

SOUTHERN STATES UNIVERSITY



GENERAL CATALOG 2021-2022 NEVADA

July 1, 2021 – June 30, 2022

Updated: June 1, 2022

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Catalog Location: <http://www.ssu.edu/academics/general-catalogs/>

As of the date of this publication of the General Catalog content is considered true and correct. The information herein is reviewed by annually by the University Administration; however, the content of this catalog may contain errors and may be changed as deemed necessary and appropriate. The University reserves the right to make changes of any nature in programs, calendar, academic schedule, and charges whenever these are determined to be necessary or desirable, including changes in course content, course availability, tuition and fees, and other academic activities. Any changes become binding on all students at the time they are officially announced and published in any public forum. If addenda are required between publications, these addenda will be available on the electronic version of the catalog. The online version is considered definitive should discrepancies exist between the online and printed versions of the catalog. Students are urged to contact Student Services with any questions.

Catalog Printed: July 1, 2021

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How to Use this Catalog

The Southern States University Catalog is a comprehensive guide to SSU programs, course offerings, services, tuition, faculty, academic policies, and other information of general importance to SSU students in California. Names and contact numbers for other University publications and offices, which may offer additional information about specific areas of interest, are included.

The Catalog is divided into five major sections:

- Information About Southern States University;
- Academic Policies and Procedures;
- Academic Programs of Study;
- Course Descriptions; and
- Lists of administrators and faculty.

Students admitted to a university program should keep this Catalog accessible as a source of general information. A familiarity with catalog contents should aid student progress toward graduation.

Catalog Updates

Since the original publication of this annual catalog, the following changes have been made.

Published Date of Change	Change Made	Page Number
July 14, 2020	Updated Student Records to include Gramm-Leach-Bliley Act and General Data Protection Regulations information	56
July 14, 2020	Corrected MBA Tuition Pricing	31
August 18, 2020	Updated Policy on Non-Discrimination	12
August 18, 2020	Updated Board of Directors	14
August 18, 2020	Updated FERPA regarding Nonimmigrant students	57
August 18, 2020	Updated Grievance Policies, Clery Report Policies and Procedures, including Drug, Alcohol, and Tobacco Policies; Reporting Crimes, Emergencies, and Safety Concerns; and Discrimination, Harassment, Sexual Misconduct and Retaliation	81
August 18, 2020	Updated list of Staff and Faculty	117, 118
September 3, 2020	Updated ACICS Contact Information	13
September 7, 2020	Updated Staff and Faculty Lists	117, 118
September 7, 2020	Addition of Grants to Scholarship Listing	52
October 21, 2020	Updated Staff and Faculty Lists	117, 118
October 21, 2020	Updated Board of Directors	14
October 21, 2020	Added Distance Ed Consortium Agreement	14
November 3, 2020	Updated Staff List	117
February 1, 2021	Updated Faculty, Staff, Board	14, 117, 118
February 1, 2021	Removal of New Student Engagement Scholarship	52
February 1, 2021	Modified Attendance Policy	53
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February 1, 2021	Modified Academic Probation	68
February 1, 2021	Updated and modified Learning Environment Language	16
July 1, 2021	Updated prerequisites and concurrent enrollment	101
July 1, 2021	Updated Staff List	117
July 1, 2021	Updated Faculty, Staff, Board	14, 118-120
October 13, 2021	Updated mission and vision statements	11
December 1, 2021	Updated Faculty, Staff, Board	14, 118-122
June 1, 2022	Tuition fees, fees definitions, Refund policy 394 NRS	32

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A MESSAGE FROM THE CHANCELLOR

Southern States University was first established over 30 years ago in Orange County, California and in 2005 was acquired by an education-focused corporation, which immediately re-directed the University and its programs to better reflect the needs of the global business community. Since January 2006, SSU has grown from less than 10 students in one location to close to 300 students studying in Degree and Certificate Programs at three campuses: in San Diego and Irvine, California and in Las Vegas, Nevada. The quality, depth and breadth of our faculty, students and staff have been steadily improving quarter-by-quarter, year-by-year, as evidenced by SSU achieving national accreditation in August 2010, by the Accrediting Council of Independent Colleges and Schools (ACICS). In December 2017, SSU achieved eligibility status towards regional accreditation with the WASC Senior College and University Commission.

Our mission is to educate the leaders of tomorrow, while preparing you to develop and achieve your personal and professional goals. Our Degree and Certificate Programs have been designed to train you to succeed in the world of business, information technology, and film studies, and to develop tomorrow's industry leaders.

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

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

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

Sincerely,

Claudia Araiza

Claudia Araiza, PhD
Chancellor

About Southern States University

Mission Statement

Southern States University empowers a diverse community of students to expand their career opportunities with acquired skills and knowledge, lead fulfilling internal and external lives, and become contributing, edifying members of global communities. Our student-centric approach to education is formulated based on collaborative learning that focuses on promoting critical thinking skills. We expand access to education by creating high-quality, affordable, and innovative pathways that meet the unique needs of each student. Our success is defined by our learners' success.

SSU Vision

The University will bring together a diverse community of students to study in a modern collaborative learning environment to promote critical thinking, ethical academic and business behavior, information literacy, technological proficiency, communication skills, and intercultural engagement with a global perspective. Within a 5-year time horizon (by 2026), SSU will achieve full institutional accreditation at the level of regional accreditation.

Educational Objectives:

The University has the following objectives:

- Offer a value-driven, focused set of programs to educate students in the fields of Business, and Information Technology Studies.
- Promote tolerance among staff and students of all races, cultures, religions, ethnicities, genders and sexual orientations.
- Promote critical thinking, decision-making skills and intellectual inquiry.
- Inspire leadership and teamwork.
- Create a learning environment that encourages students to develop the highest standards of ethical and professional behavior.
- Integrate formal academic learning with practical experience by employing real-world case studies.
- Deliver instruction through classroom and distance learning methodologies.
- Serve students with diverse socio-economic backgrounds.
- Demonstrate continued commitment to student success.

Institutional Learning Outcomes (ILOs)

The University has the following ILOs, which are also our core competencies, by level as follows:

Graduate-Level Programs ILOs

By graduation, students enrolled in a graduate-level program will be able to:

1. Critical thinking skills: Evaluate data from multiple sources to interpret and draw inferences in an organized fashion. (ILO-1)
2. Ethics: Demonstrate ethical standards, integrity, and social responsibility in academic, social, and professional environments. (ILO-2)
3. Information literacy: Utilize well-designed and emerging research strategies to gather, analyze, and present information. (ILO-3)
4. Technology: Analyze appropriate technology to solve problems and present resolutions to the issues. (ILO-4)

5. Communication: Communicate ideas professionally and appropriately through listening, speaking, reading, writing, and other modes of interpersonal expression. (ILO-5)
6. Cross-cultural awareness: Employ cross-cultural awareness of differing values, politics, communication styles, beliefs, and practices. (ILO-6)

Undergraduate-Level Programs ILOs

By graduation, students enrolled in an undergraduate-level program will be able to:

1. Critical thinking skills: Apply analytical skills to identify and solve problems, synthesize and evaluate ideas, and transform existing ideas into new forms. (ILO-1)
2. Ethics: Demonstrate ethical standards, integrity, and social responsibility in academic, social, and professional environments. (ILO-2)
3. Information literacy: Recognize, identify, and evaluate information to effectively and responsibly use and share in a manner that is appropriate to the disciplinary context. (ILO-3)
4. Technology: Apply appropriate technology to solve problems and present resolutions to the issues. (ILO-4)
5. Communication: Voice and exchange ideas professionally and appropriately through listening, speaking, reading, writing, and other modes of interpersonal expression. (ILO-5)

Diversity Statement

The University has always adhered to a vision of diversity with its inclusion of a large international student population. In addition, the diversity of the University in terms of staff, faculty, and students has always been a major commitment and asset. Such diverse community has allowed the University to frame academic programs and extra-curricular activities with a wealth of diverse expressions and ideas. Presently, the Diversity Statement of the University is as follows:

Southern States University is committed to:

- *Engaging our community to live a peaceful life in a multicultural world;*
- *Promoting an academic community whose members have diverse cultures, backgrounds, perspectives, and life experiences;*
- *Promoting freedom of expression as a foundation for the pursuit of knowledge; and*
- *Adhering to its Policy of Non-Discrimination. As such, Southern States University does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, disability, language, culture, social class, gender identity and expression, ability, or prior military service in the administration of its educational policies and procedures. Specifically, the University does not discriminate in admission, financial aid, employment, or entry or exit from educational courses and programs.*

Non-Discrimination Policy

Southern States University, in accordance with applicable federal and state laws and university policies, does not discriminate against any student, or applicant for admission, employee, or employee applicant on the basis of race, color, national or ethnic origin, religion, sex, gender identity, gender expression, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation

for service in the uniformed services) in the administration of its educational and operational policies and procedures. Specifically, the University does not discriminate in admission, financial aid, employment, or entry or exit from educational courses and programs. The university also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

Accreditation and Authorizations

Accreditation

SSU is Accredited by the Accrediting Council for Independent Colleges and Schools to award a bachelor's degree, master's degrees, and certificates.

The Accrediting Council for Independent Colleges and Schools (ACICS) is recognized as a national accrediting agency by the Council for Higher Education Accreditation."

ACICS is located at 1350 Eye Street, NW, Suite 560, Washington, DC 20005, and can be reached at (202) 336-6780 (telephone), (202) 789-1747 (facsimile), acics@acics.org, and www.acics.org.

On Wednesday, December 13, 2017, Southern States University leadership received word that WASC Senior College and University Commission (WSCUC) voted to grant Southern States University "Eligibility" status. The following statement published by WSCUC accurately represents our standing in the regional accreditation process:

"Southern States University has applied for Eligibility from the WASC Senior College and University Commission (WSCUC). WSCUC has reviewed the application and determined that the University is eligible to proceed with an application for Candidacy and Initial Accreditation. A determination of Eligibility is not a formal status with the WASC Senior College and University Commission, nor does it ensure eventual accreditation. It is a preliminary finding that the institution is potentially accreditable and can proceed within five years of its Eligibility determination to be reviewed for Candidacy or Initial Accreditation status with the Commission. Questions about Eligibility may be directed to the institution or to WSCUC at wascsr@wascsenior.org or (510) 748-9001."

Achieving "Eligibility" completes the first of three major phases in the regional accreditation process.

Authorizations

Southern States University is a private institution that is licensed in the state of Nevada by the Commission on Postsecondary Education. Approval to operate means compliance with state standards as set forth in the law for licensed educational institutions.

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

Nevada students may contact the Nevada Commission on Postsecondary Education at 2800 E. St. Louis Avenue, Las Vegas, NV 89104, www.cpe.nv.gov, (702) 486-7330, (702) 486-7340 (facsimile).

A Nevada student or member of the public may file a claim about this institution with the Nevada Commission on Postsecondary Education by calling (702) 486-7330 or by completing a complaint form, which can be obtained on the bureau's internet web site www.cpe.nv.gov.

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

Corporate Structure & Statement of Legal Control

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

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

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

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

- Mohammad Alhasan – Independent Member
- Gino Capozzi – Independent Member
- Hitesh Jain – Independent Member
- Denise S. Mastro – Non-Independent Member
- José Carlos Paiva Michel – Independent Member
- Harold Rucker – Non-Independent Member
- Cameron Schwartz – Independent Member
- Claudia Araiza - Ex-officio, non-voting (Chancellor of Southern States University)
- Tammi Gray – Independent Member
- Katia Stsefaniak – Independent Member

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

Distance Education Consortium Agreement

The Southern States University campuses located in San Diego, CA, Irvine, CA, and Las Vegas, NV have an executed consortium agreement in which all online educational services are managed, maintained, and operated out of the main campus in San Diego, CA. Each campus location retains ultimate responsibility for the delivery of its programs and the satisfaction of its students.

Facilities Descriptions

Overview of Facilities

SSU operates three facilities. The Main Campus is in San Diego with branch campuses in Irvine, CA and Las Vegas, NV.

All campuses are staffed with instructors and administrators who can assist students with all of their needs.

Prospective and enrolled students are invited to stop by and visit all of SSU's campus locations. Regular office hours are 9:00 am – 6:00 pm., Pacific Standard Time, Monday through Friday.

Main Campus – San Diego, CA

The University's primary administrative and academic offices are located on its San Diego Campus. This campus occupies several rooms of a three-story building, which includes classrooms, administrative offices, a student lounge, a conference room, a computer laboratory, and a library.

SSU – San Diego Main Campus
1094 Cudahy Place, Suite 120
San Diego, CA, 92110
Phone: (619) 298-1829

Free parking is available on the surrounding streets. Trolley and bus services are also conveniently located relative to this facility.

Branch Campus – Las Vegas, NV

The Las Vegas campus is located just minutes from the world-famous Las Vegas Strip at the intersection of South Jones Boulevard and West Oakey Boulevard. This Branch Campus includes administrative offices, a library, a conference room, a student lounge, and classrooms.

SSU – Las Vegas Branch Campus
2000 South Jones Boulevard, Suite 120
Las Vegas, NV 89146.

There is plentiful free on-site parking as well as conveniently located bus service.

The Equipment and Materials in SSU Courses

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

Instructional Learning Environments

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

- On-campus instruction (in-person)
- Online distance learning

All courses are conducted in English only.

On-Campus Instruction

On-campus courses are offered in traditional classroom settings within Southern States University campus locations. These in-person courses are supplemented with online course activities. Instructors may employ learning activities including lectures, case studies, research projects and examinations, as well as require interaction with the instructor and the other students during scheduled class times. Students are encouraged to use SSU's on-campus and virtual libraries, local public libraries, and other community resources to research the information they need as they progress through their individual programs of study.

All courses that take place on campuses employ a hybrid delivery platform in which students will attend on-campus classroom activities at regularly scheduled times as well as complete some learning activities and assessments via the student online distance learning platform over the internet.

Online Distance Learning

For online instruction, students access SSU's online courses via the internet, utilizing a web-based eLearning and course management platform. Students interact and collaborate with their instructor and classmates in the online platform anytime at their convenience. In this learning environment, courses require that students complete at least an equivalent amount of work as required for a traditionally delivered on-campus course so that the acquired levels of knowledge, skills, and/or competencies are at least equivalent to those acquired in a traditional format. Instructors may employ the same types of learning activities found in traditional on-campus courses, such as case studies, research projects, and examinations, as well as require interaction with the instructor and the other students via chat sessions and online discussion boards. Typically, interaction occurs throughout the week with assigned due dates throughout the term. Assignments will be returned within 7 calendar days.

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

Special Considerations for Online Education at SSU

All online courses and the online portion of on-campus courses are administered by the San Diego Campus (main campus).

100% online programs are available only to students residing in California and Nevada and to international Students residing outside of the United States. All 100% online programs are administered by the San Diego Campus and prospective students in a 100% online program will need to register through the San Diego campus.

Distance Education and International Students with F-1 Visas

International students with F-1 Visas in the U.S. may only enroll in online courses if they are simultaneously taking the required minimum number of on-campus (in-person) courses at SSU every term:

- graduate degree program (1 on-campus course minimum), and
- graduate-level certificates (1 on-campus course minimum).

**Please also see the section about Enrollment Status for F1 students.*

International students residing outside the USA can enroll in any program courses while completing their courses on a 100% online basis.

Minimum Computer Configuration Requirements

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

- Windows 7 or later or Mac OS 10.9 or above
- 2 GB RAM or greater is recommended
- 2.0 GHz Intel or AMD processor or greater
- Internet access with a minimum speed of 3 Mbps, higher speed is recommended
- Sound Card and Speakers and/or headphones
- Firefox or Internet Explorer 11 or higher. SSU recommends Google Chrome.
- Microsoft Office (Word, Excel and PowerPoint) or equivalent.

