270 Credit Hours
Master's Degree	65	3 Years	97 Credit Hours

Student evaluation is conducted quarterly to determine whether Satisfactory Academic Progress is being made. This is measured using:

1. A percentage of the Maximum Time Frame (MTF);
2. Minimum cumulative grade point average (GPA);
3. Improvement toward meeting minimum cumulative GPA, if on academic probation;
4. Percentage of courses successfully completed (of those attempted).

### Undergraduate Programs

Total Required Credits Attempted	Percentage of Total Required Credits Attempted	Minimum Cumulative GPA	Percentage of Courses Successfully Completed (of those attempted)
45	25%	2.0	55%
90	50%	2.0	60%
180	100%	2.0	67%

### Graduate Programs

Total Required Credits Attempted	Percentage of Total Required Credits Attempted	Minimum Cumulative GPA	Percentage of Courses Successfully Completed (of those attempted)
16	25%	3.0	55%
32	50%	3.0	60%
65	100%	3.0	67%

All students must have successfully completed 55% of their classes when 25% of the maximum credits for their program have been attempted, and they must possess a cumulative GPA of 2.0 for undergraduate classes attempted, and 3.0 for graduate classes attempted. Students must have successfully completed 60% of their classes when 50% of the maximum credits for their program have been attempted, and they must possess a cumulative GPA of 2.0 for undergraduate classes attempted, and 3.0 for graduate classes attempted. Students must have successfully completed 67% of their classes when 100% of the maximum credits for their program have been attempted, and they must possess a cumulative GPA of 2.0 or greater for undergraduate classes attempted, and 3.0 for graduate classes attempted. 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 (D in the MBA Program)
  - ❖ 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 do not impact SAP. Transfer credits and audited courses are not calculated into the GPA for purposes of SAP.

## **Academic Probation**

Students who fail to abide by the terms of SAP will be placed on academic probation. A student in 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. 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 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 timetable for improving the grade-point average to an acceptable level is structured (3.0 for graduate students, and 2.0 for undergraduate students). Both graduate and undergraduate students are allowed two quarters to correct their academic deficiencies (if they do not exceed the Maximum Time Frame). Undergraduate students are allowed six classes to correct their academic deficiencies (if they do not exceed the Maximum Time Frame).

While on Academic Probation a student will be required to provide verification of attendance in their courses. Students will receive Verification of Attendance forms from their Academic Advisor that they must present to Faculty in each of their classes to record their attendance. Verification forms must be presented at the beginning of class; they cannot be presented for signature if the student is late, and cannot be presented by another student.

If a student corrects their deficiencies within two quarters, they will be removed from probationary status.

## **Dismissal**

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

## **Satisfactory Academic Progress Dismissal Appeals Policy**

The University recognizes Faculty’s authority in establishing course requirements and standards of performance in determining students’ grades in University courses. In addition to course requirements and standards, Satisfactory Academic Progress (SAP), articulated in this catalog as well as in SSU’s *Policies and Procedures Manual*, 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, the terms of which are articulated in this catalog as well as in SSU's *Policies and Procedures Manual*. 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 the 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.

An SAP Dismissal Appeal can be filed when a student can document they have met the terms of their academic probation and corrected their academic deficiencies or can document that legitimate mitigating circumstances (i.e., death in the family, sickness of the student, etc.) were present.

To be considered, a student's SAP Dismissal Appeal must be submitted within 30 days after they have been notified of their dismissal and must include any and all evidence and documentation that the student has met the terms of his/her academic probation and has corrected the academic deficiencies or qualifies for an appeal because of mitigating circumstances. If a student qualifies for an appeal based on mitigating circumstances, the student will be placed on a specified period of probation and will be considered making satisfactory academic progress during that period.

SAP Dismissal Appeals are to be submitted to the Chief Academic Officer. A final decision by the Chief Academic Officer will be rendered within 30 days. The decision of the Chief Academic Officer is final and cannot be appealed.

## **ACADEMIC INTEGRITY**

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.

**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.

Academic misconduct includes:

- 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).

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 will be subject to the following consequences:

1. At a minimum, the student will receive a 0 on that particular work; it cannot be resubmitted or retaken.
2. If the misconduct will affect the student's grade in the course, Faculty members are required to report the incident to the Chief Academic Officer by filing an Academic Misconduct Warning.
3. A copy of the Academic Misconduct Warning will be placed in the student's academic file.
4. If another incidence of academic misconduct occurs during the student's course of study, s/he will be expelled from the program.

**Plagiarism** is one specific type of academic misconduct, and is defined as "*the unauthorized use or close imitation of the language and thoughts of another author, and the representation of them as one's own original work*".

If a student, or a team working on a group project has been found to commit plagiarism, he/she/they will be subject to the following consequences:

**First Offense:**

- a) The incident will be reported to the Chief Academic Officer and to the Chancellor.

- b) Student(s) will receive a written warning that if there is another incidence of plagiarism during their course of study, they will be expelled from the program.
- c) The student(s) will receive a 0 on this work; it **cannot** be resubmitted.

