

SOUTHERN STATES UNIVERSITY



CATALOG

July 2009 Edition

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A MESSAGE FROM THE CHANCELLOR

Congratulations on your decision to join us at Southern States University. We are delighted that you have chosen our University for the next step in your unparalleled journey of higher learning.

There is a well known saying that “a thousand mile journey begins with a single step”. SSU began over 25 years ago as a small university educating Financial Planning students. The University has taken many steps forward in its two and a half decade history, and is now training tomorrow’s business leaders. The facilities and resources have kept pace, and SSU classes are now available at five locations in two beautiful Southern California cities.

Our mission is to educate the leaders of tomorrow, while helping students to further their personal and professional goals. SSU strives to give students the education, tools and resources needed to make their dreams come true.

Please spend a few minutes perusing this catalog. In addition to providing a listing of all of the classes offered at the university, the catalog will provide you with answers to many of your questions regarding academic procedures, personnel, and administrative policies. 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 may have.

Please let us know if there is anything we can do to improve the quality of our programs or our service to you. We are always interested in feedback from our students, as we continue striving to provide each of you with the highest quality education.

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

Sincerely,

Robert Tepper

Chancellor

MISSION STATEMENT

Southern States University is committed to improving the career options, business opportunities and personal growth for students from around the world. We achieve this for:

- a. ***Undergraduates*** by teaching fundamental and increasingly complex and focused business skills. While requiring students to explore a broad range of general education courses, SSU provides the foundation for a variety of multi-faceted careers in domestic and international business.
- b. ***Graduate Students*** by building upon an undergraduate degree and focusing on skills that will create opportunities for business management and leadership on a local, national, or global scale.
- c. ***Non-native English speakers*** by providing a high quality, comprehensive Intensive English program. Focused on adult learners, with courses progressing from elementary to college and career caliber English, SSU gives students the training needed to improve their English proficiency to a level that will lead to further academic pursuits and/or career enhancing opportunities.
- d. ***Aspiring ESL Instructors*** by offering specialized training, taught by experienced faculty and designed to help participants enhance their knowledge of language acquisition and/or to further their teaching careers.

SSU strives to maintain competitive pricing for all of its programs, without compromising on quality. SSU achieves this by operating efficiently, minimizing overhead, maximizing the use of its facilities and resources, and providing a “no-frills” environment, while at the same time offering excellent instruction and a wide range of student services.

Educational Objectives

The University:

- offers a focused set of programs to educate students in the fields of *Business* and *English Language Learning*;
- creates awareness of the global, technological, and competitive forces that shape business;
- 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;
- seeks to enhance English proficiency skills, particularly for non-Native English speakers;
- familiarizes international and non-native English speakers with the various facets of American culture;
- prepares students for communicative interaction at a social, academic and professional level;
- promotes intellectual inquiry, which enhances cultural, social, and professional development;
- creates a learning atmosphere that encourages students to develop the highest standards of ethical and professional behavior;
- delivers instruction through classroom and distance learning methodologies.

The University offers the following Certificate Programs:

- TESOL Professional Certificate (TESOL-PC)
- Intensive English Program (IEP)

The University offers the following Degree Programs:

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

APPROVALS AND RECOGNITION

Authorizations

Southern States University was granted “Approval to Operate” by the California *Bureau for Private Postsecondary and Vocational Education* (BPPVE) prior to the agency shutting down in 2007.

“Approval to Operate” means that the Bureau has certified that the institution 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. Since the BPPVE shut down in 2007, SSU has maintained *voluntary compliance with all BPPVE regulations* as the university has continued to grow and expand.

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

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 5th 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 located on the second floor of an office building 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 5th 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).

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 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:

- 150 hour TESOL Professional Certificate
- Intensive English Program (IEP) – beginner through advanced
- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)

Online Distance Learning

SSU offers online courses in the following degree programs:

- Bachelor of Business Administration
- Master of Business Administration

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 MBA or BBA 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)).

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

Students Applying to SSU's BBA Program

At the undergraduate level, the University offers a Bachelor of Business Administration (BBA) degree.

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 a non-refundable application fee of \$100;
- Submit a two page written essay of educational and work history, goals in relation to student's education and work history, and the relationship of these goals to future career aspirations;
- Submit a high school diploma, GED, Certificate of Equivalency/Proficiency, or a signed statement by the student confirming graduation;
- Submit official transcripts from other universities or institutions for which the student requests transfer credit;
- Submit two Letters of Recommendation (from managers or colleagues at work, or from past or present teachers, professors or academic advisors).

International Undergraduate 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*.)
- 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 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 for at least one quarter/semester, and 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 are provisionally admitted to SSU; so long as they maintain a GPA of 3.0 or greater during their first two quarters, they will be exempted from taking the TOEFL exam.
- successfully complete level 7, 8, or AESD in the SSU Intensive English Program, with positive SSU teacher recommendation(s). These students are provisionally admitted to SSU; so long as they maintain a GPA of 3.0 or greater during their first two quarters, they will be exempted from taking the TOEFL exam.

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 3.0, s/he will be put on academic probation, and be encouraged to combine Intensive English studies with his/her degree program courses. 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.

Students Applying to SSU’s 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 a non-refundable application fee of \$100;
- Provide verification of completion of a Bachelors Degree, in the form of an official transcript of record from a USDE-recognized accredited institution, or the equivalent;
- Submit a two page written essay of educational and work history, goals in relation to student’s education and work history, and the relationship of these goals to future career aspirations;
- Submit two Letters of Recommendation (from managers or colleagues at work, or from past or present professors or academic advisors).

International Graduate 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*.)
- 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 for at least one quarter/semester, and 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 are provisionally admitted to SSU; so long as they maintain a GPA of 3.0 or greater during their first two quarters, they will be exempted from taking the TOEFL exam.
- successfully complete level 7, 8, or AESD in the SSU Intensive English Program, with positive SSU teacher recommendation(s). These students are provisionally admitted to SSU; so long as they maintain a GPA of 3.0 or greater during their first two quarters, they will be exempted from taking the TOEFL exam.

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, and be encouraged to combine Intensive English studies with his/her Degree program courses. 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.

Students Applying to SSU’s Certificate Programs

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.*

Exceptions to Admissions Requirements

Students who do not satisfy stated admission requirements may petition and submit documentation detailing their special circumstances to the Admissions Committee.

The Admissions Committee is comprised of the Chancellor, the Academic Director, and the Registrar. This committee convenes to make admissions decisions any time that the admission circumstances do not meet standard SSU guidelines. Students accepted under these circumstances may be placed on probationary status.

Online Distance Learning

Up to 50% of SSU's degree program classes can be taken via online distance learning modality. Students who wish to enroll in courses offered via the online distance learning modality are also required to:

- submit an *Application for Admission* to the University;
- satisfy requirements for the program of study (undergraduate or graduate), as stated above;
- provide a statement confirming that they are computer literate and have access to a computer with the required configuration.

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 undergraduate or graduate program which they wish to attend. Students may only apply 22.5 credits towards an undergraduate degree and 8 credits towards 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) member organization. A listing of appropriate services is available through the American Association of Collegiate Registrars and Admissions Officers website (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. (Originals or faxes are required...photocopies of support statements are not acceptable.)

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, for up to 20 hours per week, throughout the term of study (so long as they can find and maintain a job through 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 under. 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 load of study, which is defined as follows:
 - a. Undergraduate students: Two (2) classes or 9 Credits each quarter (a nine (9) consecutive week period) is the minimum load.
 - b. Graduate students – Two (2) classes or eight (8) Credits each quarter (a nine (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 (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 to 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 an I-20 application form. 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. The student must add \$3,000 to the minimum balance if the student's spouse will accompany him/her. If children will accompany the student, \$1,500 per child must be added to the minimum bank account balance.

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;
- attend the school s/he is authorized to attend (the school which issued the Form I-20);
- be enrolled and attend full-time;
- report address changes immediately;
- Maintain “good standing” with the University academically. Any international student enrolled at Southern States University is required to maintain minimum GPA requirements, or s/he will have her/his I-20 immediately terminated by the Department of Homeland Security. International students may be placed on academic probation for a maximum of two quarters.

TRANSFER CREDITS

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

Undergraduate 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 (quarter credits are converted to semester credits by multiplying by 2/3, i.e., 4.5 quarter credits equates to 3 semester units; 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.

Graduate 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 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 (quarter credits are converted to semester credits by multiplying by 2/3, i.e., 4.5 quarter credits equates to 3 semester units; 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).

credits by multiplying by 1½, i.e., 3 semester credits multiplied by 1.5 equates to 4.5 quarter credits).

Students may transfer no more than 32.5 quarter credits to the graduate program. Note that no more than one-half of the credits required for the Master's Degree may be transferred from another institution. In addition, no more than one half of SSU's graduate degree program can be completed via the online modality. A minimum of fifty (50) percent (32.5 credits) of the program must be completed at Southern States University.

A student seeking transfer credit must request an official transcript be sent to Southern States University by the college or university awarding credit. Consideration will be given to transfer credit based on the aforementioned conditions.

The 150 Hour TESOL Professional Certificate and the Intensive English Program do not accept transfer of credit.

Transfer of credits is not guaranteed by the University.

Non-Traditional Collegiate Education

SSU accepts non-traditional collegiate education in the form of transferable credits that can be applied towards the bachelor 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.

Disclosure on Transfer Credit or Degree Recognition

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.

Optional Fees (continued):		
Transfer-In Fee	\$ 75	No
OPT Assistance Fee	\$100	No
I-20 Replacement Fee	\$ 30	No
Online Fees:	Amount	
Per Student (all residential and online students)	\$ 10 per class	Yes

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 \$ 350

Incidental Fees:

Application Fee (non-refundable) \$ 100 (\$75 for transfer students)

Overseas Student Fee \$ 400

Courier Fee \$ 50

Book Fee \$ 50

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 *Notice of Cancellation Form* to the Registrar's Office. If already enrolled in classes, students must also obtain a *Withdrawal Form*, secure the signatures specified on the form, and submit both documents to the Registrar's Office. 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 date of class attendance. This determination is based on the instructor's attendance form.

Refunds will be made within 30 days of official withdrawal, or within 30 days of the date of the last day of the student's attendance, as reflected in the instructor's attendance records. 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 would be paid 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 first day before the first class the student attends.

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 and Vocational Education, 1625 North Market Street, Suite 5000, Sacramento, CA 95834.

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

Degree Program Attendance Requirements

Attendance is each student's basic responsibility. Full credit requires attendance for the entire class period.

Degree program students will receive a **WARNING NOTICE** after missing **22%** of classes (2 out of 9).

Degree program students will be placed on **PROBATION** after missing **33%** of classes (3 out of 9).

Degree program students will be **DISMISSED** from the class after missing **44%** of classes (4 out of 9).

The following actions may also be counted as non-attendance:

- not paying attention (e.g. having a private conversation, reading a newspaper, sleeping);
- interrupting the instructor during the lecture;
- interrupting other students;
- cell phone usage (phone is not on silent, answered, or text messaging while in class);
- being impolite or disrespectful to the instructor or other students;
- being more than 15 minutes late for class.

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 their instructor, or placed on probation or dismissed by the University. An excused absence is given with prior permission of the instructor. It cannot be granted after the student has failed to attend the class session in question. It is the responsibility of each student to attend all class sessions, and to attend all class related activities (including on-line discussions). In the event a student misses one or more classes, it is his/her responsibility to alert the instructor, and to make up any missed work and/or examinations, subject to instructor guidance and approval. Such work must be completed before the final class session.

Online distance learning students must communicate with their instructors at least twice per week in order to meet participation and attendance requirements.

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

Grade	Definition	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failing	0.0
NP	Not Pass	N/A
P	Pass	N/A
I	Incomplete	N/A
W	Withdrawal	N/A
T	Transfer Credit	N/A
R	Repeated Course	N/A
AU	Audit	N/A

Grading Definition Explanations

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

- “R” - Repeat. Students may be required to, or may choose to repeat a class in order to improve academic performance. Repeats may only be done once. BBA students may repeat up to four courses, while MBA students may repeat up to two courses. Students may not repeat courses in which a grade of “B” or better has been received. If a higher grade is earned on the subsequent attempt, then the new grade will be included in the GPA computation. 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).

Withdrawal or Transfer to another Institution

Withdrawal and Transfer requests are formalized with a *Notice of Cancellation Form*. This form must be completed before the first day of each academic quarter. Should an International student withdraw or to transfer from the University after the first day of a quarter, his/her SSU I-20 will be terminated immediately. If the reason for withdrawing is to transfer to another institution, the International student must 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 of studies at Southern States University for a period of time may apply to the Office of the Registrar for a withdrawal or a leave of absence.

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 authorities. Regulations governing original hearings and appeal rights and procedures are documented in the *Academic and Administrative Policies and Procedures Manual*, and are designed to give maximum protection to both the student and the University.

Graduation Requirements

To become a candidate for graduation, each undergraduate student must achieve a cumulative GPA of at least 2.0 in all work attempted at Southern States University, and have successfully completed all classes required in the program. Graduate students must achieve a cumulative GPA, or at least 3.0 on all work attempted at Southern States University, and have successfully completed all classes required in the program. Students must have cleared all financial obligations with the University in order to be eligible for graduation.

SATISFACTORY ACADEMIC PROGRESS

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.

Program	Credits Required for Graduation	Maximum Time Frame	Maximum Credit Hours
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 (SAP).
- The following grades will lower the percentage of courses successfully completed because of their inclusion in courses attempted:
 - F or Failing
 - U or Unsatisfactory
 - 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', or if any "Incomplete" remains on the record for more than one quarter. 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). Graduate students are allowed three classes 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). If they correct their deficiencies within this time period, they will be removed from probationary status.

Disqualification

Students who are on Academic Probation and fail to rectify their academic deficiencies in the time allotted will be disqualified from further studies at Southern States University. Students will also be disqualified if they fail to abide by the Satisfactory Academic Progress requirements.

ADMINISTRATIVE POLICIES AND PROCEDURES

Student Conduct - Rights and Responsibilities

Academic misconduct: This consists of academic dishonesty and academic fraud. Examples of academic misconduct include:

- Plagiarism – more on this subject below.
- 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 a team working on a group project has been found to commit academic misconduct, he/she/they will be subject to the following consequences:

- a) The incident will be reported to the Academic Director and to the Chancellor.
- b) Student(s) will receive a written warning, stating that if there is another incidence of academic misconduct during their studies, they will be expelled from the program.
- c) The student(s) will receive a 0 on that particular work; it ***cannot be resubmitted or retaken.***
- d) 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:

First Offense:

- a) The incident will be reported to the Academic Director 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.

Student Rights and Privacy

(FERPA - Family Educational Rights And Privacy Act Of 1974)

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 office 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.

Student 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, 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.

Right of Petition

Students may petition for review of University regulations and procedures when individual circumstances do not fit policy guidelines.

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 Academic Director 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 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.

Smoking Policy

It is the policy of Southern States University that smoking is prohibited in the classrooms as well as in all other areas within the facilities. Staff or students who smoke may do so outside 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 *Academic and Administrative 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, 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 Procedure

SSU 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 against whom the complaint is lodged. The student must present the person a handwritten or typed *Statement of Complaint*, with a minimum of two to three sentences, so that the recipient of the complaint is aware that a formal complaint may follow.
2. 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. If the matter is not resolved at level one, the student starts a Formal Complaint at *level two*. Here the student obtains (from the Registrar) a Student Complaint Form, completes it, attaches a copy of his/her informal complaint which has been discussed with the recipient, and takes the complaint to the Registrar, discusses his/her concerns, and provides all of the facts and names of those who may be aware of the problem. 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. A complaint at this level is investigated and discussed with the recipient. This is a fact gathering procedure in which both parties, and any third parties involved, are asked to review the facts of the matter.

Suggested resolution is 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. If, however, the complaint is not resolved, 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 Registrar and the Academic Director. 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 Academic Director and the Registrar will make a decision on behalf of the University, and will

inform the parties in writing of the final resolution of the complaint. The Registrar has overall responsibility to insure 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 Academic Director and the Registrar, 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 AND VOCATIONAL EDUCATION

*Physical Address: 1625 North Market Boulevard, S-202
Sacramento, CA 95834*

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 and faculty at both its San Diego and Newport Beach campuses. The library schedule is published weekly, and the Library Director is available by phone and email 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, degree program students are also provided with pre-paid subscriptions to several well-respected online libraries, including the Library and Information Resource Network consortium (www.lirn.org), eBrary (www.ebrary.com) and Euromonitor (www.euromonitor.com). These subscriptions provide students and

instructors with access to well over 10,000 books, magazines, journals, business annual reports, etc. The *Library and Technology fee* assessed to all degree program students covers the cost for these library resources, and is documented in the tuition, fees, and incidental program chart, a copy of which can be found in this catalog.

Additionally, there are a number of free on-line resources, public library facilities, and local universities that can be accessed to obtain research materials. Students are coached by their instructors and the Library Director on how to most effectively use all of these resources.

UNDERGRADUATE PROGRAMS

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

The Bachelor of Business Administration is a four-year degree program in which students will be prepared with an academic background, in addition to practical experiences necessary to survive in today's challenging business environment. The general education and lower division courses provide a strong academic foundation that includes humanities, arts, science and business courses, so that the student has the propensity to succeed in the more challenging and focused upper division courses. SSU's upper division courses are designed with the business needs of today and tomorrow in mind, and provide students first with an introduction, and then with more in-depth business principles and practices, along with the skill set required to succeed in today's business world. The program requires successful completion of 180 Quarter Credits, or 1,800 clock hours.

Upon completion of this program, students will be able to:

- Identify the various components involved in ethical business practices and how they influence various stakeholder relationships;
- Analyze various internal and external business components to determine overall strengths and weaknesses in companies and business practices, and how they can be exploited or improved;
- Use all available resources to conduct research that is relevant to various management, marketing, finance, and accounting functions; and,
- 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 405	American 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
SCI 305	Impact of Science Fiction on Science	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

BBA Program Requirements

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

GRADUATE PROGRAMS

MASTER OF BUSINESS ADMINISTRATION (MBA)

The world of business and industry changes on a daily basis. Not only is it fueled by the rapid infusion of internet usage, but additionally, the changes are making it necessary for multinational and international companies to update their experienced executives with modern business and management skills. Only with added knowledge and understanding of world economics will these executives be able to cope with the ever-increasing complexity of business activities.

The MBA program offered by SSU is uniquely designed to help corporate executives address complex business and management issues from a global and integrative perspective. The course work is structured to meet the special needs and tight work schedules of mid-level and senior executives.

SSU's MBA Degree program is designed to provide a unique curriculum for experienced mid-level and senior managers and company executives who must address the complex global and integrative issues facing small businesses, health care, government, and non-profit organizations. The program delivers the latest management concepts and business applications by combining theory and practice with case studies in actual business settings.

By combining theory and real-life business settings, the program delivers the latest management concepts and applications within its courses and gives an in-depth education not found in many traditional MBA programs.

Upon completion of this program, students will be able to:

- Examine the global business environment using quantitative and qualitative analyses that are used by successful multinational firms;
- Explore relevant theories and practical solutions to different problems that continue to confront business managers in various settings;
- Determine how to develop a successful business model that adheres to strategic initiatives, leadership principles, and utilizes the various components that are inclusive within integrated marketing communications.
- Succeed in getting at least a mid-level job in business within one year of graduation from the program.

Master of Business Administration (MBA) Program Courses

BU-500 – MBA Orientation Course

The MBA Orientation Course, BU-500, is a required course for all MBA students. The course is offered at (or prior to) the start of each SSU quarter, and is a classroom/online hybrid course which includes 30 hours of instruction (16 in the classroom and 14 online). BU-500 provides an introduction to several core MBA classes, better preparing students for success in the remainder of the program. Grading in this class is "P" for Pass, or "N" for Not Pass. This course is a pre-requisite for students entering four (4) of the

MBA courses. All MBA students must successfully complete BU-500 in order to graduate from the program.

<u>MBA Core Classes</u>		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	Introduction to Graduate School	4.0 Quarter Credits
BU-599	Professional Applied Project	6.0 Quarter Credits

The MBA program provides an International Business Specialization:

<u>International Business Specialization Courses</u>		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

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

CERTIFICATE PROGRAMS

TESOL PROFESSIONAL CERTIFICATE (TESOL-PC)

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 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

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.

Overview of IEP Classes

	Educational Goals	Comprehension Skills	Grammar Skills	Teaching Methodologies
Level 1	Successful interaction in routine social and academic activities using basic formulaic English	Appropriate understanding and response at a basic level in routine social and academic contexts	Use and manipulation of simple features of English to interact in familiar and controlled contexts	Teacher modeling; communicative approach; use of audio-lingual resources; dictation; pair work and group work
	Required Text: Grammar Sense 1 Workbook 1	Assessment Strategies: Informal oral evaluation, individual error correction, class participation, homework completion, formal quizzes and exams, exit evaluation and conference		

	Educational Goals	Comprehension Skills	Grammar Skills	Teaching Methodologies
Level 2/3	Successful interaction in routine social and academic activities moving toward more creative constructions	Appropriate understanding and response with more complex oral language skills through longer conversations and discussions	Use and manipulation of simple features of English to interact in still familiar but less controlled contexts	Teacher modeling; communicative activities; direct method; memorization; student centered; pair work and group activity; Audio-lingual resources
	Required Text: Grammar Sense 2 Workbook 2	Assessment Strategies: Informal oral evaluation, individual error correction, class participation, homework completion, formal quizzes and exams, exit evaluation and conference		

	Educational Goals	Comprehension Skills	Grammar Skills	Teaching Methodologies
Level 4	Successful interaction in routine social & academic activities with creative constructions and degree of unpredictability	Appropriate understanding and response with more complex oral language skills moving beyond the sentence level	Use and manipulation of structures and features of spoken English to interact in mostly familiar but minimally-controlled contexts	Teacher modeling; student centered; communicative activities; structured listening; exploratory conversation; pair work and group activity; Audio-visual re-enforcement
	Required Text: Focus on Grammar 4 (A)	Assessment Strategies: Informal oral evaluation, individual error correction, class participation, homework completion, formal quizzes and exams, exit evaluation and conference		

	Educational Goals	Comprehension Skills	Grammar Skills	Teaching Methodologies
Level 5	Successful interaction in routine social & academic activities with creative constructions and increasing unpredictability	Appropriate understanding and response using more complex skills with greater confidence and mastery	Use and manipulation of structures and features of spoken English to interact in mostly familiar and some unfamiliar situations	Teacher modeling; student centered; structured listening; simulated dialogues; pair work and group activity; Audio-visual reinforcement
	Required Text: Focus on Grammar 4 (B)		Assessment Strategies: Informal oral evaluation, individual error correction, class participation, homework completion, formal quizzes and exams, exit evaluation and conference	

	Educational Goals	Comprehension Skills	Grammar Skills	Teaching Methodologies
Level 6	Demonstrable understanding of a range of spoken texts; expression of opinions and ideas in a supportive context	Appropriate understanding and response using more complex skills with ability to understand more idiosyncratic and advanced forms	Manipulation of available spoken English repertoire to communicate in extended but predictable circumstances	Student centered; student presentations; class debates and/or discussions; writing modals; pair and group work; communicative activities
	Required Text: Focus on Grammar 5 (A)		Assessment Strategies: Informal oral evaluation, individual error correction, class participation, homework completion, formal quizzes and exams, exit evaluation and conference	

	Educational Goals	Comprehension Skills	Grammar Skills	Teaching Methodologies
Level 7	Demonstrable understanding of wide range of real-world spoken texts; presentation of complex ideas and information in an +organized way	Appropriate understanding of how shades of meaning can be expressed in spoken and written English while taking account of purpose and context	Sufficient mastery of advanced structures to communicate in written and spoken English appropriate to a variety of situations	Student centered; communicative activities; mock interviews; writing modals; accent reduction; engaged debate on real-world topics; audio-visual reinforcement
	Required Text: Focus on Grammar 5 (B)		Assessment Strategies: Informal oral evaluation, individual error correction, presentations, formal quizzes and exams, class participation, homework completion, exit evaluation and conference	

	Educational Goals	Comprehension Skills	Grammar Skills	Teaching Methodologies
Level 8	Demonstrable understanding of a wide range of real-world discourse; presentation of complex ideas and information in an organized way	Large background knowledge and idiom base allow for a near native-speaker level proficiency	Able to produce the major essay forms; errors are restricted to complex structures and do not interfere with accurate self-expression.	Student centered; task-based activities; native interaction; accent reduction; engaged debate on real-world topics; audio-visual reinforcement; CALL

	Educational Goals	Comprehension Skills	Grammar Skills	Teaching Methodologies
AESD (Advanced English Skills Development)	Successful application of English presentation skills using complex ideas in a clear oral and written analysis of content	Appropriate understanding of professional English concepts, meaning from context, and organizational structure	Sufficient mastery of written and spoken grammatical structures to enable full meaning to be expressed and understood at an advanced level of communication	Lecture; group discussion; PowerPoint presentations; eye contact and voice projection; accent reduction; independent project creation and support; authentic case studies
Required Text: Grammar Sense 4	Assessment Strategies: Informal oral evaluation, individual error correction, presentations, formal quizzes and exams, class participation, homework completion, exit evaluation and conference			

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*.

COURSE DESCRIPTIONS

Course Numbering

Southern States University has segmented courses using the following numbering convention:

- 100-200 level designation is used for foundational courses, which are offered during first and second years of the bachelor program.
- 300-400 level designation is used for advanced undergraduate courses that may have satisfied certain prerequisites, and have the requisite knowledge that has been developed through lower level coursework. These are offered during the third and fourth years of the bachelor program.
- 500 level designation is used only for graduate level courses.

Undergraduate Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
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ACC 201	Accounting I	4.5
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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 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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Explores the sources of law, constitutional basis of regulation, social and ethical influences, corporate responsibility, judicial and administrative systems, contracts, torts, agency, business organizations, bankruptcy and consumer protection. Prerequisite: None

BUS 220 Business Communications 4.5

This course will help students to develop the ability to compose various types of business communications, with an emphasis on well-organized, clear, concise and persuasive letters, memos, and reports. Students will learn to analyze and to present both written and oral business communications, including those involved with seeking employment. Prerequisite: None

BUS 480 Capstone 4.5

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

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 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 financial decisions. Topics that will be discussed include diversification, determination of risk and return and relational analysis with the financial markets, how to properly leverage a firm with debt and equity, and the time value of money. Prerequisite: ACC 201 and ACC 202 or equivalent with a grade of "C" or better

HIST 101 U.S. History I 4.5

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

HIST 102 U.S. History II 4.5

U.S. History II is a survey of the cultural, political, economic, and institutional forces that have shaped the United States since 1877. The class focuses on the major historical events and figures up from that year to the present time. Prerequisite: None

HIST 104 The History of the U.S. and California Constitutions 4.5

This course has been designed to provide an overview of the history and politics of the United States and the California State constitutions. Upon completion of this course, the student will understand why and how the United States Constitution and California State Constitution were written, and their influence on society, in the past and the present. The student will learn about the often misunderstood role of the courts in interpreting the constitutions. The student will also learn about the political institutions and will gain a familiarity with current political figures and issues in the state of California. Prerequisite: None

HIST 410 History of Sexuality 4.5

The History of Sexuality will explore a number of issues, including the emergence of hetero- and homosexuality, the changing role of prostitution, pornography, the role of gender in society, and the sexual revolution. Prerequisite: None

HUM 110 Principles of Humanities 4.5

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

HUM 405 European Humanities 4.5

European Humanities will explore the historical influences that shaped literature, drama, music; architecture, painting, and sculpture from Prehistory to the Renaissance period. Prerequisite: None

MGT 305 Operations Management 4.5

Operations Management will examine various organizational components that are essential within manufacturing and service environments. The course will examine several topics, including project management, forecasting techniques, total quality management, queue modeling and control, and enterprise and resource material planning. Prerequisite: None

MGT 310 Principles of Management and Organization 4.5

Principles of Management and Organization will expose students to managerial functions, including planning, organizing, leading, staffing, and controlling. Students will also explore organizational functions that contribute to managerial 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 customer 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

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

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

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

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 Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
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BU-500	MBA Orientation Course	3.0
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The MBA Orientation Course is a series of four intensive modules designed to prepare students for the rigor of the MBA program at SSU. Content is delivered via an interactive series of pre-MBA modules in Finance, Managerial Economics, Business Statistics, and Financial Accounting. Students are given a Pass or No Pass grade. This course does not affect Satisfactory Academic Progress. 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 what the differences are 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
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This course involves the study of concepts relating to the operations function of both manufacturing and service organizations. The operations staff is responsible for planning, organizing, and controlling resources in order to efficiently and effectively produce goods and services, so as to meet the goals of an organization. Quantitative tools of analysis used to support decision making in the various operations management activities will be surveyed, and case analysis will be employed to relate theory to practice. 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 also 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 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 vs. reality and determine 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, 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 as well as from a 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 is used to review specific actions and strategies, and to determine which ones were most, and least 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-596 Special Topics in Leadership 4.0

The *Enlightened Leadership Matrix* (ELM) is an original course authored by SSU Instructor Tom Vanderbeck. It provides a proven, comprehensive, and profit-driven methodology for quantifying all levels of organizational performance, determining straightforward responses to complex management challenges, and rapidly designing tactics and strategies for timely implementation. The ELM is intended to accelerate staff development and business growth with practical tools for promoting individual skill building, enhancing team collaboration, and achieving predictable advances in marketing, sales, service, production, quality, research and development, training, financials, and profits. Learning will be achieved through lecture, discussion, and study of a comprehensive training manual that includes experiential activities, case studies, group work; and the design, analysis, and advancement of comprehensive matrix projects. ***This course may be taken in place of BU-521.*** Prerequisite: None

BU-597 Curricular Practical Training (CPT) 1.0

This course is available to International students who would like to combine their academic learning experience with an employment opportunity (in the business field). Students will examine and apply business knowledge, effective communication, management techniques, and business theories. The learning experience could be an alternate work/study program, internship, or cooperative education program. This is a pass/fail course, and will not count toward a student's required hours to graduate from SSU. Prerequisite: available to International Students only; must successfully complete one year of degree program studies in the US prior to starting a CPT.

This course provides an introduction to graduate study and to the tools necessary for academic success. It will review research resources and methodologies, as well as concepts and theories of scholarship. Students will be acclimated to SSU's physical and on-line library resources. Students will learn about SSU's expectations on all individual or group projects and presentations. Specific topics covered will include a review of appropriate writing, grammar, planning, and presentation of group and individual projects. Finally, the course will help students to understand what will be expected of them on their Professional Applied Project (BU-599), the final and capstone course of each student's MBA program. ***Note: This course may be waived with a Master's Degree from a US Department of Education accredited college or University. Student may petition the SSU Registrar for a course requirement waiver.*** Prerequisite: None

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 applied research, a consultancy job, or the preparation of a business plan. The "customer" is either the student or a specific client, present or potential. Students may opt to create a business plan for their own companies, or undertake applied research in an area of their choice. Prerequisite: Completion of six core classes.

ACADEMIC CALENDAR 2009

Winter Quarter 2009

Registration Deadline – December 19, 2008
MBA Orientation Course for New MBA Students – January 6 to January 15, 2009
First Day of Classes – January 5, 2009
Last Day to Drop for 100% Refund – January 12, 2009
Last Day to Withdraw – February 16, 2009
Final Day of Classes – March 7, 2009
Grades Posted – March 13, 2009

Holiday – No Class on Monday, February 16

Spring Quarter 2009

Registration Deadline – February 27, 2009
MBA Orientation Course for New MBA Students – March 9 to March 13, 2009
First Day of Classes – March 16, 2009
Last Day to Drop for 100% Refund – March 23, 2009
Last Day to Withdraw – April 27, 2009
Final Day of Classes – May 16, 2009
Grades Posted – May 22, 2009

Summer Quarter I 2009

Registration Deadline – May 8, 2009
MBA Orientation Course for New MBA Students – May 18 to May 22, 2009
First Day of Classes – May 26, 2009
Last Day to Drop for 100% Refund – June 1, 2009
Last Day to Withdraw – July 6, 2009
Final Day of Classes – August 1, 2009
Grades Posted – August 7, 2009

Holiday – No Class on Monday, May 25

Holiday – No Class on Friday, July 3 and Saturday, July 4

Summer Quarter II 2009

Registration Deadline – July 24, 2009
MBA Orientation Course for New MBA Students – August 3 to August 7
First Day of Classes – August 10, 2009
Last Day to Drop for 100% Refund – August 17, 2009
Last Day to Withdraw – September 21, 2009
Final Day of Classes – October 10, 2009
Grades Posted – October 16, 2009

Holiday – No Class on Monday, September 7

Fall Quarter 2009

Registration Deadline – October 2, 2009

MBA Orientation Course for New MBA Students – October 12 to October 16, 2009

First Day of Classes – October 19, 2009

Last Day to Drop for 100% Refund – October 26, 2009

Last Day to Withdraw – November 30, 2009

Final Day of Classes – December 19, 2009

Grades Posted – December 24, 2009

Winter Break – December 20 – December 31, 2009

Holiday – No Class on Thursday, Friday, and Saturday, November 26, 27, and 28

NOTE: Holiday classes are made up either in-class or online. See your instructor for details.

ADMINISTRATION AND STAFF

Carmen Tepper, Executive Director

Robert Tepper, Chancellor & Chief Operating Officer

John Tucker, Management Advisor

William Amoke, Administrative Director of Degree Programs

Michael Aubry, Academic Director of Degree Programs

Denise Mastro, Administrative Director of IEP Programs

Heather Tyler, Academic Director of Intensive English Programs

Scott Raymoure, Newport Beach and San Marcos Site Director and DSO

Wendy Du, La Jolla and Pacific Beach Site Director and DSO

Michael Roos, Registrar and Admissions

Marcelo Difini, Student Resources Coordinator

Lana Kondratenko, University Librarian

Barbara Smerzi, Marketing Director

Addendum I to the July 2009 General Catalog

1. The following page replaces page 6, effective November 2009.

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 enhances 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.

Transcript Fee	
Domestic	\$ 25
International	\$ 50
ID Card Replacement Fee	\$ 20
Payment Plan Change Fee	\$ 25
Reinstatement Fee	\$125
Add/Drop Fee (following Add/Drop Deadline)	\$ 40 per course
Class Audit Fee	\$175 per class per month
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.

Addendum III to the July 2009 General Catalog

3. The following page replaces page 31, effective November 2009.

DISMISSAL

Students who are on Academic Probation and fail to rectify their academic deficiencies in the time allotted will be dismissed from Southern States University. Students will also be dismissed if they fail to abide by the Satisfactory Academic Progress requirements.

ACADEMIC PROBATION APPEALS PROCESS

SSU recognizes Faculty's authority in establishing course requirements and standards of performance in determining students' grades in SSU courses. In addition to course requirements and standards, Satisfactory Academic Progress (SAP), articulated in this Catalog, defines the standards that SSU students must meet to continue their studies at SSU; 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. 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 their Academic Advisor. If, at the conclusion of any such consultation, the student does not believe there is a legitimate reason, and/or grounds for their dismissal, they may file a SAP Dismissal Appeal.

A 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 mitigating circumstances (i.e., death in the family, sickness of the student, etc.) were present.

To be considered, a student's SAP Dismissal must be timely, where *timely* is defined as within one academic quarter after they have been notified of their dismissal and in which time their SAP Dismissal Appeal includes any and all evidence and documentation that the student has met the terms of their academic probation and has corrected their 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.

Addendum IV to the July 2009 General Catalog

4. The following pages replace page 39 through 43, effective November 2009.

UNDERGRADUATE PROGRAMS

Bachelor of Business Administration (BBA): 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 405	American 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
SCI 305	Impact of Science Fiction on Science	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

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

GRADUATE PROGRAMS

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

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	Introduction to Graduate School	4.0 Quarter Credits
BU-599	Professional Applied Project	6.0 Quarter Credits

The MBA program provides an International Business Specialization:

<u>International Business Specialization Courses</u>		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

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

Addendum V to the July 2009 General Catalog

5. The following pages replace page 48 through 61, effective November, 2009.

INTENSIVE ENGLISH PROGRAM COURSE DESCRIPTIONS

<u>Course Number</u>	<u>Course/Level Title</u>	<u>Clock Hours*/Quarter**</u>
IEP 1	Core Level 1 for Low Beginners	234 hrs

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.

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.

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 inhibit longer conversations and discussions in a focused context. Attention is focused on audio-lingual comprehension and response through teacher modeling, memorization, and communicative activities.

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.

IEP 5 Core Level 5 for High Intermediate 234 hrs

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.

IEP 6 Core Level 6 for Low Advanced 234 hrs

Core Level 6 for Low Advanced learners requires students to demonstrate a range of spoken texts encompassing grammar concepts and the expression of emotions and opinions. The curriculum introduces formulaic writing techniques for academic purposes, and identifies the difference between spoken and written English. Basic oral presentation skills are introduced to assist with the practice of complex grammar usage in natural settings. The curriculum also assists students with successful interaction in extended discussions and dialogues through class debates, role-play activities, and reading analysis and discussion.

IEP 7 Core Level 7 for Advanced 234 hrs

Core Level 7 for Advanced learners provides a setting for the use of a wide range of real-world spoken language and ways in which to alternate between spoken and written English for social or academic settings. The curriculum facilitates appropriate understanding of and response with complex grammar usage. At this level, students exercise an ability to identify and anticipate idiosyncratic and advanced communication through analysis and practice with the various language mediums: reading, writing, speaking and listening.

IEP 8 Advanced English Skills
Development 234 hrs

The Advanced English Skills Development course is a content-based course for highly advanced English learners. This course requires students to apply grammar concepts in a variety of authenticated contexts. The curriculum is based on understanding and interacting with business concepts and terminology that can then be applied to various social and academic contexts. This course facilitates focused research, oral presentation, and organized essays.

IEP Prep TOEFL Preparation 234 hrs

The TOEFL Preparation course is for students preparing to take the TOEFL exam. This highly structured curriculum encourages an understanding of various unpredictable and advanced contexts presented in a standardized test. In this course, students learn useful strategies for taking the TOEFL test. These strategies include: effective note-taking, anticipating questions, and speaking, reading and writing in a timed setting.

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

* *One quarter consists of a total of 13 weeks

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***.

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.

DEGREE PROGRAM COURSE DESCRIPTIONS

Degree Program Course Numbering

Southern States University has segmented courses using the following numbering convention:

- 100-200 level designation is used for foundational courses, which are offered during first and second years of the bachelor program.
- 300-400 level designation is used for advanced undergraduate courses that may have satisfied certain prerequisites, and have the requisite knowledge that has been developed through lower level coursework. These are offered during the third and fourth years of the bachelor program.
- 500 level designation is used only for graduate level courses.

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 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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Explores the sources of law, constitutional basis of regulation, social and ethical influences, corporate responsibility, judicial and administrative systems, contracts, torts, agency, business organizations, bankruptcy and consumer protection. Prerequisite: None

BUS 220 Business Communications 4.5

This course will help students to develop the ability to compose various types of business communications, with an emphasis on well-organized, clear, concise and persuasive letters, memos, and reports. Students will learn to analyze and to present both written and oral business communications, including those involved with seeking employment. Prerequisite: None

BUS 480 Capstone 4.5

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

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 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

HUM 110 Principles of Humanities 4.5

This course will underscore the learning process within the field of humanities. Students will use critical analysis to discuss literature, drama, music, architecture, painting, and sculpture, and how they pertain to various inter- and cross-cultural contexts. Prerequisites: PHIL 111 and HUM 110 or equivalent with a grade of “C” or better.

HUM 405 European Humanities 4.5

European Humanities will explore the historical influences that shaped literature, drama, music; architecture, painting, and sculpture from Prehistory to the Renaissance period. Prerequisite: None

MGT 305 Operations Management 4.5

Operations Management will examine various organizational components that are essential within manufacturing and service environments. The course will examine several topics, including project management, forecasting techniques, total quality management, queue modeling and control, and enterprise and resource material planning. Prerequisite: None

MGT 310 Principles of Management and Organization 4.5

Principles of Management and Organization will expose students to managerial functions, including planning, organizing, leading, staffing, and controlling. Students will also explore organizational functions that contribute to managerial 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 customer 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
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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
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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
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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
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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
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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
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“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

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

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

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

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 Program Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
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BU-500	MBA Orientation Course	3.0
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The MBA Orientation Course is a series of four intensive modules designed to prepare students for the rigor of the MBA program at SSU. Content is delivered via an interactive series of pre-MBA modules in Finance, Managerial Economics, Business Statistics, and Financial Accounting. Students are given a Pass or No Pass grade. This course does not affect Satisfactory Academic Progress. 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 what the differences are 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
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This course involves the study of concepts relating to the operations function of both manufacturing and service organizations. The operations staff is responsible for planning, organizing, and controlling resources in order to efficiently and effectively produce goods and services, so as to meet the goals of an organization. Quantitative tools of analysis used to support decision making in the various operations management activities will be surveyed, and case analysis will be employed to relate theory to practice. 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 also 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 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 vs. reality and determine 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, 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 as well as from a 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 is used to review specific actions and strategies, and to determine which ones were most, and least 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 Introduction to Graduate School 4.0

This course provides an introduction to graduate study and to the tools necessary for academic success. It will review research resources and methodologies, as well as concepts and theories of scholarship. Students will be acclimated to SSU's physical and on-line library resources. Students will learn about SSU's expectations on all individual or group projects and presentations. Specific topics covered will include a review of appropriate writing, grammar, planning, and presentation of group and individual projects. Finally, the course will help students to understand what will be expected of them on their Professional Applied Project (BU-599), the final and capstone course of each student's MBA program.

Note: This course may be waived with a Master's Degree from a US Department of Education accredited college or University. Student may petition the SSU Registrar for a course requirement waiver. 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 applied research, a consultancy job, or the preparation of a business plan. The "customer" is either the student or a specific client, present or potential. Students may opt to create a business plan for their own companies, or undertake applied research in an area of their choice. Prerequisite: Completion of six core classes.

Addendum VI to the July 2009 General Catalog

6. The following page is added following page 63, effective November, 2009.

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)

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

Addendum VII to the July 2009 General Catalog

7. The following page replaces page 64, effective November, 2009.

ADMINISTRATION AND STAFF

Carmen Tepper, Chief Executive Officer

Robert Tepper, Chancellor and Chief Operating Officer

John Tucker, Chief Academic Officer

William Amoke, Administrative Director of Degree Programs

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

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

Jenny Ginger, Academic Director of the Intensive English Program

Scott Raymoure, Newport Beach and San Marcos Site Director

Wendy Du, La Jolla and Pacific Beach Site Director

Michael Roos, Admissions Director and acting University Registrar

Marcelo Difini, Senior Administrative Analyst

Svetlana Kondratenko, University Librarian

Barbara Smerzi, Project Manager

Cynthia Lopez, Finance and Human Resources Manager

Doris Reiss, Newport Beach Administrative Director

Alperen Yanarates, Database and Web Applications Programmer

Addendum VIII to the July 2009 General Catalog

8. The following pages replace pages 65 through 69, effective November 2009.

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

Ph.D., Economics, Claremont Graduate University

M.A., Economics, San Diego State University

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

Program

BBA

Teaching Location:

Newport Beach

Poulami Chakraborty

Academic Credentials and Institutions

M.S., Economics, University of Nebraska

B.S., Economics, University of Calcutta, India

Program

MBA, BBA

Teaching Location:

San Diego

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

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

Kevin Hatcher

Academic Credentials and Institutions

M.B.A., University of La Verne

B.B.A., McKendree University

Program

MBA

Teaching Location:

Newport Beach

Tom Kuper

Academic Credentials and Institutions

M.B.A., National University, San Diego, CA

B.S., Computer Science, University of Phoenix, San Diego, CA

Program

BBA

Teaching Location

Newport Beach

Guy Langvardt

Academic Credentials and Institutions

Ph.D., Organizational Development, Capella University

M.B.A., International Management, Thunderbird School of Global Management

B.A., Psychology, Valparaiso University

Program

MBA

Teaching Location:

Newport Beach, Online

Judith Mann

J.D., Law, Stanford Law School;

Ph.D., Economics, UCLA;

B.A. (honors), Economics, UCLA.

Program

MBA, BBA

Teaching Locations:

San Diego, Newport Beach

Joe 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

John Rahe

M.B.A., Accounting, Loyola University of Chicago;

B.B.A., Finance, University of Wisconsin.

Program

MBA, BBA

Teaching Location:

San Diego

Harold Rucker

Academic Credentials and Institutions

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

M.A., Political Science, San Diego State University

B.A., Public Administration, Cal State College, Long Beach

A.A., Political Science, L.A. Harbor College

Program

MBA, BBA

Teaching Location:

San Diego, Online

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

Jeff Wurtz

M.B.A., Accounting, Brigham Young University, Provo, UT

B.A., Accounting, Brigham Young University, Provo, UT

Program

MBA

Teaching Location:

Newport Beach

Addendum IX to the July 2009 General Catalog

9. The following pages are added following page 69, effective November 2009.

INTENSIVE ENGLISH PROGRAM FACULTY

Suzanne Bacon - San Marcos

Academic Credentials and Institutions

M.A., Education, San Diego State University

B.A. French Literature, Carlton College, MN

Tami Barker - San Marcos

Academic Credentials and Institutions

M.A., TESOL, Grand Canyon University

B.A. Management and Organizational Leadership, George Fox University

Rosanna Bump - La Jolla

Academic Credentials and Institutions

B.A., Fine Art and Photography, EBC International, Buenos Aires, Argentina

TEFL Certificate, EBC International, Buenos Aires, Argentina

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

Zenon Dembitsky - La Jolla

Academic Credentials and Institutions

B.A., Philosophy, University of San Diego

M.A., Education, Alliant International University

Brian Grams - La Jolla

Academic Credentials and Institutions

B.A., English and Spanish, University of California, San Diego

Elisa Kreisberger - La Jolla

Academic Credentials and Institutions

B.A., Speech Pathology, Queens College, NY

TESOL Certificate, Southern States University

Michelle Livote - Newport Beach

Academic Credentials and Institutions

M.A., Azusa Pacific University, CA

TESOL Certificate, Azusa Pacific University, CA

B.S., Biblical Education, Multnomah Bible College

Lucy Mattson - La Jolla

Academic Credentials and Institutions

B.A., Education, Bircham University

TESOL Certificate, Canadian Institute of English

Ellison Navales - Pacific Beach

Academic Credentials and Institutions

B.A., Foreign Language and Literature: Japanese, San Francisco State University, CA

Lorraine Pacheco - Pacific Beach

Academic Credentials and Institutions

M.A., English, California State Polytechnic University, Pomona

B.A., Music Education, Metropolitan State College

Halima Rashid - Newport Beach

Academic Credentials and Institutions

B.A., California State University, CELTA-4

TESOL Certificate, University of Cambridge

Doris Reiss - Newport Beach

Academic Credentials and Institutions

M.A., Business Administration, University of Connecticut

B.A., Soviet Area Studies and Business Management, University of Maryland

TEFL Certificate, Vialingua, Crete, Greece

Ranmali Rodrigo - La Jolla

Academic Credentials and Institutions

B.A., University of California in Davis, English

M.A., English Literature, San Diego State University

Mike Rose - Pacific Beach

Academic Credentials and Institutions

M.A., Applied Linguistics, San Diego State University

Susan Stebbins - Newport Beach

Academic Credentials and Institutions

B.A., English, University of Oklahoma

Tamara Wilson - Newport Beach

Academic Credentials and Institutions

B.S., History, Western Michigan University