Academic Calendar

URL: <http://www.ssu.edu/academics/academic-calendar/>

Summer 2021

Admissions Deadline (applications)	June 14, 2021
Tentative Registration Period for Current Students	TBD
Mandatory Orientation for New Students	July 6, 2021
IT 500 Course for New IT Graduate Students	July 6 to 9, 2021
First Day of Classes (all new and current students)	July 12, 2021
Last Day to Add/Drop Classes for 100% Tuition Refund	July 19, 2021
Last Day to Drop Classes for a partial Tuition Refund	August 23, 2021
Last Day to Drop Classes with a grade of W	August 30, 2020
Final Day of Classes	September 18, 2021
Grades Posted	September 24, 2021
Holidays (no classes)	Independence Day: July 4 and 5, 2021 Labor Day: September 6, 2021


Fall 2021

Admissions Deadline (applications)	September 6, 2021
Registration Deadline for Current Students	TBD
Mandatory Orientation for New Students	September 27, 2021
IT 500 Course for New IT Graduate Students	September 27 to 30, 2021
First Day of Classes (all new and current students)	October 4, 2021
Last Day to Add/Drop Classes for 100% Tuition Refund	October 11, 2021
Last Day to Drop Classes for a partial Tuition Refund	November 15, 2021
Last Day to Drop Classes with a grade of W	November 22, 2021
Final Day of Classes	December 11, 2021
Grades Posted	December 17, 2021
Holidays (no classes)	Thanksgiving Holiday: November 25-27, 2021

Winter 2022

Admissions Deadline (applications)	December 6, 2021
Registration Deadline for Current Students	TBD
Mandatory Orientation for New Students	January 3, 2022
IT 500 Course for New IT Graduate Students	January 3 to 6, 2022
First Day of Classes (all new and current students)	January 10, 2022
Last Day to Add/Drop Classes for 100% Tuition Refund	January 17, 2022
Last Day to Drop Classes for a partial Tuition Refund	February 21, 2022
Last Day to Drop Classes with a grade of W	February 28, 2022
Final Day of Classes	March 19, 2022
Grades Posted	March 25, 2022
Holidays (no classes)	Martin Luther King Jr. Day: January 17, 2022

Spring 2022

Admissions Deadline (applications)	March 14, 2022
Tentative Registration Period for Current Students	TBD
Mandatory Orientation for New Students	April 4, 2022
IT 500 Course for New IT Graduate Students	April 4 to 7, 2022
First Day of Classes (all new and current students)	April 11, 2022
Last Day to Add/Drop Classes for 100% Tuition Refund	April 18, 2022
Last Day to Drop Classes for a partial Tuition Refund	May 23, 2022
Last Day to Drop Classes with a grade of W	May 30, 2022
Final Day of Classes	June 18, 2022
Grades Posted	June 24, 2022
Graduation Ceremony 	June 19, 2022
Holiday (no classes)	Memorial Day: May 30, 2022

Note: Should courses begin and end outside of the standard quarter start and end dates, such courses will be categorized as Spring, Summer, Fall, or Winter based on the course start date.

Course Length

Each regular course has been designed to be completed in 10 weeks.

Credit Hour Policy

Southern States University uses a quarter credit system with four (4) terms per year: Summer, Fall, Winter, and Spring. The Academic Calendar runs from July 1st through June 30th of the following year. Each term is 10 weeks in length. A credit hour is 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:

1. One (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out of class student work each week for ten weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. 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, practica, studio work, and other academic work leading to the award of credit hours.

For nontraditionally delivered courses, each unit of awarded credit is determined to ensure that at least an equivalent amount of work to that in a traditionally delivered course is required, so that the acquired levels of knowledge, skills, and/or competencies is at least equivalent to those acquired in a traditional format.

Student Course Schedule

Each student's course schedule will vary. On-campus courses may be scheduled in the morning, afternoon, or evening times Monday through Saturday. On-campus courses employ a hybrid modality of teaching and include mandatory online course components that will supplement and enhance the on-campus sessions. Online courses and the online portion of on-campus courses are based on a weekly schedule beginning on Monday and ending on Sunday. All online instruction is delivered through the student portal hosted through Moodle.

Familiarity with University Regulations, Policies, and Procedures

Through submission of the enrollment agreement, students acknowledge receipt of the Catalog and agree to abide by the policies, rules, and regulations of the University. Upon acceptance of the enrollment agreement, by signature either in ink or in electronic form, students acknowledge that they are bound by the policies of the University contained in this Catalog. This publication includes academic standards and the general requirements for graduation. Lack of knowledge or familiarity with the information contained in the University Catalog does not serve as an excuse for noncompliance or violations. The University provides assistance in the form of academic advising, but students are individually and personally responsible for meeting the published requirements of their respective programs.

The University understands that exceptions to the policies may be inevitable under extenuating circumstances, to which the University will make every reasonable effort to accommodate such circumstances within the confines of the policy's spirit of intent. Should students find it necessary to request an exception to established University policies and procedures, students may submit an Academic Appeal in accordance with the Student Grievance Policy and Procedure.

Academic Catalog Rights

All students who enroll within Southern States University are bound by the policies and regulations published in this Catalog, beginning on the effective date of this catalog or until such time a new catalog is released, not to exceed one year.

Each student is individually responsible for the information contained within this catalog. Students will not be exempt from any penalties as the result of failure to read and comply with University policies and procedures.

All students are subject to the requirements of the academic program that were listed in the catalog at the time of their admission. Students who interrupt studies for a period greater than 12 or more months must re-apply for admission, unless the student is on a qualified Leave or Absence or on US military deployment, not to exceed 5 years. Re-admitted students are subject to the program requirements at the time of their readmission.

SSU intends to protect students concerning catalog rights. However, students should note that the courses required for a specific program of study may vary from one catalog publication to the next and often change during a student's tenure. To protect the catalog rights of students, the University allows actively enrolled students to select the graduation requirements (in their entirety) of either:

- The catalog which was in effect at the time the student was accepted into a program of study, or
- The catalog in effect when the student applies for graduation.

The University will authorize appropriate substitutions for discontinued or modified courses where students are following the program of study requirements as stated in the catalog under which they originally registered.

Catalog rights of students cannot supersede any State or Federal regulation or requirements governing students and the University.

Digital copies of this and archived catalogs are available for download through <https://www.ssu.edu/academics/general-catalogs/>

Admissions Procedures

Admission Requirements and Standards – Graduate Degree and Certificate Programs

Students applying for admission to a graduate degree program are required to satisfy the following admission requirements:

1. Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees;
2. Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution. Diplomas and transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>). Both a copy of the official foreign academic record and an official English translation must be included;
3. Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>). Both a copy of the official foreign academic record and an official English translation must be included;
4. Submit a written, single-spaced essay of at least 1000 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations;
5. Submit two official Letters of Recommendation (professional or academic references only);
6. Provide a current resume;
7. Complete an interview with a one or more members of the SSU Admissions Team, including an SSU Student Ambassador. Results of this interview will be considered when determining student acceptance to the university; and
8. English Language Proficiency Policy for all Degree-Seeking Students: Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard through one of the following:
 - TOEFL (Test of English as a Foreign Language) result of 61 or above on the IBT (Internet Based Test), 500 or above on the PBT (Paper Based Test), or
 - IELTS (International English Language Testing System) result of 5.0 or above, or
 - Duolingo English Test result of 80 or above, or
 - Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 3.0 GPA for graduate program applicants, for at least one academic term.

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

9. Ability-to-Benefit: SSU does not participate nor admit students using Ability-to-Benefit (ATB) criteria.
10. Experiential Learning: SSU does not award credit for prior experiential learning.
11. International Students on a Student Visa: In addition to the above items, international students applying for a student visa in the USA must submit the following:
 - i. Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
 - ii. Copy of passport, including information page, Visa, and I-94 validity page; and
 - iii. Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.
12. Additional Admissions Requirement for the MSIT and the Graduate Certificate in Information Technology: In addition to the above items, a student applying to the MSIT or the Graduate Certificate in Information Technology must submit the following:
 - Must have coursework taken in information systems, information technology, computer science, software engineering, mathematics, programming, business OR must have some background in those fields.

International Students on a Student Visa

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

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

1. Official transcripts of the student's academic records (mark sheets) from all universities previously attended, evaluated by an NACES approved organization (<http://www.naces.org/member.htm>), must be submitted to SSU. Both a copy of the official foreign academic record and an official English translation must be included.
2. Students in the United States on F-1 visas do not typically have employment authorization. U.S. Government regulations require international students to certify that they have sufficient finances to pursue their studies *without the need for employment*. Thus, international students should not expect to support themselves through employment while attending the university.
3. International students in good academic standing have the option to apply for CPT after completing at least one continuous academic year. Through CPT, students can work part-time (20 hours or less per week) or full-time (20 hours or more per week) in a job integrally related to their curricular field of study. Full-time CPT will only be authorized when classes

are not in session or if the student is on their normal approved academic break quarter. CPT work authorization is granted by the DSO.

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

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

5. Holders of F-1 student visas must maintain a full course of study and make normal academic progress, which is defined as follows:
 - a. Undergraduate students: a minimum of three classes per academic term.
 - b. Graduate students: a minimum of two classes per academic term.

English Documentation

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

Visa Services

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

International Students Transferring from Other Schools to SSU Must Provide:

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

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

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

Health Insurance

Health insurance is a mandatory requirement for students on F-1 visas enrolled in all programs. The deadline to submit is no later than the program start date on the Form I-20. Such students must show proof of health insurance for the duration of their program in order to be enrolled in classes.

Maintaining Legal Status

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

- have a valid passport;
- be enrolled as a full-time student and in attendance at the school that issued the Form I-20;
- report address changes within 10 days;
- maintain a cumulative GPA sufficient to remain in good academic standing with the University;
 - ❖ Students who are not making Satisfactory Academic Progress (SAP) may be placed on academic probation, the terms of which include a designated time frame in which the student must return their GPA to SAP standards or be dismissed from the University.
 - ❖ If an international student is dismissed from the University, the DSO must report the termination to SEVIS.
- notify the Designated School Official (DSO) prior to traveling outside the USA;
- notify the DSO upon applying for change of nonimmigrant status;

- notify the DSO upon approval of an adjustment of status to an immigrant;
- consult with the DSO about possible program extension (if needed).

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

Sources of Credit

Transfer Credit – Graduate Degree Programs

Internal Transfers

All credits earned in SSU's graduate certificates are internally transferable to SSU's graduate degree programs if they comprise the same course requirements.

Transfer credit is not automatic, and the student will need to petition for it in order to be valid for the new program. The new program record will reflect a letter grade of "T" for any internal transfer credit earned.

External Transfers

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

- Official transcript of coursework is submitted to the University. Originating school must operate with approval of the regulatory agency of the state or country in which it is located, and have accreditation recognized by the USDE (or equivalent);
- Applicants with international credits wishing to qualify for transfer credit must establish equivalency with respect to academic credit by submitting transcripts for review and certification to a National Association of Credential Evaluation Services (www.naces.org) member organization;
- Course descriptions, as detailed in the catalog or syllabi of the originating institution, are comparable to SSU courses in terms of breadth, rigor, level, and depth;
- Courses must be completed with a minimum GPA of 3.0;
- Coursework must have been completed within seven (7) years of completing application to Southern States University;
- Credit value of completed coursework (or clock hours) cannot be less than that required by Southern States University (semester credits are converted to quarter credits by multiplying by 1.5, i.e., 3 semester credits multiplied by 1.5 equates to 4.5 quarter credits).

Students may transfer no more than 20 percent into a graduate program (13 credits in the MBA program and 11 credits in the MSIT program).

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

The University does not guarantee transfer of credits.

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

Military Coursework and Experiential Credit

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

Transfer Credit – Graduate Certificates

Internal Transfers

All credits earned in SSU's graduate certificates are internally transferable to SSU's graduate degree programs if they comprise the same course requirements.

Transfer credit is not automatic, and the student will need to petition for it in order to be valid for the new program. The new program record will reflect a letter grade of "T" for any internal transfer credit earned.

External Transfers

Transfer credit is not allowed in the Certificate Programs. Credit from SSU's Master of Business Administration (MBA) or Master of Science in Information Technology (MSIT) programs is not allowed.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

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

Readmission Policy Following Voluntary Program Withdrawal

Students who are in good financial and academic standing but withdrew and have taken a break in their enrollment for 12 or more months may petition for readmission to the University by submitting a new application for admission. Readmitted students are required to follow the policies of the catalog in effect

at the time of readmission, including the degree requirements for their program to the effect that students may have additional or different program completion requirements than their original program of study. (See Admissions Requirements).

Students who return to their original academic program after voluntarily withdrawing will have all of their existing grades and GPA carry forward subject to all appropriate Catalog policies.

Students considering voluntary withdrawal should first consider an approved Leave of Absence (see Leave of Absence policy) before withdrawal and discuss their intentions with their Academic Advisor.

Readmission Policy Following Dismissal

Students who return to a certificate or degree program after being dismissed by the University will have all of their existing grades and GPA carry forward subject to all catalog policies in place at the time of readmission, including graduation requirements and Standards of Academic Progress standards.

Students who return to their original academic program after being dismissed from SSU will have all of their existing grades and GPA carry forward subject to all appropriate Catalog policies. Students readmitted after dismissal are subject to their original Maximum Time Frame (MTF).

If students were dismissed due to their failure to meet Satisfactory Academic Progress standards or for Academic Misconduct and are readmitted and then dismissed again by the University for *any* reason, the student is considered to have been expelled and is therefore no longer eligible for subsequent readmission or acceptance into any program offered by SSU.

1. Submit a new Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees;
2. Submit an updated resume;
3. Submit any other documents required for regular admission, unless SSU already has those documents on file; and
4. Submit a written, single-spaced essay of at least 1000 words addressing the details of the dismissal and explaining why and how the student believes readmission to the program will result in a successful outcome.
5. **International Students:** In addition to the above items, international students applying for a student visa seeking readmission must submit the following:
 - i. Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selection of payment option, and number of dependents;
 - ii. Copy of passport, including information page, Visa, and I-94 validity page; and
 - iii. Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to

produce valid proof of insurance will result in an inability to enroll in classes and maintain status.

Tuition, Fees, Program Costs, and Refund Policies

The tuition, fees, incidental program costs, and associated policies and procedures listed below are effective beginning July 1, 2019. However, should an update be made to these charges or policies, those changes will be recorded as part a Catalog Supplement.

Tuition and Fees are Subject to Change at Any Time without Prior Notice.

Student Fee Schedule - Required for All students	
Application Fee (per program)	\$100.00
New Student Orientation Fee (per program)	\$75.00
Student ID Card Fee (per student)	\$20.00
General Library Fee (per quarter)	\$75.00
Processing Fee (per payment)	\$40.00
Final Project Evaluation and Critique Fee (Graduate Degree Programs)	\$500.00
Graduation Fee (per program)	\$150.00
Account for Student Indemnification Fee	
Account for Student Indemnification Fee (per new enrollment - NV students only)	\$4.00
Additional Fees for All Students	
Payment Plan Change Fee	\$25.00
Course Add/Drop Fee (per course following deadline)	\$40.00
Official Transcript Fee	\$25.00
Certificate or Diploma Reprint Fee	\$100.00
Student ID Card Replacement	\$20.00
Student Business Card	\$20.00
Domestic Courier Fee	\$25.00
International Courier Fee	\$100.00
Returned Check Fee	\$35.00
Bank Wire Fee	\$30.00
Late Payment Fee	\$75.00
Document Reprint Fee	\$30.00
Diploma Cover Fee	\$20.00
Required Fees for International Students	
International Registration Fee (initial overseas applicants only)	\$150.00
International Enrollment Fee (initial overseas applicants only)	\$250.00
CPT Assistance Fee	\$100.00
OPT Assistance Fee	\$100.00
Form I-20 Replacement Fee	\$30.00
<i>NOTE: All fees are non-refundable, except for the per-quarter General Library Fee.</i>	

Start Up Fees

The New Student Orientation Fee, Student ID Card Fee, and International Registration Fee (if applicable) are due with a student's first payment before classes begin. These fees are non-refundable.

