

SAN IGNACIO UNIVERSITY GRADUATE SCHOOL

SAN IGNACIO UNIVERSITY GRADUATE SCHOOL CATALOG

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This catalog represents an overview of the policies, rules, regulations, and procedures of San Ignacio University Graduate School at the time of publication. The School reserves the right to change any provision of this catalog at any time. Notice of changes will be duly noted in a revised catalog, addendum, supplement to the catalog, or in any other written format. Students will be notified if any changes are made in the Institution's Catalog.

VOLUME I

SAN IGNACIO UNIVERSITY GRADUATE SCHOOL

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MESSAGE FROM THE PRESIDENT

Welcome to San Ignacio University Graduate School!

By choosing San Ignacio University Graduate School, you are choosing an educational path that will open your world to new ideas, cultures, languages, friendships and learning opportunities.

My promise to you is that we will cultivate a supportive learning environment at all levels which will encourage each student to achieve his or her potential. San Ignacio University Graduate School has a global perspective and a clear understanding of the importance of educating our students with the skills to excel in a multicultural, sophisticated workplace.

San Ignacio University Graduate School prepares students to develop their leadership skills and foster their entrepreneurial spirit. Along with academic programs we provide hands-on learning experience and facilitate access to renowned international educational partners in France, Italy, Spain, and Peru among others.

Be prepared to be challenged, to develop your creativity, your entrepreneurial spirit, your leadership skills and your passion in the professional field of your choice.

We look forward to seeing you.

*President
Federico Martinez
San Ignacio University Graduate School*

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General Information

Mission Statement

Our mission is to provide our students with the tools to succeed in a competitive local, national and international marketplace by providing high-quality education, fostering an entrepreneurial spirit and sharing experiences with competent professionals in the field of Business and Education through quality teaching, learning. The University is committed to provide students with opportunities to develop the knowledge, understanding and the skills necessary for success in the field of study. Our supportive objectives for each program are:

- Exhibit a solid knowledge of professional skills that conform to established U.S. professional practices.
- Establish and maintain high standards that comply to and exceed requirements set forth by the best practices and governmental agencies.
- Develop problem-solving techniques in real-world applications and demonstrate the ability to act as a team member.
- Conform to an established code of ethics and professional standards in appearance, attitude, and performance.
- Demonstrate proper presentation techniques and working knowledge of the factors involved in setting up and operating a facility.
- Establish a commitment to the profession through activities such as attending food shows, seminars, continuing education programs, and professional association memberships.
- Use microcomputers for information management.
- Develop a career portfolio with an Entrepreneurial Spirit.

The main attributes that characterized our institution and support our mission statement are:

- **Leadership and Teamwork:** Today's professional world requires people that can interact, work with, and make decisions with other people; respecting and appreciating other people's points of view, their cultural background as well as strengths and weaknesses. These attributes will help them become more competent professionals and adapt to different circumstances and workplaces.
- **Globalization:** We want our students to think of the world as their marketplace and not only their hometown or country. They must be prepared to adapt to different work environments and cultures and also to seek opportunities in different parts of the world.
- **Entrepreneurial Spirit:** We want our students to understand their individual drive, creative thinking, leadership, ingenuity and vision by fostering an entrepreneurial spirit to encourage students to not only see problems, solutions and opportunities; but to have an attitude and approach to thinking that actively seeks out change, rather than waiting to adapt to change.

Purpose Statements

- To provide learning opportunities that help students synthesize theory and practice, enabling them to respond ethically to contemporary issues and complex problems.
- To offer online and campus-based educational programs that meet the needs of diverse learners and support student success and completion.

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HISTORY

San Ignacio University Graduate School in Miami is registered in the State of Florida, and it was founded by Raul Diez-Canseco, who started the San Ignacio de Loyola Organization in Lima, Peru. Mr. Diez-Canseco has a strong commitment towards fostering education and providing opportunities for young entrepreneurs. He has successfully established educational institutions in several countries. The San Ignacio educational organization has over 18,000 students in several countries.

Mr. Diez-Canseco, a Peruvian entrepreneur, founded the preparatory academy “San Ignacio de Loyola” in 1968 and became its Executive Director in 1970. In 1995, he co-founded the “Universidad San Ignacio de Loyola” and was elected Chairman of the Board of the holding organization: “Organización San Ignacio de Loyola.” In 1983, Mr. Diez-Canseco co-founded the “Instituto Superior Tecnológico,” and in 1990 founded “San Ignacio de Recalde” school covering elementary, middle and high schools. The organization expanded internationally, and in 1993 “San Ignacio de Loyola School” was established in Asuncion, Paraguay. Raul Diez-Canseco’s passion and commitment to education was a decisive factor in bringing the “Junior Achievement” organization to Peru in 1996. Mr. Diez-Canseco is currently a shareholder of the Junior Achievement organization and sits on its Board of Directors.

In 2008 Mr. Diez-Canseco decided to embark a new educational project in the United States, and together with Luciana De La Fuente, selected Miami to establish what is known today as San Ignacio University Graduate School. Ms. Luciana De La Fuente became the first president of San Ignacio University Graduate School. Later in 2014, a new building adjacent to the former campus was inaugurated and now host Business and Educational programs at the Associate, Bachelor, and Master Degrees.

San Ignacio de Loyola University in Lima, Peru, has a Culinary Arts School that has been preparing **professionals for over ten years**. Its excellent reputation, outstanding professionals, and facilities have made it possible to partner with internationally recognized culinary schools as “Paul Bocuse Lyon Culinary Arts Institute,” “Ecole Le Notre” of France and “Hofmann School of Hotel Management” of Barcelona, Spain. These international partnerships allow San Ignacio students to participate in culturally diverse experiences and expose them to the highly competitive business world. The Culinary Arts School in Lima had opened a first student-run restaurant in Peru, “Restaurant Don Ignacio.” At Don Ignacio Restaurant, students were able to prepare and present international cuisine plates under the tutelage of highly trained chefs in the business.

Over the past 30 years, Raul Diez-Canseco has been a pioneer in bringing world-famous restaurants and entertainment franchises to Peru, including Chili’s, Señor Frog’s, Carlos & Charlie’s, Cosmic Bowling, Pizza Hut, Kentucky Fried Chicken, and Burger King. He was also the first entrepreneur to bring the concept of “home-delivery” to Peru.

The University in Lima offers around 20 different bachelor’s degrees in diverse fields such as Business, Hospitality Management, International Business, Law, Economics, Marketing, Industrial, Civil, Agro-industrial, and Systems Engineering, Tourism Management, Communications, Psychology, Gastronomy, Education, and Arts & Graphic Design.

Raul Diez-Canseco, besides his entrepreneurial endeavors, was also involved in the political arena. He served as a political advisor for several years before being elected vice-president of the Republic of Peru in 2001. Besides having written several books on politics, to this date, he continues to contribute articles to major Peruvian newspapers. Above all, Raul Diez-Canseco is a dedicated advocate for global economic and cultural advancement, and a firm believer that education and entrepreneurship are the only paths to upward mobility, both, individually, and as a society. He can recite countless stories of triumphant students from a variety of social and economic status who have become successful professionals, politicians, business owners, and educators, all working to raise the standard of living of people around the world.

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RECOGNITION

State License

San Ignacio University graduate school is licensed by the Commission for Independent Education, Florida Department of Education, and License #6531. Additional information regarding this institution may be obtained by contacting the Commission at:

Florida Department of Education
Commission for Independent Education
325 W. Gaines Street, Suite 1414 Tallahassee,
FL 32399-0400 (888) 224-6684

School Faculty

San Ignacio University Graduate School's office is strategically located in the City of Doral, two miles west from the Miami International Airport and 12 miles from downtown Miami, at:

- **3905 NW 107th Avenue, Suite 301, Doral FL 33178 (Business Building)**

San Ignacio University Graduate School is 100% online, its facilities and strategic location offers a learning environment in which students can call their own. Much of a student's success is tied to socialization and having community space to get to know and interact with peers. Adjusted square footage is 11, 897; the Business Building has six additional classrooms, a library, administrative offices, a student lounge, and a conference room.

Completing a course or programs in a language other than English may reduce employability where English is required. Courses are offered in both English and Spanish. Course scheduling may vary depending upon language in which instruction is given. Students should check with the administration to determine class scheduling.

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ORGANIZATION AND ADMINISTRATION

Governance

San Ignacio University Graduate School is a for-profit corporation incorporated in the State of Florida. Our Board of directors are the legal entity with the power to act on the university's behalf.

Board of Directors

- Luciana de la Fuente – President
- Raul Diez-Canseco Terry – Director
- Juan Manuel Ostoja – Director
- Dr. Federico J. Martinez – Director
- Tomas Poveda – Director
- Eduardo Michelsen - Director

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MAIN AREAS AND FUNCTIONS

Administration: The President manages the operation of the University as a whole. The President supervises activities planned in the Campus Effectiveness Plan (CEP) and how the strategic plan of the University is achieved, as well as the daily flow of operations, for the benefit of students, faculty, staff, and community.

Student Services: The school firmly believes that students who feel comfortable, safe, and have easy access to staff, for academic help or personal counseling, are ultimately more productive professionals. To this end, the Student Services Officer is available to provide guidance and advice to the students, inside and outside the classroom, through the Student Services Office.

The school firmly believes that students who feel comfortable, safe, and have easy access to staff, for academic help or personal counseling, are ultimately more productive professionals. To this end, the Student Services Officer is available to provide guidance and advice to the students, inside and outside the classroom, through the Student Services Office.

The series of services offered, support the students in a broad range of activities that promote student engagement and professional development. The Purpose is to continuously monitor students' academic progress, ensuring they are receiving a quality education, and by helping students who fall below 3.0 Student Academic Progress (SAP). In addition, counseling and assistance with job placement are offered for graduate and current students who would like to gain experience while completing their studies, by reaching out to different organizations — organizing of community involvement activities such as attending conferences, events, and community services so that students can enhance their educational experience with more exposure in the industry and the community.

Career Placement: The Student Services office aims to assist students in finding rewarding employment upon graduation. The department is in collaboration with many local, national, and international businesses in industries related to the programs at the school.

Students nearing graduation will receive support in writing their resumes, identifying employment opportunities and sources, and interviewing with prospective employers. Although the University makes every effort to help interested students find employment, it is not guaranteed employment for graduates or enrolled students.

Many commercial businesses have ties with the University, but they are under no obligation to hire San Ignacio University Graduate School graduates.

Student Services offers continuous follow up on graduates, and performs employer satisfaction surveys, and continuous monitoring of the results of alumni in the work field.

Academic Department: The Academic Department consists of Director of Academic and Academic Coordinators who are responsible for quality assurance of classes of each program in order to guarantee the fulfillment of student learning and outcomes.

The Academic Coordinator works closely with Faculty to enrich course content and teaching methodology to enhance the students' experience. Each coordinator is actively involved in coordinating with the faculty to keep up with the dynamics of changing trends and current market demands.

The faculty is encouraged to use academic freedom to customize the classroom lecture by aligning the course syllabus. Faculties are also involved in recommending appropriate textbooks and other learning materials in order to improve the quality of the courses.

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The Director of Academic reviews the programs as a whole to strengthen San Ignacio's programs in response to current demands and monitors students' performance by following the SAP.

Courses are offered in both English and Spanish. Completing a course or programs in a language other than English may reduce employability where English is required. Course scheduling may vary depending upon language in which instruction is given. Students should check with the administration to determine class scheduling.

Faculty: San Ignacio University Graduate School faculty members are accomplished managers, professional educators, corporate executive, financial officers, and leaders in other professional arenas. A listing of the faculty is located at the end of this catalog.

Registrar: The registrar organizes and administers the Student Records, starting with the verification of the admissions record and is responsible for send the acceptance letter to all new students, registration, graduation audits, and transcripts. The registrar ensures the integrity and security of all academic records for current and former students. Entering course schedules into the ERP (Enterprise Resource Planning) system, as well as student ratings and attendance are also responsibilities of the registrar. Also, the registrar manages the efficient use of classrooms, and manages and maintains the ERP (Enterprise Resource Planning) and Virtual Campus systems.

The Student Academic Records Manager supervises the processes related to the F1 and J1 Visas for all international students. The registrar also counsels and advises Faculty and Staff on academic matters, policies, and regulations specified in this Catalog.

Bursar/Accounting: The Bursar/accounting department is in charge of the financial aspects of the students and maintaining each student's ledger. It coordinates student payment of tuition with reimbursements and refunds, when applicable, and issues invoices and account statements. The bursars/accounting department provides direction and leadership in Financial Management, reviews fiscal policies and changes whenever necessary, and also ensures the university's compliance with State and Federal Education Standards and Procedures. It also performs all billing and receivables, cashiering functions of the university.

Admissions: The admissions department reviews each applicant to ensure all documentation for qualification is present. All documentation for each students' respective program is reviewed for completeness and accuracy, using a formal checklist. This department advises prospective students about their career choice, and they provide information about San Ignacio University Graduate School's proposal, its benefits, information about tuition and fees, and it guides prospective local and international students with the entire admissions and visa process (when applicable).

Human Resources: The HR department produces the personnel handbook and manages the files of the staff and faculty as well as professional training and development, job performance evaluation, organizational climate, and payroll. This department works closely with the Academic Department to coordinate Professional Development for all Faculty and Staff, in addition to the recruitment of qualified University Faculty and Professional Staff.

Compliance: The compliance department main responsibility is to ensure that the University maintains full compliance in keeping its stated program objectives. San Ignacio University Graduate School is committed to the highest quality of education evaluates program outcomes and develops plans of actions to ensure the University appropriately meet the requirement set by the State and the accrediting bodies. Special consideration goes to the following areas:

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- Management and Administrative Operations
- Requirements for Residential and Distance Education Programs
- Educational Administration and Faculty Qualifications
- Student Recruiting and Advertising
- Admissions Policies and Practices
- Student Services, and Student Achievement.

LEGAL CONTROL

San Ignacio University Graduate School is a Florida corporation registered and operating under the laws of the State of Florida to do business as San Ignacio University Graduate School.

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CAMPUS SAFETY AND SECURITY

San Ignacio University Graduate School buildings have a full fire alarm and security system. The University has the utmost concern for the safety of every student, faculty member, and staff. The Institution recognizes that it must develop and maintain a safe and secure environment for its students, faculty, and staff and has adopted the Health and Safety Policy below, as well as policies to discourage discrimination, alcohol and drug abuse, hazing and sexual harassment, and to promote academic freedom, honesty, and academic integrity. The University is in full compliance with all county and state health and safety regulations.

San Ignacio University Graduate School does not currently have a health center. However, selected faculty and staff are skilled in basic first aid and CPR. First Aid Kits are in the secretarial station, classrooms, and Labs, for first aid such as minor bruises and cuts; when needed. For serious injuries or illness, students will be directed to their physician or helped to the nearest medical 911 emergency center.

All students, employees, and visitors should promptly report crimes in progress, accidents, and other emergencies to local law enforcement authorities, or similar agencies. Dialing 911 is the preferred method of reporting an emergency. San Ignacio University Graduate School has developed a formal Emergency Management Plan, to ensure the safety of all the students and personnel. This emergency plan resulted from the components of the National Incident Management System (NIMS). The policies and procedures are to be followed by all personnel while in San Ignacio University Graduate School campus emergencies.

A copy of the report is on the University's website.

www.sanignaciouniversity.edu

Or contact:

Ivette Bajandas

Human Resources Coordinators

ibajandas@sanignaciouniversity.edu

305-629-2929 X 4025

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CLASSROOM CAPACITY

San Ignacio University Graduate School understands the importance of providing the best infrastructure to accommodate our students and has always invested to ensure we maintain our facilities in optimal conditions for our students and collaborators.

SPECIAL CAREER REQUIREMENTS AND LIMITATIONS

All companies in the private sector have their specific requirements and guidelines for hiring employees. Many companies have specific rules concerning people with criminal records. San Ignacio University Graduate School cannot possibly discern every particular requirement for every company. However, we disclose all requirements and/or limitations set forth by national or state law, as well as any by-laws or generally accepted guidelines set forth by the food service industry, the Food and Drug Administration (FDA), the United States Department of Agriculture (USDA), and/or other relevant regulatory agencies, to all students concerning potential careers or employment opportunities. Students are not required to have any license upon graduation.

Handicap Access: San Ignacio University Graduate School does not discriminate against any disability or handicap. The campus, wherever possible, strives to accommodate students with specific disabilities. Building 1 is on the first floor with an accessible restroom. Building 2 has fully functional elevators, parking, and accessible restrooms. Students with disabilities are encouraged to enroll, and efforts will be made to meet their needs.

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ADMISSIONS

General Admission Requirements: Applicants desiring to enter San Ignacio University Graduate School Graduate School must submit an application to the Admissions Office well in advance of the start date. This permits proper scheduling and assures availability of classroom space.

The University reserves the right to deny admission to any prospective student that in their judgment poses an undue risk to the safety or security of the University and the University community. This judgment will be based on individual determination taking into account any information the University has about a prospective student's criminal record including the presence of secondary school students on the campus.

Additionally, the University reserves the right to evaluate the individual circumstances regarding registered sex offenders, and in certain cases refuse admission to the University. When a prospective student receives a registered sex offender designation, the University reserves the right to place the admissions process on hold, contingent upon the review and approval from a designated acceptance committee.

San Ignacio University Graduate School reserves the right to accept applicants to a graduate program without GMAT, GRE or entrance exam but on the admission based criteria.

Program-Specific Admissions Requirements

Doctor of Business Administration

Candidates for admissions to the DBA program are required to hold a master's degree in business administration or related fields that demonstrates exposure to managerial functions from an accredited institution. Prospective students are not required to submit Graduate Management Admissions Test (GMAT), Graduate Records Examination (GRE), or Miller Analogy Test (MAT).