**Second Offense:** Appearance before SSU Judicial Board. If the student is found guilty, the consequence will be expulsion from SSU.

### **Academic Misconduct Appeals Policy**

A student may appeal an Academic Misconduct Warning by requesting a *Determination of Academic Misconduct* from the Vice Chancellor of Academic Affairs/Chief Academic Officer within 10 days of their written notification of such misconduct, which will be received via an Academic Misconduct Warning letter. The student's request must be in writing and must include 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 the removal of an Academic Misconduct Warning from the student's academic file.

A ruling on the appeal will be issued within 30 days following receipt of the written documentation provided by the student to support the *Determination of Academic Misconduct*.

If this is a second incident of Academic Misconduct, the student will be notified of their expulsion. An appeal for a second incident of academic misconduct may be filed in accordance with this Academic Misconduct Appeals Policy.

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **Student 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, and 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.

#### **4.1 Student Code of Conduct**

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 schoolwork. 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 a teacher, another student, or school property is 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. Some examples of such behavior are:
  - Refusing to complete assignments
  - Refusing to cooperate with Faculty or other students in class work or outside assignments
  - Refusing to bring the required textbook and materials to class
  - Sleeping in class
  - Denying other students an equal opportunity to participate in class
2. Arriving late to class repeatedly. This includes returning to class late after a break.
3. Repeatedly speaking one’s native language during class.
4. Arriving at school under the influence of alcohol or drugs; using or distributing alcohol or drugs at school. No alcohol or drugs are allowed in University classrooms or on the school grounds.
5. Being violent. Any kind of physical violence or harassment will result in immediate expulsion from the program.

The actions and behaviors described above are unacceptable. A student who displays disruptive or unacceptable behavior, whether in his/her scheduled classes, on the school grounds, or any school-sponsored event, may be expelled from the University.

## **Student Rights and Privacy**

Each SSU student may request access to, or release of, his or her academic 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.

Each student may request changes to his or her records. If a material error in the record is established, or an update is warranted, a change or correction will be made.

Each student may request a hearing regarding changes to his or her records. Such requests must be in writing, addressed to the SSU Registrar, and must include the reasons for requesting such a hearing. Upon receipt of the request, a date and time for such hearing will be arranged.

## **Rights of Access to Records by Others**

The right of access to student records is available to 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**

Southern States University considers the following information to be "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;
- Dates of student's attendance at Southern States University;
- Certificates, degrees or other awards received by the student;
- Most recent previous educational agency/institution attended by student.

## **Drug, Alcohol and Tobacco Policies**

Southern States University policies concerning the manufacture, distribution, possession or use of controlled substances and the possession and consumption of alcoholic beverages is in compliance with Federal, State and Municipal laws. It is the policy of Southern States University that no person shall manufacture, distribute, possess or use illegal drugs on its premises, or as a part of any of its activities. Members of the University community should understand that this standard of conduct is obligatory and binding in all cases.

Consistent with Federal, State and Municipal law, the University will impose sanctions for violations of this standard of conduct. At the discretion of the Chief Academic Officer and the Chancellor, these sanctions will include one or more of the following:

- A warning to the student, staff person, or member of the faculty;
- Administrative suspension of the student; or suspension of employment of the staff or faculty member;
- Mandatory completion of an appropriate rehabilitation program by the student, staff or faculty member, to occur prior to re-instatement of academic status or employment;
- Administrative dismissal of the student; or termination of employment of the staff or faculty member;
- Referral of violations to appropriate Federal, State and/or Municipal authorities.

Should any member of the SSU community be convicted of a drug statute violation occurring in the work place, s/he is required to notify SSU within five days of conviction.

It is University policy that smoking is prohibited in the classrooms as well as in all other areas within the facilities. Faculty, staff or students who smoke may do so outside of the building in designated smoking areas.

### **Sexual Assault or Harassment**

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

SSU is committed to creating and maintaining an academic environment dedicated to learning and research, in which individuals are free of sexual assault or harassment from colleagues, faculty, staff, or students.

Anyone who believes that s/he has been subjected to sexual assault or harassment is encouraged to immediately contact the Administrative Director or the Chancellor with a written account and details of the incident(s), so that an appropriate investigation can be made. All communications will be held in the strictest of confidence, and the constitutional rights of the individuals involved will be protected.

For details on the University's policy, which include the procedures for filing sexual harassment complaints, see SSU's *Policies and Procedures Manual*.

### **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, detailing these in this catalog, as well as in SSU's *Policies and Procedures Manual* and *Faculty Handbook*.

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

1. If a student has a complaint regarding services or academic procedures, the student must first take responsibility for resolving the complaint by talking with the person with whom they have a complaint. If the matter is resolved at this level (level one), it is considered an informal complaint and the University does not keep a record of the matter.
2. If the matter is not resolved at level one, the student may file a Formal Complaint at level two. A complaint at this level is investigated employing a fact gathering procedure in which both parties, and any third parties involved, are asked to review the facts of the matter. To file a Formal Complaint the student obtains (from the University Registrar) a Student Complaint Form, completes it, and takes it to the Administrative Director 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. A suggested resolution is then made and presented to both parties independently. If the complaint is resolved, the resolution and the original complaint are filed and the matter is closed. The institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the investigation and disposition of the complaint. If the complaint remains unresolved, the matter proceeds to level three. 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.