General Library Fee

General Library Fee is assessed every quarter in order to support various student learning platforms. Students at Southern States University have access not only to an on-site library with assistance from the University's Library, but also to an online library accessed through the SSU Student Portal.

Payment Processing Fee

The Payment Processing Fee is assessed every time a student makes a payment to the University, not to exceed three (3) fees in a term.

Class Schedule Change Request Fee (class add/drop)

Students will be assessed a \$40 fee for each time there is a class schedule change request, including deletion/drop of a course and addition/add of a course.

International Registration Fee

The international registration fee is a one-time fee that is charged to international students who apply outside the United States and utilize SSU's designated school officials (DSO) for applying for an initial I-20 Form with SEVP. DSOs have specialized experience and training and can assist students about with international student documentation requirements and processing for SEVP regulations.

This fee is not charged to students applying in the United States who do not need an initial I-20 Form and who can provide a state issued or government issued ID.

International Enrollment Fee

The international enrollment fee is a one-time fee that is charged to new international students in their first quarter who are registered in the SEVP system as initial F1 students and enroll in classes in the United States within 7 days after the program start date.

Tuition Payment Option Policies

SSU offers students a number of payment options to pay for their academic studies at Southern States University. Students elect the payment plan of their choice as part of the Enrollment Agreement. Students wanting to change their Payment Plan option must contact the Bursar.

It should be noted that only the Processing Fee and the Quarterly General Library Fee are included in estimated total program costs

Tuition Policy: Payment in Full (1 payment per program)

Students on the Payment in Full Plan are required to make the full tuition, General Library Fee, and Processing Fee payment, as presented in their Enrollment Agreement, no later than on the Monday one week prior to the first day of their first academic term (including holidays; funds must be received by the university no later than Monday). Any additional fees unique to a given course will be due no later than

the Monday one week prior to the first day of the academic term in which the course with the associate fee is to be taken.

Payment in Full assumes that students will complete the program as full-time students within the 100% completion timeframe and without having to repeat any courses. Should students need to repeat a course, the tuition for that course must be remitted to the Bursar's office no later than on the Monday one week prior to the first day of the term based on the price per credit in effect at that time. Should students go beyond the number of terms of a 100% completion timeframe, students will be responsible for paying the General Library Fee for each additional term of enrollment.

Tuition Policy: Quarterly Payment Plan (1 payment per quarter)

Students on the Quarterly Payment Plan are required to make their payment on Monday (including holidays; funds must be received by the university no later than Monday), one week prior to the first day of the academic term. Students who pay after the due date will be subject to a \$75 Late Payment Fee. The Bursar will notify the student by email, with a copy to the University Registrar, that they will be dropped from their classes if the full payment for the quarter has not been made.

Tuition Policy: Monthly Installment Payment Plan (3 payments per quarter)

Students on the Monthly Installment payment plan are required to make their payment on Monday (including holidays; funds must be received by the university no later than Monday), one week prior to the first day of the academic term and subsequent installment payments on the 15th of each month thereafter. Students who pay after the due date will be subject to a \$75 Late Payment Fee. The Bursar will notify the student by email, with a copy to the University Registrar, that they will be dropped from their classes if the full payment for the monthly installment has not been made.

Tuition Policy: International Students

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

Financial Obligations

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

Program Costs

Master of Business Administration (MBA)

Program Costs – MBA

	Required Fees	Additional Fees
Tuition Price per credit: \$196.07 x 65 credits	\$12,744.55	
Application Fee	\$100.00 *	
New Student Orientation Fee	\$75.00 *	
Student ID Card	\$20.00 *	
General Library Fee	\$75.00 per quarter (8 quarters = \$600)	
Final Project Evaluation and Critique Fee	\$500.00 *	
Graduation Fee	\$150.00 *	
Account for Student Indemnification Fee (NV only)	\$4.00 *	
Processing Fee	\$40.00 per tuition payment	
Payment Plan Change Fee		\$25.00*
Course Add/Drop Fee (per course following deadline)		\$40.00*
Official Transcript Fee		\$25.00*
Certificate or Diploma Reprint Fee		\$100.00*
Student ID Card Replacement		\$20.00*
Student Business Card Fee		\$20.00
Document Reprint Fee		\$30.00*
Returned Check Fee		\$35.00*
Bank Wire Fee		\$30.00*
Late Payment Fee		\$75
Domestic Courier Fee		\$25.00 *
International Courier Fee		\$100.00 *
International Registration Fee		\$150.00*^ (initial overseas applicants only)
International Enrollment Fee		\$250.00*^ (initial overseas applicants only)
CPT Assistance Fee		\$100.00*^ (international students only)
OPT Assistance Fee		\$100.00*^ (international students only)
Form I-20 Replacement Fee		\$30.00*
Diploma Cover Fee		\$20.00*
Total for Entire Program-minimum cost (Tuition + all mandatory fees)	\$14,261.55	
Student Tuition Recovery Fund Fee (CA only)	\$32.00	
* one-time fee per occurrence ^ Related only to International Students Note: All fees are non-refundable, except for the quarterly General Library Fee		

Program Financial Information - MBA

Duration: 8 quarters

Total credits: 65

Price per credit: $65 \times \$196.07 = \$12,744.55$

General Library Fee: \$75.00 per quarter

Processing Fee: \$40.00 per payment

Account for Student Indemnification Fee (NV only): \$4.00

A normal academic course load for MBA students consists of 8 credit hours per term (2 classes), resulting in a quarterly tuition charge of \$1,568.56.00. Additional quarterly fees include the \$75.00 General Library Fee and the \$40.00 Processing Fee (on the Quarterly Payment Plan).

Total minimum quarterly payment for MBA = \$1,683.56

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

Program Payment Options – MBA

Payment options		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full ^#	1 per program	\$12,744.55	\$13,384.55	Tuition = 65 credits x \$196.07= \$12,744.55 General Library Fee = 8 qtrs. x \$75.00= \$600.00 Processing Fee = \$40.00 Total = \$13,384.55
<input type="checkbox"/>	Quarterly ^#	1 per quarter	\$12,744.55	\$13,664.55	Tuition = 65 credits x \$196.07= \$12,744.55 General Library Fee = 8 qtrs. x \$75.00= \$600.00 Processing Fee = 8 qtrs. x \$40.00= \$320.00 Total = \$13,664.55 <i>Ex: 8 credits + Fees = \$1,683.56 quarter</i>
<input type="checkbox"/>	Installments ^#	3 per quarter	\$12,744.55	\$14,304.55	Tuition = 65 credits x \$196.07= \$12,744.55 General Library Fee = 8 qtrs. x \$75.00= \$600.00 Processing Fee = 8 qtrs. x 3 installments x \$40.00= \$960.00 Total = \$14,304.55 <i>Ex: 8 credits + Fees = \$587.85/installment</i>
<p>Students are responsible for the Processing Fee at the time of payment.</p> <p># The Final Project Evaluation and Critique Fee must be paid prior to the 8th week of a student's final academic term.</p> <p>^ Any outstanding balance with SSU must be paid in full in order to Petition for Graduation.</p> <p>NOTE: All other fees must be paid at the time of service.</p>					

Master of Science in Information Technology (MSIT)

Program Costs – MSIT

	Required Fees	Additional Fees
Tuition Price per credit: \$265.65 x 56 credits	\$14,876.40	
Application Fee	\$100.00 *	
New Student Orientation Fee	\$75.00 *	
Student ID Card Fee	\$20.00 *	
General Library Fee	\$75.00 per quarter (7 quarters = \$525.00)	
Final Project Evaluation and Critique Fee	\$500.00 *	
Graduation Fee	\$150.00 *	
Account for Student Indemnification Fee (NV only)	\$4.00 *	
Processing Fee	\$40.00 per tuition payment	
Payment Plan Change Fee		\$25.00*
Course Add/Drop Fee (per course following deadline)		\$40.00*
Official Transcript Fee		\$25.00*
Certificate or Diploma Reprint Fee		\$100.00*
Student ID Card Replacement		\$20.00*
Student Business Card Fee		\$20.00
Document Reprint Fee		\$30.00*
Returned Check Fee		\$35.00*
Bank Wire Fee		\$30.00*
Late Payment Fee		\$75.00
Domestic Courier Fee		\$25.00 *
International Courier Fee		\$100.00 *
International Registration Fee		\$150.00*^ (initial overseas applicants only)
International Enrollment Fee		\$250.00*^ (initial overseas applicants only)
CPT Assistance Fee		\$100.00*^ (international students only)
OPT Assistance Fee		\$100.00*^ (international students only)
Form I-20 Replacement Fee		\$30.00*
Diploma Cover Fee		\$20.00*
Total for Entire Program-minimum fee (Tuition + all mandatory fees)	\$16,323.40	
Student Tuition Recovery Fund Fee (CA only)	\$37.00	
* one-time fee per occurrence ^ Related only to International Students Note: All fees are non-refundable, except for the quarterly General Library Fee		

Program Financial Information - MSIT

Duration: 7 quarters

Total credits: 56

Price per credit: $56 \times \$265.65 = \$14,876.40$

General Library Fee: \$75.00 per quarter

Processing Fee: \$40.00 per payment

Account for Student Indemnification Fee (NV only): \$4.00

A normal academic course load for MSIT students consists of 8 credit hours per term (2 classes), resulting in a quarterly tuition charge of \$2,125.20. Additional quarterly fees include the \$75.00 General Library Fee and the \$40.00 Processing Fee (on the Quarterly Payment Plan).

Total minimum quarterly payment for MSIT = \$2,240.20

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

Program Payment Options – MSIT

Payment options		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full ^#	1 per program	\$14,876.40	\$15,441.40	Tuition = 56 credits x \$265.65 = \$14,876.40 General Library Fee = 7 qtrs. x \$75.00= \$525.00 Processing Fee = \$40.00 Total = \$15,441.40
<input type="checkbox"/>	Quarterly ^#	1 per quarter	\$14,876.40	\$15,681.40	Tuition = 56 credits x \$265.65 = \$14,876.40 General Library Fee = 7 qtrs. x \$75.00= \$525.00 Processing Fee = 7 qtrs. x \$40.00= \$280.00 Total = \$15,681.40 <i>Ex: 8 credits + Fees = \$2,240.20/quarter</i>
<input type="checkbox"/>	Installments ^#	3 per Quarter	\$14,876.40	\$16,241.40	Tuition = 56 credits x \$265.65 = \$14,876.40 General Library Fee = 7 qtrs. x \$75= \$525.00 Processing Fee= 7qtrs x 3 installments x \$40.00= \$840.00 Total = \$16,241.40 <i>Ex: 8 credits + Fees = \$773.40/installment</i>
<p>Students are responsible for the Processing Fee at the time of payment</p> <p># The Final Project Evaluation and Critique Fee must be paid prior to the 8th week of a student's final academic term.</p> <p>^ Any outstanding balance with SSU must be paid in full in order to Petition for Graduation.</p> <p>NOTE: All other fees must be paid at the time of service.</p>					

Graduate Certificate in Business Administration (GCert-BA)

Program Costs – GCert-BA

	Required Fees	Additional Fees
Tuition Price per credit: \$196.07 x 27 credits	\$5,293.89	
Application Fee	\$100.00	
New Student Orientation Fee	\$75.00 *	
Student ID Card	\$20.00 *	
General Library Fee	\$75.00 per quarter (3 quarters = \$225.00)	
Final Project Evaluation and Critique Fee	\$0.00 *	
Graduation Fee	\$150.00*	
Account for Student Indemnification Fee (NV only)	\$4.00 *	
Processing Fee	\$40.00 per tuition payment	
Payment Plan Change Fee		\$25.00*
Course Add/Drop Fee (per course following deadline)		\$40.00*
Official Transcript Fee		\$25.00*
Certificate or Diploma Reprint Fee		\$100.00*
Student ID Card Replacement		\$20.00*
Student Business Card Fee		\$20.00
Returned Check Fee		\$35.00*
Bank Wire Fee		\$30.00*
Late Payment Fee		\$75.00
Domestic Courier Fee		\$25.00 *
International Courier Fee		\$100.00 *
International Registration Fee		\$150.00*^ (initial overseas applicants only)
International Enrollment Fee		\$250.00*^ (initial overseas applicants only)
CPT Assistance Fee		\$100.00*^ (international students only)
OPT Assistance Fee		\$100.00*^ (international students only)
Form I-20 Replacement Fee		\$30.00*
Diploma Cover Fee		\$20.00*
Total for Entire Program-minimum fee (Tuition + all required fees)	\$5,916.89	
Student Tuition Recovery Fund Fee (CA only)	\$13.00	
<p>* one-time fee per occurrence ^ Related only to International Students Note: All fees are non-refundable, except for the quarterly General Library Fee</p>		

Program Financial Information – GCert-BA

Duration: 3 quarters

Total credits: 27

Price per credit: $27 \times \$196.07 = \$5,293.89$

General Library Fee: \$75.00 per quarter

Processing Fee: \$40.00 per payment

Account for Student Indemnification Fee (NV only): \$4.00

A normal academic course load for GCert-BA students consists of 8 credit hours per term (2 classes), resulting in a quarterly tuition charge of \$1,568.56. Additional quarterly fees include the \$75.00 General Library Fee and the \$40.00 Processing Fee (on the Quarterly Payment Plan).