- A complete signed and dated application form
- Application fee of \$80 payable to San Ignacio University Graduate School (non-refundable)
- Enrollment Agreement
- Submit a copy of Graduate degree and official Graduate transcripts. Failure to meet this requirement will delay your enrollment process. We must have all the required documents to admit student in the program.
- Submission of official transcripts or original foreign evaluations showing successful completion of a Master's degree program from an accredited college or university received within the first semester of enrollment
- A minimum 3.00 grade-point average
- Government issued picture identification (upon request)

Education Doctorate Degree

Candidates for admission to the EDD program are required to hold a master's degree (or equivalent) from an accredited institution. Prospective students are not required to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores to support their application. Required documents for admission are as follows:

- A complete signed and dated application form
- Application fee of \$80 payable to San Ignacio University Graduate School (non-

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refundable)

- Enrollment Agreement
- Submit a copy of Graduate degree and official Graduate transcripts. Failure to meet this requirement will delay your enrollment process. We must have all the required documents to admit student in the program.
- Submission of official transcripts or original foreign evaluations showing successful completion of a Master's degree program from an accredited college or university received within the first semester of enrollment
- A minimum 3.00 grade-point average
- Government issued picture identification (upon request)

Failure to provide documentation required at the end of the first semester may lead to postponement from the University.

MASTER OF SCIENCE IN ENTREPRENEURSHIP & MASTER OF SCIENCE IN BUSINESS ANALYTICS

Candidates for admission to those Master programs are required to hold a four-year baccalaureate degree (or equivalent) from a regionally or nationally accredited institution.

Students are not required to submit Graduate Management Admissions Test (GMAT), Graduate Records Examination (GRE), or Miller Analogy Test (MAT) scores to support their application.

Required documents for admission are as follows:

- A complete signed and dated application form
- Application fee of \$80 payable to San Ignacio University Graduate School (non-refundable)
- Enrollment Agreement
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree from an accredited college or university
- Submission of official transcripts or original foreign evaluations showing successful completion of a bachelor's degree program from an accredited college or university received within the first semester of enrollment

Failure to provide documentation required at the end of the first semester may lead to postponement from the University.

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Institutional Scholarships

San Ignacio University Graduate School offers a variety of scholarships for students who meet the criteria set by the University. Recipients must be enrolled in a graduate degree program attending the university. Scholarship committees usually choose scholarship recipients who have high grade point averages, large financial need and/or superior academic qualities.

Institutional Scholarships

Please read carefully the requirements for every institutional grant. Be sure you qualify for ALL the requirements. Talk to your Admissions Coordinator if you have any doubt. General Documentation: All applicants must present their valid ID and resume.

Please mark with an (X) the chosen scholarship

Scholarship	% of scholarship	Requirements
Social Responsibility	50%	<ul style="list-style-type: none"> • Proof of community involvement: church, local community, shelters or participation in Non-profit organizations • 3 reference letters testifying this involvement • 1 Essay with personal statements
Entrepreneurship	50%	<ul style="list-style-type: none"> • Proof of participation or interest on being part of a Start-Up: participation in competitions, awards, letters from companies where the applicant has share experience or letter from professors. • 3 references letters testifying applicant interest in being or becoming an entrepreneur. • 1 Essay with personal statements and future plan of being/becoming an entrepreneur.
Globalization	50%	<ul style="list-style-type: none"> • Proof of international academic experience outside their home country: certificates, diplomas, extra credits or proof of spoken languages • Proof of proficiency in different languages (besides their own mother language). • 3 references letters testifying applicant experiences of being a global citizen. • 1 Essay with personal statements on how they will share this international experience with SIU community
Research & Knowledge	50%	<ul style="list-style-type: none"> • Proof of academic involvement in research: publications, newspapers, awards, recognition, or letters from faculty members. • 3 references letters testifying applicant experiences of doing research and their interest in continuing doing it. • 1 Essay with personal statements on how they will share and continue their search for knowledge at SIU.
Outstanding Academic Performance	40%	<ul style="list-style-type: none"> • Proof of outstanding academic performance: minimum of 3.0 for undergraduate and 3.6 for graduate programs, transcripts from the previous educational institution, letters from professors, academic awards, or participation in academic competitions. • 3 references letters testifying applicant outstanding academic performance. Letters from professors are strongly recommended.

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		<ul style="list-style-type: none"> 1 Essay with personal statements on how they will share and contribute to SIU.
Economic Need & Humanitarian Reasons	60%	<ul style="list-style-type: none"> Proof of economic need and other extreme social and political situation that challenge their well-being: low-income proof, IRS transcripts from the latest year, bank statements, pay stubs, political asylum, a victim of natural disaster or any other document showing their current situation. 3 references letters testifying applicant current economic, social and/or political situation. 1 Essay with personal statements on how their education will help them overcome this current adversity.
Outstanding Performance in Arts & Sports	40%	<ul style="list-style-type: none"> Proof of outstanding performance in arts or sports: awards, competitions, portfolio. 3 references letters testifying applicant outstanding performance. Professors, coaches, and other related professional's letter are strongly recommended. 1 Essay with personal statements on how the applicant will share their ability or skill with SIU community.
Leadership	30%	<ul style="list-style-type: none"> Proof of leadership skills: participation in committees or institutions. Letters of participation and involvement as a leader. 3 references letters testifying applicant Leadership skills. 1 Essay with personal statements on how the applicant will share their ability or skill with SIU community.
"Green" Environmental Activist	10%	<ul style="list-style-type: none"> Proof of "green" attitude and involvement with taking care of the environment: proof of activity with organization, institutions or other related activities. References letters testifying applicant environmental protection activists. 1 Essay with personal statements on how the applicant will share their ability or skill with SIU community.

TUITION, FEES, AND OTHER EXPENSES

Tuition and other registration fees are due on or before the last day to register for any given semester. Students should consult the Academic Calendar regarding the registration deadline. Students will not be officially enrolled in San Ignacio University Graduate School until all fees are fully paid. Any students owing money to San Ignacio University Graduate School, regardless of the debt, will not be permitted to register. Tuition and registration fees are charged in the following manner:

Master of Science in Entrepreneurship

Tuition and Fees	Cost (US\$)
Unit Credit Cost	\$510
Application Fee	\$80
Graduation Fee	\$120
Total Cost including Tuition (36 credits) and Fees	\$18,560

Master of Science in Business Analytics

Tuition and Fees	Cost (US\$)
Unit Credit Cost	\$510
Application Fee	\$80

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Graduation Fee	\$120
Total Cost including Tuition (36 credits) and Fees	\$18,560

Doctorate in Business Administration

Tuition and Fees	Cost (US\$)
Unit Credit Cost	\$510
Application Fee	\$80
Graduation Fee	\$120
Total Cost including Tuition (60 credits) and Fees	\$30,800

Doctorate in Education

Tuition and Fees	Cost (US\$)
Unit Credit Cost	\$510
Application Fee	\$80
Graduation Fee	\$120
Total Cost including Tuition (60 credits) and Fees	\$30,800

San Ignacio University Graduate School reserves the right to make any change in tuition, fees, curriculum or any phase of its program where it is the opinion of the administration that the students or the university will benefit. Such changes may be made without further notice. Tuition is charged by the semester. Proration of tuition upon withdrawal is explained in the catalog. An academic transcript will not be released if the student has a balance with the institution for any reason.

WITHDRAWAL AND REFUND POLICY

San Ignacio University Graduate School's primary goal is for you to successfully complete your education at our institution and move forward in advancing your career. However, we realize there are unique situations that can cause a student to withdraw.

Enrollment Status Determination and Payments

A student's enrollment status is determined at the end of the Add/Drop Period. The student is charged the applicable tuition rate for the number of semester/clock hours in which the student is enrolled.

Withdrawal Policy

A student may withdraw from San Ignacio University Graduate School for any reason. The student is responsible for completing the University's formal withdrawal procedures as outlined in the Withdrawal Policy of the Catalog. A withdrawal is considered to have occurred on the date the student officially submits the withdrawal form or otherwise notifies the University of his or her desire to withdraw, or on the date the University determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of determination (DOD) used to compute the refund according to institutional policy.

Withdrawals from the University or any course may occur for the following reasons:

- Voluntary withdrawal requested by the student for any reason
- Administrative withdrawal due to violation of Satisfactory Academic Progress Policy

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- Administrative withdrawal due to violation of the Code of Conduct policy

Should a student consider withdrawing from the University or any course, it is important to note:

- All voluntary and administrative withdrawals are subject to the Institutional Refund Policy.
- A student who voluntarily withdraws from courses or the University in the first week of the term will be considered a cancel and will receive a full refund.
- A student may voluntarily withdraw from an individual course(s) beginning Week 2 through the last day of Week 5 and receive a final grade of “W” for the course(s). Any refund to the student is subject to the terms of the Institutional Refund Policy.
- A student may not withdraw from a course after an (I) incomplete has been granted. If a University withdrawal is requested while a course is in (I) incomplete status, the I grade will convert to an F.

INSTITUTIONAL REFUND POLICY

The refund policy shall provide for cancellation of any obligation, other than a book and supply assessment for supplies, materials and kits which are not returnable because of use, within 3 working days (72 HOURS) from the student’s signing an enrollment agreement or contract.

Refund Policy for Traditional Semester Terms

Students who withdraw from the university will receive a pro-rated assessment of tuition and fees according to the following schedule for the fall, spring and summer semesters:

Description	Refund %
Prior to the first day of classes (students will not be held responsible for payment of fees; all payments received are eligible for refund).	100%
During the first week of classes (Students will not be held responsible for payment of fees; all payments received are eligible for refund).	100%
During the second week of classes (Students will be held responsible for 40% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund).	60%
During the third week of classes (Students will be held responsible for 60% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund).	40%
During the fourth week of classes (Students will be held responsible for 80% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund).	20%

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Description	Refund %
After the fifth week of class (Students will be held responsible for 100% of fees assessed for the semester).	0%

Institutional Refund Procedure

Cancellation Policy: You have the right to cancel your enrollment at any time up to the end of the first week after the term start date. If you cancel at any time up to the first week after the term start date, San Ignacio University Graduate School will refund all monies paid to the institution. Notification of cancellation may be sent to SIU in any manner.

University Withdrawals: When a student is withdrawn from the University for any Reason, a refund calculation will be performed and any monies due back to a third party or the student will be refunded within 30 days of the date of determination (DOD). Any unpaid balance of tuition and fees the University is eligible to retain after the calculation is performed must be paid by the student to the institution.

Course Drops: When a student drops or is dropped from a course(s), the institutional refund policy calculation will be performed for the charges applied to the course(s). Any monies due back to a third party or the student will be refunded within 30 days of the date of determination (DOD). Any unpaid balance of tuition and fees the University is eligible to retain after the calculation is performed must be paid by the student to the institution.

Credit Balances: Credit balances eligible for refund will be returned within 30 days from the date the credit balance occurred, subject to any federal, state or accrediting agency statutes, rules, regulations and/or standards.

Pro rata: The amount of assistance that you have earned is determined on a pro rata basis. For example, if you are scheduled to complete 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you are scheduled to have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

Transfer of Credit Procedures

The Academic director oversees the Graduate Education evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

- Official transcripts must be received directly from the former institution within a student's first semester or no transfer credits are officially granted.
- Course descriptions from a former institution's catalog are analyzed and credit is accepted for those successfully completed courses that are equivalent to those of SIU courses. Courses in a student's major must meet the same general course objectives as San Ignacio University Graduate School courses.
- Only courses with a grade of "B" or higher are considered for transfer credit.

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- Graduate students may transfer no more than 50% of the credit hours to the graduate program at San Ignacio University Graduate School and must meet graduate residency requirements.

Transfer of Credits from San Ignacio University Graduate School

Students who are interested in continuing their education at an institution other than San Ignacio University Graduate School should first make inquiry at the institution they plan to attend to determine credits and requirements needed for entrance to that institution. Transferability of credits is at the discretion of a receiving institution. San Ignacio University Graduate School cannot assure transfer of credit.

DISTANCE EDUCATION AND REQUIREMENTS

Online Platform

We have a Learning Management System called Canvas. Canvas is known for its user-friendly online environment and ability to easily connect instructors and students both in and out of the classroom. Canvas includes basic LMS functionality for managing enrollments, sharing documents, submitting assignments, and assigning grades, as well as personalized features for individual students. Teachers use Canvas to publish course materials such as syllabi, documents, multimedia files, videos, audio, announcements, blogs, and forums, in addition to assessment activities, online exams and the submission of homework assignments or projects.

Canvas users have a system that provides access by way of a secure portal and a user name and password. Students can gain access to a variety of different materials: digital, links to websites and videos or audio files. There are synchronous communication activities (Chat, Video Conferences) and asynchronous communication activities (forums, wiki, blogs). Canvas can be used for online and hybrid classes.

Admission requirement, Tuition and Fees for the Distance education are the same as the on-campus requirements with the exception of computer and software requirements.

Distance Education Delivery Methods

In addition to traditional face-to-face courses, San Ignacio University Graduate School offers a distance education delivery method, which allow students to participate in learning outside of the traditional classroom.

When registering for courses, student will be advice on the delivery method of the course and understand the expectations associated with their selection.

TECHNOLOGY: COMPUTER SPECIFICATIONS

In order to carry out their work in the Virtual Classroom with optimal performance, students and teachers should have a PC that meets the following specifications:

Hardware Software

- Pentium D or higher.
- Memory RAM 1 GB or higher.
- Video resolution [1024x728]

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- Fixed or wireless Internet Access (1Mb).
- Microphone and Audio Headphones.
- Web Browser Mozilla Firefox v.22 or more recent.
- Operating System Windows XP or more recent.
- Acrobat Reader (Free software).
- Macromedia Flash Player.
- Microsoft Office or Open Office.

TECHNOLOGY: PLUGINS & SOFTWARE

Plugins

- **Flash** - Is required for recording audio and video in the Canvas Rich Content Editor. Other than these features, Flash is not required to use most areas of Canvas. Please note that some browsers may no longer support Flash.
- **Java** - is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas.
- **JavaScript** must be enabled to run Canvas.

Software

- Adobe Reader is necessary for reading PDF files downloaded from your course. Most browsers already have a PDF reader add on.
- A good text editor for preparing written work. There are many paid and free options:
 - Microsoft Word
 - Googledocs from your Gmail account.
 - Use Notepad on PC or Mac (although this is just text, no formatting)
 - Search for other text editors.

Screen Readers:

- Macintosh: (use the latest version for Safari)
- PC: (use the latest version for Internet Explorer)
- PC: (use the latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

Canvas Essentials Include:

Canvas essentials will help students and or faculties to access their courses and navigate through them. They will also find some tips on how to use Canvas most effectively. Such as:

1. [How to log in to Canvas](#)
2. [Detailed instructions on how to reset password](#)
3. [Orientation video on how to navigate Canvas](#)
4. [Important tips for using Canvas](#)

Student and Faculty Orientation: At the beginning of the semester, all students (registered for online courses) receive:

- An in-classroom orientation lecture targeted for students: a 1-hour introduction on how Virtual Classroom learning works and questions and answers on this methodology. Six (6) orientation lectures at different times on one scheduled date (this Orientation is Mandatory for students registered for online courses).

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Tutorials: Remittance of video - tutorials and manuals for those who for some reason were unable to attend the in-classroom lecture.

Orientation program: An online orientation program that is implemented in the Virtual Classroom and where students are shown the different types of activities and the ways in which they can participate.

For teachers/tutors:

- Teacher training course: An in-classroom training course, 4-hour duration, covers the respective roles of the student and the teacher in the Virtual Classroom experience.
- Prior to the beginning of each semester, teachers meet with instructional designers to prepare the on line class material. This is prepared and completed over a one month period.
- Individual technical assistance at the teacher's request: This assistance is made available throughout the duration of the course. The teacher is provided support and technical assistance on course activities and configuration.
- The characteristics needed for the proper methods of conducting an online course are indicated in the manuals handed out to the students. In the case of exams and quizzes there is a trial test run user that enables a student to take a mock test so that the student is able to verify that his or her computer meets the requirements for testing and examinations and is working without difficulty or technical problems. In addition, platform help desk enables users to address any technical concerns they may have related to the Virtual Classroom and it provides advice as to whether any changes or adjustments are needed on the part of the user.

There are no additional charges or costs when students register for online courses.

TECHNICAL SUPPORT OPTIONS

In the event that the students cannot complete an activity or are unable to enter the system, they can request technical assistance by Contacting Support via: Technical Support:

- E-mail: jcastro@sanicnaciouniversity.edu or by contacting the Campus 305-629-2929 x4029 mrodriguez@sanicnaciouniversity.edu Monday through Sunday 24/7

Academic Support for Students academics@sanicnaciouniversity.edu

Students can communicate with teachers/tutors using the following:

- Internal Classroom Messaging: where students can ask their teachers/Tutors individual questions regarding personal difficulty that affects their academic performance (Non-Academic issues).
- Inquiry forums: All online courses have an inquiry forum to address the topic questions submitted by students.

STUDENTS ASSESSMENT: The Assessment system for every course is outlined in the course syllabus, interaction and free academic assignment activities given by the teacher are evaluated and approved by the program coordinators. In addition, all courses must include one midterm exam and one final exam. Student progress is verified by the teacher and the tutor by using the reporting tools contained in the Virtual Classroom (as applicable to virtual activities).

In reference to the online course examinations (proctored examinations):

Examinations are governed by the STANDARD UNIFIED EXAMINATION SYSTEM (SUES) (Mid Terms and Final) which is determined at the beginning of each semester. Currently, we have online courses that administer their tests inside a physical classroom in order to verify the identity of the

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enrolled students. The remaining percentage uses the average grade of research projects or other continuous assessment activities into account in lieu of the grade on the exam.

In addition, there is a percentage of online courses that administer midterm and final exams through the Virtual Classroom. The percentage assigned to these exams is validated by the course coordinators and this grade should not be higher than the percentage scores on continuous assessment instruments.

Program Format: There are 2 types of course teaching within the framework of the online course method:

- Courses in which 100% of the class hours are taught online (e-learning) and
- Courses which combine both Synchronous and Asynchronous teaching.

Asynchronous: Asynchronous classes let students complete their work on their own time. Students are given a timeframe – it's usually a one-week window – during which they need to connect to their class at least once or twice.