3. At level three, a conference is set up with both parties, plus the Administrative Director and/or the Vice Chancellor, Academic Affairs/Chief Academic Officer. The first attempt in this conference is to review the facts, review 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 Administrative Director and/or the Vice Chancellor, Academic Affairs/Chief Academic Officer 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/Chief Academic Officer has overall responsibility to ensure that student complaints are resolved in a timely manner, and s/he is always available by appointment.
4. The University will maintain a summary of each 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/Chief Academic Officer, s/he has the right to file a formal complaint with the California Bureau for Private Postsecondary and Vocational Education, at the address below:

***THE CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION***

*Mailing Address:* P.O. Box 980818  
West Sacramento, CA 95798-0818  
*Phone:* (916) 574-7720  
*Toll Free:* (800) 1-888-370-7589  
*Fax:* (916) 574-8646  
*Website:* [www.bppve.ca.gov](http://www.bppve.ca.gov)

Upon accreditation of SSU, 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:* Suite 980  
750 First Street, NE  
Washington, DC 20002-4241  
*Website:* [www.acics.org](http://www.acics.org)

## **STUDENT SERVICES**

### **University Housing**

Southern States University is a commuter institution, designed for working professionals and international students who are expected to make their own living arrangements. The institution does not have dormitory or housing facilities. 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.

### **Academic Advising**

SSU provides academic advising for students. Some of the items students typically need assistance with include:

- Course and program selection
- Career and education planning
- Academic deficiencies (tutoring and future coursework)
- Counseling while on Academic Probation

### **Career Services**

Southern States University offers an array of assistance to current students and alumni. Staff members are available to assist students and prior graduates with:

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

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

### **Libraries and Resource Material Center**

The University maintains libraries for its degree program students, faculty and administrative staff at both its San Diego and Newport Beach campuses. The library schedule is published weekly, and the University Librarian is available for phone and email consultations at most other times. The library contains books and other materials relevant to the degree program courses offered at SSU.

In addition to the hard and soft cover books and periodicals in the physical library facilities, the University also provides pre-paid subscriptions to several well-respected online libraries, including the Library and Information Resource Network consortium ([www.lirn.org](http://www.lirn.org)), eBrary ([www.ebrary.com](http://www.ebrary.com)) and Euromonitor ([www.euromonitor.com](http://www.euromonitor.com)). These subscriptions provide students and instructors with access to well over 10,000 books, magazines, journals, business annual reports, etc.

Southern States University's virtual library includes the following electronic serial resources:

GALE Academic	12,300 titles
Business & Company Resource Center (InfoTrac)	5,569 titles
General Business (InfoTrac)	5,400 titles
ABI (ProQuest)	8,641 titles

Electronic book subscriptions are available through:

**Ebrary** (academic-level monographs): over 7100 business and economics titles; and  
**eLibrary**: ProQuest's collection of reference sources for general topical research.

DVD selections are provided on the following loan basis:

<b>Qualifications</b>	<b>Term of Loan</b>
Faculty and Administrative Staff	Two class sessions
Professional Applied Project writers	Three class sessions

Additionally, there are a number of free on-line resources, public library facilities, and local universities that can be accessed to obtain research materials.

## **UNDERGRADUATE PROGRAMS**

**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, or 1,800 clock hours.

### ***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;
- Succeed in getting at least an entry level job in business within one year of graduation from the program.

## **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	History of Sexuality	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	Concepts and Theories of Fundamental Mathematics	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

4.5 Quarter Credits

*BBA Program Requirements*

<b>Lower Division</b>	<b>Classes</b>	<b>Credits</b>
Lower Division Core Classes	11	49.5
Lower Division General Education Classes	9	40.5
Total Lower Division Requirements	20	90
<b>Upper Division</b>		
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
<b>BBA Total Graduation Requirements</b>	40	180

## Undergraduate Program Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
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
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This is the second of two in-depth financial accounting courses. In this course, theory, concepts, and applications are stressed. Topics include the time value of money, current and non-current liabilities, leases, deferred income taxes, pensions, stockholder's equity, earnings per share, accounting changes and errors, and the statement of cash flows. Prerequisite: ACC 201 or equivalent with a grade of "C" or better

BUS 101	Business Foundations and Analysis	4.5
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This course provides a comprehensive view of today's dynamic American businesses and the global economy. Specific topics include starting a small business, satisfying customers, managing operations, motivating employees, building teams, managing information, managing financial resources, and exploring the ethical and social responsibilities of American businesses. Prerequisite: None

BUS 210	Business Law	4.5
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This course surveys the legal environment of business organizations. It explores the sources of law and the constitutional basis of regulation, social and ethical influences, corporate responsibility, judicial and administrative systems, contracts, torts, agency, bankruptcy and consumer protection. Prerequisite: None

BUS 220	Business Communications	4.5
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This course will help students to develop the ability to compose various types of business communications, with an emphasis on well-organized, clear, concise and persuasive letters, memos, and reports. Students will learn to analyze and to present both written and oral business communications, including those involved with seeking employment. Prerequisite: ENG 111 or equivalent with a grade of "C" or better.

BUS 480	Capstone	4.5
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The capstone course will enable students to apply knowledge and skills gained from their core coursework. Students will use critical analysis towards case studies and situations that are likely to be seen in relevant and realistic business endeavors. Prerequisite: Completion of lower and upper division core courses.

CIS 111                      Introduction to Business Information Systems                      4.5

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

ECON 100                      Macroeconomics                      4.5

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

ECON 101                      Microeconomics                      4.5

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

ENG 111                      Composition and Rhetoric                      4.5

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

ENG 305                      Technical Writing                      4.5

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

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 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, goodness of fit, error analysis, and data summation. 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 will provide an introduction to the various features and components of statistical analysis. Students will learn how to collect data, make inferences using descriptive statistics, analyze probability distributions, and conduct relational comparisons between hypothesis testing and confidence intervals. They will learn how to establish a research design using statistical methodologies that are relevant for statistical analysis. Students will also learn how to use software that is tailored specifically for a statistics course. Prerequisite: MTH 125 or equivalent with a grade of "C" or better

MTH 310                      Concepts and Theories of Fundamental Mathematics    4.5

This course will explore various systems of numeration, including the upper and lower levels of the real number system, and the theoretical origination of simple numbers. This course will also analyze organizational components that can relate to the various theories and concepts of fundamental mathematics. 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: PHIL 111 and 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: None

POLS 155                      Introduction to Political Science                      4.5

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

SCI 110                      Introduction to Physical Science                      4.5

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

SPCH 111                      Public Speaking                      4.5

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

## GRADUATE PROGRAMS

**Master of Business Administration (MBA) Program:** 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.

### *MBA Core Objectives:*

#### **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;
- Succeed in getting at least a mid-level job in business within one year of graduation from the program.

### MBA Core Classes

46 Quarter Credits

BU-501	Financial Accounting	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-598	Applied Business Research and Communication Skills	4.0 Quarter Credits
BU-599	Professional Applied Project	6.0 Quarter Credits

**The MBA program provides an International Business Specialization:**

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

*MBA Program Requirements*

	<b>Classes:</b>	<b>Credits:</b>
MBA Orientation Course	1	3
MBA Core Classes	11	46
International Business Specialization Classes	4	16
<b>MBA Total Graduation Requirements</b>	<b>16</b>	<b>65</b>

## Graduate Program Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
BU-500	MBA Orientation Course	3.0

Business management requires a knowledge of quantitative and analytical decision-making methodologies for gathering, organizing, analyzing, and evaluating data and information. This MBA Orientation course is designed to provide students with an introduction to the foundational analytical concepts and quantitative methodologies in the areas of finance, accounting, economics, and statistics. This course is not designed to substitute for the traditional full courses in Accounting, Economics, Finance and Statistics that are part of SSU's MBA program; it covers the analytical frameworks in these disciplines and supplies an appropriate quantitative preparation essential to ensuring that students are "up-to-speed" and prepared for SSU's required MBA program courses.

Prerequisite: None

BU-501	Financial Accounting	4.0
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This course provides an introduction to accounting procedures and practices. Students will explore the relationship between business and accounting, and how to analyze business transactions. The course will also explain how the accounting cycle operates and the differences between accrual and cash basis accounting. It will also explain how to determine different methods of inventory and asset valuation, and it will elucidate the importance of earnings and corporate governance.

Prerequisite: BU-500

BU-504	Integrated Marketing Communications	4.0
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Integrated Marketing Communications will provide an in-depth study of promotional activities, such as advertising, personal selling, sales promotions, and direct marketing, including use of the internet. Emphasis will be placed on strategic planning or promotional activities in order to communicate with customers to achieve marketing objectives. This course will also explore the relationship of integrated marketing communications with other elements of promotional activities. Prerequisite: None

BU-506	Managerial Economics	4.0
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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: None

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: None

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: None

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. Prerequisite: BU-500

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: None

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. It will also explore international management practices and how they differ based upon the configuration of an organization. Prerequisite: None

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: None

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: None

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: None

BU-598

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-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 required MBA Coursework.

## **CERTIFICATE PROGRAMS**

### **TESOL PROFESSIONAL CERTIFICATE (TESOL-PC) PROGRAM**

This 150 clock hour program focuses on the development of effective classroom teaching techniques to all levels and ages of English language learners, both to residents of non-English speaking countries and to non-native English speakers residing in the United States.

Southern States University provides in-depth, focused practice in all of the essential areas of Teaching English to Speakers of Other Languages (TESOL). A plethora of teaching methodologies, including but not limited to the *Communicative Approach* and *Total Physical Response* (TPR) are modeled by qualified instructors and applied by students in authentic academic settings. The course addresses how to teach all of the skills related to TESOL, such as reading, writing, speaking, and grammar; the course provides useful tips for organization, and assessment strategies that can be utilized by instructors both in and out of the classroom. In addition, TESOL students will develop the necessary skills to anticipate linguistic obstacles faced by non-native English speakers, and to address them effectively. Participants will put theories of Second Language Acquisition (SLA) into practice using their learned methodologies (ALM, CLT, LEA, etc.), and will be evaluated and provided with constructive feedback that can be implemented in the classroom. Specialized areas such as ‘Content Based Learning’ and ‘Computer Assisted Language Learning’ (CALL) are also included in the course curriculum.

Students take 80 hours of in-class study of methodologies and theories of language acquisition, 50 hours of independent study, and an additional 20 hours of practicum and application of the skills acquired. The practicum affords students the opportunity to develop and refine their teaching techniques in a supportive classroom environment. Students will observe experienced teachers and will practice teaching under the guidance of their assigned mentor(s). They will develop the skills needed for success with a broad spectrum of language learners.

This program is taught by instructors with extensive experience, both internationally and in the United States. SSU’s TESOL instructors have both academic and hands-on experience in the field, who take pride in offering a high quality program with enough individual attention to allow every student to grow as an English language teacher.

#### **The TESOL Professional Certificate Program includes the following:**

- 80 Hours of Classroom study
- 50 Hours of Independent Study
- 20 Hours of Practicum
- Required textbooks
- Help with Finding Accommodations (if needed)
- Weekend Activities, including a Harbor Cruise
- End of Course Dinner
- 150-Hour TESOL-PC Diploma

## TESOL-PC PROGRAM COURSE DESCRIPTIONS

NOTE: The TESOL-PC Program consists of one course divided into three sections:

<u>Section Name</u>	<u>Section Title</u>	<u>Clock Hours</u>
TESOL 1	Classroom Instruction and Lecture	80 hours

The instructional portion of this program focuses heavily on identifying the various teaching methodologies and pedagogy effective for teaching second language acquisition. The curriculum focuses on analyzing the effectiveness of the various teaching strategies in order to adapt them to lesson preparation and implementation.

TESOL 2	Independent Study	50 hours
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The Independent Study portion of the TESOL program requires students to commit 50 hours to studies and activity outside of the classroom. These activities include reading and reporting on the referenced texts from the course program syllabus and creating effective and detailed lesson plans demonstrating the various learned methodologies.

TESOL 3	Teaching Practicum	20 hours
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The Teaching Practicum portion of the program requires teacher trainees to observe authentic classroom settings with one or more assigned mentor teachers. Teacher trainees are also asked to implement lesson plans they have created into a controlled class setting, supervised by a qualified teacher trainer.

Prerequisite(s): B.A., B.S. or Associate's Degree  
IEP 8 or qualifying EPT score (non-native speakers only)

## **INTENSIVE ENGLISH PROGRAM (IEP)**

### **Intensive English Program Overview**

The IEP Program provides English Language Learners with eight skill levels of instruction, ranging from beginning to advanced, including college or career preparation English. In addition, SSU offers a TOEFL preparation course, and an *Advanced English Skills Development (AESD)* course. These integrated skills courses are referred to as *Core Classes*, and account for 12 hours of weekly English instruction. The *Core Class* is supplemented by a *Topic Class*, which accounts for an additional six (6) hours of weekly instruction. Students on F-1 Visas are required to attend 18 hours of class per week. Students may select among a variety of topic classes at their level; examples include *American Culture and Society*, *Speech and Pronunciation*, *Academic Writing*, *Current Events*, *Conversation and Idioms* and *TOEIC Preparation*. Topic classes offered are subject to change, and vary between campuses, based on student need and demand.

A typical intensive English program class consists of between 10 and 20 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 and/or a class set for reading, writing, and study skills. The core textbook integrates the four language learning skills (listening, speaking, reading, and writing) and critical thinking. The textbook is supplemented by teacher-provided materials that enhance the learning process. Classes are offered in the morning, afternoon, and evening to fit a variety of schedules. Minimum enrollment is one month.

### **Intensive English Program Attendance Policies and Federal Regulations**

In SSU's Intensive English classes, teachers record attendance on a daily basis, and students are expected to be in class on time, every day. Students with student visas are required, by Federal law, to attend 18 hours of class per week. Due to strict regulations by the US Department of Homeland Security (DHS), students who miss more than 5 hours per week in any one-month period are in jeopardy of losing their legal student visa status. Additionally, students who have less than 70% program attendance are in jeopardy of being expelled from the University.

Any student arriving after the official class start time will not be permitted to enter the classroom until the break, and will be marked absent for the portion of the class missed. Any student leaving school during class or during a break (and not returning) likewise will be marked absent. Any student returning late from a break will not be permitted to enter the classroom and will be marked absent for the portion of the class period missed.

## Placement and Orientation Procedures

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

- 1) Michigan English Placement Test
- 2) A Writing Test
- 3) An Oral Interview

Based on the results of the EPT, students are enrolled in the appropriate level of instruction, as determined by the Academic Director of IEP. 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 must receive a Student Orientation Manual and sign a *Receipt of Student Orientation Manual form* on the day of orientation.

## Level Progression

Class levels 1 through 8 each correspond to an English proficiency level. After being placed in the program, students may move to a higher skill-level class only upon having demonstrated mastery of course material at their current level. Formal assessment takes place at the completion of each thirteen (13) week quarter. If a student passes the Quarterly Exam with a minimum score of 75%, s/he is eligible to graduate to the next level of the program - with instructor approval. 80% or above does not require instructor approval. Students who do not pass the quarterly exam may not be able to immediately repeat that material. However, they will be given counseling as to how to improve their weaknesses, and the opportunity to revisit the same material in a future quarter.

Only students who have studied for at least 6 weeks at their current level are required to take the Quarterly Exam.

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

## Combined Classes

If enrollment levels necessitate, multiple skill levels may be combined into a single class (e.g. levels 6 and 7, levels 2 and 3). In this case, the instructor will tailor each student's course objectives to focus on each student's particular abilities and needs. Assessment will be used to track each student's progress, just as it is done in non-combined classes.

## Individual Student Report

IEP courses operate on a thirteen (13) week quarter, and ongoing student progress is recorded on a student's Individual Student Report (ISR). The ISR includes assessment results from quizzes, a weekly class participation score (combining attendance, homework, and activity participation), the final exam, and the student's overall grade, as well as the student's current level, and the instructor's counseling

comments and recommendations for the upcoming quarter. The ISR acts as each student's transcript and permanent progress report of his/her performance in IEP courses. A copy of the ISR is available to students, and may be forwarded to another academic institution as an official transcript, upon written request by the student. The ISR provides an overall percentage score for each quarter, by combining quizzes (25%), class participation (25%), and the quarterly exam (50%).

### **Satisfactory Academic Progress**

Attendance and assessment both contribute toward satisfactory academic progress. As part of this process, students are permitted a maximum of three (3) full quarters to demonstrate satisfactory academic progress. A student who fails the *Quarterly Exam* after his/her first quarter of study will be advised by his/her instructor to determine an improvement plan. If the student fails his/her quarterly exam again after the second quarter of study, s/he will be required to sign an academic contract, warning of termination, and will be expelled from the program if improvement is not demonstrated by the end of the third quarter.

### **Schedule Changes and Withdrawals**

Any IEP student desiring to change his/her class schedule must obtain written permission from the SSU administration. Permission is given at the discretion of the administration, and is dependent on class and space availability. Students who wish to withdraw from classes must notify the administration prior to withdrawal. Students on an F-1 Visa must also contact the school administration in the event of any proposed or actual status change.

### **Intensive English Program Certificates**

While the minimum program enrollment period is four weeks, completion of the program requires that a student be engaged in the program for a minimum of twenty six (26) weeks (2 quarters). Students who complete at least 6 months of study and maintain 70% (minimum) attendance are awarded a *Certificate of IEP Program Completion*. Students who leave the school prior to six (6) months of study may request a *Certificate of IEP Program Participation*.

## INTENSIVE ENGLISH PROGRAM COURSE DESCRIPTIONS

<u>Course Number</u>	<u>Course/Level Title</u>	<u>Clock Hours*/Quarter**</u>
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IEP 1	Core Level 1 for Low Beginners	234 hrs
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Core Level 1 for Low Beginners focuses on the composition and understanding of simple sentences for listening, speaking, reading and writing purposes. The curriculum focuses on the most basic grammar structures as an introduction to the formulas of the English language. The curricula also facilitates the simulation of routine social interaction through teacher modeling, guided dialogue, and audio-lingual supplements. Prerequisite: None

IEP 2	Core Level 2 for Beginners	234 hrs
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Core Level 2 for Beginners is designed to expand on simple sentence structures used in social and academic settings. The curriculum promotes the use of simple grammar concepts in familiar but less controlled interactive contexts. By means of teacher modeling, communicative activities and audio-lingual resources, students will be able to better identify the context of various social and academic dialogues and settings. Prerequisite: IEP 1 or qualifying EPT score

IEP 3	Core Level 3 for High Beginners	234 hrs
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Core Level 3 for High Beginners incorporates a more focused study of language response in social and academic contexts. The curriculum expands on the basic structures of English to encourage longer conversations and discussions in a focused context. Attention is focused on audio-lingual comprehension and response through teacher modeling, memorization, and communicative activities. Prerequisite: IEP 2 or qualifying EPT score

IEP 4	Core Level 4 for Low Intermediate	234 hrs
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Core Level 4 for Low Intermediate learners expands on basic grammar structures to enable the use of more complex sentences in social and academic settings. The curriculum focuses on a communicative approach to establish better understanding of grammar usage and meaning. At this level students will interact using all four skills, listening, reading, writing and speaking, in mostly familiar but minimally-controlled contexts. Prerequisite: IEP 3 or qualifying EPT score

IEP 5	Core Level 5 for High Intermediate	234 hrs
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Core Level 5 for High Intermediate learners encourages a better ability to anticipate language needs in more unpredictable or less-controlled contexts. The curriculum facilitates the use of complex sentences to promote clearer expression of emotion, opinion and perspective. At this level, students will incorporate common language features such as phrasal verbs and increased vocabulary into the usage of everyday English. Prerequisite: IEP 4 or qualifying EPT score



## Intensive English Program Certificates

While the minimum program enrollment period is four weeks, completion of the program requires that a student be engaged in the program for a minimum of twenty six (26) weeks (2 quarters). Students who complete at least 26 weeks of study and maintain 70% (minimum) attendance are awarded a ***Certificate of IEP Program Completion***. Students who leave the school prior to six (6) months of study may request a ***Certificate of IEP Program Participation***.

# SOUTHERN STATES UNIVERSITY



## CATALOG SUPPLEMENT

Effective Winter Quarter 2010

<b>TUITION, FEES, INCIDENTAL PROGRAM COSTS AND REFUND POLICIES. ....</b>	<b>64</b>
<b>ACADEMIC CALENDAR 2010 .....</b>	<b>66</b>
<b>ADMINISTRATION AND STAFF .....</b>	<b>68</b>
<b>DEGREE PROGRAM FACULTY .....</b>	<b>69</b>
<b>INTENSIVE ENGLISH PROGRAM FACULTY .....</b>	<b>72</b>



Withdrawal Fee (from the University)	\$100
Diploma Reprint Fee	\$100
Diploma Rush Fee	\$100
OPT Assistance Fee	\$100
Re-Evaluation of the Final Project (MBA Only)	\$250
I-20 Replacement Fee	\$ 30
International Courier Fee	\$ 60

### **TESOL Professional Certificate (TESOL-PC) Program**

#### Program Costs

Total Tuition \$ 1,800

#### Incidental Fees:

Student Services Fee \$ 150  
Application Fee (non-refundable) \$ 100  
Graduation Fee \$ 150

### **Intensive English Program (IEP)**

#### Program Costs

Monthly Tuition – 18 hours/week \$ 250 to \$385, depending on location and schedule

#### Incidental Fees:

Application Fee (non-refundable) \$ 100 (\$75 for transfer students)  
Overseas Student Fee \$ 400  
International Courier Fee \$ 60  
Book Fee \$ 50

Prices are subject to change anytime without notice.

## ACADEMIC CALENDAR 2010

### Winter Quarter 2010

Registration Deadline – December 19, 2009  
Orientation for New Students/Break for Returning Students – January 4, 2010 – January 8, 2010  
First Day of Classes – January 4, 2010  
Last Day to Drop for 100% Refund – January 11, 2010  
Last Day to Withdraw – February 15, 2010  
Final Day of Classes – March 6, 2010  
Grades Posted – March 12, 2010  
Holiday – No Class on Monday, February 15 (President's Day)

### Spring Quarter 2010

Registration Deadline – February 26, 2010  
Orientation for New Students/Break for Returning Students – March 8 – March 12, 2010  
First Day of Classes – March 15, 2010  
Last Day to Drop for 100% Refund – March 22, 2010  
Last Day to Withdraw – April 26, 2010  
Final Day of Classes – May 15, 2010  
Grades Posted – May 21, 2010  
**Commencement Ceremony – Saturday May 22**

### Summer Quarter I 2010

Registration Deadline – May 7, 2010  
Orientation for New Students/Break for Returning Students – May 17 – May 21, 2010  
First Day of Classes – May 24, 2010  
Last Day to Drop for 100% Refund – May 31, 2010  
Last Day to Withdraw – July 5, 2010  
Final Day of Classes – July 31, 2010  
Grades Posted – August 6, 2010  
Holiday – No Class on Monday, May 31 (Memorial Day)  
Holiday – No Class on Monday July 5 (Independence Day)

### Summer Quarter II 2010

Registration Deadline – July 23, 2010  
Orientation for New Students/Break for Returning Students – August 2 – August 6  
First Day of Classes – August 9, 2010  
Last Day to Drop for 100% Refund – August 16, 2010  
Last Day to Withdraw – September 20, 2010  
Final Day of Classes – October 9, 2010  
Grades Posted – October 15, 2010  
Holiday – No Class on Monday, September 6 (Labor Day)

**Fall Quarter 2010**

Registration Deadline – October 1, 2010

Orientation for New Students/Break for Returning Students – October 11 – October 15

First Day of Classes – October 18, 2010

Last Day to Drop for 100% Refund – October 25, 2010

Last Day to Withdraw – November 29, 2010

Final Day of Classes – December 18, 2010

Grades Posted – December 24, 2010

Winter Break – December 19, 2010 – January 2, 2011

Holiday – No Class on Thursday, Friday, and Saturday, November 25, 26, and 27 (Thanksgiving)

**NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.**

## **ADMINISTRATION AND STAFF**

Carmen Tepper, Chief Executive Officer

Robert Tepper, Chancellor and Chief Operating Officer

John Tucker, Vice Chancellor, Academic Affairs & Chief Academic Officer

William Amoke, Dean of Students & Academic Advising

Stephanie Dieringer, PhD, JD, Assistant Vice Chancellor, Academic Affairs

Denise Mastro, Coordinator of Site Directors, Vendor Relations and Purchasing

Eric Payton, San Marcos Site Director

Michael Cummings, Pacific Beach Site Director

Wendy Du, La Jolla Site Director

Joseph Mortensen, Newport Beach Site and Administrative Director

Michael Roos, Admissions Director

Sean Sell, University Registrar

Marcelo Difini, Senior Administrative Analyst & Director, Alumni Association

Svetlana Kondratenko, University Librarian

Barbara Smerzi, Project Manager

Alperen Yanarates, Information Technology Manager

## **DEGREE PROGRAM FACULTY**

Southern States University's faculty is constantly growing and changing to better assist the student in gaining the knowledge they will need to succeed in the business community. Listed below are the degree program instructors teaching the Summer II Quarter at SSU and the location(s) where they are teaching.

### **Claudia Araiza**

#### **Academic Credentials and Institutions**

Ph.D., Economics, Claremont Graduate University

M.A., Economics, San Diego State University

B.A., Economics & International Business, San Diego State University

#### **Program**

BBA and MBA

#### **Teaching Location:**

Newport Beach and Online

### **Stephanie Dieringer**

#### **Academic Credentials and Institutions**

Ph.D., Economics, Graduate Center, CUNY, NY

J.D., UC Davis School of Law, CA

M.Phil, Economics, Graduate Center, CUNY, NY

B.B.A., Bernard M. Baruch College, CUNY, NY

#### **Program**

MBA

#### **Teaching Locations:**

San Diego

### **Aisha Jones**

#### **Academic Credentials and Institutions**

M.B.A., Finance and Marketing, Graziadio School of Business and Management, Pepperdine University, Malibu, CA

B.B.A., Finance, University of the Pacific, Stockton, CA

#### **Program**

MBA

#### **Teaching Location:**

San Diego

### **Dianne Harmata**

#### **Academic Credentials and Institutions**

J.D., University of San Diego School of Law

B.A., Economics, San Diego State University

#### **Program**

MBA

#### **Teaching Location:**

San Diego

**Gary Lawson**

**Academic Credentials and Institutions**

D.P.A., Doctor of Public Administration, University of La Verne  
Ph.D., Doctor of Health Services Management, Southwest University  
M.A.O.M., Masters in Organizational Management, University of Phoenix  
M.A., Masters in Health Services Management, Southwest University  
B.A., Bachelor of Arts in Communications

**Program**

MBA

**Teaching Location:**

Newport Beach

**Judith Mann**

**Academic Credentials and Institutions**

J.D., Law, Stanford Law School  
Ph.D., Economics, UCLA  
B.A. (honors), Economics, UCLA

**Program**

MBA, BBA

**Teaching Locations:**

San Diego, Newport Beach

**Joseph Mortensen**

**Academic Credentials and Institutions**

M.A., Education, Southern Oregon University  
B.A., Political Science/Economics, University of San Diego, CA

**Program**

MBA, BBA

**Teaching Locations:**

San Diego

**Christopher Najera**

**Academic Credentials and Institutions**

MSIT, California State University, Fullerton, CA  
B.A., Sociology, University of California, Riverside, CA

**Program**

MBA

**Teaching Location:**

San Diego

**Diane Salcedo**

**Academic Credentials and Institutions**

Ph.D., Organizational Psychology, Alliant International University

M.S., Organizational Psychology, California School of Professional Psychology

B.S., Psychology, University of La Verne

**Program**

MBA

**Teaching Location:**

Newport Beach

**John Scholte**

**Academic Credentials and Institutions**

M. Div., Western Theological Seminary, Holland, MI

B.A., Religion/Communication and Social Influence, Hope College, Holland, MI

**Program**

BBA

**Teaching Location:**

San Diego / online

**Robert Stretch**

**Academic Credentials and Institutions**

M.S.M., Troy State University

B.S., Liberal Studies, University of the State of New York

**Program**

MBA

**Teaching Location:**

San Diego

## **INTENSIVE ENGLISH PROGRAM FACULTY**

### **Suzanne Bacon - San Marcos**

#### **Academic Credentials and Institutions**

B.A., French Literature, Carlton College, MN

M.A., Education, San Diego State University

### **Michael Clinton - Pacific Beach**

#### **Academic Credentials and Institutions**

B.A., History and Secondary Education, Ohio Wesleyan University

M.A., International Education & Leadership, Michigan State University

### **Courtney Colburn**

#### **Academic Credentials and Institutions**

B.A., Geography, Minor Spanish, CSU Long Beach

M.A., Linguistics, TESL, CSU Long Beach

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