Total minimum quarterly payment for GCert-BA Program = \$1,683.56

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

Program Payment Options – GCert-BA

Payment options		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full [^]	1 per program	\$5,293.89	\$5,558.89	Tuition = 27 credits x \$196.07 = \$5,293.89 General Library Fee = 3 qtrs. x \$75.00 = \$225.00 Processing Fee = \$40.00 Total = \$5,558.89
<input type="checkbox"/>	Quarterly [^]	1 per quarter	\$5,293.89	\$5,638.89	Tuition = 27 credits x \$196.07 = \$5,293.89 General Library Fee = 3 qtrs x \$75.00 = \$225.00 Processing Fee = 3 qtrs x \$40.00 = \$120.00 Total = \$5,638.89 <i>Ex: 8 credits + Fees = \$1,683.56/quarter</i>
<input type="checkbox"/>	Installments [^]	3 per Quarter	\$5,293.89	\$5,878.89	Tuition = 27 credits x \$196.07 = \$5,293.89 General Library Fee = 3 qtrs x \$75.00 = \$225.00 Processing Fee = 3 qtrs x 3 installments x \$40.00 = \$360.00 Total = \$5,878.99 <i>Ex: 8 credits + Fees = \$587.85/installment</i>
<p>Students are responsible for the Processing Fee at the time of payment</p> <p>[^] Any outstanding balance with SSU must be paid in full in order to Petition for Graduation.</p> <p>NOTE: All other fees must be paid at the time of service.</p>					

Graduate Certificate in Information Technology (GCert-IT)

Program Costs – GCert-IT

Tuition	Required Fees	Additional Fees
Price per credit: \$265.65 x 26 credits	\$6,906.90	
Application Fee	\$100.00 *	
New Student Orientation Fee	\$75.00 *	
Student ID Card	\$20.00 *	
Library Fee	\$75.00 per quarter (3 quarters = \$225.00)	
Final Project Evaluation and Critique Fee	\$0.00 *	
Graduation Fee	\$150.00*	
Account for Student Indemnification Fee (NV only)	\$4.00 *	
Processing Fee	\$40.00 per tuition payment	
Payment Plan Change Fee		\$25.00*
Course Add/Drop Fee (per course following deadline)		\$40.00*
Official Transcript Fee		\$25.00*
Certificate or Diploma Reprint Fee		\$100.00*
Student ID Card Replacement		\$20.00*
Student Business Card Fee		\$20.00
Document Reprint Fee		\$30.00*
Returned Check Fee		\$35.00*
Bank Wire Fee		\$30.00*
Late Payment Fee		\$75.00
Domestic Courier Fee		\$25.00 *
International Courier Fee		\$100.00 *
International Registration Fee		\$150.00*^ (initial overseas applicants only)
International Enrollment Fee		\$250.00*^ (initial overseas applicants only)
CPT Assistance Fee		\$100.00*^ (international students only)
OPT Assistance Fee		\$100.00*^ (international students only)
Form I-20 Replacement Fee		\$30.00*
Diploma Cover Fee		\$20.00*
Total for Entire Program-minimum fee (Tuition + all mandatory fees)	\$7,533.90	
Student Tuition Recovery Fund Fee (CA only)	\$17.00	
<p>* one-time fee per occurrence ^ Related only to International Students Note: All fees are non-refundable, except for the quarterly General Library Fee</p>		

Program Financial Information – GCert-IT

Duration: 3 quarters

Total credits: 26

Price per credit: $26 \times \$265.65 = \$6,906.90$

General Library Fee: \$75.00 per quarter

Processing Fee: \$40.00 per payment

Account for Student Indemnification Fee (NV only): \$4.00

A normal academic course load for GCert-IT students consists of 8 credit hours per term (2 classes), resulting in a quarterly tuition charge of \$2,125.20. Additional quarterly fees include the \$75.00 General Library Fee and the \$40.00 Processing Fee (on the Quarterly Payment Plan).

Total minimum quarterly payment for the Graduate-Level IT Certificate Program - \$2,240.20

Current students are bound by the terms and conditions in their enrollment agreement. All tuition and fees are subject to change at any time without prior notice.

Program Payment Options – GCert-IT

Payment options		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full ^	1 per program	\$6,906.90	\$7,171.90	Tuition = 26 credits x \$265.65 = \$6,906.90 General Library Fee = 3 qtrs x \$75.00 = \$225.00 Processing Fee = \$40.00 Total = \$7,171.90
<input type="checkbox"/>	Quarterly ^	1 per quarter	\$6,906.90	\$7,251.90	Tuition = 26 credits x \$265.65 = \$6,906.90 General Library Fee = 3 qtrs x \$75.00 = \$225.00 Processing Fee = 3 qtrs x \$40.00 = \$120.00 Total = \$7,251.90 <i>Ex: 8 credits + Fees = \$2,240.20/quarter</i>
<input type="checkbox"/>	Installments ^	3 per Quarter	\$6,906.90	\$7,491.90	Tuition = 26 credits x \$265.65 = \$6,906.90 General Library Fee = 3 qtrs x \$75.00 = \$225.00 Processing Fee = 3 qtrs x 3 installments x \$40.00 = \$360.00 Total = \$7,491.90 <i>Ex: 8 credits + Fees = \$773.40/installment</i>
<p>Students are responsible for the Processing Fee at the time of payment</p> <p>^ Any outstanding balance with SSU must be paid in full in order to Petition for Graduation.</p> <p>NOTE: All other fees must be paid at the time of service.</p>					

Nevada Students: Student Refund Policy & Student's Right to Cancel (State of Nevada Code: NRS 394.449)

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid for attendance through the first class session or the seventh day after enrollment, whichever is later. To cancel enrollment and/or obtain a refund, the student must provide a written notice to the Office of the Registrar. If the student cancels the Enrollment Agreement, the School will refund any money that s/he has paid, less any deduction for non-refundable fees, and for any equipment not returned in good condition, within **fifteen (15) days** after the student's Notice of Cancellation is received.

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

Refunds will be made within **15 days** of official withdrawal, or within **15 days** of the date of the last possible day of the student's attendance. The refund distribution will be handled as prescribed by federal and state law, as well as according to accrediting body regulations. The refund procedure is uniformly applied to all students, regardless of the form of their tuition payment. **In case of conflicting laws and/or regulations, the most restrictive regulation will apply.** A student may receive a refund check only when the refund amount exceeds the balance that he/she owes to the University. The basis for refunds is as follows:

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

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

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

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

Effective October 1, 2021: If the University substantially fails to furnish a course or program as agreed upon in the enrollment agreement, SSU shall refund to a student all the money the student has paid.

Similarly, the refund policy according to the State of Nevada regulation NRS 394.449 is:

NRS 394.449 Requirements of policy for refunds by postsecondary educational institutions.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - (a) Date of cancellation by a student of his or her enrollment;
 - (b) Date of termination by the institution of the enrollment of a student;
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - (d) Last day of attendance of a student,whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - (b) The period of time for a training program is the period set forth in the enrollment agreement.
 - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

Nevada Account for Student Indemnification

The Commission on Postsecondary Education maintains a tuition indemnification fund that may be used to refund students in the event of a school's closure. In order to file a claim, please contact:

Nevada Commission on Postsecondary Education
2800 E. St. Louis Avenue, Las Vegas, NV 89104
Telephone: (702) 486-7330
Fax (702) 486-7340

NRS 394.553 Account for Student Indemnification.

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
 - (a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or
 - (b) The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or \$10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below \$10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.

Loan Disclosure

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

Federal and State Financial Aid Programs

Southern States University has been approved to offer financial assistance to students in the MBA program at the Las Vegas campus. Students interested in student aid programs are encouraged to contact the SSU Office of Financial Aid.

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include:

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia;
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

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

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

In Spring of 2015, there is a new login process for our student and borrower-based websites, including FAFSA on the Web, NSLDS Student Access,

[StudentLoans.gov](https://studentloans.gov), [StudentAid.gov](https://studentaid.gov), and the TEACH Grant website. The new FSA ID, which will be comprised of a user-selected username and password, will replace the Federal Student aid PIN as the process by which students, parents, and borrowers authenticate their identity to access their federal student aid information.

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

5. Sign certifying statements on the **FAFSA** stating that:
 - you are not in **default** on a **federal student loan**
 - do not owe a refund on a **federal grant**
 - sign the required statement that you will use federal student aid only for educational purposes.
6. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
7. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
8. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

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

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

2. Have a GREEN CARD

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

3. Have an ARRIVAL-DEPARTURE RECORD

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

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

Parolee

4. Have BATTERED IMMIGRANT STATUS

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

5. Have a T-VISA

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

RETURN TO TITLE IV FUNDS POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Rounding:

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

Reentry within 180 days

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

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

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

Withdraw Before 60%

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

Withdraw After 60%

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

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

Scheduled Breaks:

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

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

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

The Calculation Formula:

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

a) **Determine the percentage of the period completed:**

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

COMPLETED DAYS

TOTAL DAYS IN THE PAYMENT PERIOD

= % EARNED

(Rounded to one significant digit to the right of the decimal point, ex. 44.93 = 44.9 %.)

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

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

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

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

100% minus percent earned = UNEARNED PERCENT

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

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

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

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

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

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

Order of Return

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

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

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

Post Withdraw

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

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

Institution Responsibilities

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

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

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

Overpayment of Title IV, HEA Funds

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

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

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

Refund vs. Return to Title IV

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

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

Incarcerated Applicants

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

Scholarships and Grants

Southern States University offers scholarships as specified below.

Employee Tuition Scholarship Program

The Employee Tuition Scholarship Program (“ETSP”) allows for Southern States University Employees in good standing to complete courses and programs administered by their employer tuition-free.

Initial Eligibility Requirements:

To qualify for the ETSP, the employee must:

- be a full-time or part-time permanent employee who has worked continuously for the institution for a minimum of three (3) months, and
- formally apply to and be accepted into their desired course or academic program of study under applicable admissions criteria as published in the Academic Catalog. The Application Fee will be waived.

NOTE: SSU student workers are not eligible for this scholarship.

Once accepted:

- the employee will be responsible for the payment of all student fees and procurement of all necessary textbooks and course materials, and
- the employer will pay all tuition charges on a term-by-term basis until course or program completion.

Scholarship payments will be suspended or revoked under the following circumstances:

- The student’s employment with the institution terminates;
- The student is placed on academic probation;
- If the non-scholarship portion of the student's payment plan becomes past due in excess of 30 days; or
- If the student is found guilty of academic misconduct.

Grants

Grants are non-refundable awards that may be made to students in need in order to assist with paying university tuition and fee expenses. Should SSU receive grant funding, the funds will be applied as directed by the grantor and recorded as a credit toward the student’s financial obligations with SSU.

Policies and Procedures

Student Administration Policies and Procedures

Class Progress Policy

To successfully pass courses at SSU, students must successfully meet the minimum attendance requirements, and receive passing grades on all assignments, exams, activities, and course project components.

Attendance

As regular attendance and academic achievement are closely linked, University policies concerning student attendance are necessary for ensuring students are meeting the terms of satisfactory academic progress. It is the policy of the University that once a student is registered in a course, s/he is required to be regular and punctual in class attendance. Class absence DOES NOT excuse the student from learning course material, from submitting required assignments on time, and/or from fulfilling other course requirements. An excused absence is defined as an absence due to legitimate mitigating circumstances (e.g., death in the family, sickness of the student, etc.) that can be documented. When an excused absence is accepted, the student shall still be held to the same standard for making up missed class work, assignments and/or examinations. Faculty maintain records of student attendance in SSU classes and supply these records to the University for the purposes of advising and/or monitoring the performance of students, especially those on academic probation.

At SSU more than four absences (including excused absences) in a course is considered excessive. Students who have more than four absences in a class will receive a failing grade ("F"). Absences are counted from the first official meeting of the class regardless of the date of a student's enrollment. Consequently, a student who registers late must carefully monitor their regular attendance during the remainder of the term.

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

Withdrawal from a Course

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

Leave of Absence

Southern States University students who wish to take a break from their studies or are compelled to interrupt their studies for medical or personal reasons may do so for up to one (1) year by submitting a

Request for Leave of Absence Form by the add/drop deadline each quarter to the Office of the Registrar. The leave of absence request, if granted, allows students to take up to one (1) academic year of leave.

All students are eligible to file a Leave of Absence Request if they have completed at least one (1) quarter at Southern States University.

Special Considerations for International students attending school on an F-1 visa:

- As a rule, such students must complete at least one (1) academic year of courses before taking a leave of absence. An academic year is defined as 3 consecutive quarters.
- Generally, such students may request no more than one (1) quarter of leave.
- Students who have either been SSU students for less than one (1) year or who may need more than one (1) quarter of leave from their studies should consult with the Designated School Official (DSO) to see if any exceptions apply.

Note: If students do not return to their studies following the final quarter of their approved leave of absence OR if students take an unauthorized leave of absence for two (2) consecutive quarters, the student will be administratively withdrawn from their program and lose all rights and privileges of being an SSU Student. Should students desire to resume their course of study following an administrative withdrawal without a successful appeal for an unauthorized leave of absence may petition for readmission.

Voluntary Withdrawal from the University

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

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

Transfer to another Institution

Transfer requests are formalized with a Withdrawal Form. This form should be completed before the first day of the academic quarter.

If a student is not in good academic standing at the time of their request to transfer, their SEVIS record will be terminated and transferred out to the new institution.

International F1 students must consult with a DSO prior to withdrawing from any courses. Without being admitted to a new institution an F-1 student cannot decide to stop attending classes at SSU. Such action would be a violation of the student's immigration status, and SSU would be required to terminate the student's SEVIS record. Once this occurs, the student would need to apply for re-instatement at the institution he/she wishes to transfer to.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

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

Administrative Dismissal

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

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

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

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

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

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

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

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

Student Records, Privacy, and Information Security Program

At Southern States University, nothing is more important to us than the success of our students and website users, including the protection of their personal data. With students and users from all around the world, the University adheres to the following records, privacy, and information security regulations:

- Family Education Rights and Privacy Act (FERPA),
- Gramm-Leach-Bliley Act: Sections 501 and 505 (b) (2),
- FTC regulations: 16 CFR 313.3 (n) and 16 CFR 314.1-5
- US Code: 15 USC 6801 (b), 6805 (b) (2)
- European Union's General Data Protection Regulation (GDPR).

Southern States University has designed the information security program under the direction of the Director of Administration and in collaboration of the Office of the Registrar. The Director of Administration is the officer responsible for oversight, revision, and maintenance of the University's security program. The Office of the Registrar is responsible for collecting and maintaining official academic records for all applicants and students admitted to Southern States University and promotes student success beginning with the student's application to the University and concluding with graduation from SSU.

All documents submitted to the University become the permanent possession of SSU and cannot be returned to applicants and students under any circumstances. Applicants and students are encouraged to make copies of important documents and maintain said copies for their personal files.

Holds may be placed on student records, transcripts, grades, or registration because of financial or other obligations to the University. Satisfaction of holds is required before a release is granted.

The Office of Admissions and Records for all students is maintained at the University office in San Diego, CA. Requests for information should be sent to SSU Admissions and Records, 1094 Cudahy Place, Suite 120, San Diego, CA, 92110 or registrar@ssu.edu.

For information on how SSU follows the protections of the Gramm-Leach-Bliley Act and the General Data Protection Regulations, as well as the policies and procedures used by SSU to safeguard information, visit <https://www.ssu.edu/privacy-policy/>.

FERPA: Confidentiality and Release of Student Records

Southern States University adheres to the regulations and guidelines outlined in the Family Education Rights and Privacy Act (FERPA) of 1974. Under FERPA, school officials may not disclose personally identifiable information, nor permit inspection of student records without written permission from the student (unless such action is covered by exceptions permitted by the Act), and students are permitted to inspect their personal education records.

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

- Letters of recommendation (Note: students do not have the right to inspect these letters unless the author of the recommendation has granted such a waiver.)
- Student enrollment, registration, and course completion data, including course assignments and final grades
- Student applications forms
- Student transcripts from previously attended institutions, including high school and other colleges and universities
- Directory Information

Access to Academic Records and Information:

Under FERPA, students and former students have the right to inspect and review their personal student educational records within 45 days of the day the University receives a request for access. Students also have the right to request an amendment of their educational records that are believed to be inaccurate or misleading, and the right to consent or revoke the disclosure of all or part of their educational records, including Directory Information.

- Students should submit a written request to the Registrar specifying the record(s) they wish to inspect. The Registrar or Registrar's designee will make arrangements for access and notify the student of the time and place where the records may be inspected.
- Students seeking to amend or contest content within their student record. Students may request a determination regarding changes to their records. Such requests must follow the Academic Grievance and Appeal Policies and Procedures. Upon receipt of the request, the Registrar will initiate a review, consulting with any appropriate University official and/or forwarding the request to such officials when necessary. A decision regarding the request will be rendered within 30 days except where a request may require additional pertinent information or verification from an outside agency or party, in which case the decision will be rendered within 30 days after receipt of such information. If a material error in the record is established, or an update is warranted, a change or correction will be made.
- Students wishing to disclose their record to a person or entity other than themselves must provide SSU with a written release to that third party.