- **Digital Curriculum Materials:** While this could also be found in synchronous programs, digital materials to supplement the curriculum may be especially prominent in asynchronous learning. This could be anything from uploaded PowerPoint presentations, to document sharing, to podcasts and video streaming. In many cases, these types of materials could be distributed through the online course module, helping students to stay organized by keeping everything in one place.
- **Email:** Email is a foundational item in all online courses. It's a great tool for asking questions, keeping in touch, and receiving materials, updates, reminders, and even assessments. Some online course modules take this a step further, by allowing students to contact their professors by email without ever leaving the online course module!
- **Discussion Boards:** The discussion board is another pillar in the online learning structure. Often, this is used to facilitate debates, collaboration, and discussion about course content, just like students might have in a physical classroom. The difference is that, in a discussion board, students could pop in and comment whenever it works for them.
- **Wikis and Collaborative Documents:** wikis could be a great way for online courses to build and maintain class notes and references. Wikis and other collaborative documents also facilitate group work, creating a central hub for you and your classmates to work together on a shared project.

Synchronous: Synchronous learning is when classes occur on set schedules and time frames. Students and instructors are online at the same time in synchronous classes since lectures, discussions, and presentations take place at specific hours. All students must be online at that exact time in order to participate in the class.

- **Chat:** Synchronous chat rooms allow multiple users to log in and interact. This is a great way to ask questions and to share resources and insights.
- **Voice (telephone or voice-over IP):** Some courses might enable students to conference call with their professor and peers, using either their computer or phone.
- **Video or web conferencing:** Using a webcam, students could talk to their professor face to face, share media (like documents, presentations, and poll questions) and more! In some cases, they might even be able to save the video or web conference to review again later when studying.
- **Live Streaming:** this goes a step further in emulating the traditional classroom, by live streaming their professor's lecture, as if they were sitting in the classroom. In many cases, this may also be recorded for later, so students can watch it over again if they missed something.

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STUDENT RESPONSIBILITIES AND EXPECTATIONS FOR DISTANCE EDUCATION

Flexible learning such as online and hybrid courses are not suited to all learners. It is important to recognize one's strength and weakness as a learner to assess if online learning is a good fit. If you are a student considering an online or hybrid course, please consult with Academics.

Online learning also requires an established set of online skills. San Ignacio University Graduate School helps students expand that knowledge through orientation, but the basic ability to use email, the computer and familiarity with online searches and tools is essential. As a student participating in online courses, it is expected that you have basic computer skills. If you do not have these skills, your success in the course may be impacted.

Available Student Services for Online Students

All student services available to a student in face-to-face courses are also available to students in online courses. Communication can occur through the use of the phone or email.

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The San Ignacio University Library is a learning center that offers access to information which supports our academic programs. The library's general collection includes textbooks as well as books of interest to our students for general reading. The library holdings are closely related to the San Ignacio University curricula. The library is continuously developing its core collection in order to maintain its currency and keep pace with the university's educational processes.

The San Ignacio University Library Catalog, OPALS, is linked to the university's website. It details the library's holdings and is available online at all times for faculty, staff, and student use. Additionally, the library is equipped with computers, study areas, and high-speed Wi-Fi. A library orientation session is offered to all classes at the start of each semester. The use of library materials, services, and facilities is governed by regulations which are communicated to students through this orientation.

San Ignacio University students and faculty have complete access to full-length articles and materials from current periodicals and publications through our subscription to the Library and Information Resources Network (LIRN), including but not limited to the following: ProQuest ABI/INFORM Collection, Business Market and Research Collection, ProQuest Central, ProQuest Core, eBook Central: Academic Complete, Research Library: Business, and ProQuest Education, as well as the ERIC education database and Gale eBooks.

As per our agreement with Universidad San Ignacio de Loyola (USIL) in Lima, Peru, students at San Ignacio University may view that institution's catalog as well its online databases, many of which provide bilingual materials. Access to the USIL Libraries and their materials are freely made available to our students and faculty upon request and on an as-needed basis.

MAJOR POLICY STATEMENTS & APPEALS

FERPA for Postsecondary Institutions

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The Family Educational Rights and Privacy Act (FERPA) awards students' certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Health and Safety Policy: The University acknowledges that it is its duty to ensure, so far as is reasonably practical, the health, safety and welfare of the staff of the University, its students, contractors and anyone else who comes into contact with the University and its activities. It is the policy of the University to provide and maintain, as far as is reasonably practical, a working environment that is safe and without risk to health. To this end it will allocate sufficient resources and sound management systems to the fulfillment of this policy.

In particular, the University will, so far as is reasonably practical:

- Provide and maintain safe and healthy working conditions and systems of work.
- Provide and maintain safe plant and machinery.

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- Provide information, instruction, training and supervision to enable staff and students to perform their work safely.
- Provide suitable and appropriate protective equipment and supervise its use.
- Maintain high standards of health, safety and welfare in all University activities.

Freedom of Access/ Nondiscrimination: San Ignacio University Graduate School is open to all students who are qualified, according to its published admission standards. SIU Graduate School encourages applications from qualified applicants of both sexes from all cultural, racial, religious and ethnic groups.

The University is committed to nondiscrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions. All University employees have a responsibility to keep the work environment free of discrimination.

When the University is made aware of an act of discrimination, it is obligated by law to take immediate and appropriate action. For the purpose of this regulation, discrimination is defined as any disparity of treatment or limitation of access based on race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions.

All acts of discrimination must be documented in writing, specifying the basis for discrimination. The complainant must enumerate all types of discrimination in the statement, identify the offender, and turn in the complaint to Student Services or Human Resources, as appropriate. Should a student feel discriminated by a member of the Faculty Department, the student must submit the complaint to the academic coordinator of his or her concentration, or to another University official. In absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to Student Services or Human Resources, as appropriate. Unless it is signed by the complainant, it will be an informal complaint. San Ignacio University Graduate School will investigate all complaints. Investigations may include interviews, preparation of statements, reports with summary of the investigation, description of investigation process, findings, and recommendations. Reports will be kept confidential at the Department of Student Services and/or Human Resources, depending on the individual(s) involved.

The University may attempt conciliation between the parties involved. If conciliation is not achieved, the designated official from the University will issue a final report. Final reports shall be issued within 60 days of receiving the complaint. The alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered and implemented.

Claims to be found frivolous will result in appropriate sanctions against complainant, as determined by Student Services or Human Resources. Possible sanctions may include, but are not limited to, written reprimands on the students or employee's record, restriction or loss of privileges, and suspension. Complaints may be withdrawn, but San Ignacio University Graduate School reserves the right to continue investigating as it was made aware of a possible act of discrimination. Any attempt(s) at retaliation shall be treated as a separate allegation of discrimination.

By the time a determination of appropriate disciplinary action or resolution has been reached, all parties will have been contacted and circumstances will have been fully evaluated. However, individuals have five days to appeal a determination of sanctions. Such appeals shall be directed to a higher University authority, who will re-evaluate the determination as deemed appropriate.

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Alcohol and Drug Use: San Ignacio University Graduate School, as an institution of higher education, is dedicated to the well-being of all members of the University community--students, faculty, employees and administrators. In demonstration of its concern with the misuse of alcohol and other drugs, it is the policy of SAN IGNACIO UNIVERSITY GRADUATE SCHOOL to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as an illness or treatable disorder, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek assistance. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and Federal laws.

San Ignacio University Graduate School's alcohol and drug policies are as follows:

- While on campus or engaged in any University related-activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action, including the possibility of dismissal;
- Employees will be evaluated on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge;
- Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community who has a substance abuse problem lead a productive work and/or academic life, free of the substance abuse;
- Any member of the University community who engages in any illegal activity, such as illegal possession, use or sale of alcohol or other drugs is subject to dismissal.
- Possession and/or consumption of alcohol by individuals under 21 years of age is unlawful. Underage students caught under the influence of alcohol can be reported to local authorities for underage drinking.
- Alcoholic beverages should not be present on campus at any event or activity unless approved by the President. During such events, ID will be requested prior to serving alcoholic beverages. Events may include galas, openings, San Ignacio University Graduate School anniversary celebrations, and others, as determined by the President.
- Any sanctions applied will be based upon the President's discretion and judgment of the situation. In the case of employees, the Human Resources Department will be responsible for determining the appropriate course of action. For more information, employees should also refer to the Employee Handbook, available at the Human Resources Department and at the University's website under Publications.
- Sanctions may include written reprimands on the student or employee's record, restriction or loss of privileges, suspension, expulsion or termination of employment, and referral for prosecution. Aside from these sanctions, students will remain financially liable for institutional charges pending on the student's account, and both students and employees will be financially liable for indirect or direct charges associated with any reported incidents.
- In order to protect the professional and academic environment of the University, a University committee will evaluate petitions from students or employees that would like to be reinstated. In these cases, students or employees that have been dismissed must submit documentation that demonstrates that he/she has sought out help and has complied with treatment, or is currently in treatment showing improvement, in order to be evaluated for re- entry. Any petition for reinstatement or re-entry may be denied upon evaluation.

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- More information on how to prevent alcohol and drug abuse and special locations to seek help can be found in the Student Handbook.

Tobacco Use Policy: The University abides by and strictly enforces the Florida Clean Indoor Air Act. Designated smoking areas may be established outside University buildings as appropriate. Such designated areas must be at least 25 feet from any building entrance. Smoking will not be permitted in University vehicles. Students, faculty members or staff found in violation of this policy may be subject to disciplinary action, as deemed appropriate by the Student Services Department or Human Resources.

The University promotes a healthful and clean work environment for students, employees, staff, and visitors. In accordance with Florida's Clean Indoor Air Act (FCIAA), smoking is prohibited in all University buildings. This includes, but is not limited to, any classroom, laboratory, library, faculty office, administrative building, dining facility, housing, or any other facility owned or controlled by the University.

It is important that everyone participate in the establishment and maintenance of our tobacco-free campus. This shared enforcement responsibility will ensure a healthy environment for all of us, as well as reduce the hazards, accidental fires, and costs associated with the disposal of discarded tobacco products.

Numerous research studies have clearly shown that second-hand smoke impacts people's health, including those suffering from asthma and other respiratory conditions. Everyone has the right to work and live in environments that are free of risks and effects associated with tobacco use.

Hundreds of colleges and universities across the country have adopted tobacco-free policies in keeping with a growing movement that spans both private and public sector areas to restrict exposure to toxic and human cancer-causing substances.

Policy against Sexual Harassment: Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance. Sexual harassment of students can be a form of discrimination prohibited by Title IX. The Office for Civil Rights has long recognized that sexual harassment of students engaged in by school employees, other students, or third parties is covered by Title IX. It is also consistent with United States Supreme Court precedent and well-established legal principles that have developed under Title IX, as well as under the related anti-discrimination provisions of Title VI and Title VII of the Civil Rights Act of 1964.

It is the intent of San Ignacio University Graduate School to protect all employees and students from sexual harassment. Not only is sexual harassment a violation of Title VII of the Civil Rights Act of 1964, it also undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's published guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if:

- Explicit or implicit submission to sexual overtones is made a term or condition of employment;
- Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred; and
- Sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work performance.

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- At San Ignacio University Graduate School, sexual harassment of or by employees includes the following:
- Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual;
- Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status or student status;
- Verbal abuse that is sexually oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually-oriented comments or innuendoes or actions that offend others;
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks; or
- Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions.
- Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment. At San Ignacio University Graduate School, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
 2. Submission to or rejection of such conduct affects academic decisions;
 3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
 4. Unwelcome physical contact, including but not limited to, patting, pinching, or touching; or
 5. Offensive or demeaning sexual remarks, jokes, or gestures.
- Students aggrieved by a violation of this policy may file a grievance by reporting the conduct to any University Administrator or the Director of Human Resources. All allegations of sexual harassment of or by a student, faculty member, or any other University personnel will be promptly and thoroughly investigated by the Office of Human Resources.
- San Ignacio University Graduate School recognizes sexual harassment as an insidious practice and will not tolerate sexual harassment in any manner or form. Persons sexually harassing others will be dealt with swiftly and vigorously. Any individual who violates any portion of this policy shall be subject to disciplinary action up to and including discharge.
- It is improper conduct for a San Ignacio University Graduate School faculty member to engage in a romantic or sexual relationship with a student enrolled in the faculty member's class or for an employee to engage in a romantic or sexual relationship with a student that is under the employee's supervision. Romantic or sexual relationships between any faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) or between any University employee and a student enrolled in the University may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in the University environment. At San Ignacio University Graduate School, romantic

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and sexual relationships between a faculty member or an employee and a student are subject to the prohibition against sexual harassment.

Policy against Hazing: In compliance with Florida law, San Ignacio University Graduate School defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person.

Hazing is inherently in conflict with the purpose and goals of San Ignacio University Graduate School. Therefore, such conduct will not be tolerated. Every effort will be made by San Ignacio University Graduate School to guarantee that students will not be victimized by hazing. More information on how to prevent and report sexual harassment can be found on the Student Handbook.

Library Use Policy: Students are allowed and encouraged to borrow materials from the library's general collection and textbooks for a period of two weeks, provided the textbooks are not being used for classes currently being offered. Textbooks for classes currently offered will be limited to in-house use. Circulation of library materials will be held to the library's discretion. If an item is lost, the student will be charged with the replacement fee up to the current value, and this fee will be collected before the student is allowed to register for the next semester's classes. Reference and special collection items may not normally be circulated to students without special permission; however, special permission may be granted on occasion by the librarian for reference materials where necessary and appropriate.

Email and Internet Use Policy: All email communications sent or received at the University should be considered official University correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy and consideration. The University under certain circumstances, such as an internal investigation, may retrieve emails, as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission.

Most computers at San Ignacio University Graduate School have access to the Internet. It is expected that all individuals using San Ignacio University Graduate School's computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.

Rules concerning Use of Computers: The following rules apply to all users of San Ignacio University's computers. Violations of any of these rules may be possibly unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these rules:

1. Computer users agree to use facilities and accounts for University-related activities only.
2. Accounts are considered the property of San Ignacio University.
3. The Librarian or Library Assistant must approve all access to central computer systems, including the issuing of passwords.
4. Authorization for the use of the accounts is given for specific academic purposes.
5. Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of the University's rules.
6. Electronic communications facilities, such as email are for San Ignacio University related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.
7. Computer users agree to the proprietary rights of software. Computer software protected by copyright is not to be copied from, into, or by using San Ignacio University computers.

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8. Computers users are required to abide by federal copyright laws and San Ignacio University policy regarding the use of all digital materials, including peer-to-peer file sharing.

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents. In cases where a user violates any of the terms of this policy, the University may, in addition to other remedies, temporarily or permanently deny access to any and all San Ignacio University computing resources, and appropriate disciplinary actions may be taken.

Copyright Policy: San Ignacio University Graduate School is committed to compliance with all Federal laws (Title 17, United States Code) regarding copyright. Copyright is an essential form of protection for individuals who have developed, created, or authored literary, dramatic, musical, artistic, and certain other intellectual works. This protection is extended to both published, as well as unpublished works, and is extended to any author, regardless of their nationality or domicile.

All members of the San Ignacio University Graduate School community – students, faculty, staff, and administrators – are responsible for complying with the requirements of the copyright law. It will be assumed that the copyright law applies to all material, unless one of the following applies:

1. The work is in the public domain, including works by the U.S. Government.
2. The use of the work qualifies as fair use under the copyright law.
3. Prior written permission from the author has been obtained, or appropriate royalties or licensing fees have been paid in exchange for usage rights.

Note that all printed materials – in text or digital form - should be assumed to be copyrighted. The use of a copyrighted notice © is no longer required. The unauthorized use of copyrighted material is called infringement. As noted above, federal copyright protection is extended to digital media accessible through the Internet. Uploading or downloading digital material or works is an infringement of the copyright owner’s exclusive rights. This includes peer-to-peer file sharing.

All members of the San Ignacio University Graduate School community who disregard this policy do so at their own risk and assume any liability, which may include criminal and/or civil penalties. Anyone found to have infringed a copyrighted work may be liable for statutory damages for not less than \$750 and not more than \$30,000 for each work infringed, and if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. Criminal penalties for willful infringement can include up to five years imprisonment. These penalties can be increased by a court which can also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

In addition, the University may take disciplinary action– see section below related to cheating and plagiarism.

Photograph Policy: San Ignacio University Graduate School, Department of Marketing Communications respects intellectual property rights when procuring and using photographs. We seek written permissions from photographers for the use and reproduction of their photographic art in publications, Web pages and displays. When appropriate, we purchase the copyright with respect to photographs and work out agreements for attributing authorship to the photographers. When book cover art, newspaper masts, logos, photographs, illustrations and other art from sources off-campus are needed for a publication, San Ignacio University Graduate School’s Marketing Department staff members seek official permissions and releases. If the artwork is needed for a Web page, a member of San Ignacio University Graduate School’s Web Management and Services staff researches and

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completes the online process for permission and release of the works for reproduction and online use and display.

When the Department of Marketing Communications is aware that photographs taken by San Ignacio University Graduate School students or faculty are being considered for use in a San Ignacio University Graduate School publication, a staff member contacts the individual involved for permission to use the photograph. The photographer is asked to provide a written consent and release for the photo's reproduction and use and a mutually acceptable approach to the attribution of authorship issue is arranged.

Photo Credits: As a general rule, the Department of Marketing Communications avoids the use of photo credits in recruitment publications. Our usual agreement with our most frequently used photographers provides San Ignacio University Graduate School with the ownership of the copyrights with respect to the photos from the shoots we arrange and purchase and use of the photos without printed credit. When photo credits are stipulated as a part of a purchase of photography, we include them.

Photo Release: As a condition of their employment with San Ignacio University Graduate School, our faculty and staff are required to consent to being photographed and grant a perpetual, royalty-free and irrevocable license to San Ignacio University Graduate School with respect to reproduction, display or other use of any photographs in connection with their employment with San Ignacio University Graduate School. Students, as a condition of their enrollment and attendance at San Ignacio University Graduate School, also consent to being photographed on campus and grant a perpetual, royalty-free and irrevocable license to San Ignacio University Graduate School with respect to reproduction, display or other use of any photographs depicting them on campus or in connection with their coursework at San Ignacio University Graduate School.

Still or video photo shoots may be informal (candid shots of campus scenes, athletic events, performance groups, large groups or activities) or formal (planned visits to classrooms, laboratories or offices; directory shoots or athletics headshots with professional backgrounds; or video shoots on campus) in nature. All such photographic images taken by San Ignacio University Graduate School faculty or staff and the copyrights with respect thereto are and/or become the property of San Ignacio University Graduate School's Department of Marketing Communications.

The digital photos or video footage are added to the University's library of images, which becomes a resource for the University's Web site and publications.

Informal Photo Shoots: The Department of Marketing Communications attempts to inform the campus when informal photography projects are under way. Announcements are made through the campus newspaper, and/or in some instance's signs are posted in areas of the campus.

Formal Photo Shoots: When a request is received or a need arises for images of particular individuals or settings, a Department of Marketing Communications staff member contacts the appropriate faculty member or department to schedule the photographer. Preferring a natural, realistic approach, San Ignacio University Graduate School seldom stages its photographs.

Faculty members are encouraged to inform classes of the impending photo shoot. The faculty member will be supplied with an announcement to be made to the class with suggestions for making the shoot as effective as possible. The faculty member is asked to permit the photographer to make an announcement upon arrival at the classroom. The photographer will introduce himself, briefly explain his purpose and allow students who wish not to be photographed to move to a part of the room that will not be included

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in the photos. Students not wishing to participate must inform the photographer of their unwillingness prior to the photograph being taken.

Students participating in a photo shoot are giving their permission for the photos to be used as the University sees fit by participating in the photo shoot. Students are permitted to opt out of the photo shoot, if that is their choice; by informing the photographer in advance of the photo being taken and removing themselves from the photo shoot area.

Choice of Photos: Department of Marketing staff members, in consultation with requesting departments, as possible, are responsible for choosing images on behalf of San Ignacio University Graduate School for use on the University Website, University publications and in University video projects. Occasionally images are shared with outside entities making requests.

Choices for photographs are made with great sensitivity to the following:

The goal for the message(s) to be communicated, the quality of the photo, providing a truthful representation of the University, and the impact of the photo on the audience's perception of San Ignacio University Graduate School. Although we attempt to be as objective as we can in our photo choices, we recognize that making photograph selections is a subjective task. If a photo does not meet San Ignacio University Graduate School's qualifications, rather than compromising the reputation of San Ignacio University Graduate School by utilizing a photograph that is inadequate or inappropriate, a photo shoot will be rescheduled to obtain an appropriate photo.

Ways to opt out of Photos Being Published, Directory Listings: Faculty and staff may choose not to publish their photos (or personal information) by making their preference known in writing to staff of the Department of Marketing Communications at San Ignacio University Graduate School. Make sure to update your personal information for use in San Ignacio University Graduate School's directories.

Formal Shoots: After arranging a photo shoot, the Department of Marketing Communications provides an announcement that faculty members may use to make their classes aware of the scheduled time for the shoot. The photographer will make an announcement allowing students to opt out of the shoot by informing the photographer in advance of the photograph being taken and moving to another part of the room, if that is their choice.

Procedures to Have a Photo Removed from Use - Concerns about the use of individual images on the Web site or photos in print publications may be communicated to the Department of Marketing Communications. We will try to resolve individual complaints while still meeting the important goal of visually representing the University. We ask your patience in this process. Expense is sometimes a consideration in our ability to change a photograph; sometimes an inventory of printed publications must be exhausted before the change can be put in place.

With respect to claims of copyright infringement relating to photographs shown on our Web site, we have a Designated Agent to receive notices of such claims and written procedures to deal with such claims in accordance with the Digital Millennium Copyright Act.

ACADEMIC POLICIES AND INFORMATION

ACADEMIC CALENDAR

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The scheduled academic year includes 3 semesters of 15 weeks of instruction for each semesters. The summer session is considered a regular part of the academic program at all levels.

A specific academic calendar is provided to assist the students to plan their academic career and may be obtained from the Registrar's Office.

Integrity: Academic Integrity means that each student acknowledges that the work represented in all assignments and all examinations is his, her, or their own or is properly cited, and that he, she, or them has neither given nor received unauthorized information. Furthermore, each student agrees not to divulge the contents of any assignment or examination to another student in any semester or to alter or impede the work or progress of another student.

Students of San Ignacio University Graduate School is committed to the highest standards of academic integrity and assume full responsibility for maintaining those standards. All members of the University community are expected to exhibit the qualities of honesty, loyalty and trustworthiness in all academic activities.

Violations of Academic Integrity: Violations of academic integrity reflect negatively on the undergraduate student, the academic program, and the University; thus, academic dishonesty in all its forms cannot be tolerated.

Academic integrity may be violated any number of ways. Common examples of academically dishonest behavior include, but are not limited to, the following:

Cheating: Cheating is the intentional use of or attempt to use unauthorized materials, information, or study aids in any academic exercise.

This may include, but is not limited to:

- copying from another student's work;
- representing material prepared by another as one's own work;
- submitting the same work in more than one course without prior permission of the instructors;
- using electronic devices to communicate and/or access information during exams;
- procuring or using stolen evaluation materials;
- violating rules governing the administration of examinations; or
- Violating any rules relating to academic conduct of a course or program.

Fabrication or Misrepresentation: Fabrication is the provision or use of any false or altered information, data or citation in an academic exercise. Misrepresentation is giving incorrect or misleading information or failing to disclose relevant information. Fabrication or misrepresentation of academic records may include, but is not limited to:

- making a false statement regarding one's academic credentials,
- concealing material information, and/or
- forging someone else's signature,
- forging a University academic document or record (also a crime),
- tampering with computer records,
- falsifying academic information on one's resume, and/or
- Falsifying communications about class absences, missing assignments, exams or other course expectations and requirements.

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Plagiarism: Plagiarism is the use or representation of the words, ideas, or sequence of ideas of another as one's own in any academic exercise. Information stored on a computer system or portable device or sent electronically over a network is the private property of the individual who created it. Dissemination of information, without authorization from the owner of said information, is a violation of the owner's right to control his or her own property and is considered a form of attempted theft.

Plagiarism may include, but is not limited to:

- copying another person's paper, article, computer work, or assignment and submitting it as one's own;
- quoting, paraphrasing, or summarizing and utilizing someone else's ideas without attribution;
- Copying or downloading (cyber-plagiarism), in part or in whole, articles or research papers or using ideas or information found from other sources and not giving proper attribution.

Enabling of Academic Dishonesty: Enabling of academic dishonesty is to knowingly or passively allow one's work to be used by another without appropriate attribution. It also includes participation in or the failure to report known or suspected instances of academic dishonesty.

Obstructing Academic Progress: Obstructing academic progress includes, but is not limited to:

- denying others access to scholarly resources;
- Providing false or misleading information;
- making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying materials; or
- Altering electronic files that belong to another without prior permission.

ACADEMIC INTEGRITY COURSE GRADES

An instructor who determines that the appropriate sanction for a student who has violated academic integrity is a failing grade for the course may record a grade of F. The F grade shall be recorded on the student's record with the notation "Failure Due to Violation of the University's Academic Integrity Policy". The Violation grades must be reported to the Academic Director. The student can appeal the F grade by following the Appeal procedures.

Academic Integrity Responsibilities

The above provisions are general, and apply to all academic units. Any member of the University community who witnesses a violation of academic integrity is responsible for reporting these violations to the Academic Department.

Academic Department Responsibilities: Academic departments and support units will inform their students of the standards of academic integrity and of practices of responsible research and scholarship of their discipline. This information will be distributed through a combination of student handbooks, Catalog and consumer information. Specific departmental responsibilities include the following:

- Informing students about their responsibility to understand the Academic Integrity Policy in the University Catalog and to strictly adhere to it. All academic departments will include a section on their syllabi referring to the academic integrity policy and the expectation that students adhere to this policy.
- Informing students about the procedures and channels of communication within the department related to academic integrity complaints and appeals.

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Academic Support Responsibilities: Staff who work in academic support units (e.g. Academic Coordinator, Office for Students services, etc.) are responsible for reinforcing the policies of academic integrity. Specific academic support service responsibilities include:

- Informing students about their responsibility to understand the Academic Integrity Policy in the University Catalog and to strictly adhere to it.
- Informing students where the applicable professional code of ethics can be accessed and the need to adhere to those ethics.

Staff are also responsible for reporting incidents of academic integrity violations to the course instructor(s). If the incident is not course related, staff should report it to the appropriate department head. Sample incidents include but are not limited to:

- Forgery on documents (e.g. advising forms, resumes, etc.);
- use of unauthorized aids (e.g. calculators, notes) during an examination;
- suspected duplication of assignments;

Faculty Responsibilities: In the classroom, faculty will inform students of the content, schedule, requirements, evaluation procedures, and grading policies employed in the course and of times, outside of class, when they are available for student consultation. Faculty will evaluate students fairly and without bias. Evaluation will follow to the course goals, design, and timeframe described in the course syllabi. They will provide appropriate and timely feedback to the student about the quality of their work. Faculty will include expectations of academic honesty in their syllabi with references to the Academic Integrity Policy in the catalog. They will model the appropriate application of the principles of academic integrity in the presentation of classroom materials and will make all reasonable efforts to promote academic integrity through course and evaluation design, protection of materials, testing environment, and regular revision of evaluation materials. Faculty will deal with suspected instances of academic dishonesty in accordance with University policy.

Student Responsibilities: Students are responsible for reading the University Catalog, including the Academic Integrity Policy in this catalog, and are expected to engage in free inquiry and open expression of subjects reasonably related to the content of the course. They will familiarize themselves with the content, schedule, requirements, evaluation procedures, and grading policies employed in each of the courses in which they are enrolled. Students have the right to, and are encouraged to, talk to the person and/or the relevant department director, if they have a concern that a faculty member, staff member or student may have violated the academic integrity policy. Students will make all reasonable efforts to promote academic integrity, by refraining from dishonest practices and by reporting known instances of dishonesty to the appropriate faculty person. Students are subject to the actions brought by faculty who suspect instances of academic dishonesty or other breaches of academic standards. Students may appeal such faculty actions.

STUDENT CONDUCT & REGULATION

All regulations and policies regarding student conduct can be found in the Student Handbook. The following list is a summary of the prohibited conducts at San Ignacio University Graduate School Campus:

- Participating in unauthorized group protests or performing political or religious proselytism, or solicitation in the institution.
- Bringing alcohol or illegal drugs into the institution. Being intoxicated (under the influence of drugs or alcohol) while on the premises. See more information in the Student Handbook.
- Bringing weapons of any nature into the institution.

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- Showing disrespect, verbally, physically or in writing, towards the instructors, staff and classmates.
- Slandering or libeling the institution and/or any of its members.
- Performing acts of academic dishonesty, such as cheating, plagiarizing, impersonation, and altering of exams.
- Stealing or vandalizing property belonging to the institution, other students, instructors, staff, or visitors.
- Entering administrative offices without prior authorization.
- Eating or drinking in the classroom, with the exception of food and beverage previously designated for tasting, and any special events previously sanctioned by the Academic Director. Students may engage in the social tasting of wine and spirits through supervised and controlled tastings in the enology and cocktail preparation courses only under direct supervision of the instructor. Spitting is encouraged and spit-containers will be provided.
- Selling items or promoting services not authorized by the institution.
- Engaging in gambling games inside the institution.
- Receiving visitors on premises without prior written approval by the President or the Director of Academic.
- Performing or allowing, by action or omission, any kind of activity that may cause damage to the institution, its assets, staff, students, or visitors.
- Committing any other act of an illegal, dishonest, or unethical nature that may not be on this list.

Disciplinary Procedures: Any such conduct will be subject to immediate disciplinary action, as determined by the Academic Director, including expulsion for cheating. Disciplinary actions could include:

- Reprimands
- Suspensions, and
- Expulsion depending on the severity of the grievance.

The process of expulsion can only be sanctioned by the Academic Department. Expulsion may occur after a student has received one or more suspensions. However, if the severity of the grievance warrants it, the student may face expulsion without receiving any previous sanction.

Expulsion is the permanent removal of the student from the institution, handed down by the Academic Department, given for a serious fault or after the student has received a series of reprimands and or suspensions. Expulsion from the University will only occur after a full review has been done by the Academic Department and the student has been allowed to present his/her case in his/her own defense.

Students who are found guilty of any violation are liable for any damages to people and or property he/she may have caused, including but not limited to lawsuits and fines.

A student may appeal the decision to the President.

Emergency Disciplinary procedures may occur if the student:

- Breaks a local or state law
- Intentionally places himself/herself or others in grievous bodily danger.
- Intentionally damages school property.
- Subverts the civil rights of another person.
- Arrives to school intoxicated by alcohol or under the influence of drugs.

In such cases the Academic Director will immediately deal with said problem in the most beneficial and fair manner.

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Concerning Disciplinary Action/Appeals:

If a student feels that he or she has been subjected to an unfair disciplinary action, including expulsion from the University. The student may appeal any such disciplinary action. It is understood that all infractions or broken rules requiring disciplinary action must have been explained to the student by the Academic Department when the decision was reached. It is at the sole discretion of the Academic Department to listen to an appeal or to modify its decision.

STUDENT GRIEVANCE POLICY

Purpose of the Student Grievance Policy

The purpose of the student grievance policy is to provide due process for resolving student complaints against faculty, staff, or other University employees. The University has established three grievance procedures depending on the nature of the grievance. The procedures follow:

- **Standard Grievance** – discrimination on the basis of age, sex, race, ethnicity, religion, national origin, disability, or other conditions or preferences; unfair treatment that is in violation of students' basic rights, as set forth in the University Catalog.
- **Academic Grievance** – academic matters where students have a grievance. Areas for appeal include, but are not limited to, classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, absence and tardiness practices, course requirements that differ substantially from those set forth in the syllabus.
- **Harassment Grievance (Title IX)** – harassment and intimidation, whether in the form of words, actions, or both, that may be inherently personal such as gender, sex, race, ethnicity, sexual orientation, etc. Sexual harassment may be Quid Pro Quo (e.g., benefits promised in exchange for sexual activity) or hostile environment (e.g., unwanted comments/touches, unreasonable expectations, stalking, dating violence, etc.).

Notes: If any of the above are committed against a student by another student instead of a university employee, the offended student should report the matter immediately to a University official, who will report it to the student services or the Director of Academic. The incident will be investigated and action taken if a violation of the Student Code of Conduct occurred. Under no circumstances will retaliation be tolerated. Students requesting due process will not be harassed, intimidated, discouraged, or denied access to the Grievance Procedures (Due Process). When the situation warrants it, the president or the vice president may make an interim decision concerning the student's status during the appeal process by determining the feasibility of allowing the student to continue to attend class or removing the student from class/campus until the due process is completed.

Standard Grievance Procedure: The following procedure is to be used to resolve a grievance. Once this procedure of due process has begun, students who want to continue to pursue due process must follow the procedure and may not avoid any steps in the procedure and go prematurely to a higher authority.

- The Offending Person — the student must first make contact with the offending person to resolve their differences within five academic days. The exception to this requirement is harassment complaints, which may be taken directly to the Title IX coordinator or the Student Services coordinator, as described below.
- The Title IX coordinator: If the complaint is not resolved in the informal conference with the offending person, the student may then appeal in writing to the vice president of Campus, who

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will schedule a conference with the student and the other involved parties. If the grievance is academic in nature the student will be directed to follow the Procedure for Resolving an Academic Grievance as listed below.

- **The Appeals:** If the grievance is not resolved by the appropriate vice president, the student may request a hearing in writing before the Vice president, Director of Academic and Title IX coordinator.
 - The student must present his/her case in writing.
 - After receiving the student's letter of grievance, they must grant a hearing at the earliest convenient opportunity, but no later than five academic days after receiving the request.
 - They will send to the student an outline of the procedures to be followed in the hearing. These may include, but are not limited to, who may attend the hearing, who may speak before them, and any documentation that is requested.
 - They must render a decision and respond to the student in writing within five academic days following the hearing.
- **The President:** If the grievance is not resolved to the student's satisfaction by the Appeals Committee, the student may request a hearing in writing before the president of the University. The student must present his/her grievance in a signed and dated document to the office of the president within five academic days of receiving the decision of the Appeals Committee. The president will outline for the student any guidelines to be followed in the hearing and will then grant a hearing at the earliest convenient time, but no later than five academic days after receiving the request. The president's decision is final.

Academic Grievance Procedure

An Academic Grievance must be initiated no later than 5 academic days into the following semester. If the grievance is regarding an academic matter, the following steps must be followed:

- **The Instructor:** The student must go first to the instructor with whom he/she has the grievance. A conference with the instructor will be held to resolve the grievance informally.
- **Academic Director:** If the informal conference with the instructor does not resolve the grievance, the student may appeal through the Academic Director. Each appeal must be in writing within five academic days from the date the student is notified of the decision.

Standard Grievance Procedure: If the grievance is not resolved by the Academic Director, then the student has access to the standard grievance procedure beginning with the Appeals Committee, which must be initiated within five academics.

Harassment (Title IX) Grievance Procedure

The following procedure is used to investigate allegations of harassment (Title IX).

- **Title IX Coordinator** – If the student grievance pertains to an allegation of harassment by either another student or an employee, the student may go directly to the Student the Title IX coordinator rather than to the offending person. Any person who receives knowledge of a student allegedly being harassed must report it to the Title IX coordinator who will conduct an investigation. The Title IX coordinator may be able to remedy the situation and implement programming to prevent its re-occurrence. Both the accused and the accuser will be informed in writing of the investigation's results. Students may choose to or decline to report allegations to law enforcement.
- **Note:** The Title IX coordinator will inform the vice president of the investigations who may make recommendations for both remedies of the situation and program/policy changes that are beyond the scope of the Title IX coordinator's responsibilities.

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- **Standard Grievance Procedure** – If the grievance is not resolved by the Title IX coordinator, then either the accused or the accuser have access to the standard grievance procedure beginning with the Appeals Committee.

Student complaint Information

If students are unable to resolve a complaint through the University grievance procedures provided above, students may file a complaint to the following:

Florida Commission for Independent Education

325 W. Gaines street suite 1414
Tallahassee, FL 32399-0400
Ph. (850) 245-3200 or (888) 224 6684

Confidentiality of grievances: All grievances shall be considered confidential and shall not be disclosed to individuals or organizations not involved in the grievance.

PROCEDURE FOR GRADE APPEALS

In the event a student questions the appropriateness of a grade assigned for a course, the student must first discuss the matter with the faculty member(s) (as appropriate). These discussions should be initiated by the student as soon as possible after the grade is assigned, but no later than ten academic days into the next semester.

Grades are subject to change under the following conditions:

- **Incompletes:** A grade of incomplete (I) may be changed to a letter grade.
- **Errors:** A grade calculated or recorded erroneously may be changed to the grade actually earned.
- **Disputes:** A disputed grade may be changed if the student appeals it successfully. A disputed grade differs from a grade recorded in error in that disagreement over evaluation or application of criteria rather than miscalculation or clerical mistake is involved.

Note: An academic day is defined as a school day on which SIU classes are meeting. Initiation of the discussion is any attempt to contact the faculty of record, about the grade, including e-mail or other written correspondence (recommended), personal meeting, and telephone call or message. Saturday and Sunday are not academic days in this context.

The policies for these three conditions differ substantially. Students are advised to read each section of this policy carefully, paying particular attention to the respective timelines.

- A request for change of grade is appropriate only when an error has been made by the professor in calculating or recording a student's grade or when an "Incomplete" has turned into an "F" and the student has met all requirements, for the course.
- In cases of a need to change a final grade assigned for a course, the time limit for confirmed contact of the professor who awarded the grade is no later than ten (10) academic day, into the semester following the one in which the grade was recorded.
- If the professor is unavailable or fails to respond by the deadline, students have an additional ten (10) academic days to contact the director of Academic/program coordinator.
- Students should retain evidence of their attempts to reach either party, in extraordinary, rare, and compelling circumstances beyond the control of the student, these limits may be extended, and changes may be made only with the written approval of the course instructor, when available, director of academic.

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A change of grade is not a substitute for an "Incomplete." If a student has work missing at the end of a semester (example, exams, papers, and assignments to be written or rewritten) an "Incomplete" may be assigned if circumstances warrant.

It is not appropriate to use change of grade to alter F to A grade after the completion of the semester unless an error has been made.

Formal Grade Appeal

Appeal to the Academic Director

The student may appeal the faculty decision in writing to the department chair or appropriate administrator within seven (7) academic days of the first day of the next semester if a satisfactory resolution is not reached in the initial discussion with the faculty.

The Director of Academic or appropriate administrator will become familiar with the facts of the case by communicating with the student and the faculty member(s). The faculty member will respond in writing to the Director of Academic concerning the student's appeal.

The Director of Academic or appropriate administrator may either accept or deny the student's appeal. The director of Academic will notify the student and faculty member(s) of his/her decision in writing within ten academic days of receiving the appeal. In the event that the Director of Academic accepts the student's appeal, and no further appeals occur, he/she will initiate a grade change.

If students are unable to resolve a complaint through the University grievance procedures provided above, students may file a complaint to the following:

Florida Commission for Independent Education

325 W. Gaines street suite 1414
Tallahassee, FL 32399-0400
Ph. (850) 245-3200 or (888) 224 6684

ATTENDANCE POLICY

Attendance/Participation: For online classes, the full attendance week is defined as started at 12:00 a.m. Eastern Standard Time (EST) on Monday until 11:59 p.m. EST the following Sunday.

Students must be active within the course to be considered present for the particular week of class. For attendance purposes, an academically-related posting can include, but may not be limited to, posting an assignment submission, posting to a discussion forum, and taking an exam. **For attendance purposes, logging into an online class does not count toward attendance.**

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

- Student submission of an academic assignment or exam
- Documented student participation in an interactive tutorial or computer assisted instruction.
- Posting by the student in a discussion forum showing the students participation in an online discussion
- Online students are required to meet the first week's attendance in order to be confirmed as an active student.

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- Students not fully active by the end of the second week will be dropped with a withdrawn/failure grade.

Attendance is an integral part of the learning process, so the **only** excused absences accepted during the course are the following:

- Court Appearance, (I.e. Jury Duty)
- Immigration Appointment,
- Medical Emergency, or
- Death in the family (grandparents, parents, or siblings)

For any of these types of absences, students **MUST** present and/or submit, before their next class meeting, the corresponding **official** documentation to support the reason of the absence.

Note: In the case of a medical excuse, submit your evidence in a sealed envelope to your Academic Advisor. Faculty will be contacted once evidence has been received from the student.

Students enrolled in the Master and Doctoral programs are permitted no more than 2 “free” absences in one semester (13% of the total contact hours). Students missing 3-5 classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing 6 classes will result in failure of the course regardless of grade average. It is the student's responsibility to arrange to make up work missed because of an absence. All homework and assignments must be delivered on the assigned day regardless of the absence.

The full attendance week is defined as started at 12:00 a.m. Eastern Standard Time (EST) on Monday until 11:59 p.m. EST the following Sunday.

Students must be active within the course to be considered present for the particular week of class. For attendance purposes, an academically-related posting can include, but may not be limited to, posting an assignment submission, posting to a discussion forum, and taking an exam. **For attendance purposes, logging into an online class does not count toward attendance.**

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

- Student submission of an academic assignment or exam
- Documented student participation in an interactive tutorial or computer assisted instruction.
- Posting by the student in a discussion forum showing the students participation in an online discussion
- Online students are required to meet the first week's attendance in order to be confirmed as an active student.
- Students not fully active by the end of the second week will be dropped with a withdrawn/failure grade.

Assignments: Assignments must be submitted on the due date. Students who in advance know they are going to be absent on the date an assignment is due are still uniquely and solely responsible for submitting such assignment on the **due** date.

Religious Holidays Absences: The Florida Board of Education and state law govern university policy regarding observance of religious holidays. The following guidelines apply:

- Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith.

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- Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence.
- Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

If a faculty member is informed of or is aware that a significant number of students are likely to be absent from class because of a religious observance, the faculty member should not schedule a major exam or other academic event at that time.

A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence. Furthermore, a student who believes that he or she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

LEAVE OF ABSENCE POLICY

Students may request a leave of absence from their academic program in cases where personal circumstances temporarily disable them from achieving progress. Leave of absences are granted with the reasonable expectation that the student will return from the leave. All students must submit the request in a written, dated and signed format to the Registrar Office. The University may grant leave of absences to a student who did not provide a request earlier due to unforeseen circumstances. In these cases, the University will determine the beginning date for the approved leave of absence, and will collect the request from the student at a later date.

Notification of authorized leave of absence will be issued to the student, including the scheduled date for return. An authorized leave of absence cannot exceed 180 days in any 12-month period and if student fails to enroll at least half-time for 180 days (6 months) in any 12-month period, the student will be considered as withdrawn from the University. After two consecutive semesters of non-enrollment, students must follow the procedures for readmission, outlined in this catalog. A student returning from a leave of absence is required to resume training at the same point of the academic program that he or she began.

International students must follow the regulations for their student visas, and therefore, are not eligible for leaves of absence.

GRADUATION POLICY

Graduation from San Ignacio University Graduate School is awarded upon satisfactory completion of the following minimum requirements:

- **Fulfill Total Hours Required:** Students must accrue required credit hours.
- **Fulfill Course Requirements:** Students must successfully complete all degree requirements as outlined in the University Catalog and program of study.
- **Maintain Satisfactory Academic Average:** Students must earn a minimum cumulative “B-” (3.0) grade point average (GPA) in order to graduate. (Please note: GPA for the degree is computed coursework completed in residence only. Transfer credit is not factored into the calculation.) And 3.00 grade point average (GPA) for Graduate students.

In addition to the academic requirements listed above, students must complete the following exit tasks:

1. **Assessment Evaluation:** Students must complete the Initial and Exit Assessment evaluation. The initial assessment needs to be completed in the first term of the program. In the last term,

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students will be requested to complete the exit assessment evaluation. The results of both evaluations are confidential and will not impact the academic progress of the students. They are part of the evaluation of the learning outcomes of the program and are used to review and update the Program offered by the University.

2. Graduate Survey: Students must complete the Graduate Survey in the semester in which they intend to graduate. The survey is completely confidential and is used to inform the University's strategic planning process.
3. Graduate Exit Interview: In addition to completing the written graduate survey, graduates may be asked to attend an exit interview.

Application for graduation must be made to the University Registrar by the end of the third week of classes in the student's final term, paying the \$120 Graduation fee. After this application is submitted, an internal audit will be done in the Academic Department, Accounting Department, and Library to review the student's file and clear any pending matters in the file. After this audit is done and signed by each department's coordinator, the student is approved for graduation.

Students who have applied for graduation but do not meet the minimum requirements will be informed with specific information about their progress to date and any remaining requirements that must be met.

CHANGE OF ACADEMIC PROGRAM (MAJOR)

When thinking about changing your program, your course load, enrollment status, *seek advising*. We recommend students check with their academic advisor, and Registrar's Office to learn about the academic and administrative procedures needed.

Within One Program (for example, changing from one Business program to another) - Students must complete the Change of Academic Program form in consultation with the director of Academic, and obtain all required signatures.

To a Different Program (for example, from the Business to the Education) — Students must re-apply to the offering program to which they desire to change. They must submit a new application and all materials to the Admissions Office, meet all current admission requirements, and be approved for admission.

Additional Degree Program: Students who wish to earn another degree must re-apply for admission. Upon acceptance, courses, which count toward the new degree program completion requirements, will be transferred. A student may only transfer courses with a final grade of "B" or higher. Credit attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress.

Students must consider carefully and explore the financial and academic implications:

- Meet with academic director, and the academic coordinator to discuss the change and get approval.
- A different program may have additional program-specific admission requirements, and may require additional courses, time, effort, and expense.
- You will be required to meet the requirements of your new program that are current at the time of your program change.
- Courses you have already completed may not be accepted into a different program.
- Transfer credits accepted may differ.

Students are encouraged to meet with the bursar to address financial implications of their change.

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If a student changes his/her major or program, only those credits that are common to both programs will be accepted toward the new degree program. The University defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog. All credits attempted count toward the total program length of 1.5 times the number of semesters required for completion of the major program.

Course Load: Full time students are those students who are registered for at least 9 credit hours in the fall and spring semester. Half time students are those who are registered for a minimum of 6 credit hours in the fall and spring semester. In the summer semester, those students who are registered for at least 6 credit hours will be deemed full time students.

Students, who drop courses during a semester and reduce their course load, will be classified in accordance with their reduced course load.

ACADEMIC REGULATIONS AND PROCEDURES UNITS OF CREDIT

Credit hours are awarded on a semester basis according to the successful completion of coursework for which the student has registered. The successful completion of one unit of credit is equivalent to the following total credit hours per semester:

- 1 lecture credit = 15 hours
- 1 laboratory credit = 30 hours
- 1 internship/externship or practicum credit = 45 hours

San Ignacio University Graduate School is under compliance with the U.S. Department of Education which defines credit hour as: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practical studio work, and other academic work leading to the award of credit hours.

Credit in traditionally delivered programs measured in credit hours must be calculated based on one of the following attribution formulas:

- One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum.
- The formula for calculating the number of quarter credit hours for each course is: $(\text{hours of lecture}/10) + (\text{hours of lab}/20) + (\text{hours of practicum}/30)$; or
- One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum.
- The formula for calculating the number of semester credit hours for each course is: $(\text{hours of lecture}/15) + (\text{hours of lab}/30) + (\text{hours of practicum}/45)$.

The faculty, supervised by our Academic Director, is responsible for all aspects of the curriculum and degree program requirements including credit hours associated with each.

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COURSE NUMBERING SYSTEM

San Ignacio University Graduate School uses the following course numbering system:

Coding system based on capital letters as initials for each program course, followed by a number indicating the sequential order of classes for each course type.

MBA/Master in Entrepreneurship/Master in Business Analytic/ DBA/EDD

Concentration Courses per Program:

ED/EB Education
DBA Doctorate in Business
EDD Education Doctorate
FIN Finance
HRM Human resources Management
BA Business Analytic
LET Entrepreneurship
SPE Special Need
QNT Data Driven decision/Advanced Business
stats
LEG Legal and ethical issues
BAI Capstone
MK Business Marketing
FI Financial Accountant
RDM Research Design Methodology
ASW Advanced Scholarly Writing
ECT Curriculum Theory
DDR Doctoral Dissertation Research

EEL Educational Leadership
EDR Dissertation Research
STA Statistic
ACG Accounting
BUS Business Statistic

First number indicates if the course belongs to an upper or lower division:

5: Upper division Courses Master Degree
6: Upper division Courses Master Degree
7: Upper division Courses Doctorate Degree
8: Upper division Courses Doctorate Degree

STUDENT SERVICES

Student Rights and Responsibilities: There are certain rights that each University student body member may expect to enjoy as well as obligations that each student accepts by his or her enrollment. The *Student Handbook as well as the catalog* contains a statement on student rights and responsibilities and the University's policies on academic dishonesty, illegal substances, and student conduct and discipline.

San Ignacio University Graduate School has policies that ensure that students have access to records as provided under federal and state laws. San Ignacio University Graduate School is in compliance with Student Right to Know Act (PL 101-542). The following policies describe student rights in this regard. Please contact the Registration Department for further questions regarding a student's rights to access his/her records.

Student Records: Students should be aware that student records submitted to the University become the property of the San Ignacio University Graduate School and shall not be released to third parties. Such records may be used by the University in any manner that the San Ignacio University Graduate School deems appropriate.

A hold shall be placed on the records of any student that owes an obligation to the San Ignacio University Graduate School. A student may not register or receive a transcript from the San Ignacio University Graduate School until the obligation is paid in full to the San Ignacio University Graduate

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School and the hold is properly removed. Removal of a hold may take approximately two (2) business days.

Maintenance of Student Records: Official academic records are maintained in the Registration Department. Included are admission applications and associated documentation, the registration forms for each semester; the records of grades and credits received in courses at this institution or accepted here from other institutions; and other documents directly relating to the student's academic progress and status.

Amendment of Records: A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that San Ignacio University Graduate School official who maintains the records to amend them. San Ignacio University Graduate School will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of San Ignacio University Graduate School for further determination or confirmation. If the University decides to refuse to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing.

Hearing Procedures: Should the request for a change in the student's records be denied, the student may appeal the decision to the Director of Academic Affairs within thirty (30) days and ask for a hearing. The Director of Academic shall designate a hearing committee, which will include one administrator other than the one who has denied the request and two faculty members of San Ignacio University Graduate School.

The decision of the Hearing Committee shall be final, except that final appeal to the President of the University remains open. The challenge to be considered in such hearings may extend only to the material in the respective San Ignacio University Graduate School file, e.g., it may extend to the correct recording of a grade, but not to the appropriateness of the grade.

Students, dissatisfied with the results of a hearing may place a statement in the education record in question commenting upon the information therein, and/or setting forth any reason for disagreement with San Ignacio University Graduate School's decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

Safety Information: The University has a trained Security on campus. The officer provide protection for the campus. The University publishes the *Annual Security Report*, which can be found on the university's website. The document details the University's safety programs, crime statistics, and crime prevention. Furthermore, it includes the University's policies and procedures to address alcohol and drug use, the reporting of crimes, sexual assault, and other matters.

Transcript Requests: San Ignacio University Graduate School will release the transcript to the student. Provided a hold does not exist, a student may request a transcript from the Registrar Department by completing and delivering a transcript request form. Transcript requests may be made in person or by mail. The first transcript request is free of charge upon completion of a program. However, for any additional requests for official transcripts, San Ignacio University Graduate School will charge \$15.00 per copy and \$5.00 per unofficial transcript. Official and unofficial transcript requests may take approximately five (5) to ten (10) business days to process.

Hold on Student Records: A hold or service indicator will be placed on a student's official record under certain conditions. Nonpayment of financial obligations, such as tuition, and other debts will result

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in a hold on the student’s record. Disciplinary action, academic suspension, or dismissal may also result in a hold on one’s enrollment. A hold will restrict a student from enrolling, having transcripts or grade reports issued, or receiving other university services.

Voter Registration: San Ignacio University Graduate School encourages all eligible students to register to vote. Campus libraries and Student Services office can provide students with voter registration information, or students may register at <https://www.usa.gov/register-to-vote>

GRADING SYSTEM

The grading system for academic performance appears on the following page. Unless otherwise indicated, each grade earned is calculated into the student’s cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total credit hours attempted.

Letter Grade	Description	Percent Equivalent	Grade Point Average	Part of Cumulative GPA
A	Excellent Work	96-100%	4.0	Yes
A-	Excellent Work	90-95%	3.7	Yes
B+	Good Work	87-89%	3.3	Yes
B	Above Average Work	83-86%	3.0	Yes
B-	Average Work	80-82%	2.7	Yes
C+	Fail	77-79%	2.5	Yes
C	Fail	73-76%	2.2	Yes
C-	Fail	70-72%	2.0	Yes
D+	Fail	67-69%	1.7	Yes
D	Fail	63-66%	1.3	Yes
D-	Fail	60-62%	1.0	Yes
F	Fail	Below 59%	0.0	Yes
WF	Withdrawn Failing	Below 59%	0.0	Yes
W	Withdrawn**	n/a	n/a	NO
WA	Administrative Withdrawn	n/a	n/a	NO
TC	Transfer Credit	n/a	n/a	NO
I*	Incomplete	n/a	n/a	NO
P	PASS	n/a	n/a	NO
NP	Not Passing	n/a	n/a	NO

** Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total credits attempted. ** Grade not calculated in CGPA and course hours are not included in total credits attempted.*

Repeated Courses: The new grade for a failed course that has been repeated will replace the prior grade. Both the grade earned and the credits taken for the repeated course will be included in the SAP calculations.

W Grade: A student who formally withdraws from the institution before the mid-point (50% or half-Way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the credits for the course are included in the determination of total credits attempted.

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WA Grade: Students may be administratively withdrawn from a course at the discretion of the instructor if they are absent from the course for the equivalent of 6 weeks.

WF Grade: Instructors should assign the grade WF for those students who have not officially withdrawn from the class, have ceased attending, and have failed to complete the requirements of the course. Along with a WF grade, instructors must note the last date of attendance for the student as evidenced by a daily attendance record, the last exam taken, or the last assignment completed.

The WF will be counted in the student's CGPA calculation like an F grade, except when the given "LDA" falls within the full refund period for the course (By the ADD and Drop period).

TC Grade: A grade of TC is assigned for a student's successful transfer of credits earned from an accredited institution. The grade and the credits are not included in the CGPA but will be included in the credits attempted calculations for SAP. The total number of credits transferred is deducted from the total number of credits needed for program completion. The maximum time frame (MTF) for a transfer student will be 1.5 times the total hours needed for program completion.

Incompletes (Grades "I"): At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

Graduate Satisfactory Academic Progress

Graduate students at San Ignacio University Graduate School are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a cumulative grade point average (CGPA) and course completion rate.

A student must achieve a minimum grade point average (GPA) of 3.0 after completing each semester at San Ignacio University Graduate School.

The course completion rate requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours that meet degree requirements are considered in the determination of this 150% normal time frame, although not in computation of grade point average.

In order to ensure completion of a program within the maximum timeframe, San Ignacio University Graduate School requires that a student successfully complete 66.7% ~ 667% of credit hours attempted after completing his/her first semester at San Ignacio University Graduate School and each semester thereafter. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory academic progress. All students must have completed a minimum of 67% of credit hours attempted in order to graduate within 150% of the normal timeframe.

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When determining Satisfactory Academic Progress (SAP) the cumulative grade point average and the course completion rate are determined independently of each other and a student may be placed on Academic Probation for either cumulative grade point average, course completion rate or both at the end of the semester.

In the event a student does not achieve a 3.0 or greater GPA in any semester, or earn 66.7% of the cumulative credits attempted, the student may submit a written appeal requesting to be placed on Probation.

While on Academic Probation, a student not earning a 3.0 CGPA or better by the end of the semester or the required 66.7% of credits attempted will be monitored to ensure they are meeting the requirements of the approved Academic Plan. If the student is not meeting the plan requirements, the student may be dismissed from San Ignacio University Graduate School.

A student who is readmitted after dismissal for failure to meet the SAP standards is readmitted on Academic Probation, until the student has achieved a 3.0 CGPA or the required 66.7% PACE at the end of the returning semester.

The CGPA continues throughout a student's tenure at San Ignacio University Graduate School. When a student transfers from one program to another within a degree level, the student's current CGPA will transfer to the new program and the final calculation will include all courses taken at San Ignacio University Graduate School.

A student who has been dismissed may reapply to San Ignacio University Graduate School after remaining out of school for one full semester. At that time, a student's academic records are evaluated to determine if it is possible for a 3.0 CGPA to be achieved and if the program can be completed within the maximum 150% timeframe. If both these standards can be achieved, a student may be readmitted on Academic Probation, until the student achieves satisfactory academic progress. Therefore, should funding be required, student will be responsible for the tuition.

GRADE POINT AVERAGE REQUIREMENT

To maintain Satisfactory Academic Progress, graduate and professional students must maintain a minimum cumulative grade point average of 3.0.

Grade Point Average Requirements for Graduate/Professional Programs

Degree Program	Program of Study	GPA Requirement
Master of Science in Entrepreneurship	36	3.0
Master of Science in Business Analytics	36	3.0
Doctorate in Business Administration	60	3.5
Doctorate in Education	60	3.5

How specific grades affect students' cumulative grade point averages:

Impact of Grades on Graduate Cumulative SAP GPA

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Grade Earned	Counted in Grade Point Average
A, B, C, D, F (+/-)	Yes
IN: Incomplete	No
W: Withdrawal	No
UW: Unofficial Withdrawal	Yes
WF: Withdrawal Failing	Yes

Pace of Progression Requirement: To maintain satisfactory progress, graduate students must complete a minimum number of units each semester (Pace) to ensure completion of the degree within the maximum time frame.

Pace of Progression is calculated by dividing the cumulative number of credits the student has successfully completed by the cumulative number of credits the student has attempted.

$$\text{Pace of Progression} = \frac{\text{Cumulative units Completed}}{\text{Cumulative units Attempted}}$$

A student is required to successfully complete a minimum of 67 percent of all attempted credits.

Pace of Progression ≥ 67% = SAP eligible for Pace

Impact of Grades on Pace of Progression and Maximum Time-Frame Allowance

Grade Earned	Pace of Progression		Counted Toward Maximum Time Frame
	Units Completed	Units Attempted	
A, B, C, D (+/-), TC	Yes	Yes	Yes
F, WF	No	Yes	Yes
W, WA	No	Yes	Yes
TC	No	Yes	Yes

MAXIMUM TIME-FRAME ALLOWANCE

To demonstrate Satisfactory Academic Progress, students must complete their degree objective within a specified amount of time. The time frame will depend on the student's enrollment status and educational objective.

Maximum Units and Semesters: Each program of study has a maximum time frame established in units attempted, based on the requirements of the degree program.

The Maximum Time Frame for the Completion of any program of study is 150% of the credit hours designated for the program. A student is not considered to be making Satisfactory Academic Progress if the university determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

MAXIMUM TIME FRAME (MTF) Doctorate Business Administration

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Doctorate in Business administration degree program in

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60 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 90 credit hours.

The MTF, which is 1.5 times the normal completion time of 60 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the DBA degree program within the 90 credit hours MTF cannot earn a DBA degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Doctorate in Business Administration program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Doctorate in Education

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Doctorate in Education degree program in 60 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 90 credit hours.

The MTF, which is 1.5 times the normal completion time of 60 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the EDD degree program within the 90 credit hours MTF cannot earn an EDD degree.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Doctorate in Education program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Master of Science in Entrepreneurship

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Master of Science in Entrepreneurship degree program in 36 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 54 credit hours.

The MTF, which is 1.5 times the normal completion time of 36 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Master of Science in Entrepreneurship degree program within the 54 credit hours MTF cannot earn a Master of Science in Entrepreneurship.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Master of Science in Entrepreneurship degree program will be multiplied by 1.5 to determine that student's MTF.

MAXIMUM TIME FRAME (MTF) Master of Science in Business Analytics

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Master of Science in Business Analytics degree program in 36 credit hours. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 54 credit hours.

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The MTF, which is 1.5 times the normal completion time of 36 credit hours, is computed from the very first semester in which the student enrolled and originally began his or her studies. Any student who does not successfully complete the Master of Science in Business Analytics degree program within the 54 credit hours MTF cannot earn a Master of Science in Business Analytics.

The MTF for transfer students will be adjusted individually according to the total number of hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Master of Science in Business Analytics degree program will be multiplied by 1.5 to determine that student's MTF.

CHANGES THAT AFFECT STUDENT'S SAP

Incomplete grade in a course: If a student receives a grade of A, B, in any course, the student will have successfully completed that course. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the semester following the semester in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" becomes an "F".

Pass (P) Grade in a course: If a student receives a grade of P in any course, the student will have successfully completed that course. A grade of "P" will have no effect on the student's cumulative grade point average. However, the grade of "P" is added to hours attempted within the specified maximum time frame.

Transfer Courses: Students will receive a grade of "TC" for courses taken at another institution that are being transferred in for required courses at the institution. The grade of "TC" has no effect on the student's cumulative GPA or successful completion of courses. However, a grade of "TC" is added to hours attempted within the specified minimum time frame.

Repeat Courses: A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F, C, D" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Credits attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt. Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

A student who earns grade of "F, C, D" in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course, but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript, however.

Academic Probation

At the end of the first AY (second semester), after grades have been posted, students' CGPAs and completion rates are reviewed to determine whether the students are meeting the satisfactory progress requirements as described above. If a student is not meeting the above requirements, he or she will be warned of their current status, the first semester in which the student's CGPA or completion rate falls below the values specified in the minimum evaluation point standards stated above.

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Students placed on any Warning status will be required to meet with the Director of Academic to develop an Academic Plan (ideally prior to registering but at the latest prior to the last day to drop/add for the next semester) that details a specific plan for academic progress recovery. This plan may include actions such as mandatory tutoring, scheduled periodic advising as well as scheduling a reduced number of course enrollments until the CGPA and/or completion rate reaches the minimum to be removed from the Warning status. At the end of the semester in which a student is on a "Warning" status, the student may be placed on a status of "Probation" for the following semester if he or she continues to fall below the specified values only after a successful appeal.

Students under status of "Probation" will continue on an Academic Plan and will be evaluated at the end of their first semester of monitoring. Students who raise their CGPA's and completion rates at or above the minimum will be removed from probation and returned to regular status.

During the period in which a graduate student is under an additional semester of Probation the student will be required to meet with the Director of Academic. If the student does not earn the requisite grade point average or meet the minimum completion rates during the consecutive semester on Probation, or meet the requirements of the Academic Plan, the student will be dismissed from the University. If a student under any of these classifications (Warning or Probation) earns the minimum semester or evaluation point grade point standard, but is unable to raise the cumulative grade point average to what is required, the probationary classification (Warning or Probation) will be continued through the next semester.

Additionally, if at any point it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements to graduate, the student will be dismissed from the University. The University reserves the right to place a student on, or remove them from, academic monitoring based on their academic performance, nonetheless these published standards. San Ignacio University Graduate School's policy is to inform students in writing of the results of an SAP evaluation and its impact on their academic.

Restricted Course Load

A **graduate student** who, during a probationary period, still does not earn a B or better in every course or a 3.0 cumulative GPA is required to meet with his or her coordinator to determine whether a reduced course load may be appropriate for the student.

- If the coordinator determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of credit hours normally taken by a full-time student.
- If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "B" or better in all courses and earns a cumulative grade point average of 3.0, then the following semester, the student must register only for those courses in which he or she did not receive a "B" or better.
- If, during that semester, the student still does not earn a "B" or better for those courses, he or she will be terminated from the program of study and suspended from the Institution for unsatisfactory academic performance.

A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

Appeal of Academic Decisions and Academic Dismissal

A student who cannot meet the minimum requirements for standards of academic progress and has therefore been placed on a Probationary status may appeal if special or mitigating circumstances exist. Extenuating circumstances are considered to be events such as a serious illness, death of a family member, a family

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emergency or other similarly grave situation. The appeal must include the reason that the student did not meet the SAP requirements and what the student's plan is to ensure his or her academic success in the future. The appeal must be submitted in writing to the Academic Director. The student must explain the circumstances triggering his or her academic difficulties, and how upcoming circumstances will be changing to permit the student to meet the SAP requirements. The Academic Review Committee will meet with the student and make a recommendation to the University President regarding the appeal. The decision of the President of the University will be final.

If a student has been dismissed due to academics, after the expiration of one year past the date of dismissal from the University, the student may re-enroll under the status in which he or she withdrew. Current fees and tuition will be charged. If the student is not successful in raising his or her grade point average to the minimum standard in accordance with the requirements and time frames listed above in the Academic Probation section, the student will again be dismissed from the University, and will not be permitted to reenroll.

A student who is academically dismissed who successfully appeals prior to the start of the next term will not have to sign a new Enrollment Agreement, and will not be required to wait one year to re-enroll. The student will be charged tuition and fees in accordance with his or her original signed Enrollment Agreement for the subsequent duration of the academic program. The student returning after a successful appeal will be placed on probationary status for the first semester of his or her return, with conditions as recommended by the Academic Review Committee.

Reestablishment as a Regular Student and Prolonged Enrollment Status

Students who have been dismissed due to the failure to maintain the qualitative and quantitative minimums outlined above may apply to continue their studies at the University in a prolonged enrollment status. During this time, the student must attempt to improve deficient areas that led to the dismissal by retaking courses from which the student withdrew or which he or she failed. The student will be responsible for all costs incurred while on extended enrollment status and must make acceptable financial arrangements in order to continue.

Students on prolonged enrollment status remain in probationary status and will have their progress evaluated at the completion of each semester by the Director of Academic. All credits attempted will count towards the 150% of the normal program length while the student is on prolonged enrollment status.

Students on prolonged enrollment who do not make sufficient improvements as determined by the Director of Academic may be dismissed from the University. A student on prolonged enrollment who reestablishes satisfactory progress may return to a regular student status.

Reinstated students will be placed on a status of Probation for one semester after reestablishing satisfactory progress. At the discretion of the Academic Director, with a recommendation, that a student who successfully appeals an academic decision but who has exceeded the one and one-half the maximum time frame for completion, either as a regular student or in an extended enrollment status, may receive the original academic credential for which he or she enrolled, provided the student has no additional financial obligations towards the University, and has otherwise successfully completed the requirements of his or her educational program.

READMISSION TO THE UNIVERSITY POLICY

Students who were previously enrolled at San Ignacio University graduate school, and have not been enrolled for 2 consecutive or more semesters, must apply for readmission to return to active status and register for classes.

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Applicants seeking readmission are classified as students who have completed one or more course at the University. Applicants seeking readmission will be held to the same priority processing deadlines as all new student applicants, regardless of status (i.e. full-time, part-time). San Ignacio University graduate school reserves the right to review all student materials as part of the readmission process, which includes previous application documents and information. Automatic readmission is not guaranteed.

For the purposes of this policy, the student is no longer active due to the following reasons:

- Student has not been enrolled for two or more consecutive semester
- Student officially withdrew from the University pursuant to the withdrawal from the University policy
- Student was academically dismissed due to SAP

Students, who have attended another college or university since they were last enrolled at San Ignacio University graduate school, will be required to provide a transcript of their credits.

Note: Academic and financial status restrictions are checked upon application review. Students will be notified of readmission decision or pending restrictions. Students with outstanding payments at San Ignacio University Graduate School may be denied admission until financial obligations are resolved. (Students may contact the accounting/ Bursar's office directly to determine if there is a balance due). Students serving suspension or not in good academic standing may be denied admission until appeal processes have been completed.

Students who have been permanently dismissed from San Ignacio University are not eligible for readmission.

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ACADEMIC PROGRAMS

San Ignacio University Graduate School offers the following Graduate programs:

Master of Science in Entrepreneurship

Master of Science in Business Analytics

Doctorate in Business Administration

Specialization in:

1. Finance
2. Human Resources Management
3. Marketing

Doctorate in Education

Specialization in:

1. Educational Leadership
2. Curriculum and teaching
3. Special Education

The Academic Year is the period of time generally divided into three semesters in which a full-time student is expected to complete the coursework equivalent to at least three semesters.

Completing a course or programs in a language other than English may reduce employability where English is required. Courses are offered in both English and Spanish. Course scheduling may vary depending upon language in which instruction is given. Students should check with the administration to determine class scheduling.

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MASTER OF SCIENCE IN ENTREPRENEURSHIP

Program Outline

36 Credits, 60 Weeks or 4 Semesters (15 weeks in length each)

Program Description: The Master of Science in Entrepreneurship provides students the opportunity to develop concepts for a new product, service, business or an idea to enhance an existing business or to start a new one. This degree program features an emphasis on entrepreneurial theories and practice. In addition, the Master's Degree in Entrepreneurship furnishes the skills necessary to understand the risks and rewards associated with developing a working model from which to start an innovative business venture.

Program Objective: The objective is for students to learn how entrepreneurs think, are motivated, and make decisions in entrepreneurial projects that span from startups to emerging companies to mature companies and also to understand the role of entrepreneurs in the US and global economies. Students are also expected to use lean startup methodology to determine target customer and business model helping students learn how to reduce the risk of startup failure.

PROGRAM BREAKDOWN BY COURSE		
Course Number	Course Title	Credit Hours
ACG 5050	Accounting for Managers	3
BUS 5000	Business Statistics	3
LET5010	Lean Launchpad	3
LET5020	Startup Finance	3
LET5030	Startup Sales and Marketing	3
LET5040	Entrepreneurial Alternatives	3
LET5050	Lean Entrepreneurship	3
LET5070	Technology and Product Management	3
LET5080	Digital Business Operations	3
LET5090	Agile Project Management	3
LET6000	Leading Innovation and Change	3
LET6010	Entrepreneurship Practicum	3
TOTAL:		36

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MASTER OF SCIENCE IN BUSINESS ANALYTICS

Program Outline

36 Credits, 60 Weeks or 4 Semesters (15 weeks in length each)

Program Description: The program is designed for the detail-oriented problem solver seeking to pursue or advance their career in the growing field of business analytics. This degree program combines business education with data retrieval, analysis, and presentation skills that prepare students to analyze, synthesize, and visually present data effectively in a business setting.

Program Objective: This program approach will help students to build a sturdy foundation in analytics techniques while also enriching their knowledge of marketing analytics, economic analytics, and other business disciplines. As they study the latest data analytics tools and methods, Students will learn to collaborate and communicate effectively so that their analysis can play an integral role in key business decisions. Students will learn to effectively manage and manipulate data for informed decision making. In addition to developing data visualization skills, and present results to others.

PROGRAM BREAKDOWN BY COURSE		
Course Number	Course Title	Credit Hours
BUS5000	Business Statistics	3
QNT5050	Advanced Business Statistics	3
BAI5000	Introduction to Business Analytics	3
LEG 5010	Legal and Ethical Issues Affecting Big Data	3
BAI 5020	Data Management and SQL	3
QNT 5080	Applied Data Analysis and Simulations	3
BAI5030	Data Warehousing	3
BAI5040	Data Mining	3
FIN5050	Financial Analytics	3
QNT5090	Data Driven Decision Making and Optimization	3
BAI5070	Operations Analytics	3
BAI 5090	Strategic Capstone	3
TOTAL:		36

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DOCTORATE IN BUSINESS ADMINISTRATION

Program outline

60 Credits, 60 Weeks or 4 Semesters (15 weeks in length each)

Program Objective:

The Doctor of Business Administration (DBA) program empowers experienced professionals to establish themselves as thought leaders and innovators. Graduates will acquire the subject matter expertise and advanced research skills necessary to evaluate, design, and execute advanced business approaches.

Designed for professionals with the very highest aspirations, the DBA focuses on application of intellectual knowledge. Students specialize in one of three areas including Finance, Human Resources Management, and Marketing.

Program Description:

The DBA program at San Ignacio University Graduate School is the highest academic degree, designed for students who wish to pursue a professional career in areas such as Marketing, Business Management, or as an executive, consultant, or entrepreneur. This program is intended for professionals who want to take their career to a higher level. During the DBA Program, students will gain competency in applying business and management theories, methods, and applied research in the areas they specialize. Students can specialize in one of three Specialization:

- **Finance**
- **Human Resources Management**
- **Marketing**

PROGRAM BREAKDOWN BY COURSE		
Course Number	Course Title	Credit Hours
Semester 1		
RDM701	Research Design Methodology	4
DDR701	Doctoral Dissertation I: Research Methods for Business	3
DBA701	Social Responsibility for Business	4
DBA702	Strategic Globalization and competitiveness	4
Semester 2		
DDR702	Doctoral Dissertation II: A Quantitative Approach	3
DBA 703	System theory	4
DBA704	Strategic Management	4
ASW705	Advanced Scholarly Writing: Thesis Management	4
Semester 3		
DDR801	Doctoral Dissertation III	3
DBA801	Epistemology	4
DBA802	Managerial Economic	4
Semester 4		
DBA803	Growth, Science and Technology	4
DBA804	Business Analytic	4
DDR802	Capstone	3
Total		60
Specializations:		
Finance		
FIN801	1. Principles of Financial of Management	4
FIN802	2. Corporate Finance	4
Human Resources Management		

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HRM801	1. Human Capital	4
HRM802	2. Compensation	4
	Marketing	
MAR801	1. Marketing in Diverse Markets	4
MAR802	2. Project Management	4
TOTAL:		60

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DOCTORATE IN EDUCATION

Program outline

60 Credits, 60 Weeks or 4 Semesters (15 weeks in length each)

Program Description:

The Doctorate in Education program provides opportunities for the student to think critically about what is going on in the field of education, understand multiple perspectives regarding topics relevant to education, and develop advanced skills in applied research. The program will assist the students in investigating and analyzing the subject of education. Faculty members will inspire the student to think differently about learning in ways that will impact the student’s work in the course and in their future career. Students can specialize in one of three Specialization:

- 1. Educational Leadership**
- 2. Curriculum and teaching**
- 3. Special Education**

Program Objective:

The Doctorate in Education objectives are to teach the student to exhibit an understanding of the role they play as educational leaders in the organizations where they currently work, and to help students to demonstrate leadership competencies and necessary skills to accomplish the complex goals of organizations in their field. This program aims to teach students how to interact successfully with the institutions and interests that influence their organizations, and to prepare them as professionals who are able to critically think about learning and apply those skills to leading organizations.

PROGRAM BREAKDOWN BY COURSE		
Course Number	Course Title	Credit Hours
	Semester 1	
RDM701	Research Design Methodology	4
EDR701	Doctoral Dissertation I: Research Methods	3
EDD701	Structure of Educational Systems	4
EDD702	Learning Theories	4
	Semester 2	
EDR702	Doctoral Dissertation II: Research Methods	3
STA701	Statistics	4
EDD703	Global Education Design	4
ASW705	Advanced Scholarly Writing	4
	Semester 3	
EDR801	Doctoral Dissertation III: Research Methods	3
EDD801	Disciplinary Approaches to Education	4
EDD802	Brain and Mind Science Learning	4
		4
	Semester 4	
EDD803	Evaluation of Education Policies	4
EDD804	Multicultural Education	4
		4
EDD805	Capstone	3
	Total	60
	Specializations:	
	Educational Leadership	
EEL801	1. Leadership in Educational Organizations	4

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EEL802	2.Ethics and Leadership in Education	4
	Curriculum and Teaching	
ECT801	1. Curriculum Theory and Practice	4
ECT802	2. Instructional Design	4
	Special Education	
SPE801	1. Disabilities and Special Needs	4
SPE802	2. Developmental Neurosciences	4
	TOTAL:	60

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Course Descriptions

Course N°	Name and Description	Credit
ACG 5050	<p>Accounting for Managers</p> <p>Managerial Accounting is concerned with the information necessary to effectively plan, control company operations and make sound business decisions. Discussion topics will include financial statement overview, cost classification, break even and target profit analysis, budgeting, and overall performance analysis. We will emphasize how the information is used to make decisions, rather than how to create the information.</p>	3
ASW705	<p>Advanced Scholarly Writing: Thesis Management</p> <p>During this course, students will use effective writing strategies in order to advance their scholarly writing skills. This course is designed to hone doctoral students' successful writing strategies by including writing-intensive coursework. In an encouraging, peer-review environment, students will be able to refine the central concepts of research, synthesis, evaluation, and revision in their scholarly writing works. These topics will be shared and discussed in student-led consultations with the professor and each other in order to receive valuable feedback that will later translate to their doctoral dissertation.</p>	4
BAI5000	<p>Introduction to Business Analytics</p> <p>The course will examine how data analysis technologies can be used to improve decision-making. It will study the fundamental principles and techniques of data mining and will examine real-world examples and cases to place data-mining techniques in context, to develop data-analytic thinking, and to illustrate that proper application is as much an art as it is a science.</p>	3
BAI5020	<p>Data Management and SQL</p> <p>The application of database concepts to management information systems. Design objectives, methods, costs, and benefits associated with the use of a database management system. Tools and techniques for the management of large amounts of data. Database design, performance, and administration. File organization and access methods. The architectures of database systems, data models for database systems (network, hierarchical, relational, and object-oriented model), client-server database applications, distributed databases, and object-oriented databases.</p>	3
BAI5030	<p>Data Warehousing</p> <p>This course includes the various factors involved in developing data warehouses and data marts: planning, design, implementation, and evaluation; review of vendor data warehouse products; cases involving contemporary implementations in business, government, and industry; techniques for maximizing effectiveness through OLAP and data mining</p>	3

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BAI5040	<p>Data Mining</p> <p>This course emphasizes the fundamental concepts and techniques of data mining. Concepts will be illustrated with case studies of real data mining examples. The focus is to find knowledge from huge amounts of data being handled electronically. Students will gain hands on experience using data mining tools on real data. Necessary background concepts in statistics and programming will be provided.</p>	3
BAI5070	<p>Operations Analytics</p> <p>This course will examine how data can be used to model frameworks and ideas that provide insights to real world business challenges. It will teach methods and software available for the quantities analysis of data for decision making.</p>	3
BAI5090	<p>Strategic Capstone</p> <p>The Capstone project, which students work on throughout the year, is presented at the culmination of the program. This integrative exercise gives students an opportunity to review and interpret data through statistical and operational analysis with the use of predictive models and the application of optimization techniques. The result is a unified and practical case presentation on a topic of the group's choosing. This is a team-based project with approximately 4-6 students per group.</p>	3
BUS5000	<p>Business Statistics</p> <p>This course provides a decision-oriented overview of statistics as managers in modern organizations uses these tools. The most basic objectives of the course are to provide you with a broad introduction to statistical analysis concepts, the role of statistical analysis in society and in the firm, and the various factors that influence decision-making based on statistical analysis.</p>	3
DBA701	<p>Social Responsibility for Business</p> <p>This course develops the bases of corporate social responsibility and its application in organizations, the conceptual framework of social responsibility and how it influences business management. It seeks to promote the conception that companies have a responsibility to society, both for the activity that it carries out and for the productive effects that it could cause, corporate governance and the management of corporate social responsibility</p>	4
DBA702	<p>Strategic Globalization and Competitiveness</p> <p>This course develops the concept of globalization, and the effects of the global environment mainly economic - financial, climatic and commercial; as well as theoretical perspectives and empirical findings of the strategy. This development should contribute to a wider knowledge of the strategy that allows especially to increase the levels of competitiveness of an organization in search of internationalization</p>	4
DBA 703	<p>System Theory</p> <p>The course introduces the student to the theory of dynamic systems. Review the study of process flows in any business activity. The study of this theory should contribute to a comprehensive vision of organizations and their environment in a dynamic context.</p>	
DBA704	<p>Strategic Management</p> <p>Course that seeks to examine the concepts and practices of tip that are used in the formulation and implementation of the business strategy with an emphasis on the new theory of international competitiveness. The main objectives, purposes or goals and the essential</p>	4

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	<p>policies and plans to achieve them, established in such a way that define in what kind of business the company is or wants to be and what kind of company it is or wants to be; the key aspect of the company's environment or the sector or sectors in which it participates. It covers all the critical activities of the company, providing a sense of unity, direction and purpose, as well as facilitating the necessary changes; trying to introduce the new theory of international competitiveness in the analysis of companies and their competitive context, assess the role of business ethics and social responsibility in the competitiveness of companies, and apply the above to the formulation of a research problem focused on the competitive strategies of a company.</p>	
DBA801	<p>Epistemology This course includes the Theory of the foundations and methods of scientific knowledge. More specifically, it develops the contexts that lead to the creation of scientific knowledge and the criteria by which it is justified or invalidated. This course will be useful for the analysis of science and its forms of development in general</p>	4
DBA802	<p>Managerial Economics This course analyzes methods of business and management units by drawing heavily from quantitative techniques such as regression analysis, correlation and calculus, with the goal of optimizing business decisions. Through the use of operations research, mathematical programming, game theory, and other computational methods, students will gain the skill to command almost any business decision with managerial economic techniques.</p>	4
DBA803	<p>Growth, Science and Technology This course develops the theoretical perspectives and empirical findings found in the field of science and technology and their relation to the growth of societies. The systems of science, technology, and productive growth need to be articulated in a definitive way, propitiating and accelerating the policies for development; therefore, the general purpose is to determine the possibilities of articulation through indicators of management of science, technology and productive growth policies that allow generating a strategy for development and growth.</p>	4
DBA804	<p>Business Analytics This course develops this method of scenarios for future studies, which is described with its objectives and phases, and which includes the identification of variables, the location of relationships in the structural analysis matrix, the search for key variables, among other elements. This method is used in decision-making (in the identification of variables and actors on which it is necessary to act in order to achieve the set objectives) and in the prospective process (research on the key variables on which priority reflection should be based on the future).</p>	4
DDR701	<p>Doctoral Dissertation I: Research Methods for Business During the first phase of the doctoral dissertation, students are expected to interact extensively with faculty who share interest in the dissertation hypothesis. The student should use this time to formulate and pursue the dissertation topic of choice, consult with dissertation chairperson and committee members in order to prepare a viable idea. The chosen idea should impact and help enlighten the strategic issues within the student's profession. At the end of this semester, the student should have begun his or her research and submitted drafts to his or her chairperson.</p>	3
DDR702	<p>Doctoral Dissertation II: A Quantitative Approach During the second phase of a doctoral dissertation, students are expected to be well into research and drafting of their chosen thesis. The written dissertation proposal should be formulated and in the depths of the development stage by the student. The student is beginning to see results in research and is planning for the defense of his or her dissertation. The student should be in contact with his or her chairperson.</p>	3

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DDR801	<p>Doctoral Dissertation III: This is the final phase of the doctoral student’s dissertation research. At the end of this semester the student shall have had sufficient time to complete a suitable dissertation. The doctoral student will have an oral defense of dissertation scheduled with his or her chairperson and committee, during which he or she will propose the dissertation thesis, discuss its significance to the development of information and explains the research methodology used during the three stages of Progress. After which the student will present the results of his or her research to be judged. The defense of the student’s doctoral dissertation will be held in front of the student’s advisor, dissertation committee, and general community in attendance.</p>	3
DDR802	<p>Capstone During capstone, students demonstrate the skills and knowledge learned during their time in the DBA program at San Ignacio University Graduate School. With an issue presented, students will create a viable solution for an organization of their choosing. Students are expected to consult with their team to prepare and formulate a complete plan, create a project, and present it in capstone format to be considered.</p>	3
ECT801	<p>Curriculum Theory and Practice This course presents the social and psychological foundations for curriculum design by focusing on current curriculum issues, trends and theories found in educational practice today. Students will take an advanced look at the continuity and delivery of curriculum in their field.</p>	4
ECT802	<p>Instructional Design This course allows students to analyze and apply instructional design concepts by including learning theory principles and instructional strategies. Students strengthen their existing knowledge of the instructional design process and produce new and creative models for instruction.</p>	4
ED60500	<p>Analysis of Student And School Performance Achievement Data For Instructional Improvement This course will investigate the techniques and importance of effective data management in schools. Discussions will range from Key concepts to useful data resources. Among the topics covered are: Targets, surveys, key performance indicators, and the assessment of learning and student achievement.</p>	3
ED60600	<p>Leadership for the Twenty-First Century School Leader: Theory and Practice This course will offer a comprehensive guide for thinking, acting, planning, prioritizing, and generally managing leadership obligations and decisions in schools. Students will learn effective school management through practical examples and structural strategies.</p>	3
ED60700	<p>Personnel Functions and Supervision of a School Leader This course will examine the major challenges influencing public education and human resources in the United States. Student will focus on the value of personnel in the achievement of educational goals and objective. Topics to be covered will be grounded on the most current concerns in the field.</p>	3
ED60800	<p>Managerial and Financial Functions of a School Leader The purpose of this course is to introduce students to the considerations involved in the management of human and financial capital in education. Students will examine the societal implications of educational needs, legal and social frameworks, the rising cost of education, patterns for school financing, and sources of revenue.</p>	3
ED60900	<p>School Administration and Supervision Capstone Project Pre – requisites: Last semester of study before graduation This course will investigate the methodology behind effective administration of schools in a rapidly evolving environment. Students will discuss educational standards, common practices, and assessment of leadership style.</p>	3
EDD701	<p>Structure of Educational Systems This course will take an advanced look at the complex web of political and social relations within the structure of educational systems, and the interconnectedness of those systems and</p>	4

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	their communities with levels of government. This course applies research and political science theory through various case studies in order to strengthen existing skill and knowledge.	
EDD702	<p>Learning Theories This course examines information and research concerning various learning theories and how those theories pertain to teaching and learning. This course will center around the multifaceted approaches to learning such as cognitive development, brain structure and function, inquiry centered learning, conceptual mapping, multiple intelligences, and the use of formative versus summative assessment models. Students will use existing knowledge in order to further their skill in learning theories for the classroom and beyond.</p>	4
EDD703	<p>Global Education Design This course covers the themes of global change in the education platform, from social justice to critical democracy issues, this course analyses the globalization of educational policy and the study of students in a global context. The topics of internationalization of education, life-long learning, and pedagogy in the age of digitalism will also be explored.</p>	4
EDD801	<p>Disciplinary Approaches to Education During this course, students will use theories, concepts, and approaches from Sociology, economics, history, anthropology, and an array of other disciplines in order to increase the awareness and problem solving skills in their field. Students are expected to read texts covering these various disciplines, while also participating in group discussions and critical thinking projects.</p>	4
EDD802	<p>Brain and Mind Science Learning This course elaborates on the theoretical and empirical research in cognitive Development by focusing on the recent research and case studies surrounding Language, memory, social and emotional development, brain sciences, experimental Psychology, neuroscience, etc. Students will explore the effects of sleep, stress, and emotional and physical trauma in student learning and success. Students will analyze findings and use acquired knowledge to problem solve.</p>	4
EDD803	<p>Evaluation of Education Policies This course examines policy making from a political and social perspective, encouraging students to analyze planning and policy issues within the educational world today. Students are expected to use the techniques, methodology, and disciplinary constructs they've learned while working in their professional fields.</p>	4
EDD804	<p>Multicultural Education This course encourages students to identify strategies for facilitating transformative Approaches to multicultural education, considering the recent studies in recent educational trajectory reports concerning students coming from marginalized groups. Through the use of the multicultural model, students will use their awareness to address the knowledge and skills needed to enrich their existing multicultural competencies.</p>	4
EDD805	<p>Capstone This capstone is a research-based course designed for current educators to share Their applied understanding of how they will use current knowledge to address issues and solve problems in the education realm. Building upon existing knowledge, students will collaborate with their peers and community in order to enact positive social change.</p>	3
EDR701	<p>Doctoral Dissertation I: Research Methods During the first phase of the doctoral dissertation, students are expected to interact extensively with faculty who share interest in the dissertation hypothesis. The student should use this time to formulate and pursue the dissertation topic of choice, consult with dissertation chairperson and committee members in order to prepare a viable idea. The chosen idea should impact and help enlighten the strategic issues within the student's profession. At the end of this semester, the student should have begun his or her research and submitted drafts to his or her chairperson.</p>	3
EDR702	<p>Doctoral Dissertation II: Research Methods During the second phase of a doctoral dissertation, students are expected to be well into research and drafting of their chosen thesis. The written dissertation proposal should be formulated and in the depths of the development stage by the student. The student is</p>	

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	beginning to see results in research and is planning for the defense of his or her dissertation. The student should be in contact with his or her chairperson.	
EDR801	<p>Doctoral Dissertation III: Research Methods</p> <p>This is the final phase of the doctoral student's dissertation research. At the end of this semester the student shall have had sufficient time to complete a suitable dissertation. The doctoral student will have an oral defense of dissertation scheduled with his or her chairperson and committee, during which he or she will propose the dissertation thesis, discuss its significance to the development of information and explains the research methodology used during the three stages of Progress. After which the student will present the results of his or her research to be judged. The defense of the student's doctoral dissertation will be held in front of the student's advisor, dissertation committee, and general community in attendance.</p>	3
EEL801	<p>Leadership in Educational Organizations</p> <p>This course places an emphasis on the role of educators within the complex educational organizations. Students are called to explore their function as instructional innovators through the development and analysis of leadership strategies currently in effect in the educational system.</p>	4
EEL802	<p>Ethics and Leadership in Education</p> <p>This course will cover the concepts of ethics as the foundation for legal Standards in education and law. The course will analyze the topics of self--Interest, free will, individual rights, equality, etc. From an education and Leadership perspective.</p>	4
FIN801	<p>Principles of Financial Management</p> <p>This course equips students with the knowledge of having mastered the principles of financial management in corporate finance. The topics of investment, financial environment, securities in the financial market, and decision---making are explored.</p>	4
FIN802	<p>Corporate Finance</p> <p>This course equips students with the knowledge of fundamentals of personal finance, corporate decision-making, and financial intermediation. Through the analysis of these concepts, students will be given the opportunity to excel in sound financial and corporate-level investment judgment.</p>	4
FIN5050	<p>Financial Analytics</p> <p>Students will gain a working knowledge of financial management by learning to develop a systematic approach to financial analysis; to apply techniques for planning, forecasting, and managing; as well as to evaluate and recommend improvements in the organization's financial performance.</p>	3
HRM801	<p>Human Capital</p> <p>This course prepares professionals in addressing the multi---faceted concepts of personnel development in the field of management. Students will refine their management behavior, effective job analysis criteria, appraisal systems, and employee career development plans.</p>	4
HRM802	<p>Compensation</p> <p>This course informs students how to translate pay strategy into the structure, incentives, and benefits that are culminate in the pay of employees.</p>	4
LEG 5010	<p>Legal and Ethical Issues Affecting Big Data</p> <p>This course will examine how legal risks of big data affects consumer privacy, ownership rights, and intellectual property protection. In addition, the implications of TOS (Terms of Service Agreement) for mobile devices, websites or online service.</p>	3
LET5010	<p>Lean Launchpad</p> <p>Lean Launchpad is a course that offers the pathway of building an idea into a venture by creating an entrepreneurial experience with all of the pressures and demands of an actual early-stage startup.</p>	3

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	This model teaches budding entrepreneurs how to assess whether their idea or product concept has a realistic opportunity for profitability and can serve as the basis of a business. This course can also be adapted for social entrepreneurship as well.	
LET5020	<p>Startup Finance Finance is the language of business. This course discusses key financial concepts and terminology, including basic profit and loss accounts, balance sheets and cash flow statements. Different pricing models will be discussed. Students will analyze pricing methodology and create initial pricing for their product(s) or service(s). Students will compare the advantages and disadvantages of ownership structures, bootstrapping, raising capital, the funding landscape and basic valuation methods. In addition to these topics, the course will discuss non-financial measures of success such as customer acquisition costs, average selling price, time to close, sales force productivity and burn rate.</p>	3
LET5030	<p>Startup Sales and Marketing Sales and marketing are very important to get, keep, and grow customers. This course compares the difference between online and physical channels, but also discusses the need for all physical channels to have an online presence in today's technology driven world. Topics include customer acquisition, activation, retention, upsell, cross-sell, viral components, and other sales and marketing techniques. Students will create a startup sales and marketing plan using lean startup methodology.</p>	3
LET5040	<p>Entrepreneurial Alternatives Entrepreneurial Alternatives will examine paths of entrepreneurship outside of high-growth, new venture creation. In particular, the course will focus on tactical elements of business acquisition and franchise purchase including target evaluation, financial analysis of targets, business valuation, deal structuring, financing of purchases, and post-purchase operations and integration. In addition to its focus on business acquisition and franchise purchase, this course will explore other alternative entrepreneurial paths including social entrepreneurship and corporate entrepreneurship.</p>	3
LET5050	<p>Lean Entrepreneurship This course covers the application of Lean management concepts, tools and techniques by entrepreneurs. Elements of a Lean process improvement program are used as a framework for learning the operational and management knowledge and skills required for improving and sustaining the performance of a small or mid-size business. These elements include methods for process management and people management as well as the role of leadership and organizational culture. Students learn and apply Lean management methods to visualize, assess, improve, standardize and continue the improvement of business processes (VAISC method).</p>	3
LET5070	<p>Technology and Product Management You'll need talent and technology to ensure that your digital business is a success. This course will provide an overview on how to develop and take digital software, a digital site, or a product to market. Topics covered include landscape analysis, product design and description, production, project management, launch, key metrics, monetization, fostering feedback, product improvement and business growth/development.</p>	3
LET5080	<p>Digital Business Operations Day-to-day operations at a digital company are fast-paced. This course will provide an overview of the operational, sales, and marketing skills specific to a digital business. Topics covered include digital platforms, industry trends, operating a distributed content company, analytics and optimization, video, social media management, digital advertising sales, and client management/reporting.</p>	3

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LET5090	<p>Agile Project Management This course will provide an overview of project management techniques and tools as they apply to lean entrepreneurship. Agile project management methodologies, tools and techniques will equip students with the experience needed to participate and manage agile projects in new product development and projects for change in the internal process. The course will provide hands-on agile project experience. A focus will be placed on learning how to boost team, engaging in adaptive planning, executing problem detection and resolution, and nurturing continuous process and product improvement.</p>	3
LET6000	<p>Leading Innovation and Change Leading innovation and change in business, education, healthcare, and other organizations is complex. It requires people to embrace “failure” and learn from it as well as understand the innovative process and what potentially kills good ideas. Students will learn how to build, lead, and maintain a creative team. Creating new business and technologies, new delivery methods, and process improvements is what drives new and existing organizations to foster innovation. The course will examine successful frameworks, strategies, techniques to identify barriers and risk for introducing innovations to new and existing business.</p>	3
LET6010	<p>Entrepreneurship Practicum The entrepreneurial practicum is granted to students who have established an ongoing business. While in the practicum, students will work with an entrepreneurial mentor/advisor. The student and mentor will set performance goals and submit progress reports on the performance goals.</p>	3
MAR801	<p>Marketing in Diverse Markets During this course, students will acknowledge the marketing and advertising alternatives to communicating to diverse groups. This knowledge will be used to develop various communication methods and research in order to reach a diverse public.</p>	4
MAR802	<p>Project Management This course takes an advanced look at leadership and management guidelines for the project manager in various organizational environments. Students will review the principles of effective planning, communication, and motivation in a clear and practical manner, enhancing their skills as current or future management personnel.</p>	4
QNT5050	<p>Advanced Business Statistics This course is a study of advanced statistical methods and techniques and their application in business decision-making situations. This course will cover the following topics: inferences about population variances, tests of goodness of fit and independence, analysis of variance, experimental design, simple linear regression, multiple regression analysis, regression model building, forecasting, and nonparametric methods.</p>	3
QNT5080	<p>Applied Data Analysis and Simulations Data is rapidly becoming one of the most important and valuable business assets. This course covers the concepts and practices of decision-making with the application of analytical methods that can leverage the value of that data. Students will gain a working knowledge of various analytical techniques such as descriptive models, simulation, optimization, decision analysis, and forecasting and will practice making effective decisions using sparse data to large data in a variety of business applications. Emphasis will be given to decisions that must be made in a real-world environment where the explicit consideration of risk and uncertainty is a critical factor.</p>	3
QNT5090	<p>Data Driven Decision Making and Optimization This course provides an overview of data analytics in business management and the technologies that can be used to enhance data-driven decision making from a strategic</p>	3

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	<p>perspective. The course introduces data analytics frameworks and best practices for integrating data analytics into organizational business processes to be used to improve competitiveness, profitability, growth or operational efficiency. The course emphasizes the critical need for understanding the importance of data analytics across all organizational functions such as sales, marketing, finance, human resources, production, and information systems. Students will learn the relationships between business strategy, information systems and data analytics. They will understand how business managers need to collect and manage information to gain insight to make the right decisions and boost performance. The course modules will introduce the students to the key subject areas in data management, data warehousing, data mining, and business intelligence (BI) project management. Students also gain experience with software tools used for data preparation, analysis, and reporting.</p>	
RDM701	<p>Research Design Methodology This course allows professional students to hone their methodological foundations and knowledge in studying mass communication. By focusing on quantitative social science and applied research, students will optimize their proficiency in qualitative research, developing hypotheses, and hands on experience in the communication research found in laboratory and field experiments, surveys, and content analysis.</p>	4
SPE801	<p>Disabilities and Special Needs This course covers an advanced look at the analysis, evaluation, and program and educational planning for students with disabilities and special needs. During this course students will use case studies and research methodologies to identify and assess students with complex processing mediated by state and federal guidelines. Students will discuss the importance of individual rights, cultural differences, and school resources in the instructional planning for students of disability and special needs. This course emphasizes approaches to teaching and learning in the school community and families is explored when participants determine approaches to students within this profile.</p>	4
SPE802	<p>Developmental Neurosciences This course takes an advanced look at the emerging field of developmental neurosciences in education by focusing on the role the brain plays in cognition, behavior, and learning. This course aims to bridge the gap between the brain, cognition, behavior and current issues within the Educational framework.</p>	4
STA701	<p>Statistics This basic statistics course designed for graduate students in education covers problems taken from the fields of both education and psychology, including topics such as: computation, interpretation, application, measures of variability, Correlation techniques, validity and reliability, scoring techniques, tests of Significance, and analysis of variance, etc.</p>	4

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FACULTY LISTING

Faculty Member	Degrees/Diplomas Held & Awarding Institution
Guzman, Marcela	<ul style="list-style-type: none"> • Doctorate in Education Argosy University, 2015 • Master in Business Administration International Management - European University, 1995 • Bachelor in Communications – Universidad Ibero americana, 1986 • Associate in Culinary Arts - Le Cordon Bleu North America, 2006
Lightburn, Ray Dr.	<ul style="list-style-type: none"> • Ed. D. – Child and Youth Studies, Minor in Bilingual Education Nova Southeastern University, Fort Lauderdale, FL, 2003 • Master of Science TESOL, Nova Southeastern University, Fort Lauderdale, FL, 1999 • Bachelor of Science English as a Foreign Language, Universidad Nacional Autonoma de Nicaragua, Managua, Nicaragua, 1984
Ojeda, Orlando, Dr. Master Program Lead Instructor	<ul style="list-style-type: none"> • Doctor of Business Administration Argosy University, 2014 • Master in Business Administration Business - Phoenix University, 2010 • Bachelor in Business Administration Accounting - University of Puerto Rico, 1991
Dr. Sweetland, Lascelle	<ul style="list-style-type: none"> • Doctor of Education – Saint Thomas University, 2016 • Master of Business Administration – Texas Southern University, 2013 • Bachelor of Business Administration – State University of New York at Old Westbury, 1986
Dr. Alicia Stern Holcomb	<ul style="list-style-type: none"> • Doctorate of Education Instructional Leadership, Higher Education Specialization –Argosy University Sarasota, 2014 • MBA – Hospitality Specialization - Lynn University, 2007 • Bachelor of Science in Hotel & Resort Management – Minor in Criminal Justice Rochester Institute of Technology, 2006
Dr. Althia Ellis	<ul style="list-style-type: none"> • Ph.D in Philosophy in Educational Leadership and Specialist in Education in Educational Leadership – FAU • Master of Arts in Public Administration _ NSU
Dr. Marisol Salcedo	<ul style="list-style-type: none"> • Doctor of Education- Marconi International University
Dr. Jesus Lemus	<ul style="list-style-type: none"> • Doctorate of Business Administration (DBA) Management concentration... _ Argosy University • Master in Project Management - DeVry University, Miami, FL, 2013 • MBA in Business Administration - Nova Southeastern University, Fort Lauderdale, FL, 2003 • Master of Science in Medical Laboratory Sciences - Florida International University, Miami, FL, 2000 • Bachelor of Science in Biology - Florida International University, Miami, FL, 1991
JD. Ford, Nick	<ul style="list-style-type: none"> • Master of Science degree in Accounting- American University, 2015 • Master of Law degree in Taxation- Villanova University, 2004 • Juris Doctor – Case Western Reserve University School of Law, 2000 • Bachelor of Arts in Economics – Michigan State University, 1996
Myott, Scott	<ul style="list-style-type: none"> • Master in Taxation, Florida Atlantic University, Boca Raton, FL • MBA, Wilmington College, New Castle, DE • Bachelor of Science in Accounting, University of North Carolina, Greensboro, NC
Acosta, Elio	<ul style="list-style-type: none"> • MBA in Business Administration, Nova Southeastern University, Miami, FL • BS in Industrial Technology Florida International University Miami, FL

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Tunon Julio	<ul style="list-style-type: none"> • MS Computer Science, Penn state University, University Park, PA • BS, University of Puerto Rico, San Juan, Puerto Rico
Urdaneta, Ulises	<ul style="list-style-type: none"> • Master of Science Finance – Universidad Católica Andres Bello, 2011 • Bachelor in Aeronautical Engineering – Instituto Universitario Politécnico de las Fuerzas Armadas Nacionales (IUPFAN),
Sicre Manuel	<ul style="list-style-type: none"> • MBA in Business Administration, Saint. Thomas University Miami, FL • BBA in Finance, Florida International University Miami, FL • Certificate in Accounting in Accounting For Controllers, UC Berkeley Extension, Berkeley, CA
Dr. Steven Davis	<ul style="list-style-type: none"> • PHD in Organization and Management, Capella University
Dr. Rosanna Manstretta	<ul style="list-style-type: none"> • PH.D. in Education Rafael Beloso Chacin University-Maracaibo • Master of Science in Teaching Mathematics, University of Zulia-Maracaibo • Master of Science in Applied Mathematics, University of Zulia-Maracaibo

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ADMINISTRATIVE LISTING

Name (Last, First, Middle)	Degree - Institution - Major/Minor	Position Held
Arce-Puyo, Toribio	Bachelor in Business Administration in Supervision & Management - Miami Dade College, Miami, FL - In Progress Associate of Arts in Accounting Miami-Dade College Miami, Florida	Logistics Assistant
Azcuy, Rene	Postgraduate in Sugar Manufacturing - Instituto Politecnico Jose Antonio Echeverria, Universidad de la Habana, La Habana, Cuba Bachelor in Quimical Engineering - Universidad de la Habana, Habana Cuba	Custodian
Oscar Cabrera	Associate Degree- Miami Dade College	Student Services
Bajandas, Ivette	Master in Business Administration in Human Resources, San Ignacio University, Doral, FL- In Progress Bachelor of Business Administration in Finance University of Puerto Rico, Rio Piedras, Puerto Rico	Human Resources Coordinator
Casado, Anakarina	Master in Business Administration in Marketing - San Ignacio University, Doral, FL- In Progress Master in Management in Marketing - Universidad Catolica Andres Bello - EOI Business School, Caracas Venezuela Bachelor of Science in Business Administration - Monteavila University, Caracas, Venezuela	Admissions Coordinator
Castro, Jose	Bachelor of Science in Systems Engineering, Universidad Incca Bogota, Colombia	IT Specialist Administrator
Cotrina, Francesca	Master in Business Administration in Marketing - San Ignacio University, Doral, FL Bachelor in Hospitality Management, Universidad San Ignacio De Loyola, Lima, Peru	Admissions Coordinator
Gamboa, Francia L.	Master in Specialist in Labor Law - Universidad Catolica del Tachira, Tachira, Venezuela Bachelor in Law - Universidad Catolica del Tachira, Tachira, Venezuela	Administrative Assistant

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Garcia, Ivan	Doctor of Dental Medicine - Central de Venezuela University, Venezuela	Custodian Security
Gonzalez, Jennifer	Master of Business Administration in Strategic Management, EDP University, Hato Rey, Puerto Rico Bachelor of Arts in Business Administration EDP University, Hato Rey, Puerto Rico CIEM Private School, Carolina, Puerto Rico	Student Academics & Record Manager
LaGardere, Fabiola	MBA In Progress, Phoenix University Bachelor of Science in Psychology - Nova Southeastern University, Davie, FL	Financial Aid & Compliance Coordinator
Landaeta, Carolina	Master in Business Administration in Marketing - San Ignacio University, Doral, FL - In Progress Master in Occupational Health Marketing - Instituto Universitario de Mercadotenia, Caracas Venezuela Bachelor of Arts in Marketing - San Ignacio University, Doral, FL Bachelor of Arts in Market Research - Instituto Universitario de Mercadotenia, Caracas Venezuela	Admissions Director
Linares, Lisset	High School Diploma - Escuela Manuel Munoz, La Habana, Cuba	Custodian
Lopez, Indira	Certification in CAN - Technical Patient Care - National Medical Institute, Hialeah, FL High School Diploma - Escuela Gervasio Cabrera Martinez, La Habana, Cuba	Custodian
Lopez, Silvia	Master of Science in Library Science Florida State University Tallahassee, FL Bachelor of Arts in English/Education Barry University Miami Shores, FL Specialist in Education, Educational Computing & Technology Barry University Miami Shores, FL	Librarian
Martinez, Maria Nancy	Bachelor of Arts in Fashion Design - College Esmoda, Cali, Colombia High School Diploma El Colegio Cooperativo Champagnat, Palmira, Colombia	Administrative Assistant to the Library
Mendez, Maria	Bachelor of Science in Accounting - Universidad Rafael Urdaneta, Maracaibo, Zulia	Accounting Assistant
Mendoza, Nitza	Associate of Arts in Culinary Arts Le Cordon Bleu College of Culinary Arts Miramar, FL	Logistic Coordinator

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Pellicer, Mikel	Master in Business Administration in Marketing - San Ignacio University, Doral, FL - In Progress Bachelor in Pharmacy - Universidad Santa Maria, Caracas, Venezuela	Marketing Assistant
Rodriguez, Carmen	Master in Business Administration in Management Strategic Leadership - Universidad del Este, Carolina, Puerto Rico Bachelor of Arts in Management- Universidad del Este, Carolina P.R.	Administrative Director
Rodriguez, Maria	Master in Business Administration in Marketing - San Ignacio University, Doral, FL Bachelor of Science in Chemical Engineering - Universidad Metropolitana, Caracas, Venezuela	Project Coordinator
Rojas, Yuraima	Master in Business Administration in International Business - San Ignacio University, Doral, FL - In Progress Master in Business Administration in Accounting - Millenia Atlantic University, Miami, FL Bachelor of Business Administration - Santa Maria University, Caracas, Venezuela	Accounting Coordinator
Salcedo, Marisol Rocio	Ed. D. in Leadership - Marconi University, Miami, FL - In Progress Master of Arts in Human Resources Management - Millennia Atlantic University, Doral, FL Bachelor of Humanities in Psychology- Pontificia Universidad Catolica del Peru, Lima, Peru	Director Of Academic
Dr. Stern, Alicia Dr.	Doctorate of Education - Instructional Leadership, Higher Education Specialization Argosy University Sarasota Master in Business Administration in Hospitality Lynn University Bachelor of Science in Hotel & Resort Management – Minor in Criminal Justice - Rochester Institute of Technology	Academic Specialist _ Undergraduate
Dr. Althia Ellis	PH.D ED Leadership- Florida Atlantic University – Boca Raton, FL ED.S Leadership_ Florida Atlantic University - Boca Raton, FL MBA Public Administration – NSU – Davie, FL BA – Spanish. Western Carolina University - NC	Academic Specialist _ Graduate

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Dr. Guzman, Marcela	Doctorate in Education- Argosy University, 2015 Master in Business Administration International Management - European University, 1995 Bachelor in Communications – Universidad Ibero-americana, 1986Associate in Culinary Arts - Le Cordon Bleu North America, 2006	International Student Coordinator
Brunella Gutierrez	Bachelor in Business Administration – USF 2015 Bachelor in international Business – USIL 2017	Admission Coordinator
Maria Julia Rojas	Bachelor in Mechanical Engineer - Maracay, Venezuela 2002	Admission Coordinator
Tiany Sousa	Master In communication – UCF 2017	Administrative Assistant

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“Leadership is the capacity to translate vision into reality” Warren Bennis