SAN DIEGO

UNIVERSITY

FOR

INTEGRATIVE STUDIES

General Catalog

10/01/2018 to 09/30/2020

Updated 09/01/2019

San Diego University for Integrative Studies
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USA English Learning Center	
Daniela Versari	Program Director
Mark Trestong	Program Director – Academics
Juliana Versari	Director of Student Services
Vanessa Souza	Supervisor – Admissions & Student Services

UNIVERSITY HOLIDAYS

- New Year's Day - January
- Martin Luther King's Birthday - January
- President's Day - February
- Memorial Day - May
- Independence Day - July
- Labor Day - September
- Veterans' Day – November
- Thanksgiving Day - November
- Day after Thanksgiving - November
- Christmas Eve Day - December
- Christmas Day - December

SDUIS OFFICE HOURS

Monday – Friday 8:30am – 12:30 pm and 1:30 pm – 5:30pm

CONTACT INFORMATION

San Diego University for Integrative Studies
3900 Harney Street
San Diego, CA 92110

Phone: 619 297 1999
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Website: www.sduis.edu
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Faculty and instructors are available to speak to prospective and current students via email and the information can be requested at the office. Students may also request an appointment to speak to faculty/instructors in person.

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MISSION STATEMENT

Mission Statement

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

In fulfillment of its mission, SDUIS will
- *Develop students who seek to be lifelong learners*
- *Prepare students for the diverse applications of 21st century careers*
- *Create an inclusive environment that celebrates the unique backgrounds of the staff, faculty and learners*

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

PHILOSOPHY

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

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

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

STATEMENT OF NONDISCRIMINATION

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

STUDENTS

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

lives. At present, the majority of our students are young adult international students from more than 50 countries.

CAMPUS DESCRIPTION

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

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

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

As appropriate, certain classrooms contain other supplies and equipment needed for the particular class. For example, Fashion Design classes may include fabric samples, garment patterns, sewing machines, and ironing boards, etc., as appropriate to the specific course topic. Fashion design students are expected to have access to a sewing machine, ironing board, and dress-fitting mannequin for outside-of-class assignments. IT-related classes may require download and use of open-source, publicly available software such as Wordpress. Students are expected to have access to computers capable of downloading and running contemporary versions of such software.
Details of required materials are provided in the syllabi for the courses involved. Students who do not have their own access to a computer with this capability may use computers in one of the University's computer labs for purposes of study, course assignments, etc.

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

Housing and Transportation
San Diego University for Integrative Studies is a non-residential campus serving a wide variety of students. It does not provide dormitory facilities or off-campus student housing. The school assumes no responsibility in matters of student housing and transportation for its degree and certificate students. Academic advisors do provide applicants and students with whatever

information is available about housing opportunities in the San Diego area, but the responsibility for housing remains with the student.

INSTITUTIONAL STATUS AND DISCLOSURES

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

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

The Psychology (PsyD) program at the San Diego University for Integrative Studies is accepted by the California Board of Psychology (BOP). Graduates of the Doctor of Psychology program are academically qualified for California State licensure as Psychologists through December 31, 2019. Psychology licensing requirements will change effective January 01, 2020. SDUIS is a Continuing Education Provider approved by the California Board of Registered Nursing under the State of California Department of Consumer Affairs, Provider Number CEP 14193. SDUIS is also a Continuing Education Provider approved by the California Board of Behavioral Sciences, Provider Number PCE 1608. SDUIS is approved by the Student and Exchange Visitor Program under the US Department of Homeland Security. SDUIS certificate programs are also approved by the Veterans Administration.

San Diego University for Integrative Studies offers the Intensive English Language Program (IEP) training through the department USA English Language Center, which is approved by the Accrediting Council for Continuing Education and Training (ACCET).

SDUIS is not institutionally accredited, nor are any of the Degree programs offered, by an accrediting agency recognized by the US Department of Education.

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

Legal Control
This institution is owned by the San Diego University for Integrative Studies, Inc., a California Corporation.

Board of Governors
The Board of Governors members are:

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

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

☐ Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
☐ Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

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

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

A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions within the State of California. Graduates of an unaccredited institution may face restrictions that could include difficulty in obtaining licensing in a state outside of California.

Disclaimer: Licensing laws and regulations vary considerably from state to state outside California, and states also make changes to their laws and regulations periodically. SDUIS makes no claim as to whether our MFT and PsyD program curriculum would meet the educational requirements for licensing in any state outside California. SDUIS's PsyD program is

not accredited by the American Psychological Association (APA) and has not received designation by the Association of State and Provincial Psychology Boards/National Register (ASPPB/NR), which are requirements for licensure in some states. If you are considering applying for licensure in other states, either after graduation or at a later time, it is essential for you to determine the other state's licensing requirements and whether the degree from SDUIS would meet those requirements. SDUIS does not and cannot make any claim or assurance about this issue.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. , and that, if the student has received federal student financial aid funds the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Students enrolled in an unaccredited institution are not eligible for Federal Financial Aid Programs. Therefore, SDUIS does not participate in federal or state financial aid programs.

Career Placement assistance is not currently offered by SDUIS.

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

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

1. **Undergraduate degrees and certificates:** A minimum score of 500 on TOEFL paper-based, or 61 on TOEFL Internet-Based Test, or 6.0 on the IELTS, or 44 on the Pearson Test of English Academic Score Report; or a high school diploma completed at an accredited recognized high school where the medium of instruction is English.

2. **Master's degree or graduate-level certificates:** A minimum score of 530 on TOEFL paper-based, or 71 on TOEFL Internet-Based, or 6.5 on IELTS, or 50 on the Pearson Test of English Academic Score Report.

3. **Professional doctoral degree:** A minimum score of 550 on TOEFL paper-based, or 80 on the TOEFL Internet-Based, or 6.5 on IELTS, or 58 on the Pearson Test of English Academic Score Report.

4. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards, and assessed through various ESOL

examinations, including the University of Cambridge. This corresponds to a score of 62 or higher, Advanced 1 level, on the Cambridge Michigan Language Assessment (CAMLA) English Placement Test that we use in the University's USA English Language Center.

5. A transcript indicating completion of at least 30 semester credit hours or 45 quarter credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the US Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. An average grade of "B" or high is required for admission to master's degree, graduate-level certificate, and professional doctoral degree programs.

PROGRAMS OF STUDY

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

UNDERGRADUATE PROGRAMS

Bachelor of Arts in Business Administration
Bachelor of Arts in Humanistic Studies

GRADUATE PROGRAMS

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

GRADUATE-LEVEL CERTIFICATE PROGRAMS (non-degree)

Certificate in Expressive Arts Therapy

Certificate in Sport Psychology

CERTIFICATE PROGRAMS (non-degree)

Certificate in Accounting
Certificate in Advertising
Certificate in Communication
Certificate in Executive Leadership Coaching
Certificate in Family Leadership Coaching
Certificate in Fashion Business
Certificate in Fashion Design
Certificate in Graphic Design
Certificate in Hospitality Management
Certificate in Information Technology Systems
Certificate in International Business Administration
Certificate in Marketing
Certificate in Mobile Applications Development
Certificate in Sport Coaching
Certificate in Sport Communication
Certificate in Sport Management
Certificate in Web Design

Non Credit Short Term Programs

The Intensive English Language Program (IEP) is offered by the USA English Language Center division. Courses offered include:

ESL Courses:	Clock Hours	Weeks
Beginning I	216	12
Beginning II	216	12
Intermediate I	216	12
Intermediate II	216	12
Advanced I	216	12
Advanced II	216	12
TOEFL Test Preparation	216	12
Conversation for Fluency	216	12
Business English	216	12

For additional information on the courses in the IEP program, please visit our website to review our application form, or meet with an IEP Admissions Representative.

Instructional Methods:

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

Residential hybrid courses
1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes. All instruction at the San Diego University for Integrative Studies is provided in English.

2) Courses are traditionally taught in lecture style with group discussions, video presented material, simulations, student presentations, and written assignments. Each hybrid course also includes a required component of academic work conducted on-line by means of the University's learning management system, known as NEO.

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

4) Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or an equally qualified mentor who is approved by the Chief Academic Officer (CAO). Students seeking an independent course are directed to meet with the Registrar to sign an independent study contract and obtain CAO approval.

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

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

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

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

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

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

Computer Requirements for Distance Learning
In order to receive maximum benefit from courses offered by distant learning, the student must have access to a computer and the Internet. The computer must meet the following specifications:

- Windows 7 or later, or a Mac with a currently supported operating system
- Internet capability (broad-band is highly recommended)
- Soundcard & Speakers
- Current Internet web browser

UNIVERSITY RESOURCES

BOOK PURCHASE

For a list of required textbooks, students can go to http://www.sduis.edu. Students who do not have Internet service are welcome to use the University's computer lab during regular office hours. Students have the option to buy their texts from any bookstore that best suits their needs. Textbooks may be obtained either in electronic format or in traditional paper format, and may be rented or leased or purchased, at the student's discretion.

LIBRARY RESOURCES

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

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

The SDUIS library webpage at http://bxuereb.wixsite.com/sduis also includes links to the following library services and collections:
- General online library resources

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

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

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

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

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

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

DISABLED STUDENT SERVICES

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

STUDENT ACTIVITIES

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

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

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

Student Organizations
Since the majority of University students are working professionals, many have limited time for additional external activities outside school. However, student organizations evolve periodically when needed.

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

Campus Tours

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

ACADEMIC COUNSELING

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

The Director of Student Services and the Academic Advisors remain available for on-going academic counseling throughout the year and routinely provides recommendations and offers academic assistance. Students should schedule an appointment in advance for a consultation with the Registrar's Office.

ADMISSION INFORMATION

ADMISSION PROCEDURES

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

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

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

1. Application for admission with a $75 fee.

2. Educational intent statement (2-5 page essay or update for returning students).

3. Two (2) letters of recommendation.

4. Official transcripts from schools previously attended.

5. Transferability of Credits form.

6. Transcripts from foreign, non-English speaking Universities must be accompanied by a certified official translation of the transcript and evaluation by a degree evaluation service to determine equivalency of credits.

7. Declaration of finances for International students is required.

8. Foreign, non-English speaking students must submit evidence that they meet the English Proficiency Assessment Requirements as specified in this Catalog.

English as a Second Language instruction is provided by the USA English Language Center department at SDUIS. The cost for 18 hours of instruction a week varies from $199 to $350 for four (4) weeks, plus applicable fees, depending on whether morning, afternoon, evening, or weekend classes are selected.

The San Diego University for Integrative Studies is approved by the Student Exchange and Visitor Program (SEVP) to issue the Form I-20, a requirement for obtaining a student visa.

After all admissions materials have been received and evaluated, a <u>Final Admissions Interview</u> will be scheduled. The applicant is notified within two weeks of this interview on the status of his or her candidacy. During the Final Admissions Interview, the degree plan is reviewed with the applicant and the Student Enrollment Agreement form is completed. Students who are accepted receive a Student Handbook, ID card by request, Disabled Student Services information or financial assistance information, if appropriate.

Deadline for admission as a Full Status student is one (1) month prior to the beginning of the quarter**.** US citizen and permanent resident applicants who have not completed the admissions process may enroll as an Extension Student while completing and submitting the remainder of materials needed. Up to three courses and fees paid for credit may be applied to a degree or certificate program by extension students who later enroll (as long as courses taken apply to the degree or certificate program). Applicants on a student visa are not eligible to enroll as extension students.

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

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

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

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

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

Current catalogs are available to students and the public on the University's website. A printed copy may be requested by a student from the Admissions Department.

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

2. Non-Degree Programs

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

1. Application for admission with a $75 fee.

2. Educational intent statement (2-5 page essay or update for returning students).

3. Two (2) letters of recommendation.

4. Copy of HS Diploma, HS Transcripts, or GED (translated as required).

5. For graduate level certificate programs, copy of the university transcript showing the award of the bachelor's degree.

6. Declaration of finances for International students is required.

7. Foreign, non-English speaking students must submit evidence that they meet the English Proficiency Assessment Requirements for the specific certificate level as specified in this Catalog.

English as a Second Language instruction is provided under USA English Language Center at SDUIS. The cost for 18 hours of instruction a week varies from $199 to $350 for four (4) weeks, plus applicable fees, depending on whether morning, afternoon, evening, or weekend classes are selected.

The San Diego University for Integrative Studies is approved by the Student Exchange and Visitor Program (SEVP) to issue the Form I-20, a requirement for obtaining a student visa.

3. Distance Learning
Students follow the same admission procedure except that the Final Admissions Interview may be conducted through a conference telephone call. Online students' writing skills are routinely evaluated by the distance learning instructors.

Enrollment Status

A student can be admitted to SDUIS with Full or Extension Status:

* Full Status: Students with this classification have completed the application process, paid all fees, met all requirements, and signed a Student Enrollment Agreement form.

* Extension: Students with this classification have registered in course(s) at SDUIS but are not enrolled in, nor have they completed admissions to a degree or certificate program. They are not required to meet the admission requirements for a degree or certificate program but must meet all the prerequisites for specific courses taken, or have the approval of the Instructor, and complete and sign the Extension Student Course Enrollment form. Extension students who later decide to

enroll may apply up to three courses taken to a degree or certificate program, as long as the courses apply to the program and were taken for credit. Applicants on a student visa are not eligible for admission as an Extension Student.

Degree Program Entrance Requirements

1. Bachelor of Arts Degree Programs (BA)

Bachelor of Arts in Humanistic Studies

Bachelor of Arts in Business Administration

Students enrolling in the Bachelor Degree programs must have a High School Diploma or GED. SDUIS does not accept for admission any student who does not have either a High School Diploma or a GED.

2. Master's Degree Programs

Master of Accounting

Master of Arts in Expressive Arts Therapy

Master of Arts in Information Technology

Master of Arts in Marriage and Family Therapy

Master of Arts in Sport Counseling

Master of Business Administration

Master of Business Administration with Specialization in Hospitality Management

Master of Business Administration with Specialization in Marketing

Master of Business Administration with Specialization in Sport Communication

Master of Business Administration with Specialization in Sport Management

Students enrolling in the University's Master's degree programs must have a Bachelor's degree in addition to specific prerequisite courses, which must be completed before or during the first year of study. SDUIS does not accept for admission any student who does not have either a High School Diploma or a GED.

3. Doctoral Degree Programs

Doctor of Business Administration

Doctor of Psychology

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

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

Transfer Credit Policy

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

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

Credits eligible for transfer must be earned at institutions approved by the BPPE (Bureau for Private Postsecondary Education), public or private schools of higher education that are nationally or regionally accredited, or foreign institutions recognized by the U.S. Department of Education.

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

SDUIS does not accept credit awarded for prior experiential learning.

Credits transferred into the Bachelor of Arts program are limited to 90 semester or 135 quarter hours. A passing grade of "C-" or better is required for courses to transfer into the Bachelor of Arts program. Master's programs are limited to six (6) semester hours or nine (9) quarter credits. These hours must be in subjects directly related to the core courses for the degree. A passing grade of "B-" or better is required for courses to transfer into SDUIS graduate programs.

No more than 30 semester hours, or 45 quarter hours, can be transferred into any of the Doctoral programs. These hours must be in subjects directly related to the core courses for the degree.

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

This institution has not entered into an articulation or transfer agreement with any other college or university.

Residency Requirement

The residency requirement refers to the minimum number of credits of formal classroom instruction that must be completed with the University to meet all course requirements. For the bachelor's degrees, the residency requirement is 45 quarter hours, in all masters programs the residency requirement is 76 quarter hours except for the Marriage and Family Therapy (MFT) program, which is 82 quarter hours; and, Sport Counseling at 66 quarter credits. The residency requirement for all Doctoral programs is 55 quarter hours. The following courses cannot be transferred into SDUIS programs and must be completed at the university:

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

Residency Requirement for International Students

The residency requirement for international students refers to the minimum number of classes an international student must register for per quarter. For the bachelors programs, the residency requirement is a minimum of three classes per quarter for three consecutive quarters; no more than the equivalent of one class or three semester credits (5 quarter credits) per quarter may be counted toward the full course of study requirement if the class is taken completely on-line through distance education. For the certificate, master's and doctorate programs, the residency requirement is a minimum of two classes per quarter for three consecutive quarters; no more than the equivalent of one class or three semester credits (5 quarter credits) per quarter may be counted toward the full course of study requirement if the class is taken completely on-line through distance education.

Residency Requirement for Online Students

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

- CPS 605 – Clinical Counseling Skills Training

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

Course Load for International Students

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

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

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

Extension Student Applicants

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

Auditing Classes

Qualified individuals (admitted students or extension students) who wish to attend a class without receiving credit may register as an auditor for a reduced fee of $600. Alumni can audit classes and certain special events at a 20% discount. Auditors must meet all pre-requisite requirements. Some classes cannot be taken as an audit.

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at the San Diego University for Integrative Studies is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn at the San Diego University for Integrative Studies is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree,

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

FINANCIAL INFORMATION

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

Tuition is subject to change. Students will be notified of any tuition increase(s) in the SDUIS Quarterly Schedule of Classes. The same tuition charges apply to the certificate and extension students.

The following tuition amounts and required non-refundable fees ($75 Application Fee, $175 one-time Registration Fee, $300 Petition to Graduate or Petition of Certificate Completion fee, Student Tuition Recovery Fund, $ 0.00, $150 Comprehensive Exam Fee for applicable programs*) are effective for academic year 2018 - 2019.

Program Cost Chart	Tuition per unit (cost per 5 quarter unit class)	Bachelor's	Master's	Doctoral	Certificate	Distance Learning
Tuition for Class Audit		($600)	($600)	($600)	($600)	($600)
Total Cost of Business Administration	BA $78 ($390) MBA/DBA/Cert. $120 ($600)	$3960-$14,490	$10,150	$13,750	$5,350	Same as Residential
Total Cost Humanistic Studies BA (Range):	$180 (900)	$8,200 - $32,500	N/A	N/A	N/A	Same as Residential
Total Cost Accounting	$120 ($600)	N/A	$11,350	N/A	$5,350	Same as Residential
Total Cost of Expressive Arts Therapy:	$240 ($1,200)	N/A	$22,300	$27,185	$8,950	Same as Residential
Total Cost of Information Technology	$240 ($1,200)	N/A	$11,950	N/A	$5,350	Same as Residential
Total Cost of MFT:	$240 ($1,200)	N/A	$24,940	N/A	N/A	Same as Residential
Total Cost of Doctor of Psychology:	$240 ($1,200)	N/A	N/A	$25,885	N/A	Same as Residential
Total Cost Advertising	$120 ($600)	N/A	N/A	N/A	$5,350	Same as Residential
Total Cost Communication	$120 ($600)	N/A	N/A	N/A	$5,350	Same as Residential

Total Cost Executive Leadership Coaching	$120 ($600)	N/A	N/A	N/A	$5, 350	Same as Residential
Total Cost Family Leadership Coaching	$120 ($600)	N/A	N/A	N/A	$5,350	Same as Residential
Total Cost Fashion Design/Fashion Business	$120 ($600)	N/A	N/A	N/A	$5,350	Same as Residential
Total Cost Graphic Design	$120 ($600)	N/A	N/A	N/A	$5,350	Same as Residential
Total Cost Hospitality Management Cert/MBA	$120 ($600)	N/A	$10,1 50	N/A	$5,350	Same as Residential
Total Cost Marketing Cert/MBA	$120 ($600)	N/A	$10,150	N/A	$5,350	Same as Residential
Total Cost Mobile Applications Development	$120 ($600)	N/A	N/A	N/A	$5,350	Same as Residential
Total Cost Sport Coaching/ Communication/ Management	$120 ($600)	N/A	N/A	N/A	$5,350	Same as Residential
Total Cost Web Design	$120 ($600)	N/A	N/A	N/A	$5,350	Same as Residential
Books, Supplies, and Fees		$900 - $3,600	~ $2,000	~$2,500	~ $800	Same as Residential
CEU's		$125/day				

Note[1]: Information on licensing fees is provided on page 39 of this catalog.
Note[2]: Information on tuition and fees for the Intensive English Language Program (IEP) classes is provided on page 237 of this catalog.

SCHEDULE OF TOTAL CHARGES

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

Degree Level:_____   Program:_____

Total Tuition: $_____

Non-refundable
Application fee: $75

Non-refundable
Registration fee: $175

*Abroad Booking fee:$ 300
(if applicable)

*Estimated Cost of Textbooks: $_____

Non-refundable STRF: $0 (currently)

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

Comprehensive Exam fee: $150
(if applicable)

*Other fees include: $_____

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

Note[1]: This fee applies to all International students who are applying for admission from outside of the United States. This fee is $300. This fee is refundable when a student cancels enrollment, before entering the US.
Note[2]: The approximate cost of a textbook is $100 per class. This cost is administered by the bookseller, not paid to SDUIS.
Note[3]: Other fees may include, for example a student ID, the cost to order a transcript, or credit card decline fee. These fees are incidental and are used to pay for services other than tuition.

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:
$_____
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:
$_____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:
$_____

TUITION

Bachelors of Arts Degree Programs
The cost of a five (5) quarter unit course in the Bachelor of Arts in Humanistic Studies Program programs is $900, or $180 per unit. The price of the bachelor's programs will vary based upon the number of credits transferred in. The estimated maximum program cost would be $32,400.00; the estimated minimum program cost would be $8,100.00.

Students in the Bachelor of Arts in Humanistic Studies degree program must register for three (3) courses per enrollment period in order to maintain full-time status, at a tuition cost of $2700.00 per quarter.

The cost of a five (5) quarter unit course in the Bachelor of Arts in Business Administration Program programs is $390, or $78 per unit. The estimated maximum program cost would be $14,490.00; the estimated minimum cost would be $3960.00.

Students in the Bachelor of Arts in Business Administration degree program must register for three (3) courses per enrollment period in order to maintain full-time status, at a tuition cost of $900.00 per course.

The estimated cost for books, supplies and fees will vary according to the requirements made by the course instructors. The estimated cost for books, supplies and fees ranges from $900 to $3,600.

Master's Degree Programs
The cost of a five (5) quarter course in the Master's degree programs in Accounting, Information Technology, Business Administration (MBA), MBA with specialization in Hospitality Management, MBA with specialization in Marketing, MBA with specialization in Sport Coaching, MBA with specialization in Sport Communication, and the MBA with specialization in Sport Management, either online or on-site is $600, or $120 per unit. The price of the master's programs will vary based upon the number of credits transferred in. The estimated total program cost would be $10,050.00 for the MBA, MBA with specialization in Hospitality Management, MBA with specialization in Marketing, MBA with specialization in Sport Coaching, MBA with specialization in Sport Communication, and the MBA with specialization in Sport Management.

The estimated cost for the Master of Accounting is $11,250.00. The estimated cost for the Master of Arts in Information Technology is $11,850.00.

The estimated cost for books, supplies and fees will vary according to the requirements made by the course instructors. The estimated cost for books, supplies and fees for these programs ranges from $1600 to $1900.

Students enrolled in these Master's degree programs must register for two (2) courses per enrollment period in order to maintain full-time status, at a tuition cost of $1200.00 per quarter.

Master of Arts Degree Programs

The cost of a five (5) quarter unit course in the Master of Arts programs either online or on-site is $1200, or $240 per unit. The price of the master's programs will vary based upon the number of credits transferred in. The estimated minimum cost would be $20,810, and the estimated maximum cost would be $22,425.

The estimated cost for books, supplies and fees will vary according to the requirements of the course instructors and the number of credits transferred in. The estimated cost for books, supplies and fees would be approximately $2000.

Students enrolled in these Master's degree programs must register for two (2) courses per enrollment period in order to maintain full-time status, at a tuition cost of $2400.00 per quarter.

Doctoral Degree Programs

The cost of a five (5) quarter unit course in the Doctor of Psychology program is $1200, or $240 per unit. The tuition cost of this doctoral program ranges from approximately $19,785 to $25,305. Books, supplies, fees and tests will cost approximately $2,500.

Students enrolled in the PsyD degree program must register for two (2) courses per enrollment period in order to maintain full-time status, at a tuition cost of $2400.00 per quarter.

The cost of a five (5) quarter unit course in the Doctor of Business Administration program is $600, or $120 per unit. The tuition cost is estimated at $13,650.00. The estimated cost for books, supplies and fees would be $1200.00.

Students enrolled in Doctor of Business Administration degree program must register for two (2) courses per enrollment period in order to maintain full-time status, at a tuition cost of $1200.00 per quarter.

Certificate Programs

The cost of a five (5) quarter unit course in the following graduate-level Certificate programs, Expressive Arts Therapy, and Sport Psychology is $1200, or $240 per unit. The price of the certificate programs ranges from approximately $6435 to $10,035. Books, supplies, and fees will cost proximately $800.

Students enrolled in these Certificate programs must register for two (2) courses per enrollment period in order to maintain full-time status, at a tuition cost of $2400.00 per quarter.

The cost of a five (5) quarter unit course in all other Certificate programs (Accounting, Advertising, Communication, Executive Leadership Coaching, Family Leadership Coaching, Fashion Design, Graphic Design, Hospitality Management, Information Technology Systems, International Business Administration, Marketing, Mobile Applications Development, Sport Coaching, Sport Communication, Sport Management, Web Design) is $600, or $120 per unit. The tuition cost for these programs is $5250.00. The cost of books, supplies and fees is $800.00.

Students enrolled in these certificate programs must register for two (2) courses per enrollment period in order to maintain full-time status, at a tuition cost of $1200.00 per quarter.

Extension students who are not officially enrolled in a degree program, but are taking classes for personal or professional purposes, pay tuition charges according to the degree level of the courses for which they register.

Auditors pay a reduced tuition charge, 50% of the full cost of the course.

The University offers a 20% discount to all alumni interested in auditing any class and some special events.

SCHEDULE OF FEES

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

1. **Application Fee**: This is a non-refundable fee that must accompany the SDUIS application form to be completed and submitted by all students applying to the school. The fee is $75.

2. **Registration Fee**: This one-time registration fee is payable at the time of initial registration. The fee is $175 and $100 of the fee is non-refundable should a student officially withdraw from the University prior to the start of classes.

3. **Estimated Cost of Textbooks:** The estimated average cost of a textbook is $100 per class. This cost is administered by the bookseller, not paid to SDUIS.

4**. Late Registration Fee**: Students who register or add classes after the registration deadline are assessed the fee of $50.

5. **Late Tuition Payment Fee**: A late processing fee of $50 is charged when a monthly payment is received after the 15th of the month.

6. **Added Course Fee:** Students with a tuition contract, who elect to take courses in addition to those included in their original degree programs, will be assessed the tuition rate in effect at the time the additional courses are taken. Additional courses must be paid for at the time of registration.

7. **Retaking a Class**: Students who wish to retake a class which they have not successfully completed are able to do so by registering for it and paying the appropriate full tuition fees.

8. **Petition for an Incomplete Fee:** The petition for an incomplete, which is a twelve (12) week extension for a class, may only be used in extreme hardship cases. The petition must be submitted with the fee of $50.

9. **Returned Check Fee or Declined Credit Card:** This fee is charged for each check that is returned by the bank or whenever a credit card payment is declined. The fee is $25.

10. **M.A. & MFT Comprehensive Examination Fee**: All MFT students and students enrolled in the MA Expressive Arts Therapy or MA Sport Counseling programs are required to take this examination. The fee is payable in advance of the examination date and is $150.

12. **Psy.D. Comprehensive Examination Fee:** All doctoral students enrolled in the Doctor of Psychology program are required to take this examination. The fee is payable in advance of the examination date and is $150.

13. **Comprehensive Exam Retake Fee**: This fee is charged for retaking any portion of the comprehensive examination (masters and doctoral) and is payable in advance of the exam date. The fee is $90.

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

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

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

17. **Certificate Completion Fee**: This fee applies to Certificate program students upon completion of the program. This fee is $300.

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

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

20. **Deferred Payment Plan Service Fee:** Alternatively, tuition may be paid in three installments along with the Deferred Payment Plan Processing Fee of $15 and the " Pay as You Go" Monthly Tuition Payment contract. Each monthly tuition payment must be accompanied by the $5 service fee.
(3 installment payments X $5 = $15 Deferred Payment Plan Service Fee)

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

22**. Diploma Replacement Fee:** A non-refundable fee of $75 is charged to replace a lost or damaged diploma, or for a student requesting a new diploma due to a legal name change

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

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

24. **Student Tuition Recovery Fund**: This non-refundable fee is due at the time of enrollment. STRF requires that institutions collect from each newly enrolled student a "STRF fee" currently in the amount of $.0 per thousand dollars ($1000.00) of tuition paid. See provisions of the act as stated on page 2 of the SDUIS Student Enrollment Agreement.

25. **Materials Replacement Fee:** This fee will be charged in the event a student fails to return, loses, or damages the psychological assessment kit. This fee will vary, based on the actual market cost to replace the kit, ranging from $1175 to $1205, plus tax and shipping fees.

26. **Marriage & Family Therapy Licensing Fees:** Students who graduate with their Master's degree in Marriage and Family Therapy may encounter the following fees, in order to become licensed in the state of California. These fees are administered by the Board of Behavioral Sciences; they are not paid to SDUIS.

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

27. **Psychology Licensing Fees:**   Students who graduate with their Doctoral degree in Psychology (PhD/PsyD) may encounter the following fees, in order to become licensed in the state of California. These fees are administered by the Board of Psychology; they are not paid to SDUIS.

California Board of Psychology Description (As of 10/01/2016)	Fee
Application Fee – Psychologist	$40.00
Examination for Professional Practice in Psychology (EPPP) Fee	$600.00
California Psychology Laws & Ethics Examination (CPLEE)	$129.00
Initial License Fee – Psychologist	$400.00

28. **CPT Request Fee:** To request CPT, a student must submit the request form along with the $100 fee. Once the student's academic record and job offer letter have been reviewed for eligibility, this fee is non-refundable.

29. **OPT Request Fee:** To request OPT, a student must submit the request form along with the $100 fee. Once the student has attended the OPT workshop, the fee is non-refundable.

30**. Change of Program Fee:** A student who is currently enrolled and registered for courses may request a change to their academic program. Students must submit the Request for Change in Student Program form and the $150 non-refundable fee.

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

The cost of housing and transportation is assumed by all SDUIS students and will vary depending upon the individual's living situation and mode of transportation to and from the school. There are several apartment buildings in the Old Town area and surrounding neighborhoods, with rental costs ranging from $750 for a studio to $1300 for a two bedroom apartment per month, plus applicable fees. Short-term rental properties are also available at a range from $800 to $1000 per month

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

Equipment Costs
Students at SDUIS are able to use the computers available in the computer lab at no charge. Students are encouraged to respect the planet by minimizing printing and submitting assignments via email. However, printing services are available for a nominal fee.

Student's Right to Cancel:
The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; and the right to receive a pro rata refund if the student has completed 60 percent or less of the program.

Cancellation may occur when the student provides a written notice of cancellation at the following address: SDUIS, 3900 Harney Street, San Diego, CA 92110. This can be done by mail, by email, or by hand delivery.

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

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

If the Enrollment Agreement is cancelled SDUIS will refund the student any money he/she paid, less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Drop/Add Period
The University allows a student to drop a class before the fifth (5) hour of a class with a full refund. For students who drop a class after the fifth (5) hour of instruction, refunds are pro-rated for the unused portion of the tuition costs. The refund is paid by the Business Office within forty-five (45) days from the date the Add/Drop form is received in the Administration office or by the date of the post-mark, if mailed. This applies to students who remain in enrolled status only. If a student wishes to cancel enrollment altogether, the Enrollment Cancellation policy applies.

Refund Policy
The refund policy for the unused portion of tuition costs follows the appropriate guidelines of the Veteran's Administration and California Education Code. Drop/add forms are available in the Administrative Office. The amount of a refund is determined by the date that the student last attended class. The refund policy for students who have completed 60%t or less of the period of attendance shall be a pro rata refund. Refunds are mailed to the student within 45 days. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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

Hours of Instruction	Class Meetings	Refund Amount
4.10	1	$600.00
8.20	2	$500.00
12.30	3	$450.00
16.40	4	$400.00
20.50	5	$350.00
25	6	$300.00
29.10	7	$250.00
33.20	8	$ 0.00
37.30	9	$ 0.00
41.40	10	$ 0.00
45.50	11	$ 0.00
50	12	$ 0.00

For example, a student may attend 5 class meetings, but then elect to drop. The refund would be prorated as follows: $600 – ($600 x 5 meetings/12 meetings) = $350 (refund due to student)

Refund example for Distance Learning:

Lessons/Weeks of	Refund

Instruction	Amount
1	$1200.00
2	$ 800.00
3	$ 600.00
4	$ 400.00
5	$ 0.00
6	$ 0.00

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

STUDENT TUITION RECOVERY FUND

76215. Student Tuition Recovery Fund Disclosures.
You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."
However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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

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

FINANCIAL ASSISTANCE

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

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

Independent Loans: Many financial institutions, including Mission Federal Credit Union, offer loans to those individuals with good credit. They can also suggest ways to secure a loan.

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

Residential Quarterly Deferred Tuition Payment Schedule: This payment plan allows students to make quarterly tuition payments in three (3) equal monthly installments during a particular quarter instead of paying the entire tuition at registration. Students wishing to utilize this plan must submit the following: 1) a "Pay As You Go" Monthly Tuition Payment contract, obtained from the Registrar; 2) a course registration form; 3) the first installment payment; and 4) the $5 Deferred Payment Plan Processing Fee. This $5 processing fee is due with each of the monthly payments. There will be no interest charged for this deferred tuition payment plan if payments are made on schedule. Students who register late are not eligible for this three-month payment plan. Payments are due by the fifteenth of each month; when received after the 15th of the month, a late tuition payment fee of $50 is assessed.

HOLD ON RECORDS

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

ADMINISTRATIVE GUIDELINES

REGISTRATION

Quarterly class schedules with a registration form are made available to all students (by mail and at the SDUIS website). Students are required to complete the form and submit it before the registration deadline accompanied by the payment. Quarterly registration deadline dates are published in the catalog and SDUIS website as well as on the registration form. A late registration fee will be assessed to those students whose registration form arrives after the deadline. Registration will only be processed if accompanied by appropriate payment or credit card authorization. Registration forms received without payment will not be processed.

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

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

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

ATTENDANCE POLICY

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

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

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

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

ONLINE ATTENDANCE POLICY

Students in Distance Learning courses are required to log on a minimum of five (5) times per week or 30 days every 6 week session. Students who fail to log on the required number of times will receive a "Drop Warning" email the week following the failure to log on. The next week that the student fails to log on a "Drop Notice" will be emailed and the student should not log on after receiving this notice, as the refund, if due, would be prorated based upon the date of the last time the student logged on.

ONLINE SDUIS RESPONSE POLICY

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

Course Numbering
All courses numbered 499 and below are undergraduate classes. Courses numbered 500 to 599 are graduate (MA) level classes. Courses numbered 600 to 699 are Masters level classes; and courses numbered 700 and above are post-masters and doctoral level classes, but may occasionally be used in Masters Programs.

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

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

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

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

Definition of an Academic Year
An academic year is defined as 3 quarters of instruction.

DROP POLICY

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

Student Initiated Class Drop
A course is dropped by submitting an Add/Drop form to the Registrar (available in the administration office and on the SDUIS website). This may be done at any time in a quarter. If the course is dropped prior to the 5th hour of meeting, a full refund is given. If a course is dropped after the fourth (4) hour of instruction, the refund will be pro-rated, based on the amount of the unused portion of the tuition charges, from the last date of attendance. Refunds will be mailed to a student within 45 days from the date the form is received or post-marked.

Distance Learning students must submit an Add/Drop form preferably by email, no later than the Sunday of the first week to receive a full refund. Each week equals one lesson. Students who drop after the first week will have the refund prorated based upon how many lessons have been received. Lessons are considered received when a student participates in class activities. Students who continue to log on will be charged for that lesson.

University Initiated Class Drop
An administrative drop occurs when a student fails to attend 80% of a class. A pro-rated refund will be provided to the student that is based on the amount of the unused portion of the tuition charges, effective based upon the last date of attendance.

WITHDRAWAL, DISMISSAL AND PROBATION

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

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

Withdrawal
A student may withdraw from the University at any time. The University Withdrawal and Notice of Cancellation Form is required of the student and must be submitted to the Office of the Registrar. Withdrawal removes the student from active status, and the Notice of Cancellation terminates the Student Enrollment Agreement.

This may be done by mail, by hand delivery or by email. The date of the postmark on the envelope or electronic transmission will establish the date of withdrawal and be used in determining the refund amount due to the student, if any.

Upon withdrawal the student is responsible for the unpaid balance of tuition for courses completed, the non-refundable application and registration fees not to exceed $250, and all administration fees and penalties up to the time of an official withdrawal.

A refund, if applicable, will be computed based on the number of hours in attendance the student had for each class they were enrolled in at the time of withdrawal. Past due accounts remain the student's liability.

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

To maintain regular status at SDUIS, students must:

- Attend classes (at least 80%)
- Maintain minimum passing grades
  (BA – C; MA – B; MBA – B;
  MS – B; DBA – B; Psy.D. – B)
- Complete all courses and not have N/C (No Credit)
- Be current with payments.
- Take and pass at least 4 courses a year.
- Not fail to enroll in a course for 2 consecutive quarters.

- If coursework has been completed, register every quarter for BA (Senior Project), MA (Thesis/Project Writing) and DBA/Psy.D. (Dissertation/Project Writing) until project has been completed.
- MA/MS must be completed within 5 years from the time of enrollment.
- MBA must be completed within 8 years from the time of enrollment.
- DBA must be completed within 8 years from the time of enrollment.
- Psy.D. must be completed within 8 years from the time of enrollment.

LEAVE OF ABSENCE

The Exceptions Review Committee will consider a request for a leave of absence from studies due to financial, medical and other emergency reasons. Students must submit a "Request for Leave of Absence" form detailing the reasons for requesting the leave. Leave of absence must be approved each quarter and should not exceed 1 year per degree program. A leave of absence will not be granted to students who have completed coursework and are all but dissertation or thesis.

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

READMISSION

Students who have withdrawn or been dismissed from the University can reapply for admission by doing the following:
1. Submit application for admission to the registrar.
2. Pay application fee.

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

TRANSCRIPTS OF RECORDS

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

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

transcripts may be denied when the requester has unfulfilled financial obligations to the University.

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

EXCEPTIONS TO ACADEMIC REGULATIONS

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

ETHICAL CONDUCT

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

GRIEVANCES

If students have a complaint or protest regarding University procedures, policies, academic decisions, faculty, staff, or other students that they wish to formally submit, they are advised to file a grievance. San Diego University for Integrative Studies is committed to resolving all student grievances in a fair and timely manner. Students are encouraged to first seek guidance from the Registrar, Dean of Academic Affairs, the President or designee, regarding their concerns. When such concerns cannot be initially resolved, the following grievance procedure is followed:

Informal Review
A student with a grievance should first schedule an appointment with the Dean of Academic Affairs. If the Dean of Academic Affairs is the subject of the grievance, then the student should contact the President. The Dean of Academic Affairs, or the President, tries to resolve the matter

to the satisfaction of all parties. If this informal review does not result in resolution, the student may file a formal grievance with the Grievance Review Committee.

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

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

RECORD RETENTION POLICY

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

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

Required Institutional Records
SDUIS shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:
(a) The educational programs offered by SDUIS and the curriculum for each.
(b) The names and addresses of the members of the SDUIS's faculty and records of the educational qualifications of each member of the faculty.

DIRECTORY INFORMATION

All new and returning students have the right to withhold the disclosure of any or all categorical information that is provided to the University through the "Directory Information and Disclosure Prevention Request" form. Students are asked to carefully consider their decision to release information to individuals or organizations outside San Diego University for Integrative Studies.

The provisions of the Family Educational Rights and Privacy Act of 1974, clearly state each student's right to refuse the release of San Diego University for Integrative Studies Directory Information and San Diego University for Integrative Studies honors each student's request to withhold or release such information. The Registrar is available to answer any questions concerning this matter.

POLICIES REGARDING HEALTH AND SAFETY

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

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

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

Smoking
The use of tobacco products is prohibited in all campus buildings.

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

Reporting On-Campus Crimes
If a student, faculty or staff member, or visitor feels they have been witness to or the victim of an on-campus crime involving violence, theft, injury, destruction of property, or illegal drugs or

alcohol use, they should follow the established University procedures. These procedures are posted in the administration office and other prominent campus locations. If the crime has been committed by a member of the San Diego University for Integrative Studies campus community, appropriate disciplinary action will follow. Contact the available member of the administrative staff or Faculty member to report such incidents immediately. However, 911 should first be called in emergency situations.

<u>Animals</u>
Except for guide-dogs for the blind or other approved animals for assistance to disabled people, animals are prohibited from all campus buildings.

ACADEMIC GUIDELINES

ACADEMIC PROGRESS

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

TIME LIMITATIONS

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

- ### GRADING STANDARDS

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

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

- ### LETTER GRADES

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

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

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

Grade descriptions are as follows:

A - Excellent achievement and high scholarship.

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

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

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

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

NC - Student's work did not meet course requirements. Equivalent to a grade of **C** or below for graduate students, and **D** or below for undergraduates.

P – Average student work at all levels

NP – No Pass, equivalent to a failing grade.

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

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

IP- Course in progress

W- Withdrew from class in good standing.

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

Inc- Incomplete, final grade outstanding. Students who, for extenuating circumstances, need to receive an incomplete in any of their courses, must submit a "Petition for Incomplete" (obtained from the Registrar or SDUIS website, approved and signed by the Instructor) and pay a $50 a processing fee. The petition must be submitted no later than the last day of the quarter. If he or she successfully resolves the incomplete, the instructor will assign the appropriate grade. A grade of PH or A cannot be assigned under these circumstances. Work must be submitted to the instructor no later than 12 weeks after the end of class.

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

Letter Grade	% From	% To	Grade Point Value
A+	98	100	4.0
A	94	97	4.0
A-	90	93	3.7
B+	87	89	3.3
B	84	86	3
B-	80	83	2.7
C+	77	79	2.3
C	74	76	2
C-	70	73	1.7
D+	67	69	1.3
D	64	66	1
D-	60	63	0.7
F	1	59	0

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

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

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

o **STUDENT EVALUATIONS**

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

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

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

Serious Concern - Students are not prepared to proceed.

TUTORIALS

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

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

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

1. Obtain a tutorial packet from the Registrar or SDUIS website and select the course you want to fulfill by tutorial. The course can be from SDUIS catalog or in an area you wish to study that is part of your chosen degree program.

2. Select a tutor knowledgeable in your area of study. Tutor must be appropriate to your degree level. Hold a doctorate doctoral level tutorial. Hold a doctorate for a Masters level tutorial and at least a Masters for a B.A. or a Certification program.

3. Complete the study plan.
    a. Guided by a conference with the tutor and/or course description in the SDUIS catalog the student writes a 50-100 word paragraph on the intent of the learning and complete all required information(see study plan). The tutor then approves it.

    b. Student gives the tutor the following:
        * Instructor Sheet for Tutors
        * Instructor's Personal Data Form

- Grade Report Form

c. The tutor approves and signs the Study Plan, and returns it to the student with their Personal Data Form.

4. Submit **Study Plan**, completed **Registration Form**, and **Personal Data Form**; to the Registrar for approval by the Exceptions Review Committee no later than the end of the second week of the quarter. ***Submission of the necessary forms is the responsibility of the student***.

5. When approved, the student will be notified, and registered in the course. Tutorials must be approved before coursework starts and must be completed by the end of the quarter.

6. Read the entire Tutorial Packet including Instructions for Tutors. Carry out Study Plan to completion with the tutor.

7. Keep Time Log as a running record of your activities. This includes time with tutor, reading, research, writing, experiential work, etc.

8. Submit Copy of Final Project and Time Log to the Instructor for grading. Keep copies in your files until after graduation.

9. Final Grade: The tutor is responsible to get the completed grade sheet to the Registrar with a copy of Final Project and Final Log.

10. All forms submitted to the Exceptions Review Committee and the Final Project must be typewritten.

COMPREHENSIVE EXAMINATION POLICIES AND PROCEDURES

1. University regulations require that students enrolled in SDUIS's Master of Arts programs in Expressive Arts Therapy, Marriage and Family Therapy, and Sport Counseling, and Doctor of Psychology degree programs successfully complete a comprehensive graduate examination. The exam functions to assess students' mastery of core and specialty curriculum content central to their respective degree program, which is deemed necessary for graduate level scholarship.

2. The comprehensive examination is administered when a student has completed all of the required courses in their degree program. A student must register for the comprehensive examination by the quarterly registration deadline, with the $150 fee, or $90 re-take fee. If a student registers after the quarterly registration deadline, a $50 late fee will apply. The Registrar's Office will only accept registrations up to two-weeks prior to the comprehensive exam administration date.

3. The comprehensive examination consists of two (2) components: an objective format designed to measure the students' knowledge of the basic science and theoretical foundations of Psychology; and, a written essay component comprised of practice based clinical vignettes

designed to measure the students' applied knowledge of assessment and intervention strategies, psychodiagnosis, treatment planning, and the utility of various therapeutic modalities.

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

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

Expressive Arts Therapy— CEX 600; CEX 631; CEX 632; and CEX 633
Marriage and Family Therapy—CPS 616; CPS 617A; CPS 617B; CPS 618; CPS 619; CPS 620; 622A; CPS 624B; CPS 628; and CPS 704
Sport Counseling— SPO 600; SPO 651; SPO 652; SPO 653; SPO 665; and SPO 668

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

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

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

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

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

5. Students are encouraged to prepare for the comprehensive exams months in advance of their scheduled administration date. Routine reviews of course textbooks and other required reference materials, lecture notes, and copies of previously administered course examinations are

recommended. For students who perceive objective tests as particularly challenging, develop a multiple-choice test taking response set through frequent self- administrations of objective tests that cover the various core content areas in Psychology. There are several resources that are useful for this purpose. These can typically be found in university bookstores or online resources that sell similar materials. Also check the appropriate professional licensing boards or their websites for additional useful information about their licensing exams, which typically cover similar content areas (in California, www.psychboard.ca.gov for psychology licensing and www.bbse.ca.gov for marriage and family therapy licensing).

6. During the comprehensive exam, the test proctor provides the examinee with the necessary materials. The use of supportive adjuncts, such as a Dictionary, is prohibited. The use of cellular phones during the course of the exam is not permitted. Brief breaks are taken, one examinee at a time, as per need.

7. Comprehensive examination test items are revised for all degree program specialty areas from one administration to the next.

8. Examination performance is documented and reported in terms of a Total Correct Raw Score. Currently, students must achieve a minimum correct raw score of 70% of the items correct to pass the exam.

9. Comprehensive exam scores are determined and reported in writing to the student within 30 days from the date of the examination.

10. Students have three (3) trials to achieve a passing score. If the third attempt is unsuccessful, academic probation is assigned and the student must: submit a request for a fourth and final attempt to the Exceptions Review Committee; and, prepare a detailed comprehensive examination study plan for the Chief Academic Officer for review and approval. Additional academic advising will be required. Students do not review their completed examination protocols or their incorrect items.

11. Master's and Doctoral students are required to register for the comprehensive exam during the quarter that they enroll in their capstone research project, be it a thesis (699) or dissertation (800).

12. The comprehensive examination is administered on a quarterly basis. Generally, the exam is scheduled for the second month of the quarter on the second Friday of the month. The University Catalog includes a schedule of examination dates for the next several calendar years. Verify exam dates with the Registrar's office, as schedule changes are occasionally necessary, and the University is not bound to the dates announced in the Catalog.

ACADEMIC PROBATION AND DISMISSAL

It is the policy of the University that students failing to meet the minimum academic requirements of their degree programs be placed on probation or dismissed from the University.

Undergraduate (Bachelor's level) students who receive one (1) or more grades of *D, F or No credit* will be placed on academic probation. They must consult with the Dean of Academic Affairs to address any problems they may be experiencing, and perhaps, modify their program. Probationary students receive a "Notification of Academic Probation", and if they receive a *D, F, Incomplete* or a *No Credit* while on probation, they are administratively dismissed from the University. Probationary status is removed when a student completes two (2) quarters with all grades of *A, B or C.*

Graduate and Certificate (Master's, Doctoral and all Certificates) students who receive a grade of **C, D, F or** *No Credit in* any subject during any quarter, are placed on academic probation. They receive a "Notification of Academic Probation" from the Registrar, stating they have been placed on probation. They must consult with the Chief Academic Officer or designee to address the situation and possibly to modify their program. If they receive another **C, D, F or** *No Credit* while on probation, they are administratively dismissed from the University. Probationary status is removed when a student completes two (2) consecutive quarters with all grades of *A or B*.

ACADEMIC HONESTY

Plagiarism occurs whenever a person presents the words, ideas, or views of someone else as if they were his or her own. The use of another's published or unpublished ideas, words, or views on a paper, report, or oral presentation must be accompanied by specific citations and references. The consequence of plagiarism and other forms of academic dishonesty may include non-acceptance of the work submitted by the student to the faculty member or dismissal from the University. The Chief Academic Officer handles all matters involving academic dishonesty.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) is designed to measure, incrementally, that students are progressing through their program of study both academically and in a timely manner. In order to be considered to be making satisfactory progress toward a degree or certificate, a student must pass courses achieving a minimum grade within a specified completion rate.

Students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the credits attempted exceed 1.5 times the number of credits required to complete the program.

Satisfactory progress is evaluated at the end of each quarter.

Certificate, Master and Doctorate Programs

A student must attempt a minimum of 2 courses per quarter and achieve a grade of B- or better and achieve a CGPA of 3.0 or higher to be maintaining satisfactory progress.

If a student receives a grade below a B-, or if the student's CGPA falls below 3.0, or the student has not successfully earned 68% of the credits attempted, the student is placed on academic probation for the next two quarters. The student will be notified by mail and email when placed on academic probation.

Academic Probation

Students who are placed on academic probation are required to successfully pass 4 courses with a grade of B- or higher and achieve a CGPA of 3.0 or higher by the end of the 2 quarter probation period.

Students who successfully pass 4 courses with a grade of B- or higher, and achieve a CGPA of 3.0 or higher at the end of the 2 quarter probation period are removed from probation and notified by email.

Students who fail to successfully pass 4 courses with a grade of B- or higher, or fail to achieve a CGPA of 3.0 or higher at the end of the 2 quarter probation period are notified and are withdrawn from the program.

Bachelor Programs

A student must attempt a minimum of 3 courses per quarter and achieve a grade of C- or better and achieve a CGPA of 2.0 or higher to be maintaining satisfactory progress.

If a student receives a grade below a C-, or if the student's CGPA falls below 2.0, the student is placed on academic probation for the next two quarters. The student will be notified by mail and email when placed on academic probation.

Academic Probation

Students who are placed on academic probation are required to successfully pass 6 courses with a grade of C- or higher and achieve a CGPA of 2.0 or higher by the end of the 2 quarter probation period.

Students who successfully pass 6 courses with a grade of C- or higher, and achieve a CGPA of 2.0 or higher at the end of the 2 quarter probation period are removed from probation and notified by email.

Students who fail to successfully pass 6 courses with a grade of C- or higher, or fail to achieve a CGPA of 2.0 or higher at the end of the 2 quarter probation period are notified and are withdrawn from the program.

Satisfactory Academic Progress Appeals

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

1) an explanation of why the student believes the grade posted was in error, and,
2) supporting documentation.

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

The effect on SAP for all courses with a grade assignment (including Withdrawal and Incomplete Grades)

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

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

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

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

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

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

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

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

Satisfactory Academic Progress Assessment Chart:

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

UNDERGRADUATE STUDIES

Philosophy

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

Program Overview

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

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

The programs consist of 180 quarter credits.

Students can transfer a maximum of 135 quarter credits, or 90 semester hours, to SDUIS. All students must complete at least 45 quarter credits at SDUIS. Overall, a total of 60 quarter credits of credit in the following general education areas are required, along with the 120 credits of additional choice, including a Senior Research Project.

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

All courses, other than independent study, are traditionally taught in a classroom setting or online with a seminar style of instruction that includes lively discussions and in-depth reading and writing assignments. Each instructor provides students with a syllabus containing an outline of the course objectives, content, student performance expectations, textbooks and related study materials, and any activities and evaluation methods used for grading purposes. Demonstrations

and experiential components may also be required. Students' papers, examinations, and projects are discussed at the beginning and during the course.

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

Bachelor of Arts in Humanistic Studies

Program Description:

The Bachelor of Arts program emphasizes a holistic philosophical perspective in the provision of general education instructional services. It is designed for mature learners who did not have an opportunity to complete their undergraduate college studies but who have the experience that can be a stimulus to exciting and relevant academic achievement. The rationale and design of the university's general education program centers on integrating the foundations of general education with contemporary pedagogical presentations of logically sequenced curriculum in the Humanities and Fine Arts, Social/Behavioral Science, Physical Natural Science, Mathematics, Expository Writing, and Oral Communication. Traditional academic subjects are addressed across disciplinary lines and from cross-cultural perspectives.

Requirements:

The Bachelor of Arts degree requires the completion of 180 quarter credits. A minimum of 45 quarter credits must be completed at San Diego University for Integrative Studies. All B.A. students are required to take Critical Thinking, Quantitative Perspectives, the Writing Skills class and the Senior Project Seminar.

Prerequisites:

A high school diploma or its equivalent (G.E.D.).

Curriculum:

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

Lower Division Course Offerings

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

Lower Division General Education Courses

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

Upper Division Courses

Students in undergraduate Humanistic Studies degree program can choose from the following courses to satisfy curriculum requirements. The number of credits each student will need to meet graduation requirements depends upon the number of credits which the student has transferred into SDUIS. Some courses have prerequisites; please see course descriptions for details. Other courses not listed below may be part of the student's program.

Course	Credits
BHS 461 Introduction to Humanistic & Transpersonal Psychology	5
BHS 452 Evolution & Consciousness	5
BHS 456 Contemporary International Writers	5
BHS 460 The Self & Literary Psychology	5
BHS 465 History of Ordinary People of the United States	5
BHS 466 Health & Healing	5
BHS 467 The Family	5
BHS 468 Loss of Self	5
BHS 469 Foundations of Meditation	5
BHS 470 Varieties of Religious and Mystical Experience	5
BHS 484 Physical Discipline	5
BHS 485 The Gendered World	5
BHS 486 Self-In-Relationship	5
BHS 490 Leadership Development for Women	5
CPS 401 History & Systems of Psychology	5
CPS 402 Abnormal Psychology	5
CPS 403 Theories of Personality	5

Required Courses

BHS 401 Writing Skills and Research	5
BHS 455 Critical Thinking	5
CPS 404 Quantitative Perspectives	5

Senior Project (5 credits)

BHS 495 Senior Project	5

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

A sample program is as follows:

Humanities
BHS 405: The Humanistic Tradition
BHS 410: Introduction to Philosophy
BHS 455: Critical Thinking

Social and Behavioral Sciences
BHS 454: Individuals and their Social Behavior
BHS 459: Carl Rogers and Humanistic Phenomenology
BHS 464: Inventing the Modern Mind

Physical and Natural Sciences
BHS 100: The Human Body
BHS 101: The Oceans
BHS 102: The Cosmos

Written Communication
BHS 401: Writing Skills and Research

Oral Communication
BHS 104: The Reader's Theater

Mathematics
CPS 404: Quantitative Perspective

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes. All instruction is provided in English.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Hybrid courses include one hour of each class session (4 hours and 10 minutes) of online work by means of the university's NEO learning management system.

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

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

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

INSTRUCTIONAL METHODS:

Distance Education

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

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

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

Notice to Prospective Students

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:
☐ Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

☐ Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

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

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

Bachelor of Arts in Business Administration

Program Description:

This program is designed to provide the student with a foundation and marketable skills in business administration, organization, management, and communication guided by international and multicultural applied perspectives. A logically sequenced curriculum presents a practical orientation for developing and implementing effective entrepreneurial systems and administrative strategies targeting the needs, issues, and trends of the 21st Century global marketplace. The student completes core courses in business administration in tandem with the fulfillment of lower and upper division general education courses from the University's approved undergraduate completion program in Humanistic Studies. Students enrolled in the Bachelor of Arts program in Business Administration may enrich the breadth of their undergraduate major by completing an additional Specialty curriculum in either Communications or Information Technology Systems, respectively. The Specialization curricula consists of seven (7) courses in either Communications or Information Systems Technology, and are designed as supplemental professional skills training logically integrated with and directly relatable to the organized sequence of studies comprising the major in Business Administration.

Requirements:

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

Prerequisites:

High school diploma or the equivalent (GED) are minimum requirements for admission. Students having earned an Associate of Arts degree, or the equivalent, from a state approved or regionally accredited institution may transfer a maximum of one hundred thirty-five (135) quarter or ninety (90) semester credits. The B.A. program in Business Administration requires all transfer students to complete a minimum of sixty (60) quarter credits.

Curriculum:

Course numbers, titles, and credits meeting basic undergraduate education requirements (lower and upper division courses):

Course	**Credits**
BHS 100 The Human Body	5
BHS 103 The Written Word	5
BHS 105 Mathematics: A Most Powerful Tool	5
BHS 200 Connecting Up / Getting Online	5
BHS 302 How to Start Your Own Business	5
BHS 402 The Study of Great Leaders Through Literature	5
BHS 405 The Humanistic Tradition	5
BHS 410 Introduction to Philosophy	5
BHS 451 Introduction to Political Thought	5
BHS 454 Individuals and Their Social Behavior	5
BHS 456 Contemporary International Writers	5
BHS 457 The Media as Mediator	5
BHS 464 Inventing the Modern Mind	5
BHS 465 History of the Ordinary People of the United States	5
BHS 471 The Third World	5
BHS 487 Career Counseling	5
BHS 488 Personal and Social Ethics	5
BHS 490 Leadership Development	5

Required Total Credits: 90

Required Courses (15 Credits)

BHS 401 Writing Skills and Research	5
BHS 455 Critical Thinking	5
BHS 495 Senior Project	5

Course numbers, titles, and credits meeting business specialization requirements (upper division courses):

Required Business Courses (75 Credits)

Course	Credits
BUS 401 Introduction to Business Principles & Organizations	5
BUS 402 Fundamentals of Business Administration	5
BUS 406 Business Math for Administrators	5
BUS 412 Business Information Technologies	5
BUS 416 Business Administrative Law	5
BUS 418 Essentials of Advertising	5

BUS 420 Business Communications & the Global Economy	5
BUS 424 Organizational Statistics	5
BUS 432 Production and Service Management	5
BUS 434 Organizational Entrepreneurship	5
BUS 442 Foundations in Accounting	5
BUS 449 Foundations in Marketing	5
BUS 452 Foundations in Finance	5
BUS 458 Foundations in Economics	5
BUS 466 Legal and Ethical Issues in the Global Marketplace	5
BUS 475 Cross Cultural Strategic Management	5

Required Total Credits: **180**

Specialty Curriculum in Communications (35 Credits)

Course	Credits
BSCM 170 Oral and Written Communication Skills	5
BSCM 210 Effective Public Speaking	5
BSCM 215 Advanced Public Speaking for Business Managers	5
BSCM 220 Expository and Technical Writing Skills	5
BSCM 225 Persuasive Communication	5
BSCM 230 Cross Cultural Communication	5
BSCM 240 World Wide Journalism and Expressive Writing	5

Required Total Credits: **35**

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

Specialty Curriculum in Information Technology Systems (35 Credits)

Course	Credits
ITS 145 Survey of Information Systems	5
ITS 150 Design and Analysis of Information Systems	5
ITS 165 Operating Systems	5
ITS 170 Web Development and Management	5
ITS 175 Data Communication and Computer Networking	5
ITS 180 Database Management Systems	5
ITS 210 E-Business Concepts & Technologies	5

Required Total Credits: **35**

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

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes. All instruction is provided in English.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of a hybrid course includes one hour (out of the total session length of 4 hours 10 minutes) of instruction online via the university's NEO learning management system.

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

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

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

INSTRUCTIONAL METHODS:

Distance Education

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

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

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

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☐ Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

☐ Stop all enrollment in its degree programs, and

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

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

GRADUATE STUDIES

Philosophy

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

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

Program Overview

The University offers the following graduate degrees:
- Master of Accounting
- Master of Arts in Expressive Arts Therapy
- Master of Arts in Information Technology
- Master of Arts in Marriage and Family Therapy
- Master of Arts in Sport Counseling
- Master of Business Administration
- Master of Business Administration with Specialization in Marketing
- Master of Business Administration with Specialization in Hospitality Management
- Master of Business Administration with Specialization in Sport Communication
- Master of Business Administration with Specialization in Sport Management
- Doctor of Business Administration
- Doctor of Psychology
-

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

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

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

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

Licensing as a Marriage and Family Therapist in California

The Marriage and Family Therapy program satisfies the academic course requirements of the State of California Board of Behavioral Sciences, for the Marriage and Family Therapy licensure. Students must also meet the Board's post-masters experiential requirements before they are eligible to sit for the licensing exam.
Eligibility for licensure includes:
- An educational degree that meets the California Board of Behavioral Sciences requirements,
- 3,000 hours of supervised work experience,
- Two state exams (Written MFT Exam and Written Clinical Vignette exam).

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

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

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

Licensing as a Psychologist in California

Licensing as a Psychologist in the State of California is controlled by the Board of Psychology. The Doctor of Psychology program satisfies the academic course requirements of the State of California Board of Psychology for licensing as a Psychologist in California. Students must also meet the Board's post-doctoral experiential requirements before they are eligible to sit for the licensing exam.

Eligibility for licensure as a Psychologist requires:
- An educational degree that meets the California Board of Psychology requirements,
- 3,000 hours of supervised work experience,
- Two state exams (CSPE and EPPP).

As of January 01, 2020, California psychology licensing is restricted to those whose doctoral degree was awarded by a regionally accredited institution. SDUIS is not a regionally accredited institution.

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

The California Board of Psychology may deny a license on the grounds that the applicant has one of the following: (1) Been convicted of a crime; (2) Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself or herself or another, or substantially injure another; (3) Done any act that if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license; (4) the applicant knowingly made a false statement of fact that is required to be revealed in the application for the license.

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

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

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

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

Doctoral Dissertations and Doctoral Projects

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

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

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

Personal Counseling

SDUIS faculty and staff consider growth through therapy an essential tool in becoming an

effective therapist or counselor. The personal counseling requirement is designed to provide the student with the existential experience of being counseled and to deal with personal issues that could interfere with student becoming an effective therapist.

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

<u>What kind of counseling qualifies?</u>

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

<u>What kind of license is needed for the therapist?</u>

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

<u>Can therapy done prior to enrollment qualify?</u>

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

<u>How is the therapist selected?</u>

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

<u>Procedures for meeting the requirement</u>

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

Master of Arts in Expressive Arts Therapy

Program Description:

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

Requirements:

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

Prerequisites:

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

Curriculum:

Course titles that satisfy degree requirements:

Prerequisite Courses (20 credits)

Course	Credits
CPS 400 Introduction to Psychology	5
or	
CPS 401 History & Systems of Psychology	5
CPS 402 Abnormal Psychology	5
CPS 403 Theories of Personality	5
CPS 404 Quantitative Perspectives	5

Graduate Core Psychology Course Requirements (55 credits)

Course	Credits
CPS 501 Writing Skills & Research	5
CPS 601 Counseling Theories & Strategies	5
CPS 603 Developmental Psychology	5

CPS 604 Introduction to Psychological Research   5
CPS 605 Clinical Counseling Skills Training   5
CPS 610 Psychopathology   5
CPS 611 Advanced Clinical Skills Training   5
CPS 612 Legal & Ethical Issues in Counseling   5
CPS 613 Human Sexuality & Gender Issues   5
CPS 614 Theories, Therapies & Issues in Chemical Dependency   5
CPS 615 Cross-Cultural Counseling   5

Graduate Expressive Arts Core Requirements (30 credits)
Course   Credits

CEX 600 Expressive Arts Business Principles   5
CEX 630 Foundations of Expressive Arts Therapy   5
CEX 631 Psychodrama, Ritual and Performance   5
CEX 632 Fundamentals of Music Therapy   5
CEX 633 Fundamentals of Movement Therapy   5
CEX 634 Art and Expressive Therapy w/Children and Adolescents   5
              or
 CEX 635 Art and Expressive Therapy w/Adults & Aging Population   5

Thesis / Project (5 credits)

CEX 699 Thesis/Project   5

Required Total Credits   **90**

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

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes. All instruction is provided in English.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

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

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

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

INSTRUCTIONAL METHODS:

Distance Education

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

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

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

Notice to Prospective Students

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:
☐ Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

☐ Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

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

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

Master of Arts in Information Technology

Program Description:

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

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

Requirements:

Each student must complete 90 quarter credits of Information Technology coursework. The student will complete the Required Core Course Requirements (5 credits), Information Technology requirements (65 credits), and select (20) additional credits from the Elective Information Technology courses. In addition, students must pass a comprehensive examination, or the Comprehensive Business Project, course BUS 695.

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

Prerequisites:

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

Curriculum:

Course titles that satisfy degree requirements:

Prerequisite Course: (5 Credits)
Course   Credits

ITS 404   Introduction to Information Systems   5

Graduate Core Course Requirements (5 Credits)

Course	Credits
CPS 501 Writing Skills & Research	5

Graduate Core Information Technology Course Requirements (75 Credits)

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

Elective Information Technology Courses (20 Credits)

Course	Credits
ITS 641 Computer Aided Design	5
ITS 642 JAVA Programming	5
ITS 643 C# Programming	5
ITS 645 .Net Framework	5
ITS 647 Telecommunication Systems	5
ITS 648 User Interface Design	5
ITS 649 Web Standards & Search Engine Optimization	5
ITS 650 C++ Programming	5
ITS 651 Systems Engineering & Analysis	5
ITS 652 Web Design	5

Capstone Course (5 credits)

Course	Credits
BUS 695 Comprehensive Business Project	5

Required Total Credits: **95**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course

objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The Master of Arts in Information Technology Degree program is offered partly through distance education courses and partly through residential hybrid courses. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares feedback to be sent to the students and class weekly.

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

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

Notice to Prospective Students

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☐ Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

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

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

Master of Arts in Marriage and Family Therapy

Program Description:

This program is designed to provide professional training as well as personal development. The Marriage and Family Therapy program satisfies the educational requirements for a Marriage and Family Therapy license in California. Eligibility for licensure includes:
- An educational degree that meets the California Board of Behavioral Sciences requirements,
- 3,000 hours of supervised work experience,
- Two state exams (Written MFT Exam and Written Clinical Vignette exam).

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

Requirements:

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

Prerequisites:

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

Curriculum:

Course titles that satisfy degree requirements:

Prerequisite Courses (20 credits)

Course	Credits
CPS 400 Introduction to Psychology	5

or

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

Graduate Core Psychology Course Requirements (96 credits)

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

Elective (5 credits)

Course	Credits
CPS 621 Selected Topics in Psychotherapeutic Techniques	5

Required Total Credits: 101

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. Students are required to complete fifty (50) clock hours of personal counseling provided by a licensed therapist approved by the University. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

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

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

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

Notice to Prospective Students

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:
☐ Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

☐ Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

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

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

Master of Arts in Sport Counseling

Program Description:

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

Requirements:

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

Prerequisites:

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

Curriculum:

Course titles that satisfy degree requirements:

Prerequisite Courses (15 credits)

Course	Credits
CPS 400 Introduction to Psychology	5
or	
CPS 401 History & Systems of Psychology	5
CPS 402 Abnormal Psychology	5
CPS 403 Theories of Personality	5
CPS 404 Quantitative Perspectives	5
SPO 505 Introduction to Physical Education	5

Graduate Core Psychology Course Requirements (55 credits)

Course	Credits
CPS 501 Writing Skills & Research	5
CPS 601 Counseling Theories & Strategies	5
CPS 604 Introduction to Psychological Research	5
CPS 603 Developmental Psychology	5
CPS 605 Clinical Counseling & Skills Training	5
CPS 610 Psychopathology	5
CPS 611 Advanced Clinical Skills Training	5
CPS 612 Legal & Ethical Issues in Counseling	5
CPS 613 Human Sexuality and Gender Issues	5
CPS 614 Theories, Therapies & Issues in Chemical Dependency	5
CPS 615 Cross-Cultural Counseling	5

Graduate Sport Counseling Course Requirements (30 credits)

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

Thesis / Project (5 credits)

Course	Credits
SPO 699 Thesis/Project	5

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

Required Total Credits: **90**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

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

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

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

INSTRUCTIONAL METHODS:

Distance Education

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

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

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

Notice to Prospective Students

This institution approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:
☐ Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

☐ Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

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

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

Master of Accounting

Program Description:

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

Requirements:

The Master of Accounting program requires the participant to successfully complete a total of 85 quarter credits of graduate-level coursework. The student must complete 30 credits from the Graduate Core Accounting Course Requirements, 5 credits from the Graduate Course Requirements, select 40 credits (8 courses) from the Graduate Core Business Course Requirements, and select 10 credits (2 courses) from the Graduate Accounting Elective Courses. In addition, students must pass a comprehensive examination, or the Comprehensive Business Project, course BUS 695.

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

Prerequisites:

Applicants must hold a bachelor's degree from an accredited or approved institution, and all applications are reviewed and approved by the Program Director.

Curriculum:

Course titles that satisfy degree requirements:

Graduate Core Required Courses: (5 Credits)

Course	Credits
CPS 501 Writing Skills & Research	5

Graduate Core Required Accounting Courses: (40 Credits)

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

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

Course	Credits
BUS 602 Quantitative Methods in Business	5
BUS 610 Leading & Managing People & Organizations & Investing	5
BUS 614 Marketing Strategies & Tactics	5
BUS 616 Business Law & Ethics	5
BUS 617 Financial Planning & Investing	5
BUS 618 Information Technology Strategies for Entrepreneurial Business	5
BUS 625 Bargaining & Negotiating Skills: Asia, the US, Internationally	5
BUS 650 Advanced Marketing Strategies: Successes & failures	5
BUS 656 Special Topics in Business Management	5
BUS 657 International Economics	5

Capstone Course (5 credits)

Course	Credits
BUS 695 Comprehensive Business Project	5

Required Total Credits: **90**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

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

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

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

Notice to Prospective Students

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

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☐ Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

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

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

Master of Business Administration

Program Description:

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

Requirements:

The MBA program requires the participant to successfully complete a total of 75 quarter credits of graduate-level coursework in business administration. The sequence of available courses for each of the three tracks includes both required courses (12 courses) and electives (3 courses). In addition, students must either pass a comprehensive examination or complete the Comprehensive Business Project, course BUS 695.

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

Prerequisites:

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

Curriculum:

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

Required Courses: (15 Credits)

Course	Credits
CPS 501 Writing Skills & Research	5
BUS 601 Financial Accounting from a Managerial Perspective	5
OR	
BUS 631 Finance & Environmental Accounting	5
BUS 602 Quantitative Methods in Business	5

Required Courses: General Track (45 Credits

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

Required Courses: International Business Track (45 Credits)

Course	Credits
BUS 620 Managing People & Organizations: Eastern & Western Perspectives	5
BUS621 Entrepreneurship in the US & in China: Developing New Ventures	5
BUS 622 Global Business Perspectives: Focus on China.	5
BUS 623 Venture Capital & Private Equity	5
BUS 624 Marketing Strategies & Tactics in a Global Environment	5
BUS 625 Negotiating & Bargaining Skills: Asia, the US, Internationally	5

BUS 626 Business Law Around the World   5
BUS 627 Leadership Issues & Styles Across the Pacific: China & the US 5
BUS 628 Information Technology Strategies for International Businesses 5

Required Courses: Green Track (45 Credits)
<u>Course</u>   <u>Credits</u>

BUS 630 Introduction to Sustainable Business   5
BUS 632 Eco-commerce Models   5
BUS 633 Foundations in Ecological Economics   5
BUS 634 Sustainable Products and Services   5
BUS 635 Application of Sustainable Business Practices   5
BUS 636 Air Pollution, Animal Rights, Land Use, Energy Law and
          Biodiversity Protection   5
BUS 637 Environmental Economics Policy & Management   5
BUS 638 Global Environmental Issues in Business Transactions 5
BUS 639 Climate Change and the Law   5

Elective Courses (15 Credits)
<u>Course</u>   <u>Credits</u>

BUS 650 Advanced Marketing Strategies: Successes & Failures   5
BUS 651 Mergers & Acquisitions East & West   5
BUS 652 Identifying & Analyzing Domestic Business Opportunities 5
BUS 653 Identifying & Analyzing International Business
          Opportunities   5
BUS 654 Financial Institutions & Markets in a Global Perspective 5
BUS 655 The Federal Reserve & Business Forecasting   5
BUS 656 Special Projects in Business Management   5

Capstone Course (5 credits)
<u>Course</u>   <u>Credits</u>

BUS 695 Comprehensive Business Project   5

<u>Required Total Credits:</u>   **80**

<u>INSTRUCTIONAL METHODS</u>:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

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

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

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

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If this institution stops pursuing accreditation, it must:

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

Master of Business Administration with Specialization in Hospitality Management

Program Description:

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

Requirements:

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

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

Prerequisites:

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

Curriculum:

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

Required Courses: (5 Credits)

Course	Credits
CPS 501 Writing Skills & Research	5

Required Business Courses (35 Credits)

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

Required Hospitality Management Courses (35 Credits)

Course	Credits
HMT 615 Human Resource Management in Hospitality	5
HMT 618 Hotel Management Operations	5
HMT 625 Supervision Skills in Hospitality	**5**
HMT 628 Hospitality Law	5
HMT 631 Social Media in Hospitality & Tourism	5
HMT 632 Hotel & Restaurant Marketing & Merchandising	5
HMT 635 Conference and Banquet Management	5

Capstone Course: (5 credits)

Course	Credits
BUS 695 Comprehensive Business Project	5

Required Total Credits: **80**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The Master of Business Administration with Specialization in Hospitality Management Degree program is offered partly through distance education courses and partly through residential hybrid courses. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Master of Business Administration with Specialization in Marketing

Program Description:

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

Requirements:

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

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

Prerequisites:

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

Curriculum:

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

Required Courses: (5 Credits)

Course	Credits
CPS 501 Writing Skills & Research	5

Required Business Courses (35 Credits)

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

Required Marketing Courses (35 Credits)

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

Capstone Course: (5 credits)

Course	Credit
BUS 695 Comprehensive Business Project	5

Required Total Credits: **80**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The

University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The Master of Business Administration with Specialization in Marketing Degree program is offered partly through distance education courses and partly through residential hybrid courses. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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Master of Business Administration with Specialization in Sport Communication

Program Description:

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

Requirements:

 The MBA with specialization in Sport Communication program requires the participant to successfully complete a total of 75 quarter credits of graduate-level coursework, including 15 credits of required coursework, 25 credits of Business Administration required courses, 20 credits of required Sport Communication courses, and 15 credits of elective coursework. In addition, students must either pass a comprehensive examination or complete the Comprehensive Business Project, course BUS 695.

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

Prerequisites:

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

Curriculum:

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

Required Courses: (15 Credits)

Course	Credits
CPS 501 Writing Skills & Research	5
BUS 601 Financial Accounting from a Managerial Perspective	5
BUS 602 Quantitative Methods in Business	5
OR	

MKT 616 Marketing Research	5

Required Business Courses (25 Credits)

Course	Credits
BUS 610 Leading & Managing People and Organizations	5
BUS 611 Entrepreneurship: Developing New Ventures	5
BUS 616 Business Law	5
BUS 617 Financial planning & Investing	5
BUS 618 Information Technology Strategies for Entrepreneurial Businesses	5

Required Sport Communication Courses (20 Credits)

Course	Credits
SPM 622 Foundations in Sport Management	5
SPM 631 Sport Media & Communication	5
SPM 633 Strategic Crisis Management in Sport	5
SPM 653 P.R. Principles & Case Studies in Sport	5

Elective Courses (15 Credits)

Course	Credits
BSCM 215 Advanced Public Speaking for Business Managers	5
BSCM 230 Cross Cultural Communication	5
BSCM 235 Public Relations Writing	5
BSCM 240 World Wide Journalism & Expressive Writing	5
BSCM 245 Conflict & Negotiation	5
MKT 612 Integrated Marketing Communication	5
SPM 624 Governance & Policy in Sport Organizations	5
SPM 626 Sport Marketing Management	5
SPM 628 Facility & Event Management	5
SPM 650 Financial Application in Sport	5
SPO 651 Ethical & Social Issues in Sport	5
SPM 654 Sport Law	5
SPM 655 Athlete Management	5
SPM 656 Risk Management in Sport & Physical Activity	5
SPM 657 Sport Tourism Management & Marketing	5
SPM 658 Sponsorship & Fundraising in Sport	5

Capstone Course: (5 credits)

Course	Credit
BUS 695 Comprehensive Business Project	5

Required Total Credits: **80**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The with Specialization in Marketing Degree program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Master of Business Administration with Specialization in Sport Management

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Program Description:

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

Requirements:

The MBA with specialization in Sport Management program requires the participant to successfully complete a total of 75 quarter credits of graduate-level coursework, including 15 credits of required coursework, 25 credits of Business Administration required courses, 20 credits of required Sport Management courses, and 15 credits of elective coursework. In addition, students must either pass a comprehensive examination or complete the Comprehensive Business Project, course BUS 695.

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

Prerequisites:

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

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

Required Courses: (15 Credits)

Course	Credits
CPS 501 Writing Skills & Research	5
BUS 601 Financial Accounting from a Managerial Perspective	5
BUS 602 Quantitative Methods in Business	5
OR	
MKT 616 Marketing Research	5

Required Business Courses (25 Credits)

Course	Credits
BUS 610 Leading & Managing People and Organizations	5
BUS 611 Entrepreneurship: Developing New Ventures	5
BUS 616 Business Law	5
BUS 617 Financial planning & Investing	5
BUS 618 Information Technology Strategies for Entrepreneurial Businesses	5

Required Sport Management Courses (20 Credits)

Course	Credits
SPM 622 Foundations in Sport Management	5
SPM 624 Governance & Policy in Sport Organizations	5
SPM 626 Sport Marketing Management	5
SPM 628 Facility & Event Management	5

Elective Courses (15 Credits)

Course	Credits
MKT 612 Integrated Marketing Communication	5
SPM 635 Athlete Management	5
SPM 650 Financial Application in Sport	5
SPM 651 Ethical & Social Issues in Sport	5
SPM 652 Media Relations in Sport	5
SPM 653 P.R. Principles & Case Studies in Sport	5
SPM 654 Sport Law	5
SPM 655 Athlete Management	5
SPM 656 Risk Management in Sport & Physical Activity	5
SPM 657 Sport Tourism Management & Marketing	5

SPM 658 Sponsorship & Fundraising in Sport   5

Capstone Course: (5 credits)
<u>Course</u>   <u>Credit</u>
BUS 695 Comprehensive Business Project   5

<u>Required Total Credits:</u>   **80**

<u>INSTRUCTIONAL METHODS:</u>

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

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

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

<u>INSTRUCTIONAL METHODS:</u>

Distance Education
1) The Master of Business Administration with Specialization in Marketing Degree program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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

Doctor of Business Administration

Program Description:

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

Requirements:

The Doctor of Business Administration degree requires the completion of 105 quarter credits at the doctoral level. Successful passage of the Doctoral Comprehensive Examination is required, after which the student must complete a Dissertation project.

Curriculum:

Course titles that satisfy degree requirements:

Prerequisites:

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

Graduate Course Requirements (95 credits)

Course		Credits
CPS 501	Writing Skills & Research	5
BUS 701	Accounting	5
BUS 702	Quantitative Methods & Statistics	5
BUS 720	Strategic Management Skills I	5
BUS 722	Managerial Finance	5
BUS 723	Managerial Economics	5
BUS 724	Integrated Marketing I	5
BUS 725	Sales I	5

BUS 726	Business & Labor Law I	5
BUS 727	Computer Applications	5
BUS 728	Internet Environment	5
BUS 730	Strategic Management Skills II	5
BUS 731	Advanced Accounting	5
BUS 732	Quantitative Methods & Statistics II	5
BUS 734	Integrative Marketing II	5
BUS 735	Sales II	5
BUS 736	Business & Labor Law II	5
BUS 738	E-Commerce Applications & Operations	5
BUS 740	Crisis Management & Reorganization	5

Dissertation (10 credits)

BUS 800	Dissertation/Project Writing I	5
BUS 801	Dissertation/Project Writing II	5

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

Required Total Credits: 105

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. Upon completion of the core curriculum, students become involved in their capstone research project, the Doctoral Dissertation/ Project. Grading criteria are presented to students in the course syllabus provided at the beginning of class.

The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The Doctor of Business Administration Degree program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

Notice to Prospective Students

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If this institution stops pursuing accreditation, it must:

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Doctor of Psychology

Program Description:

This program is designed to prepare individuals for the practice of psychology and provides academic, scientific, and practitioner training for work involving individuals, families and organizations. Humanistic values such as diversity, inclusiveness, education for personal as well as professional development, the centrality of relationships and importance of responsible use of power and authority are emphasized. This program currently meets the California Board of Psychology educational requirements for licensing in California. Eligibility for licensure as a Psychologist in requires:

- An educational degree that meets the California Board of Psychology requirements,
- 3,000 hours of supervised work experience,
- Two state exams (CSPE and EPPP).

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

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

Requirements:

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

Curriculum:

Course titles that satisfy degree requirements:

Prerequisites:

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

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

Graduate Course Requirements (95 credits)

Course	Credits
CPS 501 Writing Skills & Research	5
CPS 611 Advanced Clinical Skills Training	5
CPS 614 Theories, Therapy & Issues in Chemical Dependency	5
CTR 672 East/West Psychology	5

or

Course	Credits
TRP 771 Foundations of Contemplative Depth Psychology	5
CPS 691 Behavioral Statistics	5
CPS 693 Social Psychology	5
CPS 702 Group Therapy: Theory & Practice	5
CPS 704 Psychopharmacology	5
CPS 705 Advanced Research Design	5
CPS 706 Physiological Psychology	5
CPS 710 Assessment A: Intelligence Testing	5
CPS 711 Assessment B: Personality/Objective Testing	5
CPS 712 Assessment C: Projective Testing	5
CPS 714 Advanced Psychopathology	5
CPS 724 Supervised Practicum A	5
CPS 725 Supervised Practicum B	5
CPS 727 Psychotherapy w/Difficult & Special Populations	5
CPS 728 Humanistic Psychology	5
CPS 729 Cognitive Therapy: Theory & Practice	5

Dissertation (10 credits)

Course	Credits
CPS 800 Dissertation/Project Writing I	5
CPS 801 Dissertation/Project Writing II	5

Students working on their Dissertation, Master's Thesis, or Senior Project must be registered for the respective course every quarter until the project has been completed. The Dissertation,

Master's Thesis, or Senior Project is complete when the student has successfully passed the oral examination where applicable and the final approval forms have been signed by the project chairperson and SDUIS Director of Research.

Required Total Credits: **105**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. Upon completion of the core curriculum, students become involved in their capstone research project, the Doctoral Dissertation. Students are required to complete sixty (60) clock hours of personal counseling provided by a licensed therapist approved by the University. Grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education
1) The Doctor of Psychology program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

Notice to Prospective Students

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If this institution stops pursuing accreditation, it must:

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

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Requirements:

The Academic English Skills course (AES 402) is required for all international students enrolled in any of the certificate programs.

Certificate in Accounting

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

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

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

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

Apply financial accounting and reporting concepts

Describe the principles of auditing

Demonstrate an understanding of managerial accounting concepts

Interpret financial data to make sound business decisions

Apply ethically informed solutions to business issues

Requirements:

Participants are required to successfully complete forty (40) quarter credits of Core and Accounting coursework to fulfill Certificate completion requirements.

Curriculum**:**
Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Required Accounting Courses

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

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with an instructional syllabus that contains a topical outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations, written assignments, and completed project demonstrations. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The Certificate in Accounting program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via

the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in Advertising

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

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

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

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

Describe the steps required to develop, execute and evaluate an advertising program
Explain the advantages and disadvantages of alternate advertising media

Compare and contrast consumer-orientated and trade-oriented sales promotions

Explain why public relations is an important form of communication for business.

Create an advertising campaign for a real or fictional product

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

Prerequisites:

By approval of the program director.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Required Advertising Certificate Courses (choose 7)

Course	Credits
ADV 150 Essentials of Advertising	5
ADV 155 Creative Advertising Concepts	5
ADV 160 Advertising Research & Strategy	5
ADV 165 Introduction to Advertising Design and Graphics	5
ADV 175 Advertising Profiles & Trends	5
ADV 180 Client Relations	5
ADV 220 Internet Advertising	5
ADV 230 Copywriting	5
ADV 235 Branding Theory	5

ADV 240 Advertising Design for Alternative Media	5
ADV 245 International Advertising	5
ADV 250 Advertising Sales	5
ADV 255 Advertising & Society	5

Required Total Credits   **40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods may also include research projects and experiential components. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The Certificate in Advertising program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in Communication

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

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

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

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

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

Apply oral communication skills

Demonstrate the ability to write persuasive resumes and other business communications

Describe how nonverbal cues impacts the communication receiver
Improve their speaking style and presentation ability

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

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Required Communication Courses (choose 7)

Course	Credits
BSCM 170 Oral & Written Communication Skills	5
BSCM 210 Effective Public Speaking	5
BSCM 215 Advanced Public Speaking For Business Managers	5
BSCM 220 Expository & Technical Writing Skills	5
BSCM 225 Persuasive Communication	5
BSCM 230 Cross Cultural Communication	5
BSCM 235 Public Relations Writing	5
BSCM 240 World Wide Journalism & Expressive Writing	5
BSCM 245 Conflict & Negotiation	5
BSCM 250 Teambuilding & Leadership	5
BSCM 255 Administrative Communication	5
BSCM 260 Visual Communication & Culture	5
BSCM 265 Crisis Communication	5
BSCM 470 Interpersonal Communication Skills in the Workplace	5
BSCM 280 Communication Through Social Media	5

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with an instructional syllabus that contains a topical outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations, written assignments, and completed project demonstrations. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The Certificate in Communication program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in Executive Leadership Coaching

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

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

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

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

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

Acquire priority management skills for necessary maximum performance.

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

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Required Executive Leadership Coaching Courses (Select 7 Courses)

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

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with an instructional syllabus that contains a topical outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations, written assignments, and completed project demonstrations. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The Certificate in Executive Leadership Coaching program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

Notice to Prospective Students

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If this institution stops pursuing accreditation, it must:

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Certificate in Expressive Arts Therapy

Program Description:

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

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

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

Requirements:.

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

Prerequisites:

By approval of the program director.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Expressive Arts Courses (choose 3-4)

Course	Credits
CEX 600 Expressive Arts Business Principles	5
CEX 630 Foundations of Expressive Arts Therapy	5
CEX 631 Psychodrama, Ritual & Performance	5
CEX 632 Fundamentals of Music Therapy	5
CEX 633 Fundamentals of Movement Therapy	5
CEX 730 Traditions of Transformational Arts	5
EXA 735 Fundamentals of Color Therapy	5
EXA 737 Language, Poetry, Myth and Folklore Therapy	5
EXA 738 Sandtray and World Play Therapy	5

Required Target Populations Courses (choose 1 –2)

Course	Credits
CEX 634 Art and Expressive Therapy w/Children & Adolescents	5
CEX 635 Art and Expressive Therapy w/Adults & Aging Populations	5
EXA 733 Expressive Techniques in Family Therapy	5

Required Practice Course (choose 1-2)

Course	Credits
CEX 739 Practicum in Expressive, Creative Therapy	5
EXA 740 Selected Expressive Techniques	5
EXA 741 Special Topics in Expressive Therapies	5
EXA 742 Seminar in Expressive Therapy	5
EXA 745 Independent Study in Expressive Arts Therapy	5

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

4) Independent study courses are an in-depth study of a topic and directed by SDUIS faculty or an equally qualified mentor who is approved by the Chief Academic Officer.
5) Student learning performance outcome evaluations include essay and objective examinations, research, reports, and experimental activities.

INSTRUCTIONAL METHODS:

Distance Education

1) The Certificate in Expressive Art Therapy program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in Family Leadership Coaching

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

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

By the end of the program graduates will be able to:
    Describe how the process of personal transformation occurs

Define elements of the coaching relationship

Apply coaching techniques with adults, children, and groups

Demonstrate leadership skills

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

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Family Leadership Coaching Certificate Courses (Select 7 courses)

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

Required Total Credits	**40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods may also include research projects and experiential components. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The Certificate in Family Leadership Coaching program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

Notice to Prospective Students

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☐ Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

☐ Stop all enrollment in its degree programs, and
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Certificate in Fashion Design

Program Objectives

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

This course curriculum is designed to help students qualify for employment as assistant designers, fashion illustrators, assistant pattern-makers, and product developers. Design training can lead to entrepreneurship, or careers working for large or small companies.
By the end of the program graduates will be able to:

Demonstrate apparel production processes from conception to finished product

Use industry specific software

Demonstrate draping, fitting and patternmaking techniques

Describe trends in the fashion design industry
Effectively use fashion design equipment and supplies in the creation of garments.

Graduation Requirements:

Each participant in the Fashion Design Certificate program must successfully complete eight (8) courses for a total of forty (40) credits from Core and Fashion Design courses listed below.

Curriculum:

Course titles that satisfy certificate requirements:

Elective Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Elective Fashion Design Courses

Course	Credits
DSN 101 Art 1: Human Cognition & Interface Design	5
FASH 100 Introduction to Fashion Design & Fashion Careers	5
FASH 110 Fashion History	5
FASH 200 Principles of Fashion Design	5

FASH 205 Apparel Construction I	5
FASH 210 Apparel Construction II	5
FASH 220 Fashion Draping	5
FASH 225 Flat Pattern Design	5
FASH 230 Textile Analysis	5
FASH 235 Computer Assisted Fashion Design	5
FASH 245 Contemporary Design	5
FASH 250 Design Portfolio & Creation of a Garment Business	5

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with an instructional syllabus that contains a topical outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations, written assignments, and completed project demonstrations. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The Certificate in Fashion Design program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in Graphic Design

Program Objectives
San Diego University for Integrative Studies offers a non-degree certificate program in Graphic Design. This course curriculum emphasizes packaging, typography, identity branding and print and computer technology. Students learn concept development, strategic planning, fundamental techniques and verbal presentation skills in a career-focused classroom setting.

Participants of the SDUIS Certificate in Graphic Design will gain practical design and typography skills, as well as real-world knowledge in the uses of the computer as a design tool. The primary focus of all courses is the conceptual, creative process. The program will provide participants design, drawing and computer graphics skills necessary to enter the graphic design field.

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

Discuss the history of the graphic design industry

Demonstrate graphic design processes from conception to finished product

Use industry specific software

Describe and apply the principles of color, composition, and typography in a design using various media such as digital, print, motion, and 3-D.

Critically evaluate client specifications using design thinking and professional standards and practices

Graduation Requirements:
Each participant in the Graphic Design Certificate program must successfully complete eight (8) elective courses of core and graphic design courses for a total of forty (40) credits.

Curriculum:
Course titles that satisfy certificate requirements:

Elective Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Elective Graphic Design Courses

Course	Credits
DSN 101 Human Cognition and Interface Design	5
DSN 103 Project Management	5
GDES 100 Introduction to Graphic Design: Graphic Design I	5
GDES 105 Graphic Design II	5
GDES 110 Typography & Symbolism	5
GDES 205 Open Source Desktop Publishing	5
GDES 210 Package Design	5
GDES 220 Marketing & Advertising Design	5
GDES 225 Identity Branding & Basic Copyright Law	5
GDES 230 Material Science and Graphic Design	5
GDES 280 Graphic Design Portfolio Preparation	5

Required Total Credits:	**40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with an instructional syllabus that contains a topical outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations, written assignments, and completed project demonstrations. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHODS:

Distance Education

1) The Certificate in Graphic Design program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in Hospitality Management

Program Objectives:
Travel and tourism is a vitally important part of the world economy today. It is the largest and fastest-growing sector, with more than 800 million people traveling every year, and a strong growth rate predicted. Travel and tourism is the world's number one employer and represents more than 10% of global spending. As it grows, the industry is becoming both more diverse and more specialized, calling on many different kinds of talents.

At the heart of travel and tourism is the hospitality industry, with its huge range of hotels, resorts and restaurants. SDUIS non-degree Certificate Program in Hospitality Management is designed for professionals who want to sharpen their existing skills, develop new skills, and enhance their understanding of hospitality management competencies to give them a competitive edge with employers and strengthen their opportunity for success within this fast growing industry.

Participants of the Certificate Program in Hospitality Management will learn to utilize the fundamental vocabulary and operating principles of the hospitality industry, conduct themselves in accordance to professional ethics and values of the hospitality industry, and to employ principles of professionalism and best practices relevant to the hospitality industry.

More and more companies recognize the strategic importance of the "hospitality element" and are searching for individuals with hospitality expertise. Fascinating hospitality careers exist in hotels, resorts and in the restaurant industries, as well as in related fields, such as consulting, marketing, spa & wellness, sport & travel, event management or human resources.

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

Identify vocabulary and operating principles used in the hospitality industry
Evaluate business opportunities in the hospitality industry taking into consideration financial, marketing, and human resource data.

Demonstrate strategic management, leadership, and communication that is required to hold managerial positions in the hospitality industry

Describe ethical considerations of in the hospitality industry

Graduation Requirements:
Each student must complete a total of 40 quarter credits of Core and Hospitality Management coursework.

Curriculum:
Course titles that satisfy certificate requirements:

Required Core

Course	Credits
AES 402 Academic English Skills	5

Required Hospitality Management

Course	Credits
HMT 110 Introduction to Hospitality, Travel & Tourism	5
HMT 125 Consumer Behavior in Hospitality & Tourism	5
HMT 130 Marketing in Hospitality	5
HMT 140 e-Business for Tourism & Hospitality	5
HMT 230 Sanitation & Safety	5
HMT 238 Restaurant Management	5
HMT 242 Front Office Operations	5

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHOD:

Distance Education

1) The Certificate in Hospitality Management program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in Information Technology Systems

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

The Information Technology Systems Certificate at SDUIS is designed for students, career changers, and other professionals, and provides participants with essential training in computer

and information systems. The ITS Certificate enhances technological literacy by introducing the concepts, terminology, business processes, and computer applications necessary to effectively interact in a high tech environment.

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

Analyze a problem, and identify and define the computing requirements appropriate to its solution

Describe the professional, ethical, legal, security and social issues and responsibilities

Use industry specific IT hardware and software

Identify and analyze user needs in the selection, creation, evaluation and administration of computer-based systems

Effectively integrate IT-based solutions into the user environment

Graduation Requirements:
Each student will complete AES 402 Academic English Skills (5 credits), and an additional 35 credits from the Information Technology Coursework, for a total of 40 quarter credits.

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Elective Information Technology Courses (35 credits)

Course	Credits
ITS 145 Introduction to Information Systems	5
ITS 150 Design and Analysis of Information Systems	5
ITS 165 Operating Systems	5
ITS 170 Web Development and Management	5
ITS 175 Data Communication & Computer Networking	5
ITS 180 Database Management Systems	5
ITS 200 Information Systems Security	5
ITS 205 IT Ethics	5
ITS 210 E-business Concepts & Technologies	5
ITS 220 Programming Languages & Concepts	5

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHOD:

Distance Education

1) The Certificate in Information Technology program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in International Business Administration

Program Objectives:
This program is designed for international business managers, multi-cultural organizational leaders, international students, educators, entrepreneurs, and mature adult learners seeking to broaden their knowledge of contemporary international business administrative approaches in the global marketplace.

This non-degree course of professional instruction provides participants with a foundation in international business administration, organization, management, and communication according to multicultural applied perspectives. The Certificate in International Business Administration offers basic and specialty instruction, including skill building emphasis on worldwide commerce and electronic business systems and principles, to provide the participant with the knowledge and resources central to successful business managerial approaches needed in the contemporary international workplace.

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

Describe the role of the body, mind, and spirit in health and healing

Describe current research on nutrition and nutraceuticals in health

Demonstrate the ability to work as part of a collaborative, multi-disciplinary health care team

Discuss lifestyle change and complementary modalities in the treatment and prevention of disease

Demonstrate providing care for the whole person in a variety of setting

Graduation Requirements:
Participants are required to successfully complete Forty (40) quarter credits of coursework in International Business Administration. In addition to the (1) required core and two (2) required seminar courses, participants select five (5) Business Administration courses to fulfill Certificate completion requirements.

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Required International Business Administration Seminar (10 credits)

Course	Credits
IBUS 400A International Trade and Economics	5
IBUS 400B International Business Law	5

Elective International Business Administration (25 credits)

Course	Credits
BUS 401 Introduction to Business Principles and Organizations	5
BUS 402 Fundamentals of Business Administration	5
BUS 406 Business Math for Administrators	5
BUS 412 Business Information Technologies	5
BUS 416 Business Administrative Law	5
BUS 420 Business Communications and the Global Economy	5
BUS 424 Organizational Statistics	5
BUS 432 Production and Service Management	5
BUS 434 Organizational Entrepreneurship	5
BUS 442 Foundations in Accounting	5
BUS 449 Foundations in Marketing	5
BUS 452 Foundations in Finance	5
BUS 458 Foundations in Economics	5
BUS 466 Legal and Ethical Issues in the Global Marketplace	5
BUS 475 Cross Cultural Strategic Management	5
BUS 480 Selected Topics	5
BUS 485 Special Topics in Business Administration	5
BUS 490 Seminar in Business Administration	5

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

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objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

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

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

INSTRUCTIONAL METHOD:

Distance Education

1) The Certificate in International Business Administration program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in Marketing

Program Objectives:
San Diego University for Integrative Studies non-degree certificate program in Marketing prepares students to enter the exciting fields of marketing. For current workers in the field, a Marketing Certificate offers a chance to learn all of the latest industry techniques.

Marketing is a competitive field and the techniques used to capture consumer attention are always changing. A Certificate in Marketing will give participants the knowledge and skills necessary to obtain a marketing job or improve their current position. The Marketing Certificate is an excellent way to round out one's business acumen.

The Certificate in Marketing is designed to provide students with a breadth of marketing skills, including knowledge of marketing and advertising terms, how to create a marketing plan, create a marketing strategy for a small business, write marketing materials, effective sales techniques, how to market on the internet and much more. By the end of the program graduates will be able to:

Define common marketing and advertising terms

Compare and contrast US and International marketing methods

Demonstrate strategic management, leadership, and communication skills needed for managerial positions

Develop a marketing plan for a real or fictional company

Apply marketing strategies

Graduation Requirements:
Each student must complete 40 quarter credits of required core and marketing coursework.

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Required Marketing Courses

Course	Credits
MKT 124 Consumer Motivation & Behavior	5
MKT 128 Digital Marketing	5
MKT 132 Customer Relationship Management	5
MKT 222 Public Relations	5
MKT 226 Business-to-Business Marketing	5
MKT 234 Retailing Strategy & Management	5
MKT 240 Marketing through Social Media: Tools of the Trade	5

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHOD:

Distance Education

1) The Certificate in Marketing program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in Mobile Applications Development

Program Description:

Applications for mobile devices, more commonly called "apps," have become essential to the every-day consumer, for businesses, and even the government. The U.S. Department of Labor recognizes geospatial technology – making geographic information available for commercial use – as a high-growth industry. San Diego University for Integrative Studies' non-degree Certificate Program in Mobile Applications Development is designed to provide students with

comprehensive training in programming, interface design, as well as interaction design, in order to expand their design and programming skills into the world of mobile applications development.

Mobile apps were originally used for general purposes, to organize one's email, contacts, calendar, and even report the weather. This state-of-the-art technology has since infiltrated all areas of our lives, at both the personal and professional level, with over 3 billion mobile phone users. Apps provide a wide range of services from recreational to informational, enabling us to more easily navigate the world around us.

Requirements

Each student must complete 40 quarter credits of Mobile Applications Development coursework.

Prerequisites:

Course	Credits
DSN 101 Human Cognition & Interface Design	5
ITS 642 JAVA Programming	5

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Required Mobile Applications Development Courses (30 credits)

Course	Credits
MAD 601 Introduction to Mobile Applications	5
MAD 605 Optimized Mobile Design	5
MAD 610 Mobile Development for Apple iPhone & iPad	5
MAD 612 Application Development for Android Devices	5
MAD 614 Mobile Applications & Social Networking	5
MAD 616 Mobile Applications & Device Security	5

Elective Courses (5 credits – Choose 1 from the following)

Course	Credits
DSN 103 Project Management	5
ITS 650 C++ Programming	5
MAD 620 Objective C Mobile Development	5
MAD 625 Tablet Development	5

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHOD:

Distance Education

1) The Certificate in Mobile Applications Development program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in Sport Coaching

Program Description:

San Diego University for Integrative Studies offers a non-degree certification program in Sport Coaching for students and other professionals who are interested in pursuing careers in coaching, as well as those individuals who plan to coach athletics on a part-time basis. Students are introduced to the core knowledge and experiential components of athletic coaching that will enable them to gain the knowledge and confidence in their ability to handle the many different aspects of coaching in a competent and professional manner. Participants will also be introduced to the varied coaching theories, and from them develop their own model that outlines a coaching process they can use with individuals, teams, or an entire organization.

Requirements

Each student must complete 40 quarter credits of Sport Coaching coursework.

Prerequisites:

By approval of the program director.

Curriculum:

Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Required Core Sport Coaching Courses (Select 7 courses)

Course	Credits
CCH 400 Athletic Coaching Business Principles	5
CCH 401 Theories of Coaching	5
CCH 403 Coaching Methods Communication	5
CCH 408 Sport Science Applied to Coaching	5
CCH 410 Sport Nutrition & Wellness	5
CCH 469 Selected Topics in Sport Coaching	5
SPO 653 Adult Fitness & Performance Enhancement	5
SPO 766 Psychology of Coaching	5

Required Total Credits:	**40**

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHOD:

Distance Education

1) The Certificate in Sport Coaching program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

Notice to Prospective Students

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☐ Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If this institution stops pursuing accreditation, it must:

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

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

Certificate in Sport Communication

Program Description:

San Diego University for Integrative Studies offers a non-degree certification program in Sport Communication for students and other professionals interested in working in the athletic arena.

This program is designed to provide students with the theoretical and practical training necessary to qualify for key positions in the communication industry.

Students will study the practical elements of communication, as well as theory in order to develop a sound understanding of its application in sport. Upon completion of this program students will possess the knowledge-base and skills necessary to achieve success in the corporate and public sectors, and prepare for professional roles in the sport communication industry.

Requirements

Each student must complete 40 quarter credits of Sport Communication coursework.

Prerequisites:

By approval of the program director.

Curriculum:

Course titles that satisfy certificate requirements:

Sport Communication Courses (Choose 8)

Course	Credits
BSCM 215 Advanced Public Speaking for Business Managers	5
BSCM 230 Cross Cultural Communication	5
BSCM 235 Public Relations Writing	5
BSCM 240 World Wide Journalism & Expressive Writing	5
BSCM 245 Conflict & Negotiation	5
MKT 612 Integrated Marketing Communication	5
SPM 626 Sport Marketing Management	5
SPM 631 Sport Media & Communication	5
SPM 633 Strategic Crisis Management in Sport	5
SPM 651 Ethical & Social Issues in Sport	5
SPM 652 Media Relations in Sport	5
SPM 653 P.R. Principles & Case Studies in Sport	5
SPM 654 Sport Law	5
SPM 656 Risk Management in Sport & Physical Activity	5
SPM 665 Sports Broadcasting	5
SPO 600 Sport Psychology Business Principles	5

Required Total Credits: 40

INSTRUCTIONAL METHODS:

1) All residential hybrid courses, other than independent study, are taught in a classroom setting. Each instructor provides students with a syllabus that contains an outline of the course

objectives, the course content, student performance expectations, textbooks and related study materials, and evaluation methods used for grading purposes.

2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHOD:

Distance Education

1) The Certificate in Sport Communication program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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

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Certificate in Sport Management

Program Description:

San Diego University for Integrative Studies offers a non-degree certification program in Sport Management for students and other professionals interested in working in the athletic arena. This program is designed to provide students with the theoretical and practical training necessary to qualify for key positions in the industry. Students will study general business disciplines necessary to achieve success in the corporate and public sectors, as well as develop a sound understanding of sport management knowledge and skills in the sport industry.

This program will prepare graduates for professional roles and managerial positions in the sport business industry.

Requirements

Each student must complete 40 quarter credits of Marketing coursework.

Prerequisites:

By approval of the program director.

Curriculum:

Course titles that satisfy certificate requirements:

Sport Management Courses (Choose 8)

Course	Credits
BUS 611 Entrepreneurship: Developing New Ventures	5
BUS 612 Managing Franchise Businesses	5
SPM 622 Foundations in Sport Management	5

SPM 624 Governance & Policy in Sport Organizations   5
SPM 626 Governance & Policy in Sport Organizations   5
SPM 633 Strategic Crisis Management in Sport   5
SPM 650 Financial Application in Sport   5
SPM 651 Ethical & Social Issues in Sport   5
SPM 654 Sport Law   5
SPM 655 Athlete Management   5
SPM 657 Sport Tourism Management & Marketing   5
SPM 658 Sponsorship & Fundraising in Sport   5

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

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2) Courses are traditionally taught in lecture style with group discussions, student presentations and written assignments. Each class session of the hybrid courses includes one hour of online work via the university's NEO learning management system.

3) Instructional methods also include research projects and experiential components such as internship and practicum requirements. Faculty provide individualized academic advising as needed and encourage ongoing student dialogue in class and online. The University's grading criteria are presented to students in the course syllabus provided at the beginning of class. The University's grading policy is designed to meet the highest professional standards of objectivity, fairness, and accuracy.

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

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

INSTRUCTIONAL METHOD:

Distance Education

1) The Certificate in Sport Management program is offered partly through distance education courses and partly through residential hybrid courses.. Direct education is delivered to students via the NEO system described previously. Students submit their assignments to the instructor and class weekly. The instructor reviews the work and prepares a feedback to be sent to the students and class weekly.

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

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Certificate in Sport Psychology

Program Description:

The San Diego University for Integrative Studies offers a non-degree certification program in Sport Psychology for students, and other professionals interested in working with athletes and athletic organizations. This program is designed to provide students with the theoretical and practical training needed to help athletes be more effective in sports and their personal lives. The program is intended to prepare professionals to consult with individual athletes, teams, and athletic organizations, and to effectively develop and teach programs tailored for this unique population.

The Sport Psychology Certificate at SDUIS is designed to provide participants with a holistic and culturally enriched perspective about facilitating health, emotional growth, and human potential. The personal integration of a host of experiences and techniques is intended to contribute to the development of greater personal health and increased therapeutic options. The 40 credits can also be applied toward the degree requirements for MA in Sport Counseling.

Requirements:.

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

Prerequisites:

By approval of the program director.

Curriculum:

Course titles that satisfy certificate requirements:

Sport Psychology Certificate Courses
(40 required credits)

Course	Credits
SPO 600 Sport Psychology Business Principles	5
SPO 651 Introduction to Sport Counseling	5
SPO 652 Assessment & Evaluation in Sport Counseling	5
SPO 653 Adult Fitness & Performance Enhancement	5
SPO 668 Career Transition & Athletic Retirement	5
SPO 751 Seminar in Sport Psychology	5
SPO 754 Nutrition & Lifestyle Management	5
SPO 766 Psychology of Coaching	5
SPO 767 Advanced Sport Psychology Intervention Techniques	5
SPO 769 Selected Topics in Sport Psychology	5

Required Sport Counseling Practicum Course (5 credits)

SPO 665 Sport Counseling Practicum I	5

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

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

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

INSTRUCTIONAL METHOD:

Distance Education

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

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Certificate in Web Design

Program Objectives:
The San Diego University for Integrative Studies offers a non-degree certificate program in Web Design. This course curriculum is an introduction to the design, creation, and maintenance of web pages and websites. With it, a student will learn how to critically evaluate website quality, learn how to create and maintain quality web pages, learn about web design standards and why they're important, and learn to create and manipulate images.

Students enrolled in the Certificate in Web Design will gain the skills and project-based experience needed for entry into web design and development careers. The student will be able to use a variety of strategies and tools to create website, develop awareness and appreciation of the many ways that people access the web, and will be able to create standards-based websites that can be accessed by the full spectrum of web access technologies.

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

Define terms, identify file types, download files, use hardware and compression techniques related to web design

Identify concepts on Section 508 of the American Disabilities Act and incorporate methods of accessibility into web design projects

Create, edit, capture and import graphics, video, sound, and animations both for multimedia presentations and the web

Integrate a variety of scripting languages to enhance interactivity within multimedia and web design projects

Implement CSS, database integration, web page usability rules, Search Engine Optimization (SEO) and social marketing techniques within their web projects

Graduation Requirements:
Each student must complete the 40 quarter credits of study from the coursework listed below.

Curriculum:
Course titles that satisfy certificate requirements:

Required Core Course (5) Credits

Course	Credits
AES 402 Academic English Skills	5

Required Core Web Design Courses (Choose 7 courses)

Course	Credits
DSN 101 Human Cognition & Interface Design	5
DSN 103 Project Management	5
WEB 100 Introduction to HTML and Web Site Creation	5
WEB 103 Principles of Web Site Architecture & Design	5
WEB 104 Introduction to Apache, MySQL, and PHP	5
WEB 205 Open Source Tools for Web Site Creation	5
WEB 105 Web Design Marketing	5
WEB 220 CSS Workshop and CSS 2.1	5
WEB 225 Search Engine Optimization	5
WEB 230 Introduction to Open Source Content Management Systems	5

Required Total Credits: **40**

INSTRUCTIONAL METHODS:

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

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

INSTRUCTIONAL METHOD:

Distance Education

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COURSE DESCRIPTIONS

Courses are listed by prefixes related to their general emphasis: **Accounting (ACT)**, **Advertising (ADV), Bachelor of Arts-Humanistic Studies (BHS), Bachelor of Arts - Business Administration and Master of Business Administration (BUS), Communications (BSCM), Executive Leadership Coaching (EXL), Expressive Arts Requirements (CEX), Expressive Arts Therapy (EXA), Family Leadership Counseling (FAL), Fashion Design (FASH), Graphic Design (GDES), Hospitality Management (HMT), Information Technology (ITS), Marketing (MKT), Mobile Applications Development (MAD), Psychology (CPS), Sport Coaching (CCH), Sport Management (SPM), Sport Psychology (SPO),** and **Web Design (WEB).**

All courses numbered 499 and below are undergraduate classes. Courses numbered 500 to 599 are graduate (MA) level classes. Courses numbered 600 to 699 are Masters level classes; and courses numbered 700 and above are post-masters and doctoral level classes, but may occasionally be used in Masters programs.

ACCOUNTING (ACT)

ACT 170 INTRODUCTION TO ACCOUNTING (5 quarter credits) Prerequisite: None
This course serves as an introduction to the language of business and takes into consideration the importance of accounting information when making business decisions. Students will examine the needs of stakeholders outside of the organization.

ACT 210 AUDITING (5 quarter credits) Prerequisite: None
This course focuses on the application of auditing principles while examining financial statements and principles and practice of auditing especially as it relates to the examination of financial statements by certified public accountants.

ACT 213 FINANCIAL REPORTING: INTERNAL & EXTERNAL (5 quarter credits) Prerequisite: None
This course will provide students with the skills to become a sophisticated reader and user of financial statements. An emphasis will be placed on understanding and analyzing statements and supporting notes.

ACT 215 TAX INFLUENCES ON BUSINESS DECISION MAKING (5 quarter credits) Prerequisite: None
The focus of this course is federal income tax law as applied to individuals, corporations, and partnerships, tax research and responsibilities in a tax practice.

ACT 217 COMPUTERIZED ACCOUNTING (5 quarter credits) Prerequisite: None

In this course students will study the documentation, design, operation and control of computerized accounting information systems. Focus will be placed on the accounting cycle and financial statement preparation in a computerized system, as well as other applications for financial and managerial accounting. Emphasis is given to hands-on use of the Internet and PC-based spreadsheet and accounting software.

ACT 232 LEGAL ELEMENTS OF FRAUD (5 quarter credits) Prerequisite: None
This course focuses on federal legislation as it relates to fraud examination. Students will examine the laws that preserve the rights of individual suspected of committing fraud and laws that govern civil prosecutions, acceptance of evidence, etc.

ACT 234 ACCOUNTING ETHICS AND PROFESSIONAL RESPONSIBILITIES (5 quarter credits) Prerequisite: None
This course examines the ethical and professional responsibilities of accounting professionals. Students will explore the evolution of ethics within the accounting profession. Case studies regarding ethical situations will be analyzed.

ACT 614 FINANCIAL STATEMENT ANALYSIS
(5 quarter credits) Prerequisite: None
This course teaches the skills, analytical process, and decision-making techniques for analyzing financial statements to make sound credit decisions. This course will cover: financial statement analysis, financial statements, ratio analysis, borrowing causes and repayment sources, and cash flow statements and projections.

ACT 618 COST ACCOUNTING (5 quarter credits) Prerequisite: None
In this course students will examine current trends in effective cost management and information gathering. Other topics that will be discussed include traditional costing theories and procedures, such as: job-order and process costing, budgeting, responsibility accounting, absorption and direct costing, standard costing, relevant costs, and capital budgeting. This course will combine textbook theory with the practical tools necessary for collecting and analyzing key accounting data

ACT 630 INTERMEDIATE ACCOUNTING (5 quarter credits) Prerequisite: ACT – 601 Introduction to Accounting.
This course examines the principles used to prepare basic financial statements. Students will analyze elements of the balance sheet, liabilities, property, plant and equipment, intangible assets, depreciation, amortization, depletions, impairments, statement of income and retained earnings.

ACT 631 FRAUD EXAMINATION & FORENSIC ACCOUNTING (5 quarter credits) Prerequisite: None

This course focuses on the methodology of occupational fraud examination including obtaining documentary evidence, interviewing witnesses and potential suspects, writing investigative reports, testifying to findings, and forensic document examination.

ACT 633 FEDERAL INCOME TAX (5 quarter credits) Prerequisite: None
This course introduces students to the Internal Revenue Code Provisions as they affect individuals and organizations. Students will examine how these provisions are achieved through Federal Income Tax Regulations.

ACT 635 TAXATION FOR BUSINESS DECISIONS (5 quarter credits) Prerequisite: None
This course examines federal income taxes. The development of taxable income and deductions for individuals, partnerships, and corporations will be covered.

ACT 636 ADVANCED AUDITING (5 quarter credits) Prerequisite: None
Students will explore current and prospective auditing concepts in auditing. Attention will be given to case studies to emphasize the applications of auditing standards, statistical sampling, ethics, and legal liability.

ACT 640 Fair Value Accounting: GAAP & IFRS (5 quarter credits)
Fair value accounting and fluctuations in fair value have become increasingly important in business in recent years, impacting financial reporting and risk management practices. This course will provide an overview of fair value accounting, including such topics as, fair value measurements and disclosures; various valuation models; avoiding unnecessary risks; the nature of markets, and; impact on the global economy. Furthermore, this course will address the primary differences between GAAP (Generally Accepted Accounting Principles) and IFRS (International Reporting Financial Standards), and how those differences impact financial statement reporting.

ADVERTISING (ADV)

ADV 150 ESSENTIALS OF ADVERTISING (5 quarter credits) Prerequisite: None
This course will emphasize the role of advertising in a free economy, and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, testing of advertising effectiveness and organization of the advertising profession.

ADV 155 CREATIVE ADVERTISING CONCEPTS (5 quarter credits) Prerequisite: None
In this fundamental course, students learn and practice a set of conception skills and techniques. Readings, lectures and in-class exercises emphasize creative thinking and specific methods for generating advertising ideas. Students develop proficiency at conceiving numerous, varied and original advertising ideas.

ADV 160 ADVERTISING RESEARCH & STRATEGY (5 quarter credits) Prerequisite: None
The acquisition, evaluation and analysis of information for advertising decisions. Emphasis will be placed on understanding the scientific method, developing explicit and measurable research

objectives, selecting appropriate methodologies and analyzing data for developing and evaluating advertising and promotional strategy.

ADV 165 INTRODUCTION TO ADVERTISING DESIGN AND GRAPHICS (5 quarter credits) Prerequisite: None
This course provides an introduction of the advertising design industry, including visual communication theory and methodology, principles of design and production processes. Topics include symbols, visual perception, conceptualization and layout stages, design principles, typography, illustration and imaging, color and color reproduction, print production, printing processes, computer graphics and video production and graphics.

ADV 175 ADVERTISING PROFILES & TRENDS (5 quarter credits) Prerequisite: None
This course surveys the evolution and achievements of advertising through the investigation of advertising trends, past and present. Lectures, visual presentations, discussions and research promote students' exploration of the leaders, agencies, events and campaigns that have influenced advertising, contributed to advertising innovations, and suggested directions in which advertising may be headed.

ADV 180 CLIENT RELATIONS (5 quarter credits) Prerequisite: None
As an extension of marketing, advertising must be understood in context with all aspects of marketing. This course will introduce students to the four Ps: product, price, place and promotion, and then transition into a deeper investigation of these principles. This course will emphasize the rudiments of advertising and marketing in a way that is sensible and logical, and will explain how the message, the target market and subsequent positioning impacts the overall advertising effort.

ADV 220 INTERNET ADVERTISING (5 quarter credits) Prerequisite: None
Focusing on production of Web-specific advertising materials, this course will focus on applied and theoretical knowledge of interactive advertising development. Through an exploration of the history and future of the infrastructure of the Web as medium for interactivity, as well as real-time interaction with professionals, students learn how to create effective advertising solutions and communication specific to the various online media.

ADV 230 COPYWRITING (5 quarter credits) Prerequisite: None
This course surveys the written expression and economy of words and thought associated with advertising and creative thinking. Emphasis will be placed on the rudimentary techniques of writing persuasive advertising, in order to enhance the student's ability to influence human thinking and buying behaviors through the power of the written word.

ADV 235 BRANDING THEORY (5 quarter credits) Prerequisite: None
In this course students will explore the sophisticated thinking, planning, and the use design and visual communication that go into establishing a successful brand position. Through reading, research, lectures, and case studies, students will learn the principles of modern branding, target group, differentiating, position, communication objectives, brand hierarchy, extension and marketing communications. Students then apply those principles as they develop a brand

strategy, brand position and brand personality for a specific product or service just as they would in the professional world of advertising.

ADV 240 ADVERTISING DESIGN FOR ALTERNATIVE MEDIA (5 quarter credits)
Prerequisite: None
This course explores advertising design opportunity beyond traditional media. Students conduct a thorough analysis of the application of alternative media opportunity resulting from changes in demographic and cultural tendencies, environmental development and technological advances

ADV 245 INTERNATIONAL ADVERTISING (5 quarter credits) Prerequisite: None
This course concentrates on creating an awareness and understanding of advertising in the world's markets. With the help of case studies, discussions, readings and assignments, students will review the various advertising methods and techniques in copy and layout used in a foreign market. Topics covered include creative localization, economy structures, and cultural conditioning that affect communication across geographic and cultural boundaries.

ADV 250 ADVERTISING SALES (5 quarter credits) Prerequisite: None
Principles of selling media time and space to advertisers. An overview of sales opportunities and challenges in the various advertising media. How to prepare and deliver effective sales presentations.

ADV 255 ADVERTISING & SOCIETY (5 quarter credits) Prerequisite: None
Advertising is one of the most pervasive forms of communication in our society. This course will examine the impact of advertising on economic, political, and cultural attitudes and norms. Participants will critically survey the history of advertising from the 19th through 21st centuries, and examine its influence *on* and how it is influenced *by* such constructs as self, gender, class, ethnicity, and nationality

BACHELORS IN HUMANISTIC STUDIES (BHS)

BHS 100 THE HUMAN BODY (5)
This course will examine the human body from several different historical, cultural, and theoretical perspectives. Beginning with an overview of evolution and an introduction to gross structure and functioning, more and more subtle orientations of the human form, including emotional, the energetic and the metaphorical, will be considered. Emphasis will be placed on the role the body plays in determining our earthly destinies.

BHS 101 THE OCEANS (5)
This will be an introduction to the science of oceanography. We will explore the interactions with the ocean and land in an experiential format, using field trips as the laboratory component of the class.

BHS 102 THE COSMOS (5)

This course will deal with the scientific description of the unfolding of the cosmos and the biosphere. Students will study basic principles of chemistry and classical and modern physics in an experiential learning environment.

BHS 103 THE WRITTEN WORD (5)
Different strategies of expository writing will be explored, such as, defining, narrating, classifying, comparing, cueing readers and arguing. Basic styles of writing will be used to practice written communication in different situations.

BHS 104 LEARNING SPEECH THROUGH THE "READER'S THEATER" (5)
This course will deal with formal and informal communication as presented in the dramatic literature with attention to representations of class, race,
gender, ethnicity, nationality. Through oral reading performances and final videotaping, the students will learn about the differences in oral communication.

BHS 105 MATHEMATICS: A MOST POWERFUL TOOL (5)
This class will increase numerical literacy in students, whatever their level of understanding in math. Emphasis will not be put on computation, but on appreciation of mathematics as a practical tool for daily life. This class is designed to be fun and interesting.

BHS 116 HUMAN SYMBOLS AND RITUALS (5)
This course is a survey course covering the human qualities that lead to the making of symbols and rituals in a variety of cultures and times. The impact of these practices on human behavior and psychology will also be covered.

BHS 200 CONNECTING UP / GETTING ONLINE (5)
Nothing in history has more quickly brought the world to the average person's doorstep than the advent of the Internet. "Connecting up" opens the doors to an infinite number of new frontiers. In this course students will learn to rapidly and effectively become computer literate and begin to quickly and confidently achieve personal goals on-line.

BHS 302 HOW TO START YOUR OWN BUSINESS (5)
Often a topic overlooked by other universities, the knowledge regarding how to start and run a business is essential to anyone planning on going into private practice or consulting. Knowledge about accounting, record keeping, and scheduling will bring you just so far. All good businesses start with a business plan that is well thought out and organized in such a fashion that it becomes the recipe for your success. This class will accelerate your professional standing and your integration into the community.

BHS 401 WRITING SKILLS & RESEARCH (5) - SEE CPS 501

BHS 402 THE STUDY OF GREAT LEADERS THOUGH LITERATURE (5)
The study of great leaders is made through biography and autobiography. The class will study the qualities and values of those who led humanity in new and positive directions. Starting with

the autobiography of Gandhi, *My Experiments with Truth* and Dag Hammarskjöld's *Markings*, additional texts from current leaders will be identified each time the course is taught.

BHS 405 THE HUMANISTIC TRADITION (5)
This course will examine the founding of the humanistic tradition in civilization through the comparison of the myths, history, art and literature of the following peoples: The Sumerians, the Egyptians, Asians, the Greek and Roman civilizations. The class will read their myths, examine their plays, poetry and art, and learn how their histories are reflected in the modern world.

BHS 410 INTRODUCTION TO PHILOSOPHY (5)
An introduction to the basic issues in philosophy, especially metaphysics and epistemology. The course includes the development of ideas and the modern contributions of feminism, deconstruction, and multiculturalism.

BHS 451 INTRODUCTION TO POLITICAL THOUGHT (5)
Basic concepts of the State, who has the right to rule, why groups obey and the purpose of government are explored though classical readings from Plato, Rousseau, Marx and Thoreau as well as modern political thinkers and actors.

BHS 452 EVOLUTION OF CONSCIOUSNESS (5)
What was Darwin's perceptual feat and what were its antecedents?   Are we the culmination of the evolutionary process? The dilemmas confronting the Darwin explanation in contemporary thought will be discussed as well as the concepts of the evolution of human consciousness.

BHS 454 INDIVIDUALS AND THEIR SOCIAL BEHAVIOR (5)
A comprehensive analysis of human nature in terms of the physiological, psychological, and sociological determination of the interrelationships between individuals. Truth, deception, and the justification of dishonesty will be examined as a uniquely human experience.

BHS 455 CRITICAL THINKING (5)
This course will attempt to distinguish between critical opinion and critical thought, between judgment and judgmentalism. It will look at a process anchored in openness of mind and honesty that defers judgment, seeks connections and looks at evidence no matter how reluctantly. The meanings of logic and reason will be discussed while a variety of media expressions in television, journalism and the arts will be critically deciphered.

BHS 456 CONTEMPORARY INTERNATIONAL WRITERS (5)
What stories are being told today in Africa, Asia, South America and Europe? In this course, selected readings by contemporary novelists from abroad will be read and discussed in search of cultural and social perspectives. The course may focus on contemporary plays, theater, or poetry, as well.

BHS 457 THE MEDIA AS MEDIATOR (5)
How do we know what is happening in the world around us? What do we know? Who owns the media and how does this ownership control information? How does voluntary censorship work?

Does the advent of desk top production of visual and printed information challenge the censor? This course will examine how our sources of information determine our beliefs, attitudes, values and judgments.

BHS 459 CARL ROGERS AND HUMANISTIC PHENOMONOLOGY (5)

Each individual has a natural ability to evaluate his or her own experience and behavior. In Rogerian theory, the phenomenal field is the sum of all a person's experiences. When conflicts occur between one's natural evaluation of experience and that of another's, the person changes his/her behavior to conform to the wishes of the outsiders and as a result creates anxiety, defensiveness and psychological maladjustment.

BHS 460 THE SELF & LITERARY PSYCHOLOGY (5)

The self is a concept we each have. Where did it come from? What is the difference between ego and self, between self and Self? Self consciousness, self-esteem, self-defense, self-denial, are among the correlates of self concept which will be explored as these issues are dealt with in literature.

BHS 461 INTRODUCTION TO HUMANISTIC AND TRANSPERSONAL PSYCHOLOGY (5)

Covers the major themes of Humanistic Psychology and its development into Transpersonal Psychology: the phenomenological approach, self-determination, the ideal of authenticity, the actualizing tendency, person-centeredness and purpose, holism as the experience of consciousness, and self-transcendence into Transpersonal Psychology. Will explore historical roots of movement and survey the major western figures from James, Jung and Maslow to the present.

BHS 464 INVENTING THE MODERN MIND (5)

This course is a comprehensive exploration of the psychological birth of the modern era. You will learn to describe trends and features in the psychology of art, science, literature and political movements through the lives of historical figures in those fields. Howard Gardner's model of domains of creativity will be used to explore how the lives of Freud, Einstein, Picasso, Stravinsky, T.S. Elliot, Martha Graham and Gandhi represent the emerging modern mind.

BHS 465 HISTORY OF THE ORDINARY PEOPLE OF THE UNITED STATES (5)

Most history tells the story of the powerful, a handful of men who are said to have shaped history, but what is the history of the mass of people who have lived in this country? What were their daily lives like? This course, using texts, novels and other source materials will examine the lives of ordinary women and men -the farmer's wife, the factory worker, the slave, and the Army private. Reform movements and alternative social experiments will be discussed.

BHS 466 HEALTH AND HEALING (5)

Is health one's fate and illness a throw of the dice? Is health a product one buys, if one can afford it? The sources of health and ill health, such as stress, exercise, diet and attitude will be examined. Also, alternative approaches to health and healing, including homeopathic, ayurvedic and shamanistic practices will be discussed. The mind-body relationship will be examined.

BHS 467 THE FAMILY (5)

Has the family become an anachronism? Who needs a family? This course will provide a historical, socioeconomic and comparative study of the family. Family formation will be examined. The prevalent attitudes of women, men and children will be noted and the present and future status of the family discussed.

BHS 468 LOSS OF SELF (5)

How are the dehumanizing aspects of work, poverty, family, sex and the media internalized, diminishing one's sense of self? How will one live one's life? Often as an escape from a perceived reality which lacks correspondence with one's expectations, women and men loose themselves in work or idleness or substance abuse or death. In contrast, transcendence of the self through meditation and devotion is the ageless proposal for self-realization and deathlessness.

BHS 469 FOUNDATIONS OF MEDITATION (5)

What are the commonalties in different meditative practices? A comparative study of the various practices of Eastern and Western meditation is central to this course. Students will experience a practice of basic meditation.

BHS 470 VARIETIES OF RELIGIOUS AND MYSTICAL EXPERIENCE (5)

Religious, psychic, and mystical experience are explored and compared from pre-history to the present. The primary focus will be on identifying the human essence of spirituality in the transpersonal experience of ourselves and in reading and analyzing reports of such experiences in other cultures.

BHS 471 THE THIRD WORLD (5)

From the point of view of the whole world, how much of it is Third World? What defines the Third World? This course will focus on the relationships between economically developed centers and non-developed centers of the world, and how those relationships are perpetuated and intensified. New grassroots, solidarity and co-operative movements will be studied in light of the new capitalism.

BHS 484 PHYSICAL DISCIPLINE (5)

This is a practice of a physical discipline such as T'ai Chi, Aikido, and Yoga which requires concentration, focus, and practice. Since antiquity these disciplines have produced physical and mental well-being and longevity.

BHS 485 THE GENDERED WORLD (5)

This course is an inquiry into the future of femininity and masculinity through an examination of social and psychological development of men and women. It examines the contemporary, human condition from the paradigm of patriarchy and its alternative cultural partnership.

BHS 486 SELF-IN-RELATIONSHIP (5)

Psychology is shifting from a science of processes associated with becoming an autonomous individual to a view of the human being as a being-in-relationship. The philosophical foundation for this shift can be found in the philosophy of dialogue. This course is designed to familiarize

the student with the philosophy of dialogue and the self-in-relationship model of human development. This explores the philosophy of dialogue and its implication for psychology and psychotherapy.

BHS 487 CAREER COUNSELING (5)
This course is offering support and practical work for creative career design, involving personal assessment, exploration of alternatives, and decision making. Personal assessments focus on personality, interests, values, and skills. Formal and informal methods are used to explore alternatives and decision making is presented as a process to promote a resulting decision. This course includes guidelines and preparation for effective job search.

BHS 488 PERSONAL AND SOCIAL ETHICS (5)
This class will explore several bases for moral behavior, including religion, tradition, law, personal intuition, and reason. Several ethical systems will be examined, as well as whether moral values are enduring and universal or relative to the time or occasion.

BHS 490 LEADERSHIP DEVELOPMENT (5)
This is an overview course for those interested in learning how to become effective leaders in all levels
of life. Topics to be explored are leadership styles, group dynamics, decision making techniques, motivation, and practical skills, such as organizing, chairing meetings, communicating, committee functioning, delegating, evaluating, prioritizing, resolving conflicts, and mediating. This class will encourage active participation of the group with enrichment from outstanding leaders.

BHS 495 SENIOR PROJECT (5)
The senior project is an independent study with the Director of Undergraduate Program leading to the completion of the Senior Project, a 40 page research paper. Prerequisite: Project proposal approved by the Director of Undergraduate Program.

BHS 498 SELECTED TOPICS (5)
Special courses on selected topics in Humanistic Studies. Occasionally, special lecturers are available to present classes on current issues of interest.

BHS 499 INDEPENDENT STUDY (5)
Individualized studies in special topics in Humanistic Studies. Each student's work is directed by a faculty member or recognized leader in the subject area.

BACHELORS IN BUSINESS ADMINISTRATION (BUS)
MASTERS IN BUSINESS ADMINISTRATION (BUS)
DOCTOR OF BUSINESS ADMINISTRATION (BUS)
SPECIALTY CURRICULUM IN COMMUNICATIONS (BSCM)
SPECIALTY CURRICULUM IN INFORMATION TECHNOLOGY SYSTEMS (ITS)
SPECIALTY CURRICULUM IN INTERNATIONAL BUSINESS ADMINISTRATION (IBUS)

IBUS 400A International Trade and Economics (5)
This course examines factors affecting the global economy and international economic institutions. Students will be introduced to the tools used by economists to analyze international economic interactions. This course will also cover the role of international trade and finance in the world economy by analyzing the way in which participation in the international economy affects consumers, businesses, economic policy, and the economy in general.

IBUS 400B International Business Law (5)
This course focuses on the international rules created to engage in global business activities. Students examine rules in light of political, economic and social factors. This course will provide an overview of how to conduct business in a dynamic environment, by comparing the international legal system in the context of legal history, language, and culture. Students will study the differences between international and American law, in such areas as contract, corporate, labor law, and tax law.

BUS 401 INTRODUCTION TO BUSINESS PRINCIPLES AND ORGANIZATIONS (5)
Survey of organizations, principles, and practices of the business world; provides a general view of the field as a whole , emphasizing the overall "system" of business, its common traits, dimensions, personalities, and life cycles, and serves as a foundation for more specialized courses.

BUS 402 FUNDAMENTALS OF BUSINESS ADMINISTRATION (5)
An introduction into the world of business and business administration providing a general overview of the various elements of the field; basic principles, companies, history of business and business administration, organization, management, human relations, business law and ethics, business policy, and operations.

BUS 406 BUSINESS MATH FOR ADMINISTRATORS (5)
An overview of basic business math skills providing the foundation of arithmetic, mathematics and measurements used in common business and industry practices.

BUS 412 BUSINESS INFORMATION TECHNOLOGIES (5)
In this course students will investigate the appropriate, innovative, and effective design and use of information technology to serve business needs.

BUS 416 BUSINESS ADMINISTRATIVE LAW (5)
This course examines the laws governing business and commerce, such as the regulation of contracts, their formation, performance, breach, and legal and equitable remedies, hiring practices, and the manufacture and sale of consumer goods. The primary focus will be on legal rules applicable to business.

BUS 418 ESSENTIALS FOR ADVERTISING (5)
This course will emphasize the role of advertising in a free economy, and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, testing of advertising effectiveness and organization of the advertising profession.

BUS 420 BUSINESS COMMUNICATIONS AND THE GLOBAL ECONOMY (5)
This course will teach students the theories and practice of business communications with an emphasis on how the Global Economy of Today changes the traditional approaches used in past decades. With the technologies of the new millennium and the built up ICT infrastructures of developing countries, students will learn the new language of business in today's global village.

BUS 424 ORGANIZATIONAL STATISTICS (5)
This course will teach students teaching principles and practices of organizational assessment, covering concepts such as validity, reliability, hypothesis testing, correlation/multiple regression, and quality control models. Focus will be on application of statistics in organizational problem solving

BUS 432 PRODUCTION AND SERVICE MANAGEMENT (5)
Examines problems encountered in planning, operating, and controlling production of goods and services. Topics include: waiting-line management, quality assurance, production systems, project management, and inventory management.

BUS 434 ORGANIZATIONAL ENTREPRENEURSHIP (5)
Provides an opportunity to develop concepts, attitudes, and philosophies about business and entrepreneurship at the organizational level.

BUS 442 FOUNDATIONS IN ACCOUNTING (5)
This course will evaluate the role of accounting in organizations by identifying and discussing principles and concepts. Topics include recording process, financial reporting and the application of accounting information in managerial decision processes.

BUS 449 FOUNDATIONS IN MARKETING (5)
A good company must understand its market and customers. This course will provide a concise introduction to the fundamental principles of marketing, including market and customer research, pricing strategies, and promotional tactics to enhance sales.

BUS 452 FOUNDATIONS IN FINANCE (5)

This course provides a broad overview of financial management and an introduction to the practical application of financial tools and techniques to business decisions. It will include an overview of the three principal financial statements--balance sheet, income statement, and cash flow statement--and the use of financial ratios to assess a firm's financial health. Additional topics include financial planning and forecasting; the choice of debt or equity to finance business operations; and the evaluation of investment opportunities using tools such as discounted cash flow, net present value, and risk analysis. The course also examines financial instruments, including stocks and bonds, and techniques of business valuation.

BUS 458 FOUNDATIONS IN ECONOMICS (5)
This course will cover the basic institutions of market economy and the role they play in defining and pursuing economic goals in the U.S. economy. Emphasis is placed upon the economic behavior of existing institutions; current economic policy alternatives as they affect both the individual and the society.

BUS 466 LEGAL AND ETHICAL ISSUES IN THE GLOBAL MARKETPLACE (5)
Business law relates to those laws involving the business and commercial components of society and allows businesses to function. This course is designed to provide a brief, broad overview of the legal business Emphasis will be placed on the ethical and moral principles as they apply to the legal and business community

BUS 475 CROSS CULTURAL STRATEGIC MANAGEMENT (5)
Students will analyze some of the major cultural profiles, communication patterns, negotiation strategies and management styles in several countries and companies in various regions of the world, in order to develop a better understanding of the main cultural issues that must be taken into account when doing business in a multicultural setting. Special attention will also be given to ethical considerations.

BUS 480 SELECTED TOPICS (5)
Special courses on selected topics in Business Administration. Occasionally, special lecturers are available to present classes on current issues of interest.

BUS 485 SPECIAL TOPICS IN BUSINESS ADMINISTRATION (5)
An individualized, faculty supervised opportunity to address a business problem or issue in greater depth.

BUS 490 SEMINAR IN BUSINESS ADMINISTRATION (5)
Addresses various topics or issues of relevance in business administration. Each student's work is directed by a faculty member or recognized leader in the subject area being investigated.

BUS 601 FINANCIAL ACCOUNTING FROM A MANAGERIAL PERSPECTIVE (5)
An examination of standard accounting principles and practices, from the perspective of a business manager rather than the perspective of an accountant.

BUS 602 QUANTITATIVE METHODS IN BUSINESS (5)

An introduction to quantitative tools used to plan and manage businesses, including descriptive statistics, linear and non-linear projection methodologies, and basic hypothesis-testing methods used in the business context.

BUS 610 LEADING AND MANAGING PEOPLE AND ORGANIZATIONS (5)

A survey of both classic and contemporary theories and approaches to business leadership, and to the selection, motivation, and management of employees in the US context.

BUS 611 ENTREPRENEURSHIP: DEVELOPING NEW VENTURES (5)

Considerations in establishing new business ventures, including an introduction to the legal and regulatory climate, banking practices, and obtaining and managing start-up funding.

BUS 612 MANAGING FRANCHISE BUSINESSES (5)

In this course students will survey of the franchise market in the US, including the diversity of franchise opportunities, and unique regulatory, contractual, legal, logistical, and managerial issues involved in operating franchise businesses.

BUS 613 VENTURE CAPITAL AND PRIVATE EQUITY (5)

An in-depth introduction to the various means of financing new business ventures through venture capital and through private investment.

BUS 614 MARKETING STRATEGIES AND TACTICS (5)

An examination of the major approaches to developing and implementing marketing strategies, along with "how-to" tactics, across a wide variety of business types.

BUS 615 REAL ESTATE INVESTING (5)

A survey of financial, regulatory, and managerial issues related to real estate, both as an investment category in itself, and as an aspect of the overall management of a business enterprise.

BUS 616 SOCIAL RESPONSIBILITY: BUSINESS LAW AND ETHICS (5)

An introduction to the notion of the social responsibility of businesses, taking into account variations in theory and practice, as well as recent legal developments such as Sarbanes-Oxley.

BUS 617 FINANCIAL PLANNING AND INVESTING (5)

Business leaders must address personal financial issues as well as those for their businesses. This course introduces the fundamentals of personal financial planning and investing for the entrepreneur and business investor.

BUS 618 INFORMATION TECHNOLOGY STRATEGIES FOR ENTREPRENEURIAL BUSINESSES (5)

Information and communication technologies are essential bases for doing business. This course surveys major technologies and related issues in the US, with special emphasis on the needs of smaller and entrepreneurial businesses or business credits.

BUS 620 MANAGING PEOPLE AND ORGANIZATIONS: EASTERN AND WESTERN PERSPECTIVES (5)

A survey of both classic and contemporary theories and approaches to the selection, motivation, and management of employees, taking into account cultural differences between the US and Asia.

BUS 621 ENTREPRENEURSHIP IN THE US AND IN CHINA: DEVELOPING NEW VENTURES (5)

Considerations in establishing new business ventures in the two countries, including an introduction to the legal and regulatory climates, banking practices, and obtaining and managing start-up funding.

BUS 622 GLOBAL BUSINESS PERSPECTIVES: FOCUS ON CHINA (5)

A survey of economic analyses and forecasts regarding doing business in China: major sectors and niche opportunities.

BUS 623 VENTURE CAPITAL AND PRIVATE EQUITY (5)

An in-depth introduction to the various means of financing new business ventures through venture capital and through private investment, in both the US and the Chinese context.

BUS 624 MARKETING STRATEGIES AND TACTICS IN A GLOBAL ENVIRONMENT

(5) This course will examine the similarities and differences in marketing strategies and tactics as they are influenced by local culture and economic climate.

BUS 625 NEGOTIATING AND BARGAINING SKILLS: ASIA, THE US, INTERNATIONALLY (5)

This course will discuss how "business is done" and how agreements, when negotiated, vary significantly by region and culture. This course will survey primary themes for success in negotiating in Asia, the US, and elsewhere.

BUS 626 SOCIAL RESPONSIBILITY: BUSINESS LAW AND ETHICS AROUND THE WORLD (5)

An introduction to the notion of the social responsibility of businesses, taking into account variations in theory and practice from around the globe.

BUS 627 LEADERSHIP ISSUES AND STYLES ACROSS THE PACIFIC: CHINA AND THE US (5)

Leadership is a universal requirement in business; this course surveys the differences in how the function of leadership is viewed and practiced between China and the US, as well as variations within each country.

BUS 628 INFORMATION TECHNOLOGY STRATEGIES FOR INTERNATIONAL BUSINESSES (5)
Information and communication technologies are essential bases for doing business internationally. This course surveys major technologies and related issues in the US and in Asia

BUS 630 INTRODUCTION TO SUSTAINABLE BUSINESS (5)
This course will examine the different environmental, social and economic issues in sustainable business. The course will focus on how to integrate issues of corporate social responsibility (CSR) in business corporations operating in a global economy. Students will examine such topics as the development of markets for eco-innovations, CSR in supply chains, environmental management systems, and green management accounting.

BUS 631 FINANCE & ENVIRONMENTAL ACCOUNTING (5)
The concern in environmental accounting problems has grown quickly in recent years, and the issues effect various specializations within the accounting field. This course introduces the profession's responsibility toward environmental problems and the broader issues of sustainability. For instance, financial reporting, analysis and disclosure, cost management and managerial decision making, capital investment analysis, auditing, and taxation.

BUS 632 ECO-COMMERCE MODELS (5)
This course provides an overview of the intersection of business development and environmental and social responsibility. Students will explore the methodologies used to establish enterprises that incorporate environmental and social considerations throughout the levels of organization.

BUS 633 FOUNDATIONS IN ECOLOGICAL ECONOMICS (5)
This course examines the economics behind natural resource use and environmental issues. Students consider problems such as deforestation, over fishing, oil consumption and minerals pollution, global warming, acid rain, and land conservation. Students will examine the link between economic, environmental, and social systems.

BUS 634 SUSTAINABLE PRODUCTS & SERVICES (5)
This course explores the creation and development of sustainable products and services. Students explore the link between products and services while examining historic, current, and future examples of sustainable products and services.

BUS 635 APPLICATION OF SUSTAINABLE BUSINESS PRACTICES (5)
This course focuses on transforming businesses, both internally and externally, by focusing on numbers, markets, people and sustainability.

BUS 636 AIR POLLUTION, ANIMAL RIGHTS, LAND USE, ENERGY LAW, & BIODIVERSITY PROTECTION (5)
This course focuses on interpreting and applying national regulations as it applies to air pollutants and air quality standards. The ethics of animal rights will be explored and current animal legal protections discussed. Students will explore the concept of biodiversity and its

growing threats. Land use and development practices will be addressed to increase the conservation of biodiversity.

BUS 637 ENVIRONMENTAL ECONOMICS POLICY & MANAGEMENT (5)
This course analyzes various areas of environmental economics such as the economics of pollution control, the application of cost benefit analysis to the environment, the economics of sustainable development, environmental policy, and international environmental issues.

BUS 638 GLOBAL ENVIRONMENTAL ISSUES IN BUSINESS TRANSACTIONS (5)
Students study the developments that have contributed to the dynamic growth of the European Union, Asia, Latin America and over the past half century. This course provides an overview of the environmental challenges China faces. Class will survey the regulatory schemes managing air quality, water resources and quality, natural resources, environmental impact assessments, waste management and energy conservation.

BUS 639 CLIMATE CHANGE & THE LAW (5)
This course integrates the science and law of climate change in respect to the generational implications of the problem. Students will consider how existing federal laws may be used to address climate change and how more comprehensive laws may be created.

BUS 650 ADVANCED MARKETING STRATEGIES: SUCCESSES AND FAILURES (5)
An in-depth examination, using case studies, of notable successes and failures in marketing strategies, addressing the interplay of marketing strategies, culture, the legal and regulatory climate, and generational differences.

BUS 651 MERGERS AND ACQUISITIONS EAST AND WEST (5)
Detailed study of similarities and differences in the legal, regulatory, and cultural aspects of (1) initiating corporate mergers and acquisitions and (2) making a success of the merged organization.

BUS 652 IDENTIFYING AND ANALYZING DOMESTIC BUSINESS OPPORTUNITIES (5)
An advanced examination of sources of data and information on business opportunities in the US, and
methods of determining the feasibility of pursuing these opportunities in particular state and regional contexts

BUS 653 IDENTIFYING AND ANALYZING INTERNATIONAL BUSINESS OPPORTUNITIES (5)
An advanced examination of sources of data and information on international business opportunities,
and methods of determining the feasibility of pursuing these opportunities in particular contexts around the world.

BUS 654 FINANCIAL INSTITUTIONS AND MARKETS IN A GLOBAL PERSPECTIVE (5)

Advanced focus on banking, finance, and investment opportunities and markets, and their similarities and differences in various portions of the globe.

BUS 655 THE FEDERAL RESERVE AND BUSINESS FORECASTING (5)
An introduction to the impacts of the Federal Reserve on US capital markets, and examples of how to use federal financial data for purposes of forecasting the financial climate for businesses.

BUS 656 SPECIAL PROJECTS IN BUSINESS MANAGEMENT (5)
An individualized, faculty-supervised opportunity to address a business problem or issue in greater depth, such as development of a business plan for a real or hypothetical venture.

BUS 657 INTERNATIONAL ECONOMICS (5)
This course provides an overview of international financial markets. Students will analyze what determines the patterns of merchandise and service trade between countries. Special topics to be covered: alternative international monetary arrangements and institutions; foreign exchange markets and hedging instruments; international trade policy, including the effects of tariffs, quotas, subsidies, exchange control, and other trade restrictions upon a nation's economy.

BUS 695 CAPSTONE RESEARCH PROJECT (5)
The capstone research project is an independent study with the Director of Graduate Program leading to the completion of the Capstone Project. Prerequisite: Project proposal approved by the Director of Graduate Program.

BUS 701 ACCOUNTING (5)
This course focuses on generally accepted accounting principles as they apply to partnerships, business combinations, branches, and international operations. This course will also focus on the examination of contemporary issues in financial and managerial accounting within the context of pronouncements of the financial accounting standards board.

BUS 702 QUANTITATIVE METHODS AND STATISTICS (5)
This course in business research covers concepts of probability theory, regression analysis, assumptions of multivariate analysis, use of computer software, and the ethics of research in business settings. Emphasis is on application and understanding of the statistical tools, mathematical concepts, and processes.

BUS 720 STRATEGIC MANAGEMENT SKILLS I (5)
This course focuses on creating, implementing, and evaluating cross-functional decisions for a business to succeed. Students will learn core management skills and techniques to deliver results

BUS 722 MANAGERIAL FINANCE (5)
The course examines financial management for corporate value creation. Students study the underwriting process and alternate sources of capital, use of financial planning methods for short-term financing; merger motivation, acquisitions and bankruptcy reorganization.

BUS 723 MANAGERIAL ECONOMICS (5)

This course focuses on microeconomics analysis and its application decision making within the context of business. Includes demand and consumer behavior, production and costs analysis, forecasting, risk analysis, and public policy toward business.

BUS 724 INTEGRATED MARKETING I (5)
This course focuses on the components of advertising within the total marketing function. This course examines the value of marketing, the different phases of marketing, marketing a good versus a service, wholesaling, retailing, pricing strategies, analysis of markets, distribution; creating advertising campaigns, planning, production, media, management, and budgeting.

BUS 725 SALES I (5)
This course focuses on the most prevalent promotional and persuasive models used in written, oral, and electronic communication. Students examine the psychological aspects of persuasion and influence. The application of effective strategies for sales, product introduction, and advocacy for a position are emphasized.

BUS 726 BUSINESS AND LABOR LAW I (5)
The course focuses on governmental and quasi-governmental regulations as they relate to corporate social responsibility business impacts. Students will learn the process of developing corporate social responsibility standards and policies, how to interpret them, and how to determine relative weight; and how to assess, handle and prevent corporate social responsibility risks.

BUS 727 COMPUTER APPLICATIONS (5)
This course emphasizes solving business problems by integrating data from all of the software applications. Examines applications used to communicate information.

BUS 728 INTERNET ENVIRONMENT (5)
This course focuses on the impact of the Internet on business dealings. Focus on digitization, globalization, mobility, work groups, communication, and computing power.

BUS 730 STRATEGIC MANAGEMENT SKILLS II (5)
This course will integrate the management principles of planning, organizing, leading, and controlling employees.

BUS 731 ADVANCED ACCOUNTING (5)
This course provides students with advanced managerial accounting skills. Emphasis on strategic decision making and management control systems.

BUS 732 QUANTITATIVE METHODS AND STATISTICS II (5)
This course teaches statistical models, techniques, and tools for management decisions. Attention will be given to probability distributions, random sampling and standard errors, hypothesis testing, multiple regression, ANOVA, chi-square tests.

BUS 734 INTEGRATED MARKETING II (5)

Marketing and selling products in a global environment presents many demanding decisions that need to be updated on a consistent timeframe with hard-to-retrieve knowledge, information and data. This course focuses on the analysis a contemporary marketing case, evaluation of alternative marketing strategies and the preparation of a comprehensive marketing plan for a client.

BUS 735 SALES II (5)
This course focuses on personal selling and sales management including organizing, directing, and compensating and evaluating the sales force.

BUS 736 BUSINESS/ LABOR LAW II (5)
This course will build upon knowledge of legal theory, legal and deductive reasoning, constitutional law, administrative law, the court system, civil and criminal procedures, alternative dispute resolution, criminal law and the concepts of tort and strict liability. Attention will be given to the Uniform Commercial Code, the application of the property, bail, agency, employment law, business structures, intellectual property, e-commerce, and international law. Basic Business Law will be emphasized.

BUS 738 E-COMMERCE APPLICATIONS AND OPERATIONS (5)
This course focuses on the synergy between technology and business management. Covers technical topics such as the Internet, intranets, extranets, and portals. Students learn the importance of Enterprise Resource Planning (ERP), outsourcing, e-procurement, and electronic payment systems; how to conduct business on-line and how to manage the technological issues associated with constructing an electronic-commerce Web site. Students will investigate strategies and products for building e-commerce sites, examine how such sites are managed, and explore how they can augment an existing business infrastructure.

BUS 740 CRISIS MANAGEMENT AND REORGANIZATION (5)
This course addresses planned change in organizations, including organizational design and structure, principles of organizations, human resources training, intra- and inter-departmental communications, coordination activities, and leadership development. Focused attention on utilizing leadership and collaboration practices in solutions oriented decision-making.

BUS 750 LEADERSHIP AND ORGANIZATIONAL MANAGEMENT (5)
This course examines leadership issues in global, international, and multicultural organizations. Focus on culturally sensitive leadership skills, styles, practices, models, trends, and concepts. Attention is given to international and conflict management practices, and team collaboration skills.

BUS 752 HUMAN RESOURCES MANAGEMENT (5)
This course covers the nature of human resource development and utilization in business. Students will investigate and discuss of various topics in recruiting, utilization, conservation, and development of human resources within the context of the individual firm.

BUS 754 ADVANCED MARKETING III (5)

This course explores the intricate relationships between objectives, strategies, positioning, tactics, budgets, competitive analysis, and target markets. Learn how to increase profitability by monitoring the environment, conducting market research, and choosing customers and suppliers. Discover the affect of an information-based economy on marketing and selling.

BUS 755 REAL ESTATE (5)
This course reviews real estate concepts, practices, and institutions. Specific attention is given to legal aspects of real estate ownership, appraisal, market analysis, mortgage financing, analysis of complex real estate projects and financing.

BUS 756 MEANING CENTERED APPROACH TO ORGANIZATIONAL COMMUNICATION (5)
Course focuses on managerial communications within organizational management and organizational behavior at the individual, interpersonal, team, and organizational levels. Students learn how to listen empathically; resolve conflict; influence others through professional speaking. Self-assessments and skill building exercises will be utilized to learn how to effectively manage relationships within organizations.

BUS 757 INTEGRATED ECONOMIC CONSULTING (5)
This course integrates human resource management issues, marketing, finance, and operations management. Students apply skills to complex organizational problems and strategic issues as a result of advancing technology, competitive market conditions, social and cultural changes, and regulatory actions in both the domestic and global arenas.

BUS 800 DOCTORAL PROJECT I (5)
Students must enroll in this course when coursework is complete or they begin to work on their dissertation, whichever comes first. The student engages in independent study and attends the seminar as needed, leading to the completion of the first three chapters of the dissertation.   Work is supervised by the Director of Research and the student's dissertation committee chair. These three chapters, the introduction, the literature review, and the methods section, constitute the formal proposal. Students must enroll in this course consecutively until the proposal has been defended and approved. Upon completion of a proposal acceptable to the student's committee, the student defends her or his proposal in an oral presentation to the committee. This oral presentation serves as a Qualifying Exam. Prerequisite: Doctoral Comprehensive Exam

BUS 801 DOCTORAL PROJECT II (5)
Students must enroll in this class when they have passed the Oral Qualifying Exam and are ready to begin to conduct their research. The student engages in independent study leading to the execution of their dissertation research. The findings are reported and discussed in chapters four and five of the dissertation. Upon completion of this work, the student has the Final Oral Defense of the dissertation. Students must enroll in this course consecutively until the dissertation has been defended and approved. Prerequisite : BUS 800 – Doctoral Project I.

COMMUNICATION (BSCM)

BSCM 170 ORAL AND WRITTEN COMMUNICATION SKILLS (5 quarter credits)
Prerequisite: None
This course will provide students with a conceptual framework and specific tools for communicating in complex environments and accomplishing strategic academic and professional business goals. This core course provides writing, oral, and collaborative skills necessary for future business courses, internships, and professional positions.

BSCM 210 EFFECTIVE PUBLIC SPEAKING (5 quarter credits) Prerequisite: None
This course will cover strategies and practical tips for approaching public speaking. Students will learn both the cognitive side of presentations—organizing thoughts and information—and the physical dimension - enlisting voice and other physical tools - to engage the audience on an emotional as well as intellectual level.

BSCM 215 ADVANCED PUBLIC SPEAKING FOR BUSINESS MANAGERS (5 quarter credits) Prerequisite: None
As a representative of your business, how you conduct yourself at meetings, social gatherings, news briefings, and other speaking engagements is critical. Learn various strategies to make you a successful presenter in whatever situation is required. Topics to include effective vocal and visual delivery; selling yourself and your ideas; choosing the right words; staying focused, directed, and organized in different situations; communication styles for various situations, including crisis, company or community; and crisis communication fundamentals.

BSCM 220 EXPOSITORY AND TECHNICAL WRITING SKILLS (5 quarter credits)
Prerequisite: None
In this course students will learn both expository and technical writing, with emphasis on grammar, punctuation and concise writing skills. Students will learn organization of thought, structure, the use of logic, and attention to detail in their writing. This course will teach students to use graphic organizers such as bullets, numbers, bold, italics, and color, and to use them consistently. Students will also learn to use tools other than words (charts, graphs, tables, ratios, schematics) to present information best demonstrated visually. Correct citation of resources using a standard format will also be covered.

BSCM 225 PERSUASIVE COMMUNICATION (5 quarter credits) Prerequisite: None
The course will begin by examining the similarities and differences between objective (predictive) and persuasive writing. Students will be instructed in methods of constructing a coherent argument, as well as the conventions of providing authority to support an argument. Students will receive instruction and gain practice in crafting the four basic building blocks of a persuasive document: the issue, the statement of facts, the argument, and the conclusion. This course will also introduce students to some advanced writing techniques such as the use of metaphors and literary references.

BSCM 230 CROSS CULTURAL COMMUNICATION (5 quarter credits) Prerequisite: None
This course will cover relationships among culture, communication and perception, and how these relationships are manifested in businesses and organizations among people who are

racially, ethnically, and sexually different. Students will learn communication practices necessary to create understanding in multicultural business contexts.

BSCM 235 PUBLIC RELATIONS WRITING (5 quarter credits) Prerequisite: None
This course will examine journalistic style of writing, media ethics, targeting the desired audience, writing fundamentals, as well as media relations techniques. Students will practice writing press releases, newsletters, brochures, and other public relations tools, as well as create portfolio writing samples, e.g. industry standard news releases, pitch letters and features, Q & A documents, crisis statements and position papers.

BSCM 240 WORLD WIDE JOURNALISM AND EXPRESSIVE WRITING (5 quarter credits) Prerequisite: None
In this course students will examine numerous issues surrounding the role technology plays in business and technical communication, including the shifting nature of literacy and representation in the digital age and the persistent tug of older analog technologies. The course studies how new technologies help shape the decisions of technical communicators in an increasingly electronic workplace.

BSCM 245 CONFLICT & NEGOTIATION (5 quarter credits) Prerequisite: None
This course will emphasize the role of communication in the development and management of conflict and negotiation. Topics include types of conflict, resolution strategies, power relationships, intercultural/international conflict, and conflict in organizations.

BSCM 250 TEAMBUILDING & LEADERSHIP (5 quarter credits) Prerequisite: None
An effective team can produce first-rate results. High-performing teams exhibit accountability, purpose, cohesiveness, and collaboration. This course will cover theories of effective group communication; group development, cohesion, conflict management and diversity; strategies for building and maintaining teams, enacting leadership, constraints and opportunities for teams and leaders, organizational outcomes, and effective project management.

BSCM 255 ADMINISTRATIVE COMMUNICATION (5 quarter credits) Prerequisite: None
This course teaches students to apply the principles of successful professional communication processes in complex organizations. Emphasis will be placed on developing listening, writing and speaking skills to promote better relations among individuals and organization.

BSCM 260 VISUAL COMMUNICATION AND CULTURES (5 quarter credits) Prerequisite: None
This course provides a theoretical and methodological introduction to the study of images as communicative and cultural phenomena. Students will develop an understanding of the significance of visual means of communication in relation to historical, social, political, environmental, technological, and economic issues. Topics will include theories of the image; implications for visual communication and culture; analysis and production of images in a variety of media and contexts (including signs, typography, drawing, graphic design, illustration,

color and electronic resources); and the idea that a visual message accompanying text has a greater power to inform, educate, or persuade a person or audience.

BSCM 265 CRISIS COMMUNICATION (5 quarter credits) Prerequisite: None
Crises are a fact of organizational life. From the small, not-for-profit organization to the global, multi-national corporation, crises can suddenly disrupt an organization's ability function efficiently and effectively. This course will be an introduction to crisis communication methods, and the application of crisis management principles, strategies and tactics. This course provides students with a fundamental understanding of crisis management, risk communication, media relations, and public-opinion research techniques in multiple contexts. Students will study various crisis communication situations including definitions, planning, reputation management and annual report communication, and learn to predict, manage, and control real-world controversies. Emphasis will be placed on developing comprehensive crisis communication plan.

BSCM 270 INTERPERSONAL COMMUNICATION SKILLS IN THE WORKPLACE (5 quarter credits) Prerequisite: None
 This course is designed to help students develop and enhance communication skills, including active listening, conversation, dealing with different personality types, and nonverbal communication strategies. This course explains basic communication theory as it applies to the workplace, and offers "real-life" scenarios that demonstrate the use of effective interpersonal communication. Participants will learn to identify personal barriers to effective communication and develop strategies to overcome them, the application of constructive criticism, and the use of and interpretation of non-verbal communication cues, including body pose, gestures, and eye movements.

BSCM 280 COMMUNICATION THROUGH SOCIAL MEDIA (5 quarter credits) Prerequisite: None
Understand how business communication is changing as technology evolves is essential. The rise of social media has led to new methods companies can use to communicate with their workforce, get their message out, and build their brand. The main objective of this session is to help you understand the best ways to use social media in business communications. By the time it's over, you will understand how your use of social media both at and outside work can reflect on your employer; recognize effective use of social media in corporate communications; see that actions taken in the workplace, even with personal electronic equipment, are covered by workplace rules, understand that even personal social networking sites can affect the company and your employment; know your rights with respect to personal electronic equipment and social networking accounts; and see and understand how your company is using social media to further business goals.

EXECUTIVE LEADERSHIP COACHING (EXL)

EXL 170 THE NEW EXECUTIVE LEADERS (5 quarter credits) Prerequisite: None
Leaders as adaptable, multicultural change agents. Why companies and individuals must develop a new set of strategies to deal with the volatile world marketplace, which is driven by technology, innovation and consumer choices. How the command
and control model of leadership has changed to facilitating creative employee involvement.

EXL 180 PERSONAL BENCHMARKING (5)
Measuring natural talents, comparative skills and behavioral patterns. This focuses on Positive Self-Awareness and self-evaluation, helping participants understand self-imposed barriers and prejudices to help them realize their full potential. Benchmarking also involves learning from the best practices of organizations and individuals with proven track records.

EXL 190 INDIVIDUAL RESPONSIBILITY (5 quarter credits) Prerequisite: None
Methods of increasing personal accountability for business outcomes. This focuses on Positive Self-Determination and understanding the logical rewards and consequences of daily choices, actions and inactions. Emphasis is placed on taking more control of priority and time management in order to increase efficiency and effectiveness.

EXL 200 INTERNAL VALUES (5 quarter credits) Prerequisite: None
Intrinsic versus Extrinsic career motivation. This focuses on the development of healthy, Positive Self-Esteem to gain a sense of pride in one's work, based on core passion, a desire for quality and excellence. How achievement flourishes and endures when inner values and organizational mission statements are more closely aligned.

EXL 205 NON-SITUATIONAL INTEGRITY (5 quarter credits) Prerequisite: None
Ethical versus expedient decision making. This focuses on Positive Self-Honesty, which is being trustworthy 24/7, regardless of the situation. Participants learn that authentic leadership requires a higher set of standards that does not give in to expediency to avoid embarrassment or seek selfish gain.

EXL 210 DESIRE MOTIVATION (5 quarter credits) Prerequisite: None
Matching desires, talents and competencies. This focuses on Positive Self-Motivation, which concentrates on desired outcomes rather than the penalties of failure. Dealing with fear and rejection and how to create a nurturing, inspiring work environment, rather than one based on intimidation from and unrealistic expectations of supervisors.

EXL 215 DELAYED GRATIFICATION (5 quarter credits) Prerequisite: None
Strategic goal orientation. This focuses on Positive Self-Direction, emphasizing the importance of specificity of purpose, priorities and an incremental, stair-step approach to goal-setting. The SMART goal acronym model is utilized which recommends that goals should be Specific, Measurable, Achievable, Realistic and Time-based to be most effective.

EXL 220 SELF DISCIPLINE (5 quarter credits) Prerequisite: None

Developing the habits of excellence. This focuses on the need for a consistent, continuing training program within every organization which is Positive Self-Discipline to develop leadership skills throughout every division, department and job description. Methodology includes simulation, guided imagery, and practice in a relaxed environment.

EXL230 RESILIENT OPTIMISM (5 quarter credits) Prerequisite: None
Dealing effectively with set-backs, mistakes, failures and misfortune. This focuses on Positive Self-Expectancy and the psychosomatic relationship between mind and body. It discusses the realization and acceptance of problems as inevitable offshoots of change and progress, as well as viewing reverses as opportunities for innovation and improvement.

EXL 240 EMPOWERMENT AND STEWARDSHIP (5 quarter credits) Prerequisite: None
Inspirational communication and team-building. This focuses on Positive Self-Dimension, which enables leaders to gain buy-in of the corporate mission throughout the organization as well as foster a dynamic, dialogue encouraging all team members to make contributions and suggestions to benefit internal and external customers, and the general public.

EXPRESSIVE ARTS THERAPY (EXA)

CEX 600 EXPRESSIVE ARTS BUSINESS PRINCIPLES (5)
Students will learn how to set up their counseling practice, start a business, and network for success. The course will cover marketing techniques to professional organizations, office and self management, and record and bookkeeping.

CEX 630 FOUNDATIONS OF EXPRESSIVE THERAPY (5)
This introductory overview of expressive therapy, in its many forms, (art, movement, poetry, play therapy, ritual, and performance) is designed to awaken and deepen an understanding of the variety of healing powers inherent in creative self-expression and shared creativity. Through lecture, group discussion, and experiential exercises students will learn the basic philosophy of expressive therapy. In this course principles of psychotherapy and creative process are compared and contrasted, and ways are explored to develop different expressive arts techniques rooted in the cycles of the creative process. This course is intended to enhance professional and personal growth
and prepare students for specific in-depth courses in creative, intuitive, and expressive therapy. Prerequisite: CPS 601 - Counseling Theories & Strategies.

CEX 631 PSYCHODRAMA RITUAL AND PERFORMANCE (5)
This course explores the psychodynamic processes in ritual and the significance of symbolism for individuals and groups. It explores a variety of diagnostic and therapeutic techniques which provide insights into roles, boundaries, communication patterns and psychological orientations of individuals and groups. A variety of experiences such as mask
making, Shamanic journeying, dramatic enactments and improvisation will be examined for their therapeutic and transformational potential. Prerequisite: CEX 630 - Foundations of Expressive Therapy.

CEX 632 FUNDAMENTALS OF MUSIC THERAPY (5)
This course looks at music as a powerful therapeutic modality for personal healing and diagnostic, cathartic therapy. Both the theory and practice of using music to evoke images, feelings, memories and the potential for change will be explored. Personal growth, expanded creativity and therapeutic healing with music for different populations (children, aging) will also be considered. Prerequisite: CEX 630 –
Foundations of Expressive Therapy or consent of instructor.

CEX 633 FUNDAMENTALS OF MOVEMENT THERAPY (5)
This course examines the principles, specific theoretical foundations and approaches, as well as, the clinical applications of dance and movement therapy. The study of body movement and body language combine to enhance observational and diagnostic skills; personal exploration through movement or the use of space, psychological boundaries, and the physical manifestations of beliefs are all integral to this course.

CEX 634 ART AND EXPRESSIVE THERAPY WITH CHILDREN AND ADOLESCENTS (5)
This course presents a theoretical and practical framework for therapy with children and adolescents based in a variety of expressive, non-verbal and creative techniques. Attention is given to special populations of children and adolescents, family interaction enhancement and developmental experiences for children and adolescents who are not diagnosed with a pathological condition. Prerequisite: CEX 630 - Foundations of Expressive Therapy or consent of instructor.

CEX 635 ART AND EXPRESSIVE THERAPY WITH ADULTS AND AGING POPULATIONS (5)
Art therapy is often thought of as intervention with children. It is, in fact, an effective tool for the diverse needs of various adult populations. This course addresses work with families, Adult Children of Alcoholics, the aging, the handicapped and other adult groups ranging from the Non-English speaking to the intellectual. Each class will provide a full spectrum of experience with art media, as well as, didactic information, exploration of dreams, pain and loss, and life transitions. Prerequisite: CEX 630 - Foundations of Expressive Therapy or consent of instructor.

CEX 699 THESIS/PROJECT WRITING (5)
Masters students in Expressive Arts therapy are required to write a thesis. Students should enroll in 699 while engaged in thesis research and writing. Prerequisite: Second year graduate student and project proposal approved by the Director of Research.

CEX 730 TRADITIONS OF TRANSFORMATIONAL ARTS (5)
This course will examine the psycho-spiritual concepts of transformation as revealed by various religions and cultures in their use of symbols and stories, songs and dances, art and poetry. We will use this information to explore the interrelationships between culture, religion, the arts and healing. Discussions of sacred art and ritual will lead to experiential processes designed to awaken deeper connections to the Self, the world and the source of creativity.

CEX 739 PRACTICUM IN EXPRESSIVE, CREATIVE THERAPY (5)
The completion of 100 hours in a supervised setting, using creative therapeutic skills is required. This course combines supervision, case studies and training to help students enhance strengths and cultivate new expressive therapy intervention skills. Prerequisite: Completion of two courses from the Expressive Therapies Sequence (EXA 732-738).

EXA 732 SPECIAL TOPICS IN EXPRESSIVE THERAPIES (5)
Individualized studies in special topics in Expressive Therapies. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

EXA 733 EXPRESSIVE TECHNIQUES IN FAMILY THERAPY (5)
This class introduces therapists and advanced students in the counseling psychology programs to the potential of expressive techniques in family therapy. Students will creatively explore family rules, roles and rituals to see how they play a part in the dynamics of family systems. With the tools of Expressive Therapy and basic psychological theory, students can complete unfinished relationship issues and discover how to create more healthy, happy, healing relationships with their parents and children. Students will work with movement, rhythm, and family choreography to explore patterns in family relationships.

EXA 735 FUNDAMENTALS OF COLOR THERAPY (5)
This course explores the fundamentals of color therapy, as well as, the interplay of color, sound and imagery. Techniques for accessing energy, allowing emotional catharsis, enhancing visualization and developing techniques in relaxation therapy are all addressed in this class. Prerequisite: CEX 630 - Foundations of Expressive Therapy or consent.

EXA 736 LANGUAGE, POETRY, MYTH, AND FOLKLORE THERAPY (5)
This class examines ancient and modern techniques, using the spoken and written word to encourage explorations of personal belief systems for healing and recovery. Prerequisite: CEX 630 - Foundations of Expressive Therapy.

EXA 738 SANDTRAY AND WORLD PLAY (5)
Practice and theory of sandplay therapy, as developed by Dora Kalff and others. Focus on applications to psychotherapeutic practice with children and adults, and possible integration into a multi-modal expressive arts therapy context. Prerequisite: CEX 630 - Foundations of Expressive Therapy.

EXA 740 SELECTED EXPRESSIVE TECHNIQUES (5)
Individualized studies in special topics in Expressive Arts. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

EXA 741 SPECIAL TOPICS IN EXPRESSIVE THERAPIES (5)
Individualized in-depth study in a selected topic. Student's work is directed by a faculty member or recognized leader in the subject area being investigated. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

EXA 742 SEMINAR IN EXPRESSIVE ARTS THERAPY (5)
Addresses clinical issues unique to expressive arts therapy, such as: assessing a client's readiness to do expressive arts work; clinical relevance of different art modalities; transitions between modalities; and client's defenses and resistance, transference and counter transference within this context, etc. To be taken concurrently with supervised practicum in expressive arts therapy.

EXA 745 INDEPENDENT STUDY IN EXPRESSIVE ARTS THERAPY (5)
Supervised study in expressive arts therapy process. Presentation and discussion of case material from internship, with emphasis on development of clinical skill in group and individual expressive arts therapy.

FAMILY LEADERSHIP COACHING (FAL)

FAL 175 POSITIVE SELF-AWARENESS (5 quarter credits) Prerequisite: None
Knowing your leadership style and your children's learning style. Recognizing special abilities and special needs.

FAL 180 POSITIVE SELF-ESTEEM (5 quarter credits) Prerequisite: None
Understanding the difference between self-centeredness and healthy self-esteem, and intrinsic and extrinsic values.

FAL 185 POSITIVE SELF-DISCIPLINE (5 quarter credits) Prerequisite: None
Why self-esteem must be combined with self-discipline to develop healthy behavioral lifestyles. Differentiating discipline from punishment, and the importance of early habit formation.

FAL 190 POSITIVE SELF-DETERMINATION (5 quarter credits) Prerequisite: None
 Instilling internal locus of control and cause and effect choices in early childhood by assigning appropriate responsibilities.

FAL 195 POSITIVE SELF-HONESTY (5 quarter credits) Prerequisite: None
Teaching non-situational integrity and trust as fundamentals in family and organizational relationships. Leadership by example.

FAL 200 POSITIVE SELF-MOTIVATION (5 quarter credits) Prerequisite: None
Discussions on external motivators such as Status with experts, status with peers, material acquisition and competitiveness, as well as internal motivators including Achievement via independence and concern for excellence. Understanding reward and penalty motivation.

FAL 205 POSITIVE SELF-EXPECTANCY (5 quarter credits) Prerequisite: None
Developing inner security and optimism in an insecure world faced with constant change. Handling failure and rejection, and staying resilient in the face of problems and hardships.

FAL 210 POSITIVE SELF-IMAGE (5 quarter credits) Prerequisite: None
 Methods of exploring creativity and treating the imagination as a skill and learning tool. Visualization and guided imagery techniques.

FAL 215 POSITIVE SELF-DIRECTION (5 quarter credits) Prerequisite: None
An introduction to effective goal setting and priority management. Delayed gratification and basic instruction on money management for children of all ages.

FAL 220 POSITIVE SELF-DIMENSION (5 quarter credits) Prerequisite: None
 An exercise in balancing work and recreation, and in fitting in to family, peer group, community, nation and the world. The concept of stewardship as a critical element in leadership.

FASHION DESIGN (FASH)

DSN 101 HUMAN COGNITION AND INTERFACE DESIGN (5 quarter credits)
Prerequisite: None
This course focuses on the principles of human interaction and user interface design. Topics to be discussed will range from the human anatomy, to the psychology of learning and memory, to the limits of human cognition and interest. Students will examine the principles of schematic organization, aesthetics, and designing for usability and economy of effort.

FASH 100 INTRODUCTIONINTO FASHION DESIGN AND FASHION CAREERS (5 quarter credits) Prerequisite: None
This course provides an introduction to the field of fashion design and careers in fashion design. Topics covered will include the types of apparel, fashion markets, international fashion centers, and the role of fashion design in today's society. The role of industries, artisans, and designers will also be examined.

FASH 110 FASHION HISTORY (5 quarter credits) Prerequisite: None
This survey course provides a condensed history of human apparel and the rise of fashion design as an applied art. The effects of technology, mass media, and globalism as they relate to the development of fashion design today will be discussed.

FASH 200 PRINCIPLES OF FASHION DESIGN (5 quarter credits) Prerequisite: None
 This course examines the principles of fashion design as they relate to gender, age, and purpose. Where relevant, an interdisciplinary approach will be taken towards specific issues prevalent today, including, but not limited to, the types of materials available, the limitations of composition, and principles of aesthetics.

FASH 205 APPAREL CONSTRUCTION I (5 quarter credits) Prerequisite: None
This course will provide an introduction to the basic principles of garment creation, materials, pattern analysis, sewing, and fitting. An overview of basic pattern design and stitching techniques will be provided.

FASH 210 APPAREL CONSTRUCTION II
(5 quarter credits) Prerequisite: FASH 205 Apparel Construction I

This course is a continuation of Apparel Construction I and will address more intermediate principles of garment creation, materials, pattern analysis, sewing and fitting. An emphasis will be placed on detail work and the use of professional sewing techniques.

FASH 220 FASHION DRAPING (5 quarter credits) Prerequisite: None
This course provides students with basic draping principles to further their apparel design techniques. Students will be taught to execute their designs from working sketches to a finished garment using basic to advanced draping techniques.

FASH 225 FLAT PATTERN DESIGN (5 quarter credits) Prerequisite: None
This course will cover the fundamentals of flat patternmaking, including the use of a basic sloped, dart manipulation, garment styling and principles of fit. Additionally, students will be taught to analyze advanced pattern design problems.

FASH 230 TEXTILE ANALYSIS (5 quarter credits) Prerequisite: None This course examines the characteristics of natural and man-made fibers, yarns and fabrics, as well as fabric construction and special finishes. Students will learn to use the characteristics of specific materials to determine use, quality, and performance and care requirements.

FASH 235 COMPUTER ASSISTED FASHION DESIGN: ILLUSTRATOR FOR FASHION (5 quarter credits) Prerequisite: None
This course provides students with working knowledge of creating fashion illustrations and pattern designs using computer software. Emphasis is on the use of various tools offered in various fashion design software and the global usage and application of it.

FASH 245 CONTEMPORARY DESIGN (5 quarter credits) Prerequisite: None
This course will cover the key movements and innovations giving rise to several recognized milestones in fashion design. The elements at play, including influences from socio-economic, political, and technological developments will be discussed. Parallel developments in branching out of haute couture, ready-to-wear, and mass market fashion will also be studied in the context of the modern world.

FASH 250 DESIGN PORTFOLIO & CREATION OF A GARMENT BUSINESS (5 quarter credits) Prerequisite: None
This course will provide students with an overview of design portfolio composition and employment as in-house designers and freelance designers. The various players involved in fashion design, including buyers, retailers, marketers, models, as well as their concerns and expectations will be identified and discussed from a professional's point of view.

GRAPHIC DESIGN (GDES)

DSN 101 HUMAN COGNITION AND INTERFACE DESIGN (5 quarter credits)
Prerequisite: None
This course focuses on the principles of human interaction and user interface design. Topics to be discussed will range from the human anatomy, to the psychology of learning and memory, to

the limits of human cognition and interest. Students will examine the principles of schematic organization, aesthetics, and designing for usability and economy of effort.

DSN 103 PROJECT MANAGEMENT (5 quarter credits) Prerequisite: None
This course covers the practical aspects of interacting with clients, assessing the scope and requirements of a given project, and the successful planning, organizing, and managing of resources to bring about the successful completion of the project goals and objectives. Students will examine theories of project management as they relate to specific case studies and will practice managing a project from concept to completion.

GDES 100 INTRO TO GRAPHIC DESIGN: GRAPHIC DESIGN I (5 quarter credits)
Prerequisite: None
This course provides an introduction to the field of graphic design, focusing on the principles of communicative design, aesthetics, and page layout. The course will also discuss the history of graphic design and recent developments based on emerging technologies.

GDES 105 GRAPHIC DESIGN II (5)
This course continues the coverage of designing for communication and usability. Human physiology and psychological principles be discussed as they relate to effective graphics design. Students will also be exposed to a survey of typography, printmaking, interface design, and color theory.

GDES 110 TYPOGRAPHY AND SYMBOLISM (5 quarter credits) Prerequisite: None
This course provides an introduction to typography and symbology as they relate to graphic design. Students will study the art and technique of arranging type, type design, and modifying type glyphs. Students will also consider the history and evolution of symbols within the context of graphic design.

GDES 205 OPEN SOURCE DESKTOP PUBLISHING (5 quarter credits) Prerequisite: None
This course provides an introduction to the use of open source software for computer aided graphics design. Students will learn to produce sophisticated designs with free software that has capabilities rivaling those of popular proprietary software. This course will primarily focus on the use of GIMP and Inkscape.

GDES 210 PACKAGE DESIGN (5 quarter credits) Prerequisite: None
This course focuses on emerging trends in the art and craft of package design. The communicative aspects of package design as they relate to the psychology of human satisfaction and trust will be discussed. Students will conduct a survey of products on the market for critique and work on a package design of their own.

GDES 220 MARKETING/ADVERTISING DESIGN (5 quarter credits) Prerequisite: None
This course exposes students to the basic theories and principles of marketing and advertising. The historical roots and recent trends of marketing and advertising will be discussed in relation to the evolution of graphic design.

GDES 225 IDENTITY BRANDING/ INTELLECTUAL PROPERTY (5 quarter credits)
Prerequisite: None
This course provides students with a survey of copyright law, trademark law, and identity branding. International standards for protection of intellectual property will be discussed in the context of graphics design.

GDES 230 MATERIALS SCIENCE AND GRAPHIC DESIGN (5 quarter credits)
Prerequisite: None
This course covers the interdisciplinary field of materials science, recent developments, and the application of materials science to the future of graphic design. Students will be invited to think outside of the box in order to exploit the properties of new materials.

GDES 280 GRAPHIC DESIGN PORTFOLIO PREPARATION (5 quarter credits)
Prerequisite: None This course focuses primarily on the compilation of a successful graphic design portfolio for educational and commercial purposes. Methods of presentation will be discussed in light of recent developments in technology.

HOSPITALITY MANAGEMENT (HMT)

HMT 110 INTRODUCTION TO HOSPITALITY, TRAVEL & TOURISM (5)
This course is an introduction and orientation to the major area of hospitality management, travel and tourism. The background and historical development of the hospitality industry and its component areas are presented; employment opportunities and trends in each area are discussed.

HMT 125 CONSUMER BEHAVIOR IN HOSPITALITY & TOURISM (5)
This course provides an overview of current knowledge about consumer behavior in the tourism/travel and hospitality businesses. Basic behavioral science and specific research (both qualitative and quantitative) tools used in marketing practice are covered. Issues of consumer decision-making, behavioral determinants, cultural influences, motivation, information search, and marketing implications are addressed.

HMT 130 MARKETING IN HOSPITALITY (5)
This course introduces students to the marketing of hotels, restaurants, and clubs. The course will include information on market segmentation, marketing research, advertising, public relations, promotional activity, packaging, pricing strategies, revenue maximization, travel purchasing systems and the future of hospitality marketing.

HMT 140 e-BUSINESS FOR TOURISM & HOSPITALITY (5)
This course will examine how and why electronic business and the Internet have impacted the tourism, hospitality, and entertainment industries. It will discuss the various business models that are used, and highlight the successes and failures of those models. Topics will include marketing, finance, strategy, and globalization with special emphasis on information technology and the dissemination of information.

HMT 230 SANITATION & SAFETY (5)
Participants will examine safety and sanitation practices pertinent to food service. Emphasis will be placed on laws, food microbiology and principles of food-borne illness, handling and food storage practices, and the knowledge of correct temperatures to prevent food contamination. Other topics include safe personal hygiene for food handlers, use and care of equipment, and accident prevention.

HMT 238 RESTAURANT MANAGEMENT (5)
This course provides an overview of the various challenges and responsibilities encountered in managing a restaurant. Discussion topics include buying, selling, and franchising restaurants; cost controls, kitchen controls, menu planning, and food safety; bar management, operational costs and supplies, and dining room operations; and administration, organization, accounting, marketing, and human resources from an integrated managerial viewpoint.

HMT 242 FRONT OFFICE OPERATIONS (5)
This course presents an overview of front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations, reception and general guest relations. Front office procedures and management are placed within the context of the overall operation of a hotel.

HMT 615 HUMAN RESOURCE MANAGEMENT IN HOSPITALITY (5)
This course is a comprehensive examination of modern practices and management responsibilities in the hotel and restaurant industry. This course discusses the implementation of strategies, plans and programs necessary in employee recruitment, selection, training, and retention. Special emphasis is placed on job analysis, evaluation, wage setting, incentive principles, merit rating, job efficiency, and labor/management relations of personnel as applied to the hospitality industry.

HMT 618 HOTEL MANAGEMENT OPERATIONS (5)
This course introduces students to the principles, practices, and operation of hotel facilities, to include operating strategies, reservation systems and operation, housekeeping, accounting, and income control.

HMT 625 SUPERVISION SKILLS IN HOSPITALITY (5)
This course introduces principles of supervision, managing work and leading people as they apply to the hospitality industry. Management and leadership processes include planning, organizing, coordinating, directing, and controlling. It also includes lessons on delegating authority, problem solving, communicating effectively, and ethics.

HMT 628 HOSPITALITY LAW (5)
This is a basic course in hotel, motel, restaurant and general hospitality law. The student is introduced to the fundamental laws, rules, and regulations applicable to the hospitality industry, to include the Legal implications of civil law, and areas of tort and contract law. Case studies will be used to provide additional learning opportunities specific to hospitality, especially when dealing with customers and business contracts.

H MT 631 Social Media in Hospitality & Tourism (5 quarter credits) Prerequisite: None
Consumers engage with social networking sites to research trips, make informed decisions about their travels and share their personal experiences of a particular hotel, restaurant, visitor attraction or airline, thereby making social media the dominant tool for marketing and communications within the tourism and related industries. This course will introduce students to the different social and new media platforms, where they will learn to integrate them appropriately into existing business models and communications strategies. Metrics, analytics, and optimization will be examined. Students will learn to present business content through social media in order to identify the core values that draw clients and customers to business, to integrate social media efforts with overall marketing effort, and to increase brand awareness and build brand equity.

HMT 632 HOTEL AND RESTAURANT MARKETING AND MERCHANDISING (5)
In this course, student will learn the principles and practices of marketing the services of the hotel and restaurant industry. Emphasis is placed upon coordination of sales, advertising, public relations and sales promotion in the marketing mix. This course will also review the methods of external and internal stimulation of sales with applications leading to customer satisfaction. May include a practical sales/marketing exercise and computer applications.

HMT 635 CONFERENCE & BANQUET MANAGEMENT (5)
This course will provide a framework for planning conferences, expositions, and special events, as well as discuss a broad overview of the industry. Emphasis will be placed on current trends and technology. In addition, this course will combine theoretical and practical applications of planning, merchandising, costing, producing and serving catered meals.

HMT 642 FINANCIAL ACCOUNTING IN HOSPITALITY MANAGEMENT (5)
This course is designed for the special needs of the hospitality service industries and merges basic accounting theory with practice. An overview of the hospitality service industries focuses on the nature, main characteristics, recent trends, and future outlook for the major segments of the industry. This course will examine major financial statements, the balance sheet, statement of income, and statement of changes in financial position, as well as inventory, property and equipment, responsibility accounting, corporation accounting, and financial analysis.

INFORMATION TECHNOLOGY (ITS)

ITS 145 INTRODUCTION TO INFORMATION SYSTEMS (5 quarter credits) Prerequisite: None
In this course students will learn the basics of information technology, including an introduction to information systems in organizations, hardware and software, organizing data and information, telecommunications, Internet, intranets and extranets, electronic commerce, information and decision support systems, specialized business information systems, and security, privacy & ethical issues in information systems.

ITS 150 DESIGN AND ANALYSIS OF INFORMATION SYSTEMS (5 quarter credits)
Prerequisite: None. In this course, students will explore and become familiar with various

concepts, principles, and stages of computer-based information systems analysis and design. This course will provide a solid foundation in the concepts and techniques required for systems development. Students will learn about the different methods, tools, and techniques for effective planning and design of software applications and systems. The system development life cycle, prototyping, data modeling, and user involvement will also be covered.

ITS 165 OPERATING SYSTEMS (5 quarter credits) Prerequisite: None
This course will cover the principles of modern operating systems, including concepts, design principles and implementations (algorithms and data structures). It will emphasize processes and threads, concurrency control, process communication and synchronization, deadlock and its solutions, processor scheduling, virtual memory management, file systems, I/O systems, and network and distributed operating systems.

ITS 170 WEB DEVELOPMENT AND MANGEMENT (5 quarter credits) Prerequisite: None
This course will introduce the basic elements of web development and management. Step-by-step processes and techniques will be introduced for the various essentials of a web site. Student will learn the principles of creating great sites, what makes web sites succeed or fail, and what can be done to increase the chance of success.

ITS 175 DATA COMMUNICATION & COMPUTER NETWORKING (5 quarter credits)
Prerequisite: None This course will provide a balanced perspective on modern wide area networking and telecommunications. Both business and technical issues will be explored in depth. Students will learn how network and telecommunications technologies can be exploited to give companies competitive advantages in the global marketplace. Students will start with the basics of data and voice communications and proceed to wide area network technology, network design, internetworking, wireless technology, optical networks, the Internet and telephony. The convergence of these technologies to form a single unified network will be covered.

ITS 180 DATABASE MANAGEMENT SYSTEMS (5 quarter credits) Prerequisite: None
This course will cover the use of Database Management Systems (DBMS) to solve a wide range of information storage, management and retrieval problems, in organizations ranging from large corporations to personal applications, such as research data management. The course combines the practical aspects of DBMS use with more theoretical discussions of database design methodologies and the "internals" of database systems. In the theoretical portion of the course, we will examine the major types or data models of DBMS (hierarchical, network, relational, and object-oriented). The course will cover the principles and problems of database design, operation, and maintenance for each data model.

ITS 200 INFORMATION SYSTEMS SECURITY (5 quarter credits) Prerequisite: None
The purpose of this course is to introduce the constructs and topics relating to securing information systems and the expansion of guidelines to apply information security controls. This course recognizes and investigates different types of information security used in the industry and how they are applied. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students will be able to recognize data security risks, generate an

information security policy, and identify processes to implement and enforce said policy in order to establish a secure information system.

ITS 205 IT ETHICS (5)
Information Technologies provide new capabilities resulting in greater breadth for action. Existing policies regarding conduct in regards to Information Technologies are inadequate or non-existent. This course takes students from a discussion on ethical frameworks and regulatory issues to a substantial treatment of the four fundamental, interrelated issues of cyber ethics: speech, property, privacy, and security. Students will explore issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, and compliance, which will provide a solid foundation for ethical decision-making. Students will learn the appropriate use of information technology, by isolating and examining the values and ethical imperatives that come into play when information technology is used.

ITS 210 E-BUSINESS CONCEPTS & TECHNOLOGIES (5 quarter credits) Prerequisite: None The potential for global electronic commerce is immense; much of this potential will be realized by the continued development and application of Internet and Web technologies. In this course, students will learn the principles which guide the development of global, interoperable technologies on the World Wide Web. Issues to be addressed include intellectual property protection, security, privacy, content control, enterprise resource planning (ERP), customer relationship management (CRM), and standards development.

ITS 220 PROGRAMMING LANGUAGES & CONCEPTS (5 quarter credits) Prerequisite: None
This course will cover a wide variety of programming languages and their fundamental concepts. Emphasis will be placed on imperative languages and object-oriented languages, and to a lesser extent functional languages and scripting languages. These languages will be compared and contrasted in order to identify the difference between languages, the reasons for the differences, and the impact of these differences for modern compiler implementation. Topics to be covered include the formal aspects of syntax and semantics, as well as naming, scoping and binding. This course will review assembly-level machine architecture, scanning, parsing, semantic analysis, and code generation, in addition to data structures, storage management, programming environments and tools.

ITS 621 ADVANCED INFORMATION TECHNOLOGY (5 quarter credits) Prerequisite: None This course will build upon the foundations learned in ITS 404 Introduction to Information Systems. The focus will be on the principles and practices that are essential to analysis, design, implementation and management of information technology systems. Students will also learn more advanced techniques of systems planning, project management and process design.

ITS 622 DATABASE DESIGN (5 quarter credits) Prerequisite: None
This course will introduce students to logical design of database systems and implementation issues that may arise in database management systems. Students will learn to design, load, query and update a database.

ITS 623 DATABASE DEVELOPMENT & MANAGEMENT (5 quarter credits) Prerequisite: None This course will build upon the knowledge learned in ITS 622 Database Design. Topics that will be discussed will range from logical and physical database design, query languages and the use of semantics for query optimization, and the design, implementation and use of database management system software (DBMS).

ITS 625 IT PROJECT MANAGEMENT SKILLS TRAINING (5 quarter credits)
Prerequisite: None
This course focuses on the techniques used to plan and manage major Information Technology projects and the development of a manager's ability to lead, organize and resolve conflicts. Topics to be discussed will include strategic planning, prioritizing, organizing resources, and evaluation of the project.

ITS 626 OBJECT ORIENTED MODELING (5 quarter credits) Prerequisite: None

implement and debug object-oriented programs. Students will be provided with a framework for software engineers to collaborate in the design and development process.

ITS 627 VOICE COMMUNICATION NETWORKS (5 quarter credits) Prerequisite: None
This course provides an introduction to voice communication system design and analysis. The basic principles of communication networks will be discussed, including: principles of routing, basic queuing concepts, operation of different types of LANs, multiuser communication, concepts of layered communication and open system interconnect.

ITS 628 SOFTWARE DESIGN (5 quarter credits) Prerequisite: None
This course introduces students to design aspects of software development. Focus will be on major design methods and the strengths and weaknesses of each. Students will learn the proper design methods and techniques to estimate the magnitude of the development effort.

ITS 629 COMPUTER NETWORK DESIGN (5 quarter credits) Prerequisite: None
This course provides students with the fundamentals of computer network concepts, protocols and architectures. This class will focus on traditional topics in computer networks, including: layering, error control, flow control, congestion control, switching and routing, mobility, naming, and security.

ITS 631 LAN, WAN & WIRELESS NETWORKS (5 quarter credits) Prerequisite: None
This course introduces students to the theory, practice and design of computer and communication networks, as well as evolving network technologies. Students will learn the fundamentals of local area networks (LAN), wide area networks (WAN) and wireless networks, including the defining characteristics of each, proper application and design.

ITS 632 LEGAL ASPECTS OF INFORMATION TECHNOLOGY (5 quarter credits)
Prerequisite: None This course emphasizes the legal effects of computer technology on society. Topics will include privacy, liability, and proprietary protection. Concepts, legislation, and case law about censorship, freedom of access to information, privacy, copyright, and professional liability will also be discussed. Students will learn how IT professional organizations and leaders

address ethical issues and how ethical frameworks can be used as a tool in decision-making and daily conduct.

ITS 634 INFORMATION TECHNOLOGY SECURITY (5 quarter credits) Prerequisite: None
This course provides students with an extensive understanding of computer system security. Topics will include threats and types of attacks against computers and how to prevent them. Students will learn to analyze security requirements and define security policies.

ITS 635 ADVANCED OPERATING SYSTEMS & DISTRIBUTED SYSTEMS (5 quarter credits) Prerequisite: None
This course will cover more advanced principles of operating system structures, concurrency and its control, memory management, resource management and the structure of distributed and parallel operating systems. Topics will include concurrent computation models, scheduling, synchronization mechanisms, buffering, streams, caching, and more.

ITS 637 ARCHITECTURE OF COMPUTER HARDWARE (5 quarter credits) Prerequisite: None
In this course, students will explore and become familiar with modern computer architectures, the inner workings of computer systems, and trade-offs present at the hardware-software interface. Topics will include: processor architecture, parallelism and pipelining, performance measurement, cache and main memory organization.

ITS 641 COMPUTER AIDED DESIGN (5 quarter credits) Prerequisite: None
This course explores the basic techniques necessary to manage a computer aided design (CAD) based application. The emphasis will be on assembly of components, including hardware and software configurations and organizing and maintaining the CAD filing system.

ITS 642 JAVA PROGRAMMING (5 quarter credits) Prerequisite: None
This course focuses on the fundamental concepts and techniques for programming using the Java language. Core language concepts, object-oriented programming, fundamental data types, flow control, standard function libraries, method writing, design and usage will be discussed.

ITS 643 C# PROGRAMMING (5 quarter credits) Prerequisite: None
This course will examine the features of the C# programming language. The focus will be on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools.

ITS 645 .NET FRAMEWORK (5 quarter credits) Prerequisite: None
This course will provide students with the information to be able to describe what the components are of the .NET Framework and how they work together, what the best practices for a .NET application are, the elements of managing and deploying .NET assemblies and how to monitor .NET applications.

ITS 647 TELECOMMUNICATION SYSTEMS (5 quarter credits) Prerequisite: None
This course focuses on the fundamentals and techniques needed for designing and implementing telecommunication systems. Student will learn various modulation schemes/techniques, digital data transmission, noise analysis and communication technologies.

ITS 648 USER INTERFACE DESIGN (5 quarter credits) Prerequisite: None
This course focuses on the design, prototyping and evaluation of user interfaces for computers, called Human-Computer Interaction (HCI). Students will learn the tools and methods needed to design and develop user interfaces, along with learning methods and techniques of how to evaluate interface quality.

ITS 649 WEB STANDARDS & SEARCH ENGINE OPTIMIZATION (5 quarter credits) Prerequisite: None
This course introduces students to the technologies behind the Web, including hypertext, hypermedia, the history of the Web, the role of Web standards and their impact on the development of Web resources. Students will also learn how to optimize their searches and evaluate information reliability.

ITS 650 C++ PROGRAMMING (5 quarter credits) Prerequisite: None
This course provides students with the ability to read and write C++ code, use C++ interfaces and libraries, and understand how to use object-oriented design principles in regards to C++. Additionally, students will learnkey concepts, such as abstract interfaces, polymorphism, and data abstraction.

ITS 651 SYSTEMS ENGINEERING & ANALYSIS (5 quarter credits) Prerequisite: None
This course focuses on the creation of systems and ways to continually improve systems, including analyzing evaluation, feedback and modification based on affordability, effectiveness and stakeholder satisfaction. Student will also learn concepts, methodologies, models, and tools needed to understand and implement a total life-cycle approach to systems and their analysis.

ITS 652 WEB DESIGN (5 quarter credits) Prerequisite: None
This course will review the aspects of web page development and proceed to more advanced principles in web design. Topics will include: user-centered design, information architecture, testing, accessibility and usage analysis.

MARKETING (MKT)

BUS 449 FOUNDATIONS IN MARKETING
–   **SEE BUSINESS SECTION (**5 quarter credits) Prerequisite: None

MKT 124 CONSUMER MOTIVATION & BEHAVIOR (5 quarter credits) Prerequisite: None
This course will emphasize conceptual understanding of consumer behavior, provide experience in applying consumer behavior concepts to marketing strategy and social policy decision-making

through case analysis, and develop experiential capability in using consumer research. This course covers major influences on the consumption process, including psychological, sociological, economical, and cultural anthropological factors, with special attention to their application in managerial decision-making. Specific topics include perception, attitude development, values, consumer decision-making, group interactions, and customer satisfaction, among others. The marketing implications of understanding the consumer are emphasized, and social factors are also considered.

MKT 132 CUSTOMER RELATIONSHIP MANAGEMENT (5 quarter credits) Prerequisite: None This course will cover the basic theories and methodology of customer relationship management, including identifying profitable customers, understanding their needs and wants, and building a bond with them by developing customer-centric products and services directed toward providing customer value. Provides hands-on experience with popular analytical CRM and data mining tools that are widely used in the industry. Topics will include issues in the customer life cycle, market segmentation, customer acquisition, basket analysis and cross-selling, customer retention and loyalty, and practical issues in implementation of successful CRM programs.

MKT 222 PUBLIC RELATIONS (5 quarter credits) Prerequisite: None
The study of public relations and its role as a communications and marketing tool. Corporate image, external and internal communications and firms' relationships with various organizations are explored. Case study analysis and practice in writing press releases and other corporate communications are expected.

MKT 226 BUSINESS-TO-BUSINESS MARKETING (5 quarter credits) Prerequisite: None
Explores concepts, analytical tools, management practices, and advances in marketing goods and services to industrial, commercial, institutional, and other business markets in domestic and global environments. Includes lectures, case analyses, discussion, oral presentations, and written reports.

MKT 234 RETAILING STRATEGY AND MANAGEMENT (5 quarter credits) Prerequisite: None Explores the domain of retailing marketing to the final consumer. Emphasis is placed on retail strategy, merchandising, vendor relations and location. The course will use design as the medium to link consumer need to retail. This will include basic design elements, such as space, form and color, as well as retail-specific topics like point-of-purchase displays. Both macro and micro elements of retail design will be explored, including issues from mall development to individual customer transactions.

MKT 240 MARKETING THROUGH SOCIAL MEDIA: TOOLS OF THE TRADE (5 quarter credits) Prerequisite: None
In this course students will examine the evolution of social media marketing and the tools of the trade, such as LinkedIn, Twitter, blogs, etc. and the unique benefits of each to business**.** Since social media is so technology driven, the emphasis of this course will be on understanding the impact of mobile devices on social and local marketing**,** consumers' social interactions, the various social media channels available to marketers, how to build social marketing strategies and SEO, and how to track the effectiveness of these methods.

MKT 612 INTEGRATED MARKETING (5 quarter credits) Prerequisite: None
Designed to introduce the field of integrated marketing communications as part of an overall marketing strategy. The emphasis in this course will be on the role of integrated advertising and promotion in the marketing communications program of an organization. As with any specialized field of marketing, we will analyze how this area of advertising and promotion fits into the overall marketing process. Our major thrust will be to study how various factors (creative, media, etc.) should be applied in planning, developing, and implementing advertising and promotional campaigns and marketing programs.

MKT 614 STRATEGIC MARKETING PLANNING (5 quarter credits) Prerequisite: None
This course is designed to provide an in-depth, hands-on learning experience in marketing strategy, planning and analysis. In this course students will learn key planning concepts and processes. The course integrates marketing decision making within the context of manufacturing and financial dimensions of a business organization, using managerial skills, and sound business and marketing principles.

MKT 616 MARKETING RESEARCH (5 quarter credits) Prerequisite: None
Develops a managerial appreciation of the role of research in marketing practice and how results are used in decision-making. Emphasizes the total research process as well as specific research steps, stressing information needs, research formulation and design, and research procedure. Integrates and applies concepts through managerially-oriented marketing research cases and a field research project.

MKT 620 MARKETING PROMOTION & ADVERTISING (5 quarter credits) Prerequisite: None Students will learn both conceptual and applied approaches to such areas as advertising and public relations. The student will be required to develop a report on a promotion plan for a product or service.

MKT 630 MARKETING FOR GLOBAL COMPETITIVENESS (5 quarter credits)
Prerequisite: None
The Credited States is the largest market for consumer goods in the world, yet it is also one of the slowest growing markets. All companies are faced with the necessity of developing truly global marketing strategies in the face of increasing competition from American, Japanese, European and other global competitors. This course helps prepare the manger for these challenges by investigating specific success criteria in the world's major markets. Cultural, political, economic, and institutional factors are discussed and their implications for marketing strategies are explored.

MKT 636 ETHICS & STANDARDS IN MARKETING (5 quarter credits) Prerequisite: None
This course introduces students to the role of ethics and professional standards in marketing in the U.S. and global economy. Students will examine ethics concepts, behaviors, practices and challenges relevant to the process of planning and implementing marketing practice and creating value via ethical processes, systems and strategies. Topics include ethical promotion and pricing strategies, marketing research and marketing implementation.

MOBILE APPLICATIONS DEVELOPMENT (MAD)

MAD 601 INTRODUCTION TO MOBILE APPLICATIONS (5)
In this course students will develop their understanding of the basic design strategies and techniques for mobile applications development on both iDevices and Android Devices, to include such topics as wire-framing, personas, storyboarding, prototyping, user testing, and interface guidelines.

MAD 605 OPTIMIZED MOBILE DESIGN (5)
In this course students will learn design conventions for effective ways to engage the user, through mobile app content, presentation, and interaction. Topics will include the history, and examples of design pattern do's and don'ts. Students will explore interactive possibilities of touch for both hand-held and tablet screens, and the most effective use of images, vectors, typography, colors and alignment.

MAD 610 MOBILE DEVELOPMENT FOR APPLE IPHONE & IPAD (5)
This course will focus on the design and development of applications specific to the Apple iPhone and iPad, with emphasis on how to register for the development program, download, and install XCode, and a review of the Objective C programming language. Students will become familiar with specific features like accelerometer, touch screen, GEO positioning, sound, and web access.

MAD 612 APPLICATION DEVELOPMENT FOR ANDROID DEVICES (5)
This course will introduce students to Google's Android mobile device platform, including issues and techniques; structuring applications for efficiency and reliability; accessing web services; as well as background applications, content providers and animation. Students will gain hands-on experience using Google's Android Software Development Kit (SDK).

MAD 614 MOBILE APPLICATIONS & SOCIAL NETWORKING (5)
In this course students will be introduced to social network computing, and learn how to build applications that integrate with the major social networking platforms: Facebook, OpenSocial, and Twitter. Students will gain hands-on experience in developing sample applications end-to-end, with emphasis on how social computing software can be used in both a development and hosting environment, as well as in an integrated marketing environment.

MAD 616 MOBILE APPLICATIONS & DEVICE SECURITY (5)
In this course students will learn about the threats that individuals and businesses are exposed to as a result of the mobile devices on which they depend. This will be accomplished by exploring various types of mobile devices, including mobile phones, smart phones, PDAs and tablets. Additionally, students will gain a strong fundamental understanding of the industry-leading mobile device platforms, their security features, and their limitations, including Android, iOS, RIM, Symbian, and Windows Mobile. Topics will include, traditional security threats (e.g., phishing, malware/botnets, email spam) and how they apply to mobile devices; countermeasures

in place against mobile applications; and, the future of security management for mobile device platforms.

MAD 620 OBJECTIVE C MOBILE DEVELOPMENT (5)
In this course students will gain hands-on skills and experience with the principles of design and development using the Objective-C language and the iOS operating system. This means that access to a modern Mac as a development platform is a requirement. It is not required, though it is suggested, that you have an iOS device of some type as well. It is also expected that students have a working knowledge of and have created software using fundamental design patterns such as MVC, facade, delegate, etc.

MAD 625 TABLET DEVELOPMENT (5)
In this course students will develop advanced programming skills for the delivery of media-centric applications and games on mobile devices. Developing applications for mobile devices involves overcoming many challenges including slower processors, smaller screens, and a fragmented market of multiple operating systems. By the end of this course students will produce and publish a game or media-centric application for one or more mobile operating systems, using iterative, rapid application development techniques, and a cross platform development environment.

PSYCHOLOGY (CPS)

CPS 400 INTRODUCTION TO PSYCHOLOGY (5)
This broad survey course introduces the field of psychology and its basic concepts, theories, research methods, and contributions to the understanding of human behavior. Topics include the five main branches of psychology including neuroscience, which is a study of the nervous system; developmental, which focuses on how people grow and learn; cognitive, including perception, motivation, learning and memory; social, which studies how people interact; and clinical, which examines mental health and mental illnesses. The past and current theories and contributions of major psychologists are explored.

CPS 401 HISTORY AND SYSTEMS OF PSYCHOLOGY (5)
This class traces the development of the field of psychology from its philosophical and scientific antecedents through modern trends. Special emphasis will be placed on systems of thought which influence modern and current psychological practice such as psychoanalytic, behavioristic, humanistic, and transpersonal perspectives.

CPS 402 ABNORMAL PSYCHOLOGY (5)
This class will focus on the nature and development of emotional, cognitive, behavioral, and spiritual disturbances which result in a person's failure to adapt and grow in society. An understanding,
classification and treatment of personality disorders will be introduced. Through an exploration of the
positive and negative aspects of the concept of abnormal psychology consideration is given to personality traits that are identified as inappropriate, creatively superior, and pathological.

CPS 403 THEORIES OF PERSONALITY (5)

This is a survey course with a comparative examination of the essential concepts and hypotheses of major theories of personality. From psychoanalytic to humanistic-existential, including cognitive and behavioral perspectives, this course moves from an understanding of the empirical foundations to the discussion of current applications in therapy.   Prerequisite: General Psychology or CPS 402 - Abnormal Psychology.

CPS 404 QUANTITATIVE PERSPECTIVES (5)
This course represents a survey of statistical techniques and methods as they are properly (and improperly) applied. De-mystification of statistical concepts, language, and jargon is emphasized. Topics include descriptive and inferential statistics, probability, sampling, experimental design, and critical review of modern scientific publications.

CPS 501 WRITING SKILLS & RESEARCH (5)
This class is required of all Masters and Doctoral students who have not met the writing competency requirement. This course will cover the basics of expository writing. Review and instruction in grammar, sentence structure, paragraph development and essay writing will be provided. This class will prepare students for professional written communication through in-class writing practice.

CPS 601 COUNSELING THEORIES & STRATEGIES (5)
This course is an introduction to psychotherapeutic theories inclusive of their techniques. Emphasis will be placed on such concepts as resistance, interpretation, clarification, confrontation, transference, and counter-transference in the context of both short-and long-term psychotherapy. The theories of Freud, Jung, Adler, Ellis and others will be discussed and applied to specific counseling experiences. Prerequisites: CPS 401 - History and Systems of Psychology, CPS 403 - Theories of Personality.

CPS 602 CAREER DEVELOPMENT APPROACHES (5)
The purpose of this course is to provide students with an understanding of the basic concepts, and techniques of career counseling/development. Students will learn to evaluate and apply vocational choice theories, as well as use of assessment tools in career counseling in an ethical context. This course will focus on such topics as occupational and labor market information; the application of career counseling for diverse populations; principles of vocational rehabilitation; career development as related to mental health; the nature and structure of the world of work; and leisure and lifestyle development, including the interrelationships between work, family and life roles. This course may be enhanced by guest speakers and other class activities.

CPS 603 DEVELOPMENTAL PSYCHOLOGY (5)
The processes and significant transition points from early childhood, adolescence, and adult development to include aging and long-term care, are studied in this course. Major theories of development are contrasted by examining principal concepts and uncovering assumptions about what motivates behavior and development, what is the nature of development, and determining the primary influences on development throughout the life-span.

CPS 604 INTRODUCTION TO PSYCHOLOGICAL RESEARCH (5)
This is an introductory course in psychological research for counselors who need to be able to utilize research results. The course will teach students how to use the library to locate and use psychological books and journals. This course will focus on the main types of research methods used in clinical research including interviews, surveys, and experiments. Research reports and ethical issues will be addressed.

CPS 605 CLINICAL COUNSELING SKILLS TRAINING (5)
Research indicates that counseling and therapy are, for better or for worse, largely the result of the skills of the counselor. In this course, students review research on effective therapists, learn the traits of successful helpers, have their own helping skills evaluated and begin the training process necessary to develop their own counseling abilities. Counseling supervision, feedback, and training exercises are part of this course. Self-exploration as it relates to any personal issues which inhibit therapeutic effectiveness is required. Prerequisite: CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology.

CPS 610 PSYCHOPATHOLOGY (5)
This course is an overview of the variety and range of psychopathological disorders based on the Diagnostic and Statistical Manual of Mental Disorders (DSM) published by the American Psychological Association. The primary focus is on etiology and symptoms of disorders. Prerequisite: CPS 402 - Abnormal Psychology and CPS 603 - Developmental or concurrent enrollment.

CPS 611 ADVANCED CLINICAL SKILLS TRAINING (5)
In this advanced course, students review research on effective therapists, learn the traits of successful helpers, have their own helping skills evaluated, and continue with the advanced training necessary to enhance their own counseling skills. Continued counseling supervision, feedback, and training exercises are part of this course. As in CPS 605, self-exploration as it relates to any personal issues which inhibit therapeutic effectiveness is required. Prerequisite: CPS 601 - Counseling Theories & Strategies, CPS 605 Clinical Counseling Skills Training, CPS 610 - Psychopathology.

CPS 612 LEGAL AND ETHICAL ISSUES IN COUNSELING (5)
Legal and ethical issues are examined within the context of the privileged relationship between therapist and client. This class addresses general legislation regarding licensing and the practice of psychology, including an overview of the law and its impact, legal authorities, licensing boards, privileged
communications, child abuse reporting, professional associations, licensing insurance, Family Law Act, etc. It also seeks to develop a professional commitment to the practice of psychology within the letter of the law and the applicable code of ethics.

CPS 613 HUMAN SEXUALITY AND GENDER ISSUES (5)
This course presents basic knowledge about sexual health. Topics include male and female sexuality, communication, alternative life styles, sexual myths and major types of sexual

problems. Students will be encouraged to look into their own sexual attitudes, feelings, and practice. Current therapeutic concepts and techniques will be discussed.

CPS 614 THEORIES, THERAPIES, AND ISSUES IN CHEMICAL DEPENDENCY (5)

This class identifies relevant theories, therapies, special problems and concerns in working with addictions. It includes the latest information on the cultural and social-psychological dynamics effecting special populations, (the aging, disabled, gay, children from alcoholic families). Effective communication skills, enhanced by an understanding of the client background, theory, research and current treatment programs are stressed. Public perception, public policy, prevention and education are included in this course. Prerequisite: CPS 601 - Counseling Theories & Strategies or concurrent.

CPS 615 CROSS-CULTURAL COUNSELING (5)

This course explores from psycho-social and cultural aspects the manner and extent to which the client's ethnic, racial, and class membership influence the work of the counselor. Both didactic material and experiential exercises heighten the students' sensitivity to the effect of mutual diversity on assessment, strategy and goals of counseling. Prerequisite: CPS 601 - Counseling Theories & Strategies.

CPS 616 PSYCHOTHERAPY WITH CHILDREN AND ADOLESCENTS (5)

This course is designed to familiarize students with various psychotherapeutic approaches used in diagnosis and treatment of children and adolescents with behavior disorders. It explores family interaction and methodologies of enhancement of communications with the psychologically healthy child and adolescent, as well, through interviewing techniques, play, music, art, sand-tray, house-tree-person, and games. School related problems, physical and emotional limitations, and problems arising out of abuse, divorce, and death are also addressed. Prerequisite: CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology

CPS 617A ASSESSMENT AND TREATMENT OF CHILD ABUSE (2.5)

This course will address a whole family approach, recognition of abuse, assessment strategies, methods of reporting, critical therapeutic issues, and what to expect if the case goes to trial. Practical skills will be emphasized and a panel of professionals will present different perspectives in handling abuse cases.

CPS 617B ASSESSMENT AND TREATMENT OF PARTNER ABUSE (2.5)

This course will focus on the recognition of spouse or partner abuse. It will cover the definition of abuse, reporting requirements and methods, assessment strategies, and critical therapeutic issues. Practical skills and solutions from psychological and legal perspectives will be emphasized.

CPS 618 PSYCHOLOGICAL TESTS AND MEASUREMENTS (5)

The nature and use of psychological tests will be the focus of this course, mainly the assessment of intelligence, personality, and mental and behavioral disorders. This class offers a survey of widely-used tests, as well as the opportunity to construct, administer and score tests. Current trends in psychometrics will also be studied. Prerequisite: CPS 610 - Psychopathology.

CPS 619 THEORIES OF FAMILY THERAPY (5)
The family is the central building block of modern life, although its nature and form are continually changing. One of the primary tasks of therapy is to help families adapt to these changes. This course explores the nature of families and human systems and the primary approaches to therapeutic change within them. The goal of the course is to offer a framework for thinking about family processes. Prerequisite: CPS 611 - Advanced Counseling Skills Training.

CPS 620 THEORY AND PRACTICE OF FAMILY THERAPY (5)
Evaluation of the family, strategies of family treatment and techniques for intervening in the family will be covered. Specific situations will be addressed such as marital conflict, single-parent families and families with an alcoholic or schizophrenic member. Emphasis will be placed on working with families of origin and their impact on current family functions. Prerequisite: CPS 619 - Theories of Family Therapy.

CPS 621 SELECTED TOPICS IN PSYCHOTHERAPEUTIC TECHNIQUES (5)
A modality or topic relevant to applied psychotherapeutic techniques will be explored in depth each time this course is offered. Students may draw from the curricula in the other psychology programs when the focus of the course is an in-depth study of a specific psychotherapeutic technique. Examples include CEX 638 Art and Expressive Therapy with Adults and Aging Populations and EXA Sandtray and Worldplay. Prerequisite: CPS 601 Counseling Theories & Strategies.

CPS 622 SUPERVISED PRACTICUM A (5)
This course continues the process of therapeutic skills development and begins the initial supervised traineeship. Intensive training exercises will be employed to help students evaluate and improve their helping abilities. Close supervision, counseling practice and feedback, use of audio-visual equipment and periodic self-examination as it relates to therapeutic effectiveness are required. Students should attend this class during the first 112.5 hours of their approved internship. For more information on an approved internship see CPS 624. Prerequisites: CPS 601 Counseling Theories & Strategies, CPS 610 Psychopathology, CPS 612 Legal & Ethical Issues in Counseling, CPS 613 Human Sexuality & Gender Issues, CPS 619 Theories of Family Therapy and an approved practicum site.

CPS 624 SUPERVISED PRACTICUM B (5)
This course is a combination of continued supervision, case study and training. Individuals will work to enhance their strengths and cultivate new strategies for therapeutic intervention. Each student will submit an audio or videotape of a clinical hour with a client (individual, family, couple, or group). Written releases will be required and must be presented with the taped session. Case presentation and analysis will be developed during this course. Students must attend this practicum during their second 112.5 hours of their internship. Internship information and site packets are available in the Administrative Office. Prerequisite: CPS 622 Supervised Practicum A.

CPS 628 HIV TREATMENT & COUNSELING (1)
Clinical, medical, social, and community issues related to HIV and AIDS. Assessment and treatment modalities will be explored as well as referred to community resources. Satisfies requirement for CA Psychology licensing.

CPS 691 BEHAVIORAL STATISTICS I (5)
This course will cover the basic analytical techniques commonly used in psychological research, including the t-test, analysis of variance, regression, and Chi square. Correlation and cluster analysis will be introduced for describing qualitative data. Students will learn how to choose a statistical technique for the type of research they are studying and/or conducting, use various techniques, and report results using graphs and tables. Prerequisite: CPS 404 - Quantitative Perspectives.

CPS 693 SOCIAL PSYCHOLOGY (5)
This is an advanced interdisciplinary course looking at psycho-sexual development and social-psychological paradigms presumed to be salient factors in individual and group life. The course seeks to integrate, challenge and restructure assumptions which may be limited or limiting when accepted as singular, monolithic or discrete knowledge.

CPS 695 SELECTED TOPICS: BRIEF THERAPY & CRISIS INTERVENTION (5)
The student will choose between "Brief Therapy & Crisis Intervention" and "Mediation" as preparaton for the ever-changing world of applied psychology. In response to changing societal demands for therapeutic protocol, the student will be introduced to the latest psychological techniques as they relate to the growing need for brief therapy and crisis intervention and for mediation techniques.

CPS 702 GROUP THERAPY: THEORY & PRACTICE (5)
This course is designed to develop each student's potential for working in a group format. It is highly personalized and concentrates on refining the facilitative traits. It will integrate current theory and practice.

CPS 703 UNDERSTANDING THE BODY: EAST/WEST PERSPECTIVES (5)
This course will introduce the student to the philosophical assumptions made about health, disease, and the human body underlying traditional Eastern and Western medical practices. Mind body interaction and how that is viewed from various perspectives will also be covered.

CPS 704 PSYCHOPHARMACOLOGY (5)
This course reviews anatomy and physiology of the CNS, and the pharmacological elements of drug action, metabolism, efficacy and safety. Major classes of psychoactive drugs will be studied, as will their discovery, development and promotion by the pharmaceutical industry, the regulation of such drugs and complementary medicines in the US, and the medico legal aspects of prescribing. The effects of drugs combined with non-traditional psycho-therapeutic modalities, as well as the use of drugs in special populations, will be considered. Off-campus tours and library research are an integral part of study.

CPS 705 ADVANCED RESEARCH METHODS (5)
This course will cover naturalistic and experimental research methods used in psychology. Students will learn to design and conduct research from traditional and alternative perspectives. This course includes an introduction to the design of experimental and quasi-experimental psychological research, field studies, and surveys. Consideration will be given to ethical issues and report writing. Prerequisite: CPS 691 - Behavioral Statistics I.

CPS 706 PHYSIOLOGICAL PSYCHOLOGY (5)
This course is an introduction to the structure and function of the nervous system and the physiological methods of investigation relevant to psychological problems. Major emphasis will be on the brain and spinal cord as substrata of consciousness. Theoretical issues will be examined historically and in light of recent empirical findings. Students will also be introduced to neurological testing and evaluation. Prerequisite: CPS 618 - Psychological Tests and Measurements or consent.

CPS 710 ASSESSMENT A: INTELLIGENCE TESTING (5)
Intelligence/Objective testing will focus on the scoring and interpretation of the major intelligence tests, such as the WAIS-R, WISC-R, McCarthey Scales and Stanford-Binet. Interviewing skills and beginning report writing will be included. Students will also be introduced to the MMPI and Bender-Gestalt. Prerequisites: CPS 601 - Counseling Theories & Strategies, CPS 618 - Psychological Tests and Measurements; or SPO 652 - Assessment and Evaluation in Sport Counseling; CPS 624 - Supervised Practicum B; or SPO 665 - Sport Counseling Practicum I.

CPS 711 ASSESSMENT B: PERSONALITY TESTING (5)
Advanced psychological assessment procedures and techniques will be discussed. Primary focus will be on the MMPI, MMPI II, and Bender-Gestalt. Introduction to other objective devices, such as the Millon Clinical Multiaxial Inventory and the California Inventory Personality is included. There is an introduction to projective testing such as Thematic Apperception Test and Draw-a-Person. The focus of this course will be on test administration, scoring, interpretation, and comprehensive report writing. Prerequisite: CPS 710 - Assessment A: Intelligence Testing.

CPS 712 ASSESSMENT C: PROJECTIVE TESTING (5)
The emphasis of this class is on the administration, scoring and interpretation of the Rorschach Inkblot Test. The Thematic Apperception Test, Bender-Gestalt and the integration of other tests into report
writing is integral to this course. Prerequisite: CPS 711 - Assessment B: Personality Testing.

CPS 714 ADVANCED PSYCHOPATHOLOGY (5)

This course will survey AXIS I and AXIS II disorders, emphasizing current theories of etiology, research strategies and findings, and intervention approaches. Related issues will be explored, including development of psychopathology, biological bases, and cultural contexts. Course lectures and readings will emphasize the discriminant diagnosis of patients who present the signs and symptoms of various mental disorders. Prerequisites: CPS 610 - Psychopathology, CPS 624 - Supervised Practicum B.

CPS 724 SUPERVISED PRACTICUM A (5)
This supervision course includes case presentation and analysis for students in approved internship placements. This practicum must be taken during the first 250 hours of the internship. An audio or videotape presentation of a clinical hour is required. Prerequisite: CPS 624 - Supervised Practicum B or SPO 665 - Sports Counseling Practicum I.

CPS 725 SUPERVISED PRACTICUM B (5)
This practicum includes advanced case presentation and analysis for students in approved internship sites. This practicum must be taken during the second 250 hours of the clinical internship. Prerequisite:
CPS 724 - Supervised Practicum A.

CPS 727 PSYCHOTHERAPY WITH DIFFICULT & SPECIAL POPULATIONS (5)
Techniques appropriate to special populations will be explored. Students further develop their own therapeutic techniques and refine case presentations.

CPS 728 HUMANISTIC PSYCHOLOGY (5)
This course covers the major themes of Humanistic Psychology and its development into Transpersonal Psychology: the phenomenological approach, self-determination, the ideal of authenticity, the actualizing tendency, person centeredness and purpose, holism as the experience of consciousness, and self-transcendence into Transpersonal
Psychology. This class will explore the historical roots of movement.

CPS 729 COGNITIVE PSYCHOTHERAPY (5)
This course covers cognitive skills training to increase a students' therapeutic effectiveness. It reviews current theory and techniques used in object relations and systems approaches. Students will learn to define their own therapeutic techniques, discovering which techniques are most effective for them. Case presentations are required.

CPS 800 DISSERTATION/PROJECT WRITING I (5)
Students must enroll in this course when coursework is complete or they begin to work on their dissertation, whichever comes first. The student engages in independent study and attends the seminar as needed, leading to the completion of the first three chapters of the dissertation. Work is supervised by the Director of Research and the student's dissertation committee chair. These three chapters, the introduction, the literature review, and the methods section, constitute the formal proposal. Students must enroll in this course consecutively until the proposal has been defended and approved. Upon completion of a proposal acceptable to the student's committee, the student defends her or his proposal in an oral presentation to the committee. This oral presentation serves as a Qualifying Exam. Prerequisite: Doctoral Comprehensive Exam, Acceptance of a preliminary proposal by the Director of Research.

CPS 801 DISSERTATION/PROJECT WRITING II (5)
Students must enroll in this class when they have passed the Oral Qualifying Exam and are ready to begin to conduct their research. The student engages in independent study leading to the execution of their dissertation research. The findings are reported and discussed in chapters four and five of the dissertation. Upon completion of this work, the student has the Final Oral Defense

of the dissertation. Students must enroll in this course consecutively until the dissertation has been defended and approved. Prerequisites : CPS 800 - Dissertation Writing I.

SPORT COACHING (CCH)

CCH 400 ATHLETIC COACHING BUSINESS PRINCIPLES (5)
Students will learn how to set up their coaching practice, start a business, and network for success. The course will cover marketing techniques to professional sport organizations, office and self management, and record and bookkeeping.

CCH 401 THEORY OF COACHING (5)
This course is an overview of current theory and practice in coaching education. Topics include sport pedagogy, physiology, psychology, administration, and risk management. This course addresses issues common across all levels of performance and competition as well as issues specific to youth, interscholastic, and collegiate coaching.

CCH 403 COACHING METHODS (5)
This course is a comprehensive introduction to the coaching profession. Emphasis is placed on coaching at the high school and club levels. Additional consideration will be given to coaching at youth, recreational, and intercollegiate levels. The primary goal of the course is to develop and enhance students' knowledge and understanding of concepts and techniques of coaching, as well as their application to achieving important objectives in working with athletes.

CCH 408 SPORT SCIENCE APPLIED TO COACHING (5)
This course focuses on the basic science of exercise physiology and athletic performance as it applies to coaching. Topics include how the body responds to exercise, how to train the body to maximize health and athletic performance, basic movement and mechanical principles, risks associated with exercise, injury prevention strategies, and the influence of nutrition on exercise and athletic performance.

CCH 410 SPORT NUTRITION & WELLNESS (5)
This course is an introduction to concepts and applications of lifetime personal health and wellness, through the exploration of the sciences of exercise physiology and nutrition. Topics covered include the principles of exercise physiology, the components of fitness and athletic training, cardiovascular disease and risk factors, optimal nutrition and energy metabolism, weight management and life-style issues, relaxation and massage techniques, sexually transmitted diseases, ergogenic aids and substance abuse, and counseling for optimal physical and mental health. The course includes practical applications of certain topics through activities such as fitness testing, circuit training, weight training and aerobic training, and their role in achieving peak athletic performance.

CCH 469 SELECTED TOPICS IN SPORT COACHING (5)
Individualized studies in special topics in Sport Coaching. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

SPORT COMMUNICATION (SPM)
SPORT MANAGEMENT (SPM)

SPM 622 FOUNDATIONS OF SPORT MANAGEMENT (5)
This course will examine the intricacies involved in the management and administration of sports programs. Students will receive a broad overview of various sport entities, with analysis of the internal and
external environmental factors that impact on short and long term operations in the sport enterprise.
Additional emphasis will be placed on specific management techniques, such as how to plan, organize, control, and direct a sport enterprise, as well as decision-making and communication skills, which are the foundations for effective leadership and necessary to be a successful manager of sports programs.

SPM 624 GOVERNANCE & POLICY IN SPORT ORGANIZATIONS (5)
General principles of administration and governance structures in amateur sport will be the focus of the course. Emphasis will be placed on the International Olympic Committee, the Olympic Committee and the National Governing Bodies; the Special Olympics; the Collegiate Athletic Association; High School Leagues; and various other amateur sport organizations.

SPM 626 SPORT MARKETING MANAGEMENT (5)
An overview of sport marketing and basic market terminology, as well as concepts of sport marketing and the application of these concepts. Topics for discussion include consumer behavior in sport, sponsorship and fundraising, licensing, community relations, media relations, customer relations, branding, and the use of the Internet in sport marketing.

SPM 628 FACILITY & EVENT MANAGEMENT (5)
An in-depth study of the principles, guidelines and recommendations for facility planning, management and operations as well as a foundation for event planning and production.

SPM 631 SPORT MEDIA & COMMUNICATION (5)
This course will provide students a review of the basic communication principles, including a study of the interaction between sport entities and athletes in the media. Participants will gain an in-depth look at the various organizations involved in the sports communication industry, including major television and radio networks, journals and other print media, as well as marketing and advertising firms. Emphasis will be placed on publishing, journalism, team and league media relations, college sports information, TV and radio productions, and advertising. Additional focus will be placed on how fantasy sport host sites and traditional communication outlets are meeting the informational needs of the fantasy sport user. With nearly 35 million fantasy sport participants, fantasy sport is an online activity utilizing sport communication outlets in multiple ways.

SPM 633 STRATEGIC CRISIS MANAGEMENT IN SPORT (5)
Studies the emerging trends facing sport organizations and implementation of techniques in resolving them. This course will examine crisis communication principles, methods, and the application of crisis management principles, strategies and tactics.

SPM 650 FINANCIAL APPLICATION TO SPORT (5)
Applies financial principles to various professional, amateur, collegiate or non-profit sport programs as well as sport-related settings. The course will provide the student with a practical

background regarding the principles of financial management and financial statements for the purposes of planning, administering, reporting and evaluating the financial performance of sport-related entities.

SPM 651 ETHICAL & SOCIAL ISSUES IN SPORT (5)
This course will provide an overview of the current issues, as well as a range of potential social controversies impacting athletes, managers, athletic administrators, coaches, and trainers. This course will include an analysis of the processes and values that create, sustain, and transform sport in today's society. Emphasis will be placed on practicing and promoting ethics and human values while managing and operating professionally within any sport enterprise. Additional emphasis will be placed on the ethical dilemmas and decisions in the commercialization and coverage of modern sports. Topics include the influence of television, pressure to change sports traditions and standards for money, and negative influence on athletes from commercialization.

SPM 652 MEDIA RELATIONS IN SPORT (5)
In this course students will learn to critically view the role of media in world of sport. The influence of and relationship between sport media and issues such as race, gender, sexuality, nationalism, violence, capitalism/consumerism, and civic life will be examined. Other topics discussed will include the history and processes involved in the development of sport media. Issues in relation to journalism ethics and the production of sport media also will be examined.

SPM 653 P.R. PRINCIPLES & CASE STUDIES IN SPORT (5)
Analysis of public relations principles and techniques through case studies and application of those principles and techniques to a sport-related public relations campaign.

SPM 654 SPORT LAW (5)
Provides an understanding of the American legal system with an emphasis on the resolution of sport business legal disputes by means of civil litigation, mediation, arbitration, and trial procedures. Examines the traditional areas of contract law and tort law as they relate to problems confronting the exercise leader, athletic director, teacher/coach, or sport manager. Scrutinizes the legal structure of sport and focuses on special topics of television and media, trademark law, sex discrimination, facility safety, handicap access, professional sport, drug testing, antitrust laws, gambling and tax laws.

SPM 655 ATHLETE MANAGEMENT (5)
This course will provide individuals with the necessary skills and strategies to represent professional athletes. Emphasis will be placed on
the laws, rules, and regulations that influence the sports agent industry, as well as future developments in the field.

SPM 656 RISK MANAGEMENT IN SPORT & PHYSICAL ACTIVITY (5)
An introduction to risk management and its application to sport and physical activity, the course will enable students to identify, evaluate, and control loss to personal and real property, clients and students, employees, and the public. Losses may result in injury, death, destruction of property, financial failure, or harm to reputation. Students will become familiar with systems used in assessing risks in the sport industry.

SPM 657 SPORT TOURISM MANAGEMENT & MARKETING (5)
Examines the planning, operations and marketing of sport tourism. Topics will include the economics, decision-making, programming, project management and operational techniques for

sport tourism enterprises. In addition, international sport tourism, sporting cities and international visitation, entrepreneurialism and sport events will be examined as well as the organizational, environmental and media intervention.

SPM 658 SPONSORSHIP & FUNDRAISING IN SPORT (5)
Focuses on the importance of sponsorship and fundraising to sporting organizations. Writing and evaluating sponsorship proposals will be highly emphasized. Various fundraising ideas and concepts will also be highlighted and evaluated.

SPM 665 SPORTS BROADCASTING (5)
This course is designed for those who are interested in working in broadcast journalism – either in front of, or behind the camera in television, radio, or in multi-platform media organizations. Participants will learn the essential strategies needed to work in the sports media industry, with training in television and radio production, and project management skills.

SPORT PSYCHOLOGY (SPO)

SPO 505 INTRODUCTION TO PHYSICAL EDUCATION AND SPORTS SCIENCE (5)
Course provides a graduate level introduction to Physical Education and Exercise. Topics include an historical perspective of sport and exercise, fitness, conditioning, motor development, coaching, sports medicine, and adapted physical education, and comparison of professional and recreational athletic programs.

SPO 600 SPORT PSYCHOLOGY BUSINESS PRINCIPLES (5)
Students will learn how to set up their Sport Psychology practice, start a business, and network for success. The course will cover marketing techniques to professional sport organizations, office and self management, and record and bookkeeping.

SPO 651 INTRODUCTION TO SPORT COUNSELING (5)
This overview of Sport Psychology will focus on the history, current status, and future perspectives in the field of psychology as applied to sports. Students will have an opportunity to become familiar with different approaches in sport counseling from an international perspective. Special emphasis will be placed on philosophical and scientific systems of thought which influence current psychological practice in sports. Prerequisite: SPO 505 – Introduction to Physical Education and Sport Science or equivalent.

SPO 652 ASSESSMENT AND EVALUATION IN SPORT COUNSELING (5)
This course will focus on the utilization of assessment instruments and interviewing techniques in Sport
Counseling. It will include the application, scoring, and evaluation of the Test of Attentional and Interpersonal Style (TAIS), Myers-Briggs Type Indicator (MBTI), among other commonly used instruments. Prerequisite: SPO 651 - Introduction to Sport Counseling.

SPO 653 ADULT FITNESS AND PERFORMANCE ENHANCEMENT (5)

This course focuses on the study of various theories and techniques utilized to enhance performance in
sports and other areas of physical and mental development. Students will have the opportunity to experience techniques and develop their individual approaches to performance enhancement. Additional topics include identification of primary factors in health risks, optimum training methods and psychological issues confronted in personal physical challenges.

SPO 665 SPORT COUNSELING PRACTICUM I (5)

This course provides supervision for students in approved internship placements. The course will integrate the different approaches covered in previous courses with their practical applications. Students will design their own approaches to counseling athletes, coaches, and teams. They will have the opportunity to apply their knowledge in realistic sport settings and process the results in classroom groups. Through feedback and hands-on experiences, students will gain confidence and skills. Prerequisites: SPO 651 - Introduction to Sport Counseling, CPS 403 Theories of Personality, CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology, SPO 652 - Assessment and Evaluation in Sport Counseling.

SPO 668 CAREER TRANSITION AND ATHLETIC RETIREMENT (5)

This course will focus on the career cycle of professional and elite athletes and teams, with special focus on the career transition process. Students will learn to assess, evaluate, and make proper recommendations to athletes in the areas of academic and career development and planning. Topics covered in this course will include reasons for career transitions among athletes, career transition needs, elements and models for successful career transition, and career transition problem areas: psychological, physical, social, and economic. Prerequisites: SPO 651 - Introduction to Sport Counseling or consent.

SPO 699 THESIS/PROJECT WRITING (5)

Masters students in Sport Counseling are required to write a thesis. Students should enroll in 699 while engaged in thesis research and writing. Prerequisite: Second year graduate student and project proposal approved by the Director of Research.

SPO 751 SEMINAR IN SPORT PSYCHOLOGY (5)

Review and analysis of current research, trends, and issues related to Sport Psychology. Prerequisite: SPO 651 - Introduction to Sport Counseling.

SPO 754 NUTRITION & LIFESTYLE MANAGEMENT (5)

This class will explore the role of athletic training, diet, and life-style issues in peak athletic performance. Principles of exercise physiology, optimal nutrition management, and counseling for optimal physical and mental health will be emphasized. Skill development with assessment tools and with development of preventive and rehabilitative programs is also included.

SPO 765 SPORT COUNSELING PRACTICUM II (5)

This advanced experiential course provides supervision for students in approved internship placements. The practicum integrates different assessment and counseling strategies studied in previous courses according to their practical applications. Students will design their own applied approaches to counseling athletes, coaches, and teams. Moreover, students will have the

opportunity to apply their knowledge in realistic sport settings and process the results in classroom discussion groups. Through feedback and hands-on experiences, students will develop confidence and marketable skills. Prerequisites: SPO 651 - Introduction to Sport Counseling, CPS 403 Theories of Personality, CPS 601 - Counseling Theories & Strategies, CPS 610 - Psychopathology, SPO 652 - Assessment and Evaluation in Sport Counseling, SPO 665 – Sport Counseling Practicum I.

SPO 766 PSYCHOLOGY OF COACHING (5)
This course will provide students with a theoretical and practical knowledge for the Psychology of Coaching. Students will learn various coaching strategies and techniques to help serve this unique population.

SPO 767 ADVANCED SPORT PSYCHOLOGY INTERVENTION TECHNIQUES (5)
This course will provide students with theoretical and practical knowledge in intervention techniques in Sport Psychology. Students will learn different working models they can use to assess and evaluate athletes and develop programs to serve this unique population. Counseling practice and feedback will be provided through case presentation and analysis to enhance students therapeutic effectiveness and ability to create strategies for successful intervention. Prerequisite: SPO 665 - Sport Counseling Practicum I or concurrent enrollment.

SPO 769 SELECTED TOPICS IN SPORT PSYCHOLOGY (5)
Individualized studies in special topics in Sport Counseling. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

SPO 799 INDEPENDENT STUDY IN SPORT PSYCHOLOGY (5)
Individualized studies in special topics in Sport Psychology. Each student's work is directed by a faculty member or recognized leader in the subject area being studied. Prerequisite: Tutorial study plan approved by the Chief Academic Officer.

SPO 800 DISSERTATION/PROJECT WRITING I (5)
Students must enroll in this course when coursework is complete or they begin to work on their dissertation, whichever comes first. The student engages in independent study and attends the seminar as needed, leading to the completion of the first three chapters of the dissertation.   Work is supervised by the Director of Research and the student's dissertation committee chair. These three chapters, the introduction, the literature review, and the methods section, constitute the formal proposal. Students must enroll in this course consecutively until the proposal has been defended and approved. Upon completion of a proposal acceptable to the student's committee, the student defends her or his proposal in an oral presentation to the committee. This oral presentation serves as a Qualifying Exam. Prerequisite: Doctoral Comprehensive Exam, acceptance of a preliminary proposal by the Director of Research.

SPO 801 DISSERTATION/PROJECT WRITING II (5)
Students must enroll in this class when they have passed the Oral Qualifying Exam and are ready to begin to conduct their research. The student engages in independent study leading to the execution of their dissertation research. The findings are reported and discussed in chapters four

and five of the dissertation. Upon completion of this work, the student has the Final Oral Defense of the dissertation. Students must enroll in this course consecutively until the dissertation has been defended and approved. Prerequisites : SPO 800 – Dissertation/Project Writing I and Doctoral Comprehensive Exam

WEB DESIGN (WEB)

DSN 101 HUMAN COGNITION AND INTERFACE DESIGN (5)
This course focuses on the principles of human interaction and user interface design. Topics to be discussed will range from the human anatomy, to the psychology of learning and memory, to the limits of human cognition and interest. Students will examine the principles of schematic organization, aesthetics, and designing for usability and economy of effort.

DSN 103 PROJECT MANAGEMENT (5)
This course covers the practical aspects of interacting with clients, assessing the scope and requirements of a given project, and the successful planning, organizing, and managing of resources to bring about the successful completion of the project goals and objectives. Students will examine theories of project management as they relate to specific case studies and will practice managing a project from concept to completion.

WEB 100 INTRODUCTION TO HTML AND WEB PAGE CREATION (5)
This course introduces students to the world of Hyper Text Markup Language (HTML), the predominant markup language for web pages on the internet. Students will gain familiarity with HTML scripting and will "hand code" web pages using a just basic text editor. Topics to be covered include setting tags, embedding pictures and links, formatting, creating tables, creating frames, and creating forms. This class is recommended for students that are new to the field of web design.

WEB 103 PRINCIPLES OF WEB SITE ARCHITECTURE AND DESIGN (5)
This course focuses on the successful organization of web pages into a thematic web site, based on principles of utility, economy, and human interface design. Students will examine case studies to determine client objectives, and take an interdisciplinary approach to flexibly achieve optimal solutions. Topics covered will include the cognitive bases for usability, principles of navigation, presentation by priority, and diagrammatic approaches to problem solving.

WEB 104 INTRODUCTION TO APACHE, MySQL, AND PHP (5)
This course will prepare students to set up a basic Apache-MySQL-PHP (AMP) server from which they will be able to serve their own websites on any operating system of their choice. Students will learn the basics of integrating a web server (Apache), a database system (MySQL), and PHP, a scripting language for producing dynamic web pages. Encryption of web traffic via SSL and basic security concerns will also be discussed. This course is a prerequisite for WEB 230 "Introduction to Open Source Content Management Systems."

WEB 105 WEB DESIGN MARKETING (5)
This course provides students with an overview of specific concerns that web designers face in marketing services for web design. Strategies for portfolio design, client contact, interviewing and counseling, and obtaining referrals will be discussed.

WEB 205 OPEN SOURCE TOOLS FOR WEB SITE CREATION (5)
This course provides an introduction to the use of open source software to create robust web sites. The software covered in this course is cross-platform, free to use, and provides a cost effective alternative to use of proprietary software. This class will primarily focus on Aptana, GIMP, Inkscape, and Filezilla.

WEB 220 CSS Workshop and CSS 2.1 (5)
This course introduces students to the use of cascading style sheets (CSS) to set formatting, improve content accessibility, and optimize bandwidth.

WEB 225 SEARCH ENGINE OPTIMIZATION (5)
This course emphasizes the process of improving the volume or quality of traffic to a website from search engines through Search Engine Optimization (SEO). The principles and mechanisms behind search engine results, "black" and "white" hat techniques for optimization, and real world application will be discussed and practiced.

WEB 230 INTRODUCTION TO OPEN SOURCE CONTENT MANAGEMENT SYSTEMS (5)
This course will provide an introductory survey of popular open source content management systems (CMS) in order to manage work flow in a collaborative environment. This course will focus primarily on Drupal, Joomla!, Wordpress, and MediaWiki. Students will have an opportunity to participate in creating and administering a class CMS of their choice. WEB 104 "Introduction to Apache, MySQL, and PHP" is a prerequisite for this class, but may be taken concurrently.

UNIVERSITY PROGRAMS FACULTY

San Diego University for Integrative Studies takes great pride in its faculty. By embodying the qualities of scholar-practitioners, they bring wisdom and worldly experience to their classrooms and our curriculum. Believing in personal exchange and exposure to a variety of thinkers and doers, San Diego University for Integrative Studies seeks out specialists to teach in each of its course areas. Input from faculty is sought at the curriculum development stage as well. Faculty members strive to pass on their knowledge and expertise so that they can have a positive influence on our collective future.

Although San Diego University for Integrative Studies is a small university, its scholars are leaders and innovators in their areas of expertise. Over 90% of the faculty who teach at the graduate level hold terminal degrees in their area of expertise. The University's residential and online faculty are published, recognized scholars whose approach to teaching embraces multicultural and multinational perspectives.

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> Master of Arts. Counseling Psychology, La Jolla University
> Bachelor of Arts, Psychology, University of California San Diego

Teaching specialty: Counseling, Family Therapy, Psychology

Seann Bernshaw, MA
> Master of Arts, Economics, University of California Santa Barbara
> Bachelor of Arts, Economics, University of California Santa Barbara

Teaching specialty: Business

Yolonda Boston-Creigh, M.Ed.
> Master of Education, Adult Education, University of Phoenix
> Bachelor ofLiberal Arts,
> Purdue University

Teaching Specialty: Hospitality Management

Desiree Bradanini, Lead Faculty
> Bachelor of Fine Arts, Fashion Design, Parsons School of Design, New York

Teaching specialty: Fashion Design

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> Master of Arts, Organization Development, Marshall Goldsmith School of Management, Alliant University
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>Master of Education (M.Ed.), Educational Leadership, Widener University
>Master of Arts, Secondary Education, Lehigh University
>Bachelor of Science, Education, Easter Stroudsburg State College
Teaching specialty: Writing Skills

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>Master of Science, Radford University
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Yvette Lyons, PhD
        Doctor of Philosophy, Psychology, California Institute of Integrative Studies
        Master of Arts, Psychology, The University for Humanistic Studies
        Bachelor of Arts, Psychology, Sierra University
Teaching Specialty: Expressive Arts Therapy, Psychology

Michael Maynard, MA
        Master of Science, Accountancy, California State University, Chico
        Bachelor of Arts, Journalism, California State University, Hayward
        Tax Certificate, UCLA Continuing Education
Teaching specialty: Accounting

Jenny Molstre, PsyD
        Doctor of Psychology, San Diego University for Integrative Studies
        Master of Arts, Marital & Family Therapy, Alliant International University
Teaching Specialty: Clinical Psychology

Macyh Nawaey, JD
        Juris Doctor, Thomas Jefferson School of Law
        Bachelor of Arts, Political Science, University of California San Diego
Teaching Specialty: Business Law, Sales

Rene Ray, M.Ed.
        Master of Arts in Education, Alliant International University
        Bachelor of Arts, Organizational Leadership, Chapman University
Teaching specialty: Business, Communication

Robert Rodgers, MBA
        Master of Business Administration, Technology Management, National University
        Bachelor of Science, Computer Engineering, Clemson University
Teaching Specialty: Business, Computers

Arthur Rosengarten, PhD
        Doctor of Philosophy, Clinical Psychology, California Institute of Integral Studies
        Master of Arts, Integral Studies, California Institute of Asian Studies
        Bachelor of Arts, English Literature and English Composition, Beloit College
Teaching Specialty: Psychology

Steve Ryan, MA
        Master of Arts, English, City College of New York
        Bachelor of Arts, English, College of Staten Island, City University of New York
Teaching specialty: Business, Communication

Stella Sailing, PhD
        Doctor of Philosophy, Professional Psychology, Alliant International University
        Master of Arts, Counseling, Alliant International University
        Bachelor of Arts, Biology, University of California Riverside
Teaching Specialty: Expressive Arts Therapy, Psychology

Steven Schaefer, MBA
        Master of Business Administration, International Management, Thunderbird, Goal School of Management
        Bachelor of Arts, Government, Southern Illinois University
Teaching specialty: Business

Kathleen Scott
    Bachelor of Science, Accounting, Southeast Missouri State University
Teaching Specialty: Accounting

Robert Spellman, MBA
    Master of Business Administration, Technology Management, University of Pheonix
    Bachelor of Science, Computer Science, Norfolk State University
Teaching Specialty: Accounting, Business, Information Technology

Griffen Stapp, MA. CPA
    MBA, Accountancy, California State University San Marcos
    BA, Accounting & Finance,
    California State University San Marcos
Teaching specialty: Accounting & Finance

Christine Stevens, MSW, MA
    Master of Social Work, Colorado State University
    Master of Art, Music Therapy, Colorado State University
    Bachelor of Art, Music Therapy, Michigan State University
Teaching Specialty: Music Therapy

William Stillwell, PhD
    Doctor of Philosophy, Anthropology, University of Pittsburgh
    Bachelor of Arts, Anthropology, Lawrence University
Teaching Specialty: Clinical Counseling, Humanistic Studies, Psychology

Laura M. Tanganelli, LLM
    LLM in American Legal Studies, Thomas Jefferson School of Law
    LLM in International & European Law, University of Westminster (U.K.)
    Bachelor of Law, University of Nice, France
Teaching Specialty: International Business Law

Kristen Tryniszewski,, MS
    Master of Science, Mental Health Counseling, Walden University
    Bachelor of Science, Psychology, San Diego State University
Teaching Specialty: Counseling, Abnormal Psychology

Rachel Van Dessel, MFA, MA
    York University
    Master of Art, Psychology, Sonoma State University
    Bachelor of Art, Psychology, Sonoma State University
Teaching Specialty: Psychology, Transpersonal Psychology

Cristina Versari, PhD
    PhD specialization in Sport Psychology
    United States International University, San Diego, CA
    Master of Arts in Sport Psychology
    United States International University, San Diego, CA

Bachelor of Science in Psychology,   Universidade Gama Filho, Brazil Bachelor of Science in Physical Education, Universidade Gama Filho, Brazil

Teaching Specialty: Sport Psychology, Business Planning

Gary Vienna, MS
Master of Science, Information Technology, Grantham University
Bachelor of Science, Computer Science, Grantham University
Associate of Science, Computer Science, Grantham University

Teaching Specialty: Business, Information Technology, Web Design

Suzanne Werden, MBA
Master of Business Administration, University of Phoenix
Bachelor of Science, Accounting/Finance, Oakland University

Teaching specialty: Accounting, Business

Jason Wiggins, PhD
Doctor of Philosophy in Management, Leadership and Organizational Change, Walden University
Master of Business Administration, City University of Seattle
Bachelor of Arts, Washington State University

Teaching Specialty: Business & Leadership

ACADEMIC CALENDAR FOR RESIDENTIAL HYBRID COURSES

WINTER 2016 – FALL 2016

WINTER 2016	**January 4 – March 27**
Classes Start	January 4
Comprehensive Exams	February 12
Spring Registration Deadline	March 15
Classes End	March 27

SPRING 2016	**April 4 – June 26**
Classes Start	April 4
Comprehensive Exams	May 13
Summer Registration Deadline	June 15
Classes End	June 26

SUMMER 2016	**July 4 – September 25**
Classes Start	July 4
Comprehensive Exams	August 12
Fall Registration Deadline	September 15
Classes End	September 25

FALL 2016	**September 26 – December 18**
Classes Start	September 26
Comprehensive Exams	November 4
Winter 2017 Registration Deadline	December 15
Classes End	December 18

Please note: The Quarterly Schedule of Classes will list all current financial and add/drop deadlines. Payment schedules are listed on individual contracts.

ACADEMIC CALENDAR FOR RESIDENTIAL HYBRID COURSES

WINTER 2017 – FALL 2017

WINTER 2017   **January 2 – March 26**

Classes Start   January 2
Comprehensive Exams   February 10
Spring Registration Deadline   March 15
Classes End   March 26

SPRING 2017   **April 3 – June 25**

Classes Start   April 3
Comprehensive Exams   May 12
Summer Registration Deadline   June 15
Classes End   June 25

SUMMER 2017   **July 3 – September 24**

Classes Start   July 3
Comprehensive Exams   August 11
Fall Registration Deadline   September 15
Classes End   September 24

FALL 2017   **September 25 – December 17**

Classes Start   September 25
Comprehensive Exams   November 3
Winter 2018 Registration Deadline   December 15
Classes End   December 17

ACADEMIC CALENDAR FOR RESIDENTIAL HYBRID COURSES

WINTER 2018 – FALL 2018

WINTER 2018	**January 2 – March 25**
Classes Start	January 2
Comprehensive Exams	February 9
Spring Registration Deadline	March 15
Classes End	March 25

SPRING 2018	**April 2 – June 24**
Classes Start	April 2
Comprehensive Exams	May 11
Summer Registration Deadline	June 15
Classes End	June 24

SUMMER 2018	**July 2 – September 23**
Classes Start	July2
Comprehensive Exams	August 10
Fall Registration Deadline	September 15
Classes End	September 23

FALL 2018	**September 24 – December 16**
Classes Start	September 30
Comprehensive Exams	November 2
Winter 2019Registration Deadline	December 15
Classes End	December 16

ACADEMIC CALENDAR FOR RESIDENTIAL HYBRID COURSES

WINTER 2019 – FALL 2019

WINTER 2019	**January 7 – March 31**
Classes Start	January 7
Comprehensive Exams	February 15
Spring Registration Deadline	March 15
Classes End	March 31

SPRING 2019	**April 8 – June 30**
Classes Start	April 8
Comprehensive Exams	May 17
Summer Registration Deadline	June 15
Classes End	June 30

SUMMER 2019	**July 8– September 29**
Classes Start	July 8
Comprehensive Exams	August 15
Fall Registration Deadline	September 15
Classes End	September 29

FALL 2019	**September 30 – December 22**
Classes Start	September 30
Comprehensive Exams	November 7
Winter 2020 Registration Deadline	December 15
Classes End	December 22

ACADEMIC CALENDAR FOR RESIDENTIAL HYBRID COURSES

WINTER 2020 – FALL 2020

WINTER 2020	**January 6 – March 29**
Classes Start	January 6
Comprehensive Exams	February 13
Spring Registration Deadline	March 15
Classes End	March 29

SPRING 2020	**April 6 – June 28**
Classes Start	April 6
Comprehensive Exams	May 15
Summer Registration Deadline	June 15
Classes End	June 28

SUMMER 2020	**July 6 – September 27**
Classes Start	July 6
Comprehensive Exams	August 14
Fall Registration Deadline	September 15
Classes End	September 27

FALL 2020	**September 28 – December 20**
Classes Start	September 28
Comprehensive Exams	November 6
Winter 2021 Registration Deadline	December 15
Classes End	December 20

ACADEMIC CALENDAR FOR DISTANCE LEARNING COURSES

WINTER 2016 – FALL 2016

WINTER 2016   **January 4 – March 27**

Session I Classes Start   January 4
Session II Classes Start   February 15
Spring Registration Deadline   March 15
Session II Classes End   March 27

SPRING 2016   **April 4 – June 26**

Session I Classes Start   April 4
Session II Classes Start   May 16
Summer Registration Deadline   June 15
Session II Classes End   June 26

SUMMER 2016   **July 4 – September 25**

Session I Classes Start   July 4
Session II Classes Start   August 15
Fall Registration Deadline   September 15
Session II Classes End   September 25

FALL 2016   **September 26 – December 18**

Session I Classes Start   September 26
Session II Classes Start   November 7
Winter 2017 Registration Deadline December 15
Session II Classes End   December 18

Please note: The Quarterly Schedule of Classes will list all current financial and add/drop deadlines. Payment schedules are listed on individual contracts.

ACADEMIC CALENDAR FOR DISTANCE LEARNING COURSES

WINTER 2017 – FALL 2017

WINTER 2017	**January 2 – March 26**
Session I Classes Start	January 2
Session II Classes Start	February 13
Spring Registration Deadline	March 15
Session II Classes End	March 26

SPRING 2017	**April 3 – June 25**
Session I Classes Start	April 3
Session II Classes Start	May 15
Summer Registration Deadline	June 15
Session II Classes End	June 25

SUMMER 2017	**July 3 – September 24**
Session I Classes Start	July 3
Session II Classes Start	August 14
Fall Registration Deadline	September 15
Session II Classes End	September 24

FALL 2017	**September 25 – December 17**
Session I Classes Start	September 25
Session II Classes Start	November 6
Winter 2018 Registration Deadline	December 15
Session II Classes End	December 17

ACADEMIC CALENDAR FOR DISTANCE LEARNING COURSES

WINTER 2018 – FALL 2018

WINTER 2018   **January 2 – March 25**

Session I Classes Start   January 2
Session II Classes Start   February 12
Spring Registration Deadline   March 15
Session II Classes End   March 25

SPRING 2018   **April 2 – June 24**

Session I Classes Start   April 2
Session II Classes Start   May 14
Summer Registration Deadline   June 15
Session II Classes End   June 24

SUMMER 2018   **July 2 – September 23**

Session I Classes Start   July2
Session II Classes Start   August 13
Fall Registration Deadline   September 15
Session II Classes End   September 23

FALL 2018   **September 24 – December 16**

Session I Classes Start   September 24
Session II Classes Start   November 5
Winter 2019 Registration Deadline   December 15
Session II Classes End   December 16

ACADEMIC CALENDAR FOR DISTANCE LEARNING COURSES

WINTER 2019 – FALL 2019

WINTER 2019   **January 7 – March 31**

Session I Classes Start   January7
Session II Classes Start   February 18
Spring Registration Deadline   March 15
Session II Classes End   March 31

SPRING 2019   **April 8 – June 30**

Session I Classes Start   April 8
Session II Classes Start   May 20
Summer Registration Deadline   June 15
Session II Classes End   June 30

SUMMER 2019   **July 8– September 29**

Session I Classes Start   July 8
Session II Classes Start   August 19
Fall Registration Deadline   September 15
Session II Classes End   September 29

FALL 2019   **September 30 – December 22**

Session I Classes Start   September 30
Session II Classes Start   November 11
Winter 2020 Registration Deadline   December 15
Session II Classes End   December 22

ACADEMIC CALENDAR FOR DISTANCE LEARNING COURSES

WINTER 2020 – FALL 2020

WINTER 2020	**January 6– March 29**
Session I Classes Start	January 6
Session II Classes Start	February 17
Spring Registration Deadline	March 15
Session II Classes End	March 29

SPRING 2020	**April 6 – June 28**
Session I Classes Start	April 6
Session II Classes Start	May 18
Summer Registration Deadline	June 15
Session II Classes End	June 28

SUMMER 2020	**July 6 – September 27**
Session I Classes Start	July 6
Session II Classes Start	August 17
Fall Registration Deadline	September 15
Session II Classes End	September 27

FALL 2020	**September 28 – December 16**
Session I Classes Start	September 28
Session II Classes Start	November 9
Winter 2021 Registration Deadline	December 15
Session II Classes End	December 20

Please note: The Quarterly Schedule of Classes will list all current financial and add/drop deadlines. Payment schedules are listed on individual contracts.

ENGLISH AS A SECOND LANGUAGE (ESL)
INTENSIVE ENGLISH LEARNING PROGRAM (IEP)
Provided by
USA ENGLISH LANGUAGE CENTER (USAELC) of SDUIS

USAELC Mission
To provide high quality, affordable English as a Second Language educational services to students from many different countries in a home-like, friendly environment by experienced instructors who value a humanistic and integrative philosophy. Our awareness of the relationship between mind, body, and spirit forms the basis for a socially, culturally, and environmentally relevant educational process and experience which we call "Integrative Studies."

Accreditation
USAELC is a department of the San Diego University for Integrative Studies offering the Intensive English Language Program. The Intensive English Language Program is accredited by the Accrediting Council for Continuing Education and Training (ACCET).

Program Overview
USA English Language Center offers Beginning 1 and 2, Intermediate 1 and 2, Advanced 1 and 2, along with TOEFL Preparation, Business English, and Conversation for Fluency. **USAELC** instructors use a full range of grammatical, reading, writing, listening and conversational techniques in the classroom on a daily basis. Each class has its own required textbook in addition to teacher-provided supplemental materials to enhance the learning process. Classes are offered in the morning, afternoon, evening, and weekend.

Schedule of classes
Classes operate on a 12-week course cycle with open enrollment. Students in the United States on an F1 Student Visa are required to attend classes at least 18 hours per week. **USAELC** classes are 4.5 hours per day, Monday through Thursday, which fulfills the 18-hour per week requirement. Also available is the Weekend intensive option, with classes schedule on Friday and Saturday. For students interested in improving their English skills faster, **USAELC** offers reduced tuition for registering into two sessions simultaneously. Students can choose any combination of two sessions, for example Morning session and Afternoon session. The sessions offered are as follows:

Morning: 9:00 am to 1:30 pm
Afternoon: 1:30 pm to 6:00 pm
Evening: 5:30 pm to 10:00 pm
Friday – Saturday: 8:30 am to 5:30 pm

Course Descriptions
All courses are 216 clock hours, and offered over 12 weeks unless noted otherwise.

Beginning I and II
The beginner class focuses on basic grammar and simple comprehension of spoken and written English. No prior English study is necessary for this level. Placement test score ranges from **0-26 for Beginner 1** and **27-40 for Beginner 2.**

Intermediate I and II
This level focuses on reading comprehension, building vocabulary, grammar, and conversation skills. Most students at this level have a good understanding of English and are often ready for standardized testing. Placement test score ranges from **41-50 for Intermediate 1** and **51-61 for Intermediate 2**.

Advanced I and II
Professional/college level conversation abilities and knowledge of the subtleties of English are necessary to succeed in this level. Advanced conversation, pronunciation, and reading comprehension are the main focuses of this level to enhance the student's grasp of English fluency. Placement test score ranges from 62-80. **Advanced 1 is 62-68** and **Advanced 2 is 69-80.**

Conversation & Fluency I & II
Students will learn English for Conversation utilizing advanced pronunciation and recognition techniques, metaphor, symbolism, and imagery. Course will emphasize the importance of vocabulary, prepositions, phrasal verbs. Class will also reinforce basic-advanced grammar as it is altered and modified for fluency. This course is suitable for students who are at an Intermediate level of English. Placement test scores range from **41-61**.

TOEFL Preparation I & II
This class is for the intermediate and advanced English language learner who plans to take the iBT TOEFL, a standardized test for non-native speakers wishing to transfer to a two or four-year college in the U.S. The course focuses on the four elements of the TOEFL test: reading comprehension, writing, listening, and speaking. Several students in our TOEFL Program move up to the SDUIS University level for a Bachelors, Masters, Ph.D. or Certificate Program. Placement test scores range from **41-80**

Business English I & II
The Business English course offered at **USAELC** allows students to gain a better understanding of English through the knowledge of practical, applied business practices. Students will learn a large variety of business information such as: administration, corporate strategy, marketing, sales, business etiquette, media, law, and creating a resume for job interviews. This course is suitable for students who are at an Intermediate level of English.

Admissions
The Admissions and Student Services Office at the USA English Language Center consists of trained Admissions Representatives, Student Services Coordinators, and Directors ready to assist international students. We cater to walk-ins, email and phone correspondence. Students and families can also communicate with our office through our website, social networks and fax. Our

Representatives can assist with a wide range of questions students might have, anything from housing needs, visa questions, change of status and getting settled in San Diego. Upon enrollment our office remains a vital source of information for currently enrolled students. We maintain customer satisfaction by offering assistance with changes to class schedule, requests for leave of absence, requests for transfer of I20 record to another institution, among other student services.

The application process for new students is as follows:

Complete an application form
Provide a copy of your current passport, visa, and I-94;
Provide a copy of your current I-20;
Provide a copy of your current bank statement; All new international students are required to show proof that funds are guaranteed for the courses of study, in the form of a bank statement (savings or checking accounts only) or bank letter, dated within the last two months.
Pay the application fee
Sign a Liability Release Form

If all material and documents have been submitted, the applicant will be scheduled to begin their session at USAELC on the next available session start date, and scheduled for a placement test.

Transfer students coming to USA ELC:
The student must complete the same process as described for a new student and also complete a transfer form.

It takes on average between 2-5 business days for their SEVIS record to be transferred to USAELC from a former school.

Walk-in for an overseas student:
An overseas student may have a representative begin the application process in the office on their behalf. The fees to apply include the $75 Application Fee, $175 Administrative Fee and the $125 Documents Preparation Fee. The $75 Courier fee is optional and will mail the form I-20 directly to the student. The Courier fee is refundable if the service to the third party is not utilized. The Courier fee is charged based on quoted rate from DHL website for cost of service.

Placement Test and Exit Exam
The Placement Test for new students is administered on the first day of class at the USA English Language Center, at 9am.

The Exit Test is required of all students who are ending their program at the USA English Language Center. The exit test will demonstrate any progress the student may have made during their enrollment. The Exit Test is administered on Thursdays at 1:30pm.

Certificate of Completion
A certificate verifying enrollment and or completion at USAELC is offered to students upon request. Students may come to the office to fill out a Certificate Request Form, and pay the $20 fee for processing. Students who cannot pick up their certificate in person can request to mail the certificate with courier fee to any U.S. address. Certificate of Course Completion requires at least 12 weeks' enrollment with a passing grade. Students who participate in the Exit Exam will have the processing fee waived.

Attendance Policy
Students are required to maintain at least 80% attendance during enrolled course of study. Students who drop below the required attendance percentage may be dismissed from the program, or placed on probation. Students attending the program on Student Visa (F) are required by immigration to meet the attendance requirement in order to maintain status in the United States. Students who drop below the required attendance percentage may have their I20 record terminated at any time for unauthorized drop below full course of study.

Attendance is calculated for the entire 12-week course.
- At the point that a student drops below 80% cumulative attendance for a course, he/she receives an attendance warning email.
- Students that have a cumulative attendance average below 80% at the end of the course *are withdrawn from school*.
- The faculty class roster will contain information about the student's week, attendance average, and cumulative grade.
- Students are encouraged to attend all classes to avoid an attendance issue arising.

Medical Reduced Course Load (RCL)**:**
All Reduced Course Load (RCL) requests must be submitted in writing, with student signature, and the dates being requested. Requested start date for course reduction must be submitted in advance, and an official response must be received by the student prior to attending class at a reduced schedule. RCL requests are reviewed by the Exceptions Review Committee (ERC) at the USA English Language Center, in accordance with SEVP Policy for F1 visa. RCL request for medical conditions must include supporting documentation. Medical conditions must be substantiated by medical documentation from a licensed medical doctor, in accordance with SEVP Policy. SDUIS cannot accept medical documentation signed by medical staff other than a licensed medical doctor (for example, a certified nurse practitioner CNP is not acceptable). The date of the Doctor's visit must be no more than 10 (ten) days prior to the RCL request form being submitted to the office.

RCL requests must be approved by the Designated School Official (DSO). Students who have been approved for RCL are required to maintain the agreed upon schedule to maintain their F1 Visa status. Students that have been approved for RCL will receive a customized RCL Class Schedule, and will be allowed to attend classes at the USA English Language Center for the amount of time specified.   At the end of the RCL Class Schedule, students will be expected to return to full time attendance, 18 hours per week, to maintain their F1 Visa status.   Students who fail to maintain their RCL Class Schedule and have poor attendance may be considered for dismissal and/or termination.

RCL will not affect tuition payments or payment due dates, please make your payments on time according to your enrollment agreement at the USA English Language Center. Students are encouraged to maintain good communication with the administrative office and the school's DSO in order to fulfill F1 Visa status requirements during the Reduced Course Load process

Make-up Work:
Students may make-up work at the discretion of the faculty if their reason for missing the assignment was related to an excused absence.

The following rules apply for allowing make-up work.
- Make-up work must be completed within 2 weeks of the missing assignment.
- Make up work must be educationally sound
- The Make-up assignment or exam will be comparable in content, length of time required to complete, and delivered in a similar manner to the assignment missed. Therefore, if the missed assignment included an oral report, the make-up assignment will require an oral report. If the missed assignment was an exam, the make-up assignment will be an exam.
- There is a 10% penalty deducted from all late work, including make-up work.

Class or Course Change Request
A student may request a class change from Student Services within the first week of a scheduled course. If a different session or course is available, the student may be approved for a class change.

IMPORTANT: Students must progress in their program. Students with a passing grade A or B are not permitted to repeat the course. At no time is a student permitted to enroll in a course of a lower level.

Repeating Courses
Students will be charged to retake any failed courses, or for retaking a course to improve the grade assignment. The number of times a student is allowed to retake a course for which they received a "D" or an "F" is limited to two (total of 3 attempts for any one course).

Grades and Grading Scale
All grades are based upon the following criteria:
- 25% - Class Participation
- 25% - Class Work (Homework, Quizzes)
- 25% - Midterm Exam
- 25% - Final Exam

The grading scale is:

LOW		HIGH	GRADE
90	-	100	A
80	-	89.9	B
70	-	79.9	C
60	-	69.9	D
0	-	59.9	F

Midterm& Final exams are every 6 weeks; as we are on a 12-week course schedule. Students that are absent on the day of the midterm or final receive a 10% penalty unless they have an excused absence. There are NO exceptions to this policy.

Vacation Policy
Students become eligible to request 2 week vacation every 12 weeks of continuous enrollment. To request a vacation, you must come to the office and fill out a Vacation Request Form at least one week in advance with signature.   Vacation time is accrued and a maximum of 4 weeks will be permitted. Students will be allowed only one vacation request per 12-week period, to not impede upon their academic progress. Vacation dates are processed from Monday through Thursday, and Friday through Saturday.

Vacation Eligibility Chart:

Class Enrollment	Vacation Eligibility
12 weeks	2 weeks
24 weeks	4 weeks (If previous vacation is not requested)
36 weeks	4 weeks (If previous vacation is not requested)

Students who have been approved for vacation and do not return to school within 2 weeks of their return date will be dismissed from the program. The student will be considered absent for every day beyond the date the student was scheduled to return from vacation, and does not return.

Students who are not maintaining good status at the school will not be eligible for vacation until they meet the requirements. Tuition will not be charged during approved vacation time. Your tuition payment due date will change with vacation approval.

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

Leave of Absence dates are processed from Monday through Thursday, and Friday through Saturday. Students who have been approved for LOA and do not return to school within 2 weeks of their return date will be dismissed from the program. The student will be considered absent for every day beyond the date the student was scheduled to return from vacation, and does not return.

Students who are not maintaining good status at the school will not be eligible for LOA until they meet the requirements. Tuition will not be charged during approved LOA time. Your tuition payment due date will change with LOA approval.

Last Day Request and Transfer Policy
Students who are ending their program or leaving the United States must come to the office to fill out the Last Day Request Form to notify the school that you are leaving. To be eligible for transfer in Active Status you must be maintaining the **USAELC** attendance requirement, at least 80% attendance rate in the most recent 4 weeks of attendance at **USAELC**. Please refer to Attendance Policy section. If you have a financial balance owed to the school, you must pay in full before you leave

Satisfactory Academic Progress Policy
USA ELC Satisfactory Academic Progress Policy monitors timely progress by students toward completion of an academic program and ensures that students are successfully progressing through their classes.

Students enrolled at the USA English Language Center are required to progress to a higher level course, or a focus course, if they receive a grade of A or B upon completion in their current course. Students that receive a grade of C or D may petition to repeat the course based on a sound academic rationale and the approval of their Individualize Learning Plan. Students are allowed to repeat a 12-week course a maximum of 2 times. Therefore, a student can remain in the same level class and/or same focus class for a total of 3 sessions, 27 weeks, if their skill level and grades warrant a repeat and a repeat is approved. When a student repeats the course, the instructor will provide supplemental materials to ensure that the student is being challenged.

Lack of reasonable and consistent progress, failure to complete enrolled courses with passing grades and failure to maintain status is grounds for probation and eventually dismissal. Students may not exceed a total program length of 27 months while enrolled at the USA English Language Center. The 36-month timeframe includes time that students take off while on vacation or leave of absence. Students will be contacted by the administrative office in accordance with the Academic Probation Policy when they are nearing the SAP thresholds.

Students enrolled at the USA English Language Center may appeal a determination that he or she is not meeting the student progress standards, by completing the Student Request Form available in the administrative office. The Student Request Form is reviewed by the Exceptions Review Committee, which consists of at least three members of the administrative staff and directors at the USA English Language Center. The Exceptions Review Committee meets

weekly to review any pending student requests, and provides a written response in the form of email within two business days of the meeting.

Academic Probation

USA ELC policy encourages timely progress by students toward completion of an academic program. Lack of reasonable and consistent progress, failure to complete the enrolled course with a passing grade and failure to maintain status are grounds for probation.

Grades are monitored and reviewed by the Administrative Office every 6 weeks; at the midterm of the course session, and after the final week of the course session. Students who have not achieved a grade of D or better will be placed on probation.

Students who are placed on Academic Probation:

1st Probation: sent an email notification
2nd and subsequent probations: are contacted and required to come to the office to speak with a Representative. The Representative will discuss their situation, and the student is required to sign a form identifying what they will do, and what support they need from the university to improve their grade over the next 6-week period.

Students who improve their grade, to a "D" or better, by the next 6-week evaluation, will be advised and removed from Academic Probation.

Students who fail to achieve a "D" or better in the course will remain on Academic Probation and are allowed to change to a focus or level course (if they qualify), or may retake the course. The student is required to come to the office to speak with the advisor to discuss their situation, and sign a form identifying what they will do, and what support they need from USAESL to achieve a passing grade over the next 6-week period. Students on probation at the beginning of a course will remain on probation through the end of the course. If the student is determined to be failing midway through the course, the student will be required to meet with the advisor and be required to attend the tutor sessions every Friday morning offered by USAELC at no additional cost. The tutor sessions are required at this point in an attempt to motivate the student to improve his or her grade with extra assistance from instructors. Students who fail to attend scheduled tutoring will be withdrawn.

In no instance may a student move to a lower level course, or retake a course more than 2 times.

Transfer Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of the credits you earn at USA English Language Center at the San Diego University for Integrative Studies is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at the USA English Language Center at the San Diego University for Integrative Studies is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are

not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the USA English Language Center at the San Diego University for Integrative Studies to determine if your certificate will transfer.

Other Services
Housing Assistance -
USA ELC assists students enrolled in the Intensive English Language Program (IEP) with their housing needs. Housing is not offered on site, however assistance is provided as needed.

Reception Desk –
The staff at the reception desk are available to answer questions about getting settled in San Diego, health insurance options, and any questions students may have about their program.

Assessing Student Satisfaction
USA ELC is committed to regularly assessing, documenting, and validating the students' satisfaction with the education and training services provided. Upon completion of a program, students are asked to complete a Satisfaction Survey Feedback form, which allows them to provide feedback. The feedback is summarized and the aggregate of the responses is provided to the instructors as a part of the instructor evaluation process. The feedback of the survey is summarized and recorded Opportunities for improvement and follow-up action is discussed during staff meetings.

Smoking Policy
SDUIS is a non-smoking building. Smoking is ONLY allowed in the corner section of the back parking lot. Please dispose of your cigarette butts in the large ashtrays provided

Drug & Alcohol Use
SDUIS is committed to an environment that is free from drug and alcohol use. The manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited at all **SDUIS** campus, classrooms, and events. Violation of this policy will result in dismissal

Ethical Conduct
SDUIS embraces a high standard of integrity of performance for students, administrators, faculty and staff members. All members of the campus community have the responsibility to foster a standard of conduct which reflects credit on themselves and on the University, while preserving a climate that respects the dignity and integrity of each individual. Failure to maintain such standards may result in disciplinary action, including dismissal

USAELC Safety Declaration
SDUIS is strongly committed to preventing crime. The University considers the physical safety of each of its students and employees necessary in maintaining a successful learning environment. The cooperation and involvement of students and employees of the University in campus safety is essential to minimize criminal activity.

Crime Prevention

Individual safety consciousness and awareness of personal environment is a crucial component of crime prevention. **SDUIS** suggests the following crime prevention measures. If followed, the measures will contribute to the safety and security of the **SDUIS** community:

- Lock your car.
- Take and keep your car keys with you at all times.
- At night, travel in well-lighted areas, and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
- Do not park in isolated areas.
- Leave items of high monetary value at home. **SDUIS** is not responsible for lost or stolen items. Do not leave your belongings unattended while on campus.
- Do not carry more cash than necessary and certainly do not advertise what you have.
- Keep your purse, backpack or briefcase close by.
- Mark personal items that you bring on campus. This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
- Do not bring any kind of weapon onto University property.

Tuition and Fees

Non-refundable fees:

Application fee:	$ 75
Administrative Fee:	$175
STRF Fee of ($0.00 per $1000):	0
Transfer in of Terminated I-20 Record:	$100

Other Fees:

Document Prep Fee (International students only):	$175
Student ID	$ 20
Certificate	$ 20
Estimated Book fee per course:	$ 50
Courier fees	Actual
Late Tuition Fee:	$ 25

Course Tuition* for a 12-week enrollment period:

Morning Classes	$ 1050
Afternoon Classes	$ 900
Evening Classes	$ 900
Weekend Classes	$ 1050
Enrollment in two courses simultaneously	$ 1500

*Tuition cost may be increased after the scheduled completion date with written notice published in the SDUIS Schedule of Classes

SCHEDULE OF TOTAL CHARGES

Total tuition and fee charges are based on the sum of base tuition and fees, specific to the day and time of English language course in which a student is enrolled:

Level:_____ Day/Time:_____

Total Tuition: $_____

Non-refundable
Application fee: $_75

*Non-refundable
Administrative fee: $_175

*Documents Preparation fee: $125

Textbook: $_____

Non-refundable STRF: $ ____0____

*Other fees: $_____

Note[1]: This non-refundable fee applies to all International students applying from outside the U.S.
Note[2]: This fee applies to all International students who are applying for admission from outside of the United States, and is refundable when a student cancels enrollment, before entering the US.
Note[3]: Other fees may include, for example a student ID, the cost for certificate, or credit card decline fee. These fees are incidental and are used to pay for services other than tuition.

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:
$_____

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:
$_____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:
$_____

Payments/Method of Payment/ Additional Fees:
Payments are due monthly, and for the upcoming month on the Friday before classes begin. Cash, check, credit card, money order are all acceptable methods of payment. A student who authorizes tuition payment with 1) a credit card, and their credit card is declined, or 2) by a check that is returned, is charged a $25 decline/return fee, and will also be charged the $25.00 late tuition fee (unless payment is successfully received by the deadline).

STUDENT'S RIGHT TO CANCEL
The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any

time; and the right to receive a pro rata refund if the student has completed 60% or less of the program.

Cancellation may occur when the student provides a written notice of cancellation at the following address: SDUIS, 3900 Harney Street, San Diego, CA 92110. This can be done by mail, by email, or by hand delivery.

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

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

If the Enrollment Agreement is cancelled SDUIS will refund the student any money he/she paid, less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM
A student may withdraw from Intensive English Language Program at SDUIS at any time after the cancellation period (described above) and receive a pro rata refund if he/she has completed 60% or less of the scheduled period of attendance. The refund will be less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies USA ELC of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- USA ELC terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by USA ELC rules and regulations; absences in excess of maximum set forth by USA ELC; and/or failure to meet financial obligations to USA ELC.
- The student has failed to attend class for two consecutive weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. If the student has completed more than 60%

of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Refund Policy
The refund policy for the unused portion of tuition costs follows the appropriate guidelines of the California Private Postsecondary Education Act of 2009. Drop/add forms are available in the Administrative Office. The amount of a refund is determined by the date that the student last attended class. The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.   Refunds are mailed to the student within 45 days.

Refund Policy Example: Refund Policy Example for four (4) weeks of instruction, meeting 4 days a week, for a total of 16 days. The formula is: Total Tuition Amount paid ($350), multiplied by Class Meetings paid for but not attended divided by Class meetings paid for, equals tuition Refund Amount.

Last day attended of Class Meeting(s):	Tuition Refund Amount	Last day attended of Class Meeting(s):	Tuition Refund Amount
1	$328.12	6	$218.75
2	$306.25	7	$196.87
3	$284.37	8	$175.00
4	$262.50	9	$153.12
5	$240.62	10th class and beyond	$0.00

For example, a student may attend class for one (1) week, 4 class meetings, then elect to drop. The refund would be prorated as follows: $350 x 12/16 = $262.52 Refund (refund due student of the $350.00 tuition paid).

Student Loans
If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
   (1) The federal or state government or a loan guarantee agency may take action against the student, including   applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
   (2) (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Questions and Complaints
The USA English Language Center at SDUIS holds customer satisfaction to be a priority. Our staff is trained to assist you with any questions or concerns regarding your enrollment. If at any time you are not satisfied with your experience with USA ELC at SDUIS we ask that you come to the Administrative Office to speak with a representative. We offer the Student Request Form to voice any concerns in writing. Our Exceptions Review Committee of at least three staff members reviews your request weekly and provides a written response via email.   Any questions

a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897." A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

If a student has a complaint or feedback regarding USA English Language Center procedures, policies, academic decisions, faculty, staff, or other students that they wish to formally submit, they are advised to submit a Student Request Form. Students are encouraged to first seek guidance from the Student Advisor regarding their concerns. When such concerns cannot be initially resolved, the following grievance procedure is followed:

Informal Review: The student should contact the Student Services Office. The advisor tries to resolve the matter to the satisfaction of all parties. If this informal review does not result in resolution, the student may file a formal grievance with the Exceptions Review Committee.

Formal Review: The student must complete a "Student Request" form (available in the administrative office) and submit it to the Student Services Office. In most cases, the Exceptions Review Committee will notify of a decision within two (2) working days unless external consultation is necessary. Normally, the student is notified by email of the decision of the Committee.

Final Review: If the grievant remains dissatisfied, he or she may appeal the decision with the Exceptions Review Committee. All facts, issues, supporting documentation, as well as a second "Student Request" form must be submitted in writing.

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