Students have the right to consent to the disclosure of personally identifiable information (PII) contained in their educational records, except to the extent FERPA authorizes disclosure without consent, as listed below:

- Disclosure of information to school officials is limited to the needs of the official to execute their official duties and under the existence of a legitimate educational interest. A school official is a person employed or appointed by the University to serve as an administrator, faculty member, or as support staff; a person or company with whom the University has contracted, 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.
- Law enforcement may access student records under a subpoena.
- Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires that the University make a reasonable attempt to notify the student of the records request).

- Accreditors and regulatory organizations that have a right to inspect student records without explicit student consent to the extent that the accrediting and regulatory organizations need the record in order to carry out their official evaluation or function.
- Students wishing to authorize another party (e.g., spouse or financial sponsor) to access personal and specific student data, must submit a written notification to the University with the full name of the person or agency and what information may be disclosed. Named parties must know PII regarding the student before any University official will discuss student records with the named party.
- Nonimmigrant students are not covered by FERPA with respect to information collecting and releasing information to federal agencies with respect to SEVP/SEVIS. The Illegal Immigration Reform and Immigration Responsibility Act (IIRIRA) of 1996, states: “The Family Educational Rights and Privacy Act of 1974 [20 U.S.C. 1232g] shall not apply to aliens described in subsection (a) of this section to the extent that the Attorney General determines necessary to carry out the program under subsection (a) of this section.”

Directory Information

In accordance with FERPA, schools may disclose what the institution has deemed “Directory Information” “to third parties without student consent. Southern States University has designated the following information as "Directory Information" within the provisions of 34 CFR § 99.37 and the applicable regulations as this information is generally not considered harmful or an invasion of privacy if released. Directory information is provided upon request in accordance with state and federal laws and statutes.

- Student name,
- state of residence,
- email address,
- program of study,
- registration status (active, inactive, probation, dismissal, or graduate)
- enrollment status (full-, part-time, or LOA),
- dates of attendance,
- credentials, honors, and awards received, and
- the most recent educational agency or institution attended.

Additional Directory Information of Student Employees:

- Department where employed, and
- Job title. (i.e. Administrative Assistant, Marketing Assistant, Student Ambassador)

Students have the right to refuse to allow the University to release any or all of this information as directory information. Students wishing to withhold Directory Information must submit a signed written request to the SSU Office of Admissions and Records, Attn: Registrar.

In accordance with the Family Educational Rights and Privacy Act (FERPA), personally identifiable information in education records may not be released without prior written consent from the student.

Some examples of information that WILL NOT BE RELEASED without prior written consent of the student are:

- birth date
- citizenship

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

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

Records Retention

Student records will be retained according to the following schedule:

- For students who apply to the University but take no further actions with the university (including registration and enrollment), the minimum retention period is one (1) year after the application term.
- For students who enroll, all student records are stored permanently, including transcripts.

Student Verification and Identity Verification

All students must verify their student I.D. number as a form of a personally identifiable information with any university official or faculty before any student record information will be discussed or released over the phone, in person, or via email with a student. Please note that students asking for an official transcript need to request it in writing by submitting the Official Transcript Request Form to the Registrar. Students wishing to disclose their record to a person or entity other than themselves must provide SSU with a written release to that third party (refer to FERPA section above).

Policy for Online Student Verification

According to the U.S. Higher Education Opportunity Act of 2008, Southern States University needs to verify that a student who registers in our online course management system, Moodle, will be the same student who completes all course assessments as given in a course. At Southern States University, students in online and onsite courses are required to use Moodle, a secured online portal requiring a unique username and password, using the assigned Moodle username as given at the time of admissions at the University. Consequently, individual instructors will be able to check the identity of a student by checking a student's activity record on Moodle which contains the IP address, login and access dates, and specific time spent on Moodle under different activities, such as online exams. There are no additional charges for this online verification process.

Student Identity Protection

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

Student Responsibility

A student enrolled in an online or onsite course through Moodle is expected to follow the University's academic honesty policy. Cheating and plagiarism (using someone else's ideas, writings or materials as one's own without acknowledgement or permission) can result in any one of a variety of sanctions. Such penalties may range from an

adjusted grade on the particular exam, paper, project, or assignment to a failing grade in the course. The instructor may also summarily suspend the student from the class when the infraction occurs. For further clarification and information on these issues, please consult with your instructor and the Student Handbook.

Academic Policies and Procedures

Course Types Offered

Southern States University places courses into two or three categories within a specific program of study: core, elective, and general education (where applicable). Each course may be applied to one or more of these course types based on the specific graduation requirements of each distinct academic program of study.

Core Courses

Courses designated as “Core” are those that are required for a given program of study. Undergraduate students must achieve grades of “D” or better in all core courses in their program of study. Graduate students must achieve grades of “C” or better in all core courses.

Elective Courses

Elective courses are taken by students seeking to fulfill credit requirements for their program of study that are not explicitly required for program completion. To apply the course to degree completion, the course must be directly applicable to the Program Learning Outcomes. Elective course grades earned must be “D” or better for undergraduate students or “C” or better for graduate students. Students are encouraged to discuss their elective course options with their Academic Advisor before enrolling.

General Education for Undergraduate Students

General education courses are intended to provide students with broad knowledge in English, mathematics, speech, historical, social, economic, scientific, and philosophical studies. The general education requirements help to develop skills and competencies that enhance both academic, personal, and professional success.

General Education Learning Outcomes (GELOs)

GELO 1: Apply written communication skills in a professional setting.

GELO 2: Demonstrate oral communication skills for presenting ideas in front of a diverse audience.

GELO 3: Apply quantitative reasoning skills for analyzing information and facts in a complex world.

GELO 4: Utilize information literacy skills for gathering scientific underpinnings, facts, and information.

GELO 5: Apply critical thinking skills for making well-informed decisions.

Definition of General Education Subjects

English Composition

Courses in English Composition enhance the ability to read and listen critically and to communicate ideas, feelings, information, and knowledge. The skills learned in these studies also enhance the ability to evaluate, solve problems, and make reasoned decisions. College-level English is the only discipline considered to fulfill this requirement.

Human Communication

These courses develop and improve effective communication skills and use logical thought processes to communicate and express results. Through the use of effective resources, students can interpret and analyze problems, evaluate answers, make judgments, and enhance general knowledge. Disciplines considered for fulfilling this requirement include communication, speech, and world languages.

Natural Sciences (Life or Physical)

These courses help develop awareness, appreciation, and understanding of the relationships between the world of natural phenomena and human activities. The use of the scientific method will be used to investigate and judge naturally occurring phenomena and the various roles of humankind in nature. Courses include astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, and physics. Other natural science courses may be considered.

Humanities

Courses in humanities encompass a study of the human condition with the use of analytic, critical, and speculative methods. These courses develop awareness and response regarding the ways people, both past and present, use thought, language, and communication concepts regarding individual, social, and cultural values, beliefs, and traditions. Courses include visual art, history, literature, performing arts, and philosophy.

Social, Behavioral, and Political Sciences

Social, behavioral, and political science courses focus on people as members of society and promote the appreciation of how institutions, groups, and individuals in societies operate and stimulate critical thinking regarding the actions and response of a given society. These courses focus on the interaction of social, economic, political, geographic, linguistic, religious and cultural factors, with emphasis on the ways humans understand the complex nature of their existence. Disciplines considered for fulfilling this requirement include cultural anthropology, cultural geography, economics, linguistics, political science, psychology, sociology, ethics, and world civilizations.

Mathematics

Courses in mathematics and quantitative reasoning will cover the science of numbers, symbols in place of numbers, and their operations, interrelations, combinations, generalizations, and abstractions and of space configurations and their structure, measurement, transformations, and generalizations to solve equations with supporting explanations. Students must take and pass elementary, college or intermediate algebra, the equivalent, or higher-level mathematics and quantitative reasoning course to fulfill this requirement.

Grading and Grading Systems
Undergraduate and Graduate Grading Scale

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

Explanation of Special Grades

- **W** - Withdrawal. Students will be issued a "W" when students withdraw from a class after the seventh day of the quarter start date or after 25% of course completion timeframe, but before 75% of course completion timeframe, whichever occurs first. Withdrawals remain on the transcript, and no grade points are assigned. "W" is a permanent grade.
- **P** - Pass. Indicates credit granted with no grade points being assigned.
- **NP** - Not Pass. Indicates no credit or grade points being granted.
- **IP** – In Progress. Upon the processing of student transcripts, if a course is in progress and/or a final grade has not been posted due to SSU processing, an In Progress ("IP") will be notated. Course notated with an "IP" are not included in the calculation of GPA.
- **I** - Incomplete. Given to students who have not completed mandatory assignments, quizzes, or examinations, at the discretion of the instructor. An incomplete grade will only be given to students who have completed at least seventy percent (70%) of a course and cannot continue due to unforeseen circumstances. Final discretion is given to the instructor as to whether this grade is appropriate. Incomplete grades must be removed no later than one quarter following the quarter in which the "I" is granted. An "I" not removed within one quarter will become an "F". No grade points are assigned for an "I" grade. An "F" will be calculated into the grade point average.
- **T** - Transfer. This grade is noted for transferred credit; no grade is assigned for each transferred class, and the credit is not calculated into grade point average.

- **AU** - Audit. Students who do not wish to earn a letter grade and wish to take a course for personal enrichment may take the course for no credit. Audited courses are subject to the current tuition and fees. Students auditing a course may not request that an “AU” be changed to a letter grade. Audited courses are not counted toward academic progress and are not calculated into the grade point average.
- **(R)** or *****– Repeated courses will be annotated on student transcripts with the awarded letter grade preceded by (R) or an asterisk *. Credit for a repeated course is given only once, but the grade assigned at each enrollment shall be permanently recorded on the Official Transcript.

Repeated courses affect academic progress as follows:

- **Cumulative Grade Point Average** - Only the most recent grade counts in the student’s Cumulative GPA, regardless of grade earned. Grades earned at Southern States University remain counted in the student’s grade point average if the course is repeated at another institution.
- **Cumulative Completion Rate and Maximum Time Frame** - When a course is repeated, each course attempt will be counted as attempted hours.

Grade Point Average

Quarter Grade Point Average (GPA)

Quarterly GPA is calculated from all courses completed in the same academic term (e.g. Fall, Winter, Spring, Summer) for which the student is assigned grade points, as presented in the SSU Grading Scale, and then using the following process:

1. Multiply the number of credits for each course by grade points associated with the grade earned,
2. Total the grade points earned for all the courses attempted,
3. Divide the total grade points earned by the total number of credits for those classes.

The Quarterly GPA is used to determine recognition for the Dean’s List and in assessing Satisfactory Academic Progress (SAP).

Grades and Satisfactory Academic Progress (SAP)

- The following grades will lower the percentage of courses successfully completed because of their inclusion in courses attempted, negatively affecting GPA:
 - ❖ **Undergraduate:** F or Failing
 - ❖ **Graduate:** C-, D or F, which are failing grades
 - ❖ NP or No Pass
 - ❖ I or Incomplete
- Courses that have been audited or transferred from another institution are not calculated into the GPA for purposes of SAP.
- Students who complete or leave an SSU program and later seeks to complete a different SSU program should note that the credits and/or grades from the original program do not carry over to the new program when considering SAP.

Cumulative Grade Point Averages (GPA)

A student's cumulative grade point average is calculated from *all* courses for which the student is assigned grade points, as presented in the SSU Grading Scale, and then using the following process:

1. Multiply the number of credits for each course by grade points associated with the grade earned,
2. Total the grade points earned for all the courses attempted,
3. Divide the total grade points earned by the total number of credits for those classes.

The Cumulative GPA is used to determine graduation honors and program graduation requirements.

Grade Appeals Policy

The University recognizes Faculty's authority to determine student grades. Faculty are required to articulate and document their course requirements and standards of performance in their course syllabi. All grades submitted to the Registrar, reflecting these articulated course requirements and standards of performance, are assumed to be accurate and final.

To alter a student's grade, Faculty must submit the Grade Change Request Form to the Registrar. Changes may only be submitted for errors that were conducted during the summation or transmittal of final grades. "I" or Incomplete grades can be changed no later than one quarter following the original course completion date. Grades may not be altered/changed based on work turned in or revised after grades have been submitted (excluding grades of "I" or Incomplete).

If a student has an issue about an assigned grade, the student should first consult with the Faculty. If, at the conclusion of any such consultation, the student does not believe the issue has been resolved and believes there are legitimate grounds for appealing the grade, the student may file a formal Grade Appeal.

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

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

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

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

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

Course Repeat Policy

Students may be required to, or may choose to, repeat a class in order to improve academic performance. Undergraduate students may repeat up to four courses, Graduate students may repeat up to two courses, and Certificate students may repeat up to one course. Classes may only be repeated one time. Students may not repeat courses in which a grade of "B" or better has been earned. The new grade will be included in the GPA computation; the old grade remains but will not affect the GPA. Students will be charged the full tuition rate when repeating a course.

Notice to Federal Financial Aid Students regarding **W**, or **F** grades in a course:

- Students are allowed to repeat the same course and receive federal financial aid (in addition to assuming the office's Satisfactory Academic Progress is met) until a "D" grade or better is earned for the class.
- Once the student has achieved a "D" grade or better, a student can repeat the same course a second time and still receive federal financial aid
- Once a "D" grade or better has been earned, the class cannot be factored into federal financial aid enrollment eligibility
- This rule applies whether or not a student received federal financial aid in earlier enrollments of the course
- It is irrelevant for financial aid purposes if a student is required to retake a class to meet program GPA requirements
- It is irrelevant if a student has a personal desire to receive an improved grade
- This rule may seem unfriendly to the academic career of student. The rule is federal law. There is no appeal process and the rule cannot be overridden by SSU.

Source: Federal Register, Volume 75, Number 209, Page 66,868, Part 668, Student Assistance General Provisions Retaking Coursework 668.2.

EXAMPLES: TAKING A REPEAT CLASS COULD REDUCE YOUR FINANCIAL AID ENROLLMENT FOR FEDERAL FINANCIAL AID ELIGIBILITY

Course Examples	1 st Class Attempt	2 nd Class Attempt	3 rd Class Attempt	Would 3rd Attempted Class Be Eligible for Federal Fin Aid Enrollment Consideration?
Math 100	F	D	Enrolled	Yes
Psychology 200	D	C-	Enrolled	No
Finance 100	D	F	Enrolled	No

EXAMPLES: TAKING A REPEAT CLASS COULD REDUCE YOUR FINANCIAL AID ENROLLMENT FOR FEDERAL FINANCIAL AID ELIGIBILITY

Course Examples	1 st Class Attempt	2 nd Class Attempt	3 rd Class Attempt	Would 3rd Attempted Class Be Eligible for Federal Fin Aid Enrollment Consideration?
English 200	C-	Enrolled	*	No
Accounting 100	W	F	Enrolled	Yes
Nutrition 200	F	F	Enrolled	Yes
Economics 100	D	W	*	No
Graduate Capstone, Thesis, or Dissertation	IP	IP	Enrolled	Yes
* Student is no longer eligible for enrollment with funding secured by Federal Financial Aid.				

Source: Federal Register, Volume 75, Number 209, Page 66,868, Part 668, Student Assistance General Provisions Retaking Coursework 668.2.

Scholastic Honors

SSU values students for their academic achievements. The following are scholastic achievements that are recognized:

Dean's List

At the conclusion of every quarter, students who earn a GPA in that respective quarter of 3.8 or above will be placed on the Dean's List with a notation on their official University Transcript.

Graduation with Honors

Graduation with Honors is available to students whose academic record indicates superior achievement. Earned honors are noted on official University Transcripts.

- Graduate degree students who earn a GPA of 3.8 or above will earn "*Honors*."
- Undergraduate degree students who earn a GPA of 3.5 to 3.7 will graduate earning Latin honors of "*Cum Laude*."
- Undergraduate degree students who earn a GPA of 3.8 to 3.9 will graduate earning Latin honors of "*Magna Cum Laude*."
- Undergraduate degree students who earn a GPA of 4.0 will graduate earning Latin honors of "*Suma Cum Laude*."

Student Standing

Students attending Southern States University are categorized by enrollment status, financial status, and academic standing: satisfactory academic progress (SAP). All active students are expected to maintain

satisfactory academic progress in their academic program of study and maintain positive financial standing.

Enrollment Status

Active SSU Students are placed into one of two (2) categories of enrollment: full-time or part-time.

- Full-time enrollment per term consists of:
 - Graduate degrees and certificates: minimum of 2 graduate courses
 - Undergraduate degrees and certificates: minimum of 3 undergraduate courses
- Part-time enrollment per term is considered for those students that enroll in less than the minimum required for a full-time basis in their program.

Note: Students who are not enrolled in the current or next academic term are considered to be “Inactive” unless if an official Leave of Absence Request is submitted.

Enrollment Status for F1 students

In order to comply with the requirements of a student visa (F-1), an F-1 visa holder needs to enroll as a full-time student every term. Exceptions apply if an F-1 student is granted an official Leave of Absence.

In addition, F-1 students are allowed to enroll in no more than one online course per quarter as part of their minimum full course of study requirement.

Financial Standing

All current students, former students, and graduates of SSU are assigned a financial standing based on the balance of their financial account with the University. Students, former students, and graduates are in good financial standing when their account is paid in full through the Student Financial Services Office or when students are current with their payment plans. Students must be in good financial standing in order to access their online course platform, register for future courses, receive transcripts, diplomas, and/or other forms of recognition or recommendation from the University.

Students will have a “Financial Hold” placed on their account if their account with the university has an outstanding balance or students are late with their payment in accordance with their approved payment plan, which includes but is not limited to deferred payment accounts that become past due. A “Financial Hold” for active students will result in a block to the student’s Moodle account (students will not be able to access course materials or complete graded assessments). International Students with a “Financial Hold” face jeopardizing the status of their F1 Visa. A late payment fee will be charged to all student accounts that become past due.

Academic Standing

All students must be progressing toward completion of their academic program of study while maintaining a satisfactory GPA (Satisfactory Academic Progress) and within a defined time period Maximum Time Frame.

Satisfactory Academic Progress (SAP)

Academic progress is assessed by cumulative grade point average (GPA). All students accepted into an SSU program of study must maintain an undergraduate grade point average (GPA) of 2.0, a graduate grade point average (GPA) of 3.0, and/or a “Satisfactory” student standing to remain in positive academic standing. If students fall below minimum standards of scholarship, the University will place the students on Academic Probation or Academic Dismissal.

Academic Probation

Students who fail to abide by the terms of SAP will be placed on academic probation.

Undergraduate Students: A student in an undergraduate program must maintain an overall grade point average of 2.0 for all undergraduate work attempted. A grade point average of less than 2.0 will result in the student being placed on academic probation.

Graduate Students: A student in a graduate program must maintain an overall grade point average of 3.0 for all graduate work attempted. A grade-point average of less than 3.0 will result in the student being placed on academic probation.

All students are subject to academic probation if they have three or more ‘Incompletes’ at any time. An “Incomplete” for more than one quarter reverts to an "F" (failing) grade.

When a student is placed on probation because of a substandard grade-point average, the student is required to meet with an Academic Advisor. A plan is made for improving the grade-point average to minimum standards for their academic level. Students are allowed two quarters to correct their academic deficiencies (if they do not exceed the Maximum Time Frame).

The University recommends that any coursework in which a letter grade of “C” was earned should be repeated while on academic probation. If a student corrects their academic deficiencies within the allowable time frame they will be removed from probationary status.

Academic Dismissal

Students who are on Academic Probation will be dismissed from the University if they fail to abide by the terms of their Academic Probation and/or do not rectify their academic deficiencies in the time allotted. Per University policy, such students will be dismissed following the certification of grades by the University Registrar following the conclusion of the academic term.

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

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

Academic Dismissal Appeals Policy

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

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

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

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

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

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

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

Qualifying Appeals for Undergraduate Students

If a student qualifies for an appeal based on mitigating circumstances, the student will be placed on a reinstatement probationary quarter. At the end of a student's reinstatement probationary quarter, the

student will either: 1) be dismissed; 2) remain on reinstatement for one additional quarter; or 3) be returned to good standing. Requirements and criteria for each of these are as follows:

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

Qualifying Appeals for Graduate Students

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

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

Maximum Time Frame

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

- 1) All students must complete their program within the Maximum Time Frame (MTF), which is 1.5 times the expected time for program completion.
- 2) Maximum credit hours reflect the maximum allowable quarterly credits before a student is required to graduate or is disqualified from a program.

- 3) **Undergraduate** students must maintain a minimum cumulative grade point average (GPA) of 2.0 to meet graduation requirements. **Graduate** students must maintain a minimum cumulative grade point average (GPA) of 3.0 to meet graduation requirements. (See Grading section under Scholastic Rules, Regulations and Academic Policies for information on how to calculate GPA.)
- 4) Transfer credit does not affect the Maximum Time Frame.
- 5) Transfer credit does affect maximum attempted credits.

Program	Credits Required for Graduation	Maximum Time Frame	Maximum Attempted Credits
MBA	65	3 Years	97 Credit Hours
MSIT	56	3 Years	84 Credit Hours
GCert – IT	26	5 Quarters	39 Credit Hours

The following measurements are used to determine Satisfactory Academic Progress:

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

Program	Total Required Credits Attempted	Percentage of Total Required Credits Attempted	Minimum Cumulative GPA	Minimum Successful Completion Rate
MBA	32	50%	3.0	60%
	65	100%	3.0	67%
MSIT	28	50%	3.0	60%
	56	100%	3.0	67%
GCert – IT	13	50%	3.0	60%
	26	100%	3.0	67%

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

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

The MTF for completing an SSU certificate is 5 quarters as an enrolled student. Certificate students that take a leave of absence or are not enrolled in a quarter will not have that quarter count as part of the MTF.

Readmitted Students and MTF

Students that are re-admitted into their academic program will continue with their MTF from the last term of enrollment.

Financial Aid Satisfactory Academic Progress

The Higher Education Act of 1965, as amended, requires Southern States University to develop and enforce standards of satisfactory academic progress (SAP) prior to awarding any federal financial aid funds to students. Any student that is receiving Federal Student Aid (FSA) funds need to refer to the appropriate Academic-SAP policy for their program as outlined in this Catalog. This includes both the qualitative progress measure of grade point average (GPA) and the quantitative progress measure of meeting maximum timeframe. **Formal Financial Aid SAP (FA-SAP) evaluations will be made at the end of each Academic Year.** An academic year is defined as three quarters.

Financial Aid Ineligibility

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

Financial Aid Probation

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

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

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

General University Policies, Procedures, and Disclosures

Southern States University has a diverse population of faculty, staff, and students. The following section lists policies regarding the Student Code of Conduct, academic integrity, academic freedom, drugs, alcohol, sexual misconduct, security and crime reporting, as well as the University's non-discrimination policy and emergency response and evacuation plan. The list is not exhaustive, and is best viewed as a starting point to begin exploring specific issues that may be of concern.

Student Code of Conduct - Rights and Responsibilities

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

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

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

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

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

17. Vandalism or unauthorized destruction of University property or the property of a University employee, student, or visitor
18. Possession, use, or threats of use of explosives or deadly weapons on University property
19. Sexually explicit, indecent, or obscene behavior on University property or by any means of communication, including the Internet
20. Sexual harassment
21. Sexual assault
22. Trespassing in an area of the University where the student is not authorized to be, or failure to leave immediately an area when directed by an employee of the University
23. Using University equipment or networks to violate copyrights
24. Violation of other lawful policy or directive of the University or its employees or any action that would grossly violate the purpose of the University or the rights of those who comprise the University

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

Disciplinary Proceedings

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

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

Dismissal from the University

Should a student be dismissed from the University for a violation of the Student Code of Conduct, such an individual will be issued a Letter of Dismissal in accordance with the policies and procedures published in the University's SSU Clery Report. On the date that the Letter of Dismissal is signed, the student shall immediately forfeit all the rights and privileges of being considered an SSU student, including but not limited to student standing and access to educational benefits provided through federal, state, and local government entities.

Academic Integrity

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

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

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

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

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

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

Academic Misconduct Appeals Policy

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

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

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

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

Academic Freedom

The governing board of SSU believes and encourages students, faculty, and staff to have the freedom of inquiry regarding courses, programs, and the University itself. This policy has been drafted in accordance with the interpretation of both the 1940 Statement of Principles on Academic Freedom and Tenure (including the 1970 Interpretive Comments) of the American Association of University Professors and in accordance with U.S. appellate court decisions.

Personal Expression on Public Issues

SSU employees (including both faculty and staff) and SSU students are free to exercise their full liberties as citizens or legal residents; including the right to express their personal convictions on issues such as social, economic, religious, and political subjects off University property. When speaking or writing as citizens, they are free from institutional censorship or discipline. However, SSU employees and students must refrain from giving any impression that their views and positions are those of Southern States University.

Academic Freedom for Faculty

Academic Freedom for faculty means that

- a) the faculty is free to speak within the confines of the University (on campus and in the classroom) and to communicate ideas or facts that are inconvenient to external political groups or authorities and may be considered controversial so long as what is presented to students directly relates to the specific subject matter of the course for which the faculty member is teaching,

- In the event a faculty member's choice of course materials are challenged, the burden will be on the challenger to establish by material evidence that the challenged material is academically inappropriate for the course.
- b) the faculty may write in public regarding their subject to express their opinions without fear of University censorship or discipline, but they must show restraint and clearly indicate that they are not speaking for SSU, and
- c) faculty members are free to conduct research in their field and publish the results subject to maintaining adequate performance and fulfilling their academic duties. The Chancellor and the Chief Academic Officer must approve any research for pecuniary gain from such research if conducted on behalf of or in partnership with Southern States University.

Academic Freedom for Students

Academic Freedom for students means that

- a) students are free to pursue their own course of study, and
- b) students may take whatever courses they choose, at whatever educational institution they choose.

At Southern States University, students are regulated by the prerogative of the faculty to determine which viewpoints are supported by scholarly standards, peer-review, and established norms within their specific discipline(s). Additionally, students do not have the right to insist that faculty provide “equal time” for competing viewpoints.

Drug, Alcohol and Tobacco Policies

The following information is provided regarding University and campus policies prohibiting the unlawful possession, use or distribution of drugs, alcohol, or tobacco; sanctions relating to drug, alcohol, and tobacco violations by students or employees; federal, state and local laws and penalties for drug and alcohol offenses; health risks associated with the use of drugs, alcohol abuse, and tobacco; and drug, alcohol, and tobacco, counseling, treatment, or rehabilitation or re-entry programs.

Members of the Southern States University Community are encouraged to review the current Annual Campus Security and Fire Safety Report, commonly referred to as the SSU Clery Report, available at [SSU Clery Report](#). Additional information includes SSU’s Drug, Alcohol, and Tobacco Prevention Policy, Annual Information on Distribution, state and federal laws and violations (including the potential loss of financial aid), health risks, and a short list of known available state and national resources for treatment.

Drug-Free Campus Policy

SSU prohibits the possession, use, or distribution of illegal drugs on University property. Possession, sale, use, or distribution of controlled substances, including marijuana, is a violation of federal and/or state laws and University policy. Students and employees who violate state or federal drug laws will be referred by SSU to the appropriate authorities for criminal prosecution, and, if convicted, may be subject to suspension, termination, or expulsion from the University.

Southern States University prohibits the use, possession, and/or sale of marijuana in any form on all University campuses, while attending off-campus University-sponsored or endorsed events, and while conducting business on behalf of the University.

On November 8, 2016, California and Nevada voters passed measures legalizing the use of recreational marijuana among people over the age of 21. It is important to understand that passage of these laws does

not change Southern State University's policy; marijuana remains prohibited on all University property and at all University events.

Notwithstanding state legalization, using, distributing and possessing marijuana remains illegal under federal law. The federal Controlled Substances Act criminalizes possession and distribution of controlled substances, including marijuana, with a limited exception for certain federally approved research. The Drug Free Schools and Communities Act and the Drug Free Workplace Act require that Southern States University, as a recipient of federal funding, establish policies that prohibit marijuana use, possession and distribution on campus and in the workplace.

Alcohol Policy

The possession, consumption, or sale of alcohol on campus or at SSU-sponsored activities is prohibited, unless specifically sanctioned by the University and allowed by state and local alcoholic beverage regulations. The use of alcoholic beverages in the following instances must be approved by the chancellor or any designated staff on campus and at functions sponsored by SSU.

Non-alcoholic beverages and food items must be available at the same place as the alcoholic beverages and readily accessible if alcoholic beverages are available. Advertisements for social functions may not describe the availability of alcohol as a promotional tool nor promote consumption of alcohol by minors. All persons must have proof of age at any activity involving the consumption of alcoholic beverages. If alcoholic beverages are served, the sponsoring organization must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear to be intoxicated. Individuals involved in the illegal use or distribution of alcohol are subject to arrest and University disciplinary action.

Smoke and Tobacco-Free Policy

The use of tobacco products (including but not limited to, cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco or all other tobacco products) as well as smoking or use of any smoking device (including but not limited to unregulated nicotine products), by students, faculty, staff, and visitors is strictly prohibited at all times on SSU owned or operated campus locations. In doing so all areas of the University are designated as "Tobacco and Smoke-Free Areas" in this Policy.

Reporting Crimes, Emergencies, and Safety Concerns

It is the policy of SSU that students and employees shall report any and all safety hazards, crimes, loss of property, significant illness, or injury to a Campus Director or the Title IX Coordinator. Proper reporting facilitates the apprehension of criminals and assists in making the entire campus safe. All campus directors and senior administrators are mandated to report incidents to the University Chancellor and to coordinate with local law enforcement agencies to apprehend those who violate these regulations or commit crimes on campus. When necessary, SSU will press charges against criminal violators. SSU encourages crime victims, witnesses, and anyone who learns about a crime to report the crime or emergency promptly and accurately to the most appropriate authority.

Any person in immediate danger due to a crime or an emergency should call 9-1-1

Campus Contact Information

The following list of University Campus Personnel who are authorized points of contact at their respective campus. For questions about this report, please contact the appropriate point of contact.

Campus Location	Contact Person	Contact Title	Contact Phone Number
San Diego, CA	Denise Mastro	Director of Administration, Campus Director	(619) 298-1829 (619) 806-2309 (emergency only)
Irvine, CA	Beate Berg	Branch Campus Director	(949) 833-8868
Las Vegas, NV	William Doyle	Branch Campus Director	(702) 786-3788
All Campuses	Monica Hofmann	Title IX Coordinator	(619) 298-1829 TitleIX@ssu.edu

All University students, faculty and staff, and other individuals who are part of the SSU community may also email campussafety@ssu.edu or [report an incident](#) on the SSU website.

Any Southern States University community member is encouraged to reference the [SSU Clery Report](#) for more detailed information regarding SSU's policies related to the following topics:

- Additional emergency contact information of local law enforcement
- Safety Awareness and Crime Prevention
- Facilities and Campus Security
- Timely Warnings and Emergencies Notifications
- Emergency Response and Reporting
- Discrimination, Equal Opportunity, Harassment, and Retaliation Policies
- Campus Sex Crimes Prevention
- Reporting EEOC and Civil Rights Offenses
- University Ingestion, Disciplinary Procedures, and Sanctions
- Annual Campus Crime Report Statistics

In addition to local law enforcement, crimes may also be reported to Campus Security Authorities ("CSAs"). CSAs will not investigate the crime, but they submit reports to the University Chancellor, who will coordinate with local law enforcement when deemed appropriate. The University Chancellor assesses the information provided in the Campus Security Authority Crime Report, determines whether an immediate response is warranted, if a Timely Warning or Emergency Notification should be issued and determines appropriate follow-up.

Reporting Campus Health and Safety Concerns

Students, faculty, staff, and visitors to any University campus, facility, or event should immediately report health or safety concerns to the Chancellor or Branch Campus Director. If no one is available to meet you in person, please contact the main phone number for the local campus, email campussafety@ssu.edu, or [report an incident](#) on the SSU website.

Voluntary, Confidential Crime Reporting

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

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

Sexual Misconduct, Harassment, and Related Crimes

As required by law and policy, Southern States University expressly prohibits domestic violence, dating violence, sexual assault, stalking, and harassment. Retaliation against an individual for the reporting, testifying, and/or otherwise assisting in the investigation of such incidents is also prohibited.

Comprehensive information regarding SSU's policies and procedures relating to Sexual Misconduct Prevention and Awareness can be found by reviewing the [SSU Clery Report](#). Specifically, SSU community members can see information on the following topics:

- Procedures for Victims of Sexual Misconduct
- Discrimination, Equal Opportunity, Harassment, and Retaliation Policies
- University Ingestion, Disciplinary Procedures, and Sanctions

SSU Community members needing to report an instance of Sexual Misconduct are encouraged to file a report with the SSU Title IX Coordinator by emailing TitleIX@ssu.edu, or by completing an referral form available at www.ssu.edu/reporting-an-incident.

Sexual Misconduct Policy

Federal and state laws define various violent and/or non-consensual sexual acts as crimes. Though some of these acts intersect with criminal law, Southern States University has defined categories of sex and gender harassment and/or discrimination as sexual misconduct, bias-based harassment of one's sex, gender, or related identity; intimate partner (dating and/or domestic) violence; non-consensual sexual contact; and/or stalking. Sanctions will be based on the facts and circumstances of the particular allegation and that acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Generally speaking, Southern States University considers Non-Consensual Sexual Intercourse violations to be of the most serious sexual misconduct offenses and therefore typically imposes the most severe sanctions, including but not limited to expulsion for students and termination for employees. However, the University reserves the right to impose any level of sanction, ranging from a reprimand up to and including expulsion or termination, for any act of sexual misconduct or other sex or gender-based offenses.

A full list of definitions used by Southern States University regarding Sexual Misconduct, including harassment and discrimination, are available at [SSU Clery Report](#).

University Grievance Policy

The University is committed to providing a learning and working environment in which complaints and grievances are addressed fairly and resolved promptly. As such SSU continuously strives to provide a fair and reasonable University governing system and is committed to ensuring that all University parties have access to the information they need regarding the University's policies and procedures. It is the intent of this policy to aid the University in providing a fair internal process for the resolution of academic, administrative, and operational disputes between and among students, staff, faculty, and administrators within the Southern States University community.

The formal policies herein are intended to be used only when matters cannot be resolved informally. SSU community members who feel aggrieved should first seek to resolve the issue through informal resolution at the unit, department, or campus level before filing a formal grievance under this policy. The procedures contained herein are not intended to be used to challenge the desirability of University Policies.

Two general types of complaints are addressed by this policy:

- Student Complaints
- Employee Complaints

Note that grades are not subject to grievance under this policy (see Grade Appeals in this Catalog).

For complaints related to the Sexual Misconduct, Harassment, and Retaliation policies, including ADA and EEOC complaints, SSU community members are encouraged to review the information presented in the SSU Clery Report and to use the appropriate SSU Misconduct and Grievance Referral Form available at www.ssu.edu/reporting-an-incident.

All Southern States University community members are encouraged to voice their comments and concerns so that the University can best serve all members of the University community.

Grievance Definitions

Grievance

A written complaint filed by a student of Southern States University against an employee or contractor of Southern States University or against a policy of Southern States University relating to a breach, misinterpretation, or misapplication of an existing University policy or established practice or protocol.

Student

Student is defined by US Code 5 USCS § 8101 as an individual training at an institution which is (b) a school or college or university which has been accredited by a State or by a State-recognized or nationally recognized accrediting agency or body. Such individuals are deemed not to have ceased to be students during an interim between school years if the interim is not more than 4 months and if they show to the satisfaction of the University that they have a bona fide intention of continuing to pursue a course of study or training during the semester or other enrollment period immediately after the interim or during periods of reasonable duration during which, in the judgment of the University, they are prevented by factors beyond their control from pursuing their education.

Faculty Member

A person who is employed or contracted by Southern States University to deliver curriculum to students. Faculty are categorized as either full-time or part-time faculty.

Academic Staff

A person who is employed by Southern States University to assist students in the delivery of curriculum, including but not limited to Academic Advisors, Librarian, Library Assistant, etc.

Administrative and Operational Staff

A person who is employed by Southern States University to assist in the administrative operation of the university in order to fulfil its mission. Such employees include but are not limited to the University Registrar, Bursar, Career Advisors, Information Technology personnel, and admissions staff.

University Administrator

A person who is the appointed head of an administrative or academic unit, campus director, chair, dean, officer, Provost, or Chancellor.

Policy

A written statement of protocols, principles, and procedures that govern the actions of University community members within or on behalf of the University, including written rules, bylaws, procedures, and/or standards.

Practice

Actions taken by University personnel (including staff, faculty, administrators, and contractors), based on customs or standards within the University that may be unwritten but of longstanding durations and for whose existence the reporting party can offer evidence. This can be viewed as formal or informal precedence.

Violation

A breach, misinterpretation, or misapplication of existing policy or established practice.

Confidentiality

All information submitted as part of a complaint will be treated as confidential and will only be available to the appropriate/involved parties. The complainants (reporting party) should also respect the need for confidentiality throughout the complaint process. An SSU community member who submits a complaint should be aware that complete confidentiality cannot always be guaranteed if effective action is to be taken. Where a complaint is in reference to a specific individual, the complaint cannot be investigated if the complainant does not wish the allegation to be made known to that individual. Anonymous complaints may not be considered. Confidentiality cannot be guaranteed if the complaints are related to the Sexual Misconduct, Harassment, and Retaliation policies, including ADA and EEOC complaints, as specified in the [SSU Clery Report](#).

University Grievance Procedure for Students

Students should use the following procedure for complaints about service, support, or assistance provided by academic, administrative, and operative departments of Southern States University as well

as complaints regarding academic and non-academic appeals policies and procedures (except for grade appeals).

Level 1: Informal Complaint

Students should discuss their concerns with the person(s) who is directly responsible (e.g. course instructor, staff member, etc.) in order to resolve the issue. Depending on the severity of the issue, a written record may or may not be drafted and placed in the student's permanent record.

Level 2: Formal Complaint

If the complaint cannot be resolved to the satisfaction of the student at Level 1, the student should discuss the issue with their Campus Director. The Campus Director will consider the complaint and attempt to bring the issue to a satisfactory resolution.

In certain situations, the Campus Director may refer the complaint to an appropriate University administrator or University committee. The respective Administrator or Committee will consider the complaint and provide a written recommendation to the Campus Director.

The Campus Director will consider the proposed recommendation and notify the student in writing of the decision. Written documentation regarding the resolution will be placed in the student's file and maintained for a minimum of seven (7) years past the student's last date of attendance.

Level 3: Escalated Complaint

After following the steps above for Level 1 and Level 2 complaints, the student may submit a formal written complaint to the Grievance Committee by filing an SSU Misconduct and Grievance Referral Form, available at www.ssu.edu/reporting-an-incident. The complaint will be referred to the appropriate department head or administrator who will work with the Grievance Committee to investigate and proffer a resolution. The appropriate department head or Grievance Committee may reach out to the student to further discuss the grievance and draft resolution prior to finalization. This draft resolution must then be reviewed and approved by the University Chancellor in order to become binding and final. A written resolution response will be provided to the student once the resolution has been approved by the University Chancellor.

The original written complaint, any related documentation, a copy of the resolution response, and a description of any actions taken as a result of the complaint will be maintained on file for seven (7) years past the student's last date of attendance.

Level 4: Unresolved Complaints

If the student is dissatisfied with the final resolution as approved by the University Chancellor, they have the right to file a complaint with ACICS and with the Nevada Commission on Postsecondary Education at the addresses below.

University Grievance for Employees

This policy is intended to provide fair and prompt consideration to all employee complaints regarding issues and concerns related to working conditions, performance, policies, procedures, and/or problems or issues with co-workers or supervisors. The University encourages all employees to use the complaint

procedure without fear of prejudice or retaliation and with the assurance that their confidences will be respected.

Human Resources will keep all expressions of concern, investigative findings, and terms of any resolution in confidence, unless otherwise required by law. It should be noted that in the course of investigation and issue resolution, some dissemination to others may be necessary and/or appropriate.

Level 1: Informal Complaint

Southern States University expects that each employee will attempt to resolve the conflict directly and informally. However, unresolved conflicts may be escalated to either Human Resources or to the employee's supervisor.

Level 2: Formal Complaint - Supervisor

If the complaint cannot be resolved to the satisfaction of the employee at Level 1, the employee should discuss the issue with their supervisor. The supervisor will consider the complaint and attempt to bring the issue to a satisfactory resolution.

In certain situations, the supervisor may refer the complaint to either Human Resources, an appropriate University administrator, or University committee. Human Resources, the respective Administrator, or Committee will consider the complaint and provide a written recommendation to the supervisor.

The supervisor will consider the proposed recommendation and notify the employee in writing of the decision. Written documentation regarding the resolution will be placed in the employee's file and maintained for a minimum of seven (7) years past the employee's last date of employment.

Level 3: Formal Complaint – Human Resources

After following the steps above for Level 1 and Level 2 complaints, the employee may submit a formal written complaint to Human Resources and the Grievance Committee by filing an SSU Misconduct and Grievance Referral Form, available at www.ssu.edu/reporting-an-incident. The complaint will be referred to Human Resources, which will enlist the assistance and review of the appropriate department head or administrator who will work with the Grievance Committee to investigate and proffer a resolution. The appropriate department head or Grievance Committee may reach out to the employee through Human Resources to further discuss the grievance and draft resolution prior to finalization. This draft resolution must then be reviewed and approved by the University Chancellor in order to become binding and final. A written resolution response will be provided to the employee once the resolution has been approved by the University Chancellor.

The original written complaint, any related documentation, a copy of the resolution response, and a description of any actions taken as a result of the complaint will be maintained on file for seven (7) years past the employee's last date of employment.

Level 4: Unresolved Complaints

If the employee is dissatisfied with the final resolution as approved by the University Chancellor, they have the right to file a complaint with ACICS and with the Nevada Commission on Postsecondary Education at the addresses below.

Unresolved Complaints

If complaints cannot be resolved with the University after following the University's Grievance Procedures, the following agencies can be contacted directly.

Accrediting Council for Independent Colleges and Schools

Complaints may be filed with the University's institutional accrediting body by contacting the Accrediting Council for Independent College and School.

Address: 1350 Eye Street, NW
Suite 560
Washington, DC 20005
Website: www.acics.org
Email: complaintsadverse@acics.org

Nevada Commission on Postsecondary Education

Pursuant to NRS 394.443 and NRS 394.520 students enrolled in a licensed, private postsecondary institutions in the state of Nevada, have the right to register a legitimate claim with the Commission on Postsecondary Education. Employees and members of the public are also invited to contact the Commission.

Address: 2800 E. St. Louis Avenue
Las Vegas, NV 89104
Phone: (702) 486-7330
Fax: (702) 486-7340
Website: www.cpe.nv.gov

Student Support Services

Academic Advising

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

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

Why Academic Advising is Important

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

Advising is available to help students

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

What Are the Students' Responsibilities Regarding Advising?

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

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

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

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

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

Where to Go for Academic Advising

San Diego Main Campus

Academic Adviser
1094 Cudahy Place
Suite 120
San Diego, CA 92110
(619) 298-1829

Las Vegas Branch Campus

Academic Adviser
2000 South Jones Blvd
Suite 140
Las Vegas, NV 89146
(702) 786-3788

Libraries and Resource Material Center

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

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

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

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

For more information, contact the SSU's Librarian by emailing library@ssu.edu.

Students with Disabilities: Reasonable Accommodation

If current or prospective students are in need reasonable accommodations, they should schedule an appointment with the respective Dean of their program. At this meeting, the nature of the reported disability and its impact on learning will be discussed, as will the process of receiving reasonable accommodations and the types of accommodations available.

In order to move forward with a reasonable accommodation request, students are to bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

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

The respective Dean of their program. will review the documentation and will offer the student what is deemed to be any necessary accommodations. A formal Statement of Reasonable Accommodation will be drafted, signed by both the student and the respective Dean of their program, and placed in the student's official file.

Career Services

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

Services provided include, but are not limited to:

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

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

Alumni Relations

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

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

University Housing

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

Las Vegas:

As of June 2021, the average price of a 1 bedroom/1 bath in the Las Vegas Area is around \$973
https://www.rentometer.com/analysis/1-bed/2000-south-jones-boulevard-las-vegas-nevada-89146/UJAT8y_ivSg/quickview

Campus Security

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

Social Media

Today, social media is crucial to all kinds of businesses, but this is especially true in the education field. Social media allows SSU to be connected with prospective students, current students, and alumni all around the world. Thus, various social media sites are used to facilitate the University's students' lives. The University posts events, job opportunities, and promotes relations between students on social media sites, including Facebook, LinkedIn, and Instagram:

- <https://www.facebook.com/southernstatesuniversity/>
- <https://www.facebook.com/ssuirvine>
- <https://www.facebook.com/LVSSU/>
- <https://www.facebook.com/SSU-Southern-States-University-Career-Services-1441284906154714/>
- <https://www.facebook.com/Southern-States-University-Library-218412098229355/>
- <https://www.linkedin.com/school/southern-states-university/https://www.instagram.com/southernstatesuniversity/?hl=en>

On SSU's Facebook page students can exchange books, peruse job opportunities (including instructions for applying for these jobs) and/or socialize with other students. The University recommends its new students join this page to be apprised of all upcoming events at Southern States University.

Academic Programs of Study

SSU's undergraduate and graduate degree and certificate programs are designed and offered in a way that appropriately balances distinct types and levels of education and training and includes a comprehensive curriculum with appropriate coursework to achieve the program outcomes that are valuable to students' business, marketing, and information technology industries.

The SSU programs of study are designed for both individuals who are just beginning their education to establish a solid foundation of knowledge in the practices of business and information technology as well as to provide students who are already practicing in the field to deepen their knowledge, skills, abilities, and attitudes for the benefit of those they serve.

Courses within each academic program may be any combination of in-person, online, or a hybrid of the two modalities. SSU courses incorporate any combination of tools available (video lectures, short videos on specific concepts, external links, discussion threads, etc.) as well as study guides, textbooks, and other materials as dictated in each course syllabus.

Note: Graduation from an SSU certificate or degree program does not confer a state or other external certification. Students are encouraged to consult with state boards as well as specialty associations should they wish to receive official certification, credentialing, and/or licensure.

Program offerings vary by campus, as shown in the Academic Program by Campus Chart below:

	San Diego, CA		Irvine, CA		Las Vegas, NV	
	On-Campus	Online	On-Campus	Online	On-Campus	Online
BBA	X	X	X	X		
MBA	X	X	X	X	X	X
MSIT	X	X	X	X	X	X
UCert-Mktg	X	X	X	X		
GCert-BA	X	X	X	X	X	X
GCert-IT	X	X	X	X	X	X
Note: All on-campus courses include online components						

Graduate Degree Programs

Southern States University offers two (2) degree programs at the graduate-level. These degrees are:

- Master of Business Administration
- Master of Science in Information Technology

Master of Business Administration (MBA)

Southern States University's Master of Business Administration is a two-year program designed to help prepare students for dealing with a world of business and industry that is constantly changing and evolving. With its emphasis on providing a solid academic and theoretical business foundation combined with modern management skills, the program is structured to ensure its students acquire an in-depth understanding of the structure of the global economy, as well as the practical business decision-

making skills required to cope with the ever-increasing complexity of business activities in this global economy. In addition to its educational focus on globalization and international business knowledge and skills, SSU is uniquely positioned to offer an MBA program that brings together aspirants from countries all around the world to study in a collaborative spirit. In consideration of students' tight schedules and responsibilities, SSU's MBA courses are offered on weekday evenings and Saturday mornings and afternoons.

This degree can be completed 100% online, however, students at the Las Vegas Campus may complete no more than 50% of their program requirements online.

MBA Program Learning Outcomes

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

1. Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions. (PLO-1)
2. Utilize both quantitative and qualitative methodologies to examine the global business environment within which successful multinational firms operate. (PLO-2)
3. Apply and integrate relevant theories and practical solutions to different problems that continue to confront business managers in various settings. (PLO-3)
4. Develop a successful business model employing knowledge of the various business and management components and constructs, strategic initiatives, and leadership principles currently used in global business environments. (PLO-4)
5. Communicate and present in a clear and professional manner. (PLO-5)

MBA Employment Potential

Upon program completion, students could reasonably seek employment in the following professions:

- Chief Executive (SOC2010 11-1011; CIP2010 – 52.0201)
- General Operations Manager (SOC2010 11-1021; CIP2010 – 52.0201)
- Sales Manager (SOC2010 11-2022; CIP2010 – 52.0201)
- Administrative Services Manager (SOC2010 11-2022; CIP2010 – 52.0201)
- Industrial Production Manager (SOC2010 11-3011; CIP2010 – 52.0201)
- Transportation, Storage, and Distribution Manager (SOC2010 11-3071; CIP2010 – 52.0201)
- Construction Manager (SOC2010 11-9021; CIP2010 – 52.0201)
- Social and Community Services Manager (SOC2010 11-9151; CIP2010 – 52.0201)
- Manager, all other (SOC2010 – 11-9199; CIP2010 – 52.0201)
- Cost Estimator (SOC2010 13-1051; CIP2010 – 52.0201)
- Management Analyst (SOC2010 13-1111; CIP2010 – 52.0201)
- Postsecondary Business Teacher (SOC2010 25-1011; CIP2010 – 52.0201)

Master of Business Administration (MBA) Program Courses

MBA Core Classes

		49 Quarter Credits
BU-503	Business Fundamentals	3.0 Quarter Credits
BU-501	Financial Accounting	4.0 Quarter Credits
BU-502	Applied Business Research and Communication Skills	4.0 Quarter Credits
BU-504	Integrated Marketing Communications	4.0 Quarter Credits
BU-506	Managerial Economics	4.0 Quarter Credits
BU-510	Operations Management	4.0 Quarter Credits
BU-513	Statistics for Business	4.0 Quarter Credits
BU-517	Business Law	4.0 Quarter Credits
BU-521	Organizational Leadership	4.0 Quarter Credits
BU-522	Managerial Finance	4.0 Quarter Credits
BU-524	Strategic Management	4.0 Quarter Credits
BU-599	Professional Applied Project	6.0 Quarter Credits

The MBA program provides an International Business Specialization:

International Business Specialization Courses

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

MBA Program Requirements

To receive the Master of Business Administration degree from Southern States University, students must successfully complete the 12 core courses and four (4) specialization courses for a total of 65 credit hours.

Students must have a 3.0 cumulative GPA or higher in order to graduate.

Students must complete the requirements within a three (3) year period.

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

Master of Science in Information Technology (MSIT)

Southern States University's Master of Science in Information Technology is a two-year program that prepares students in the field of information technology. With its emphasis on providing a solid academic and theoretical foundation combined with modern IT skills, the program is structured to ensure its students acquire an in-depth understanding of the IT field, as well as the technical skills required to cope with the ever-increasing complexity of IT issues in the modern world. In consideration of students' tight schedules and responsibilities, SSU's IT courses are offered on weekday evenings and Saturday mornings and afternoons. In addition, the MSIT program can be offered up to 100% online.

MSIT Program Learning Outcomes

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

1. Demonstrate in-depth understanding of the role of IT in organizations and the various technologies comprising the broader area of information technology, and their interworking. (PLO-1)
2. Analyze the ethical issues in information systems and measures to address them. (PLO-2)
3. Utilize information systems project management skills. (PLO-3)
4. Design a complete IT system with database, networking, and other technologies and tools comprising IT. (PLO-4)
5. Apply technologies in server scripting, e-commerce, cloud computing, data analytics, information security, and computer forensics. (PLO-5)

MSIT Employment Potential

Upon program completion, students could reasonably seek employment in the following professions:

- Computer and Information Systems Manager (SOC2010 - 11-3021; CIP2010 - 11.0103)
- Computer and Information Research Scientist (SOC2010 - 15-1111; CIP2010 - 11.0103)
- Computer Systems Analyst (SOC2010 1121; CIP2010 – 11.0103)
- Software Developer, Applications (SOC2010 15-1132; CIP2010 – 11.0103)
- Software Developer, Systems Software (SOC2010 15-1133; CIP2010 – 11.0103)
- Computer Network Architect (SOC2010 15-1143; CIP2010 – 11.0103)

Master of Science in Information Technology (MSIT) Program Courses

MSIT Required Core Courses

56 Quarter Credits

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

MSIT Program Requirements

To receive the Master of Science in Information Technology degree from Southern States University, students must successfully complete the 14 core courses for a total of 56 credit hours.

Students must have a 3.0 cumulative GPA or higher in order to graduate.

Students must complete the requirements within a three (3) year period.

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

Graduate Certificates

Southern States University offers two (2) certificate programs at the graduate level. These certificates are:

- Graduate Certificate in Business Administration (GCert-BA)
- Graduate Certificate in Information Technology (GCert-IT)

Graduate Certificate in Business Administration (GCert-BA)

Southern States University's Graduate Certificate in Business Administration at the graduate level is a one-year program designed to help prepare students for dealing with a world of business and industry that is constantly changing and evolving. With its emphasis on providing a solid academic and theoretical business foundation combined with modern management skills, the program is structured to ensure its students acquire an in-depth understanding of the structure of the global economy, as well as the practical business decision-making skills required to cope with the ever-increasing complexity of business activities in this global economy. A total of seven courses build strong foundation skills in core subject areas and develop analytical, critical, and creative thinking. Elective courses guide students into several functional areas of management affording students the ability to develop skills necessary to take on the many challenges present in this constantly evolving field.

GCert-BA Program Learning Outcomes

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

1. Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions. (PLO-1)
2. Apply relevant theories and practical solutions to different problems that continue to confront business managers in various settings. (PLO-2)
3. Demonstrate knowledge of the various business and management components and constructs, strategic initiatives, and leadership principles currently used in global business environments. (PLO-3)

GCert-BA Employment Potential

Upon program completion, students could reasonably seek employment in the following professions:

- Sales Manager (SOC2010 11-2022; CIP2010 – 52.0201)
- Administrative Services Manager (SOC2010 11-2022; CIP2010 – 52.0201)
- Industrial Production Manager (SOC2010 11-3011; CIP2010 – 52.0201)
- Transportation, Storage, and Distribution Manager (SOC2010 11-3071; CIP2010 – 52.0201)
- Construction Manager (SOC2010 11-9021; CIP2010 – 52.0201)
- Social and Community Services Manager (SOC2010 11-9151; CIP2010 – 52.0201)
- Manager, all other (SCO2010 – 11-9199; CIP2010 – 52.0201)
- Cost Estimator (SOC2010 13-1051; CIP2010 – 52.0201)
- Management Analyst (SOC2010 13-1111; CIP2010 – 52.0201)

Graduate Certificate in Business Administration (GCert-BA) Program Courses

Core Requirements (4 courses)

15 Quarter Credits

BU-503	Business Fundamentals	3.0 Quarter Credits
BU-502	Applied Business Research and Communication Skills	4.0 Quarter Credits
BU-504	Integrated Marketing Communications	4.0 Quarter Credits
BU-521	Organizational Leadership	4.0 Quarter Credits

Elective Courses (3 courses)

12 Quarter Credits

BU-501	Financial Accounting	4.0 Quarter Credits
BU-510	Operations Management	4.0 Quarter Credits
BU-517	Business Law	4.0 Quarter Credits
BU-524	Strategic Management	4.0 Quarter Credits
BU-530	Globalization of Business	4.0 Quarter Credits

GCert-BA Certificate Requirements

To receive the Graduate Certificate in Business Administration from Southern States University, students must successfully complete the four (4) required core courses and three (3) elective courses for a total of 27 credit hours, which is equivalent to 280 contact hours.

Students must have a 3.0 cumulative GPA or higher in order to graduate.

Students must complete the requirements within a five (5) quarter period.

	Classes:	Credits:
GCert-BA Core Courses	4	15
GCert-BA Electives Courses	3	12
Total Completion Requirements – Graduate Certificate in Business Administration	7	27

Note: Several of these courses have prerequisites as shown in the course listing on the next pages. Prerequisites must be fulfilled concurrently or before enrolling in a course with such prerequisites.

Graduate Certificate in Information Technology (GCert-IT)

The Certificate in Information Technology program is designed to give participants the knowledge, skills, and abilities to begin a career in an IT-related field. The certificate addresses the role of IT in organizations and the various technologies comprising the broader area of information technology, and their interworking. A total of seven courses at the graduate level build strong foundation skills in core subject areas and develop analytical, critical, and creative thinking. Elective courses guide students into functional IT subjects, or allow a broader focus, affording students the ability to develop skills necessary to take on the many challenges present in this constantly evolving field. Students who join the program should expect to acquire the core knowledge and skills needed to understand and assist in the development and management of IT systems.

GCert-IT Program Learning Outcomes

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

1. Demonstrate a good understanding of the role of IT in organizations and the various technologies comprising the broader area of information technology, and their interworking. (PLO-1)
2. Demonstrate understanding of the information systems life-cycle. (PLO-2)
3. Apply information systems project management skills. (PLO-3)
4. Assist in the design a complete IT system with database, networking, and other technologies and tools comprising IT. (PLO-4)

GCert-IT Employment Potential

Upon program completion, students could reasonably seek employment in the following professions:

- Computer and Information Systems Manager (SOC2010 - 11-3021; CIP2010 - 11.0103)
- Computer and Information Research Scientist (SOC2010 - 15-1111; CIP2010 - 11.0103)
- Computer Systems Analyst (SOC2010 1121; CIP2010 – 11.0103)
- Software Developer, Applications (SOC2010 15-1132; CIP2010 – 11.0103)
- Software Developer, Systems Software (SOC2010 15-1133; CIP2010 – 11.0103)
- Computer Network Architect (SOC2010 15-1143; CIP2010 – 11.0103)

Graduate Certificate in Information Technology Courses

Required Core Courses (4 courses)

14 Quarter Credits

IT-500	IT Foundations	2.0 Quarter Credits
IT-501	Information Technology Systems	4.0 Quarter Credits
IT-502	Systems Analysis and Design	4.0 Quarter Credits
IT-510	Database Systems	4.0 Quarter Credits

Electives (Choose 3 courses)

12 Quarter Credits

IT-513	Computer Networks	4.0 Quarter Credits
IT-516	Web Information Systems	4.0 Quarter Credits
IT-517	Electronic Commerce Systems	4.0 Quarter Credits
IT-520	Information Security	4.0 Quarter Credits
IT-530	Cloud Computing	4.0 Quarter Credits
IT-531	Data Analytics	4.0 Quarter Credits
IT-532	Computer Forensics	4.0 Quarter Credits
IT-533	Ethical Issues in IT	4.0 Quarter Credits

GCert-IT Program Requirements

To receive the Graduate Certificate in Information Technology from Southern States University, students must successfully complete the four (4) required core courses and three (3) elective courses for a total of 26 credit hours, which is equivalent to 260 contact hours.

Students must have a 3.0 cumulative GPA or higher in order to graduate.

Students must complete the requirements within a five (5) quarter period.

	Classes:	Credits:
GCert-IT - Core Courses	4	14
GCert-IT – Elective Courses	3	12
Certificate in IT - Total Graduation Requirements	7	26

Note: *Several of these courses have prerequisites as shown in the course listing on the next pages. Prerequisites must be fulfilled before enrolling in a course with such prerequisites.*

Course Descriptions

Course Numbering

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

Undergraduate Lower-division Courses (100-299)

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

Undergraduate Upper-division Courses (300-499)

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

Graduate Level Courses (500-599)

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

Prerequisites

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

Graduate Level Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
BU-501	Financial Accounting	4.0
<p>This course provides an introduction to accounting procedures and practices. Students will explore the relationship between business and accounting, and how to analyze business transactions. The course will also explain how the accounting cycle operates and the differences between accrual and cash basis accounting. It will also explain how to determine different methods of inventory and asset valuation, and it will elucidate the importance of earnings and corporate governance.</p> <p>Prerequisites: BU-503 and BU-502</p>		
BU-502	Applied Business Research and Communication Skills	4.0
<p>This course provides an introduction to graduate business studies focusing on the applied business research and communication skills necessary to be successful in both an academic MBA program and the current economic environment and workplace. It covers information literacy, research and research methodologies, oral and written communication skills as well as critical thinking, problem solving and decision-making paradigms. As designed, the course will familiarize students with the tools necessary for the successful presentation of theories and concepts as they apply to real world managerial scenarios including business decision-making.</p> <p>Prerequisite: None</p>		
BU-503	Business Fundamentals	3.0
<p>Business Fundamentals is designed for students with no or limited knowledge of business. Students will analyze and apply knowledge in 10 business areas necessary to address a wide variety of business-related situations. Students will master core proficiencies in the following business areas: Marketing, Finance, Accounting, Operations Management, Economics, Global Business, Quantitative Techniques and Statistics, Business Ethics, Leadership, and Business Research (including APA 6th edition guidelines).</p> <p>Prerequisite: None</p> <p>Equivalency: BU-500 for students under existing enrollment agreements prior to Winter 2021</p>		
BU-504	Integrated Marketing Communications	4.0
<p>Integrated Marketing Communications will provide an in-depth study of promotional activities, such as advertising, personal selling, sales promotions, and direct marketing, including use of the internet. Emphasis will be placed on strategic planning or promotional activities in order to communicate with customers to achieve marketing objectives. This course will also explore the relationship of integrated marketing communications with other elements of promotional activities.</p> <p>Prerequisites: BU-503 and BU-502</p>		
BU-506	Managerial Economics	4.0
<p>This course is designed to help students analyze and think through economic problems as an executive manager or as a consumer. It teaches the skills needed to develop a working understanding of the basic principles of economics, for the purpose of making decisions within a complex business and economic environment. It also emphasizes the quantitative and qualitative applications of economics to business analysis. Prerequisites: BU-503 and BU-502</p>		

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
BU-510	Operations Management	4.0
Operations Management is the implementation of the business plan by developing and executing a system which transforms inputs into finished goods or services. This course provides an overview of the concepts and quantitative methods by which managers can oversee a firm's operations and develop a competitive advantage through those operations. Topics will include forecasting, project planning, aggregate planning, inventory modeling, scheduling, materials requirements planning, strategies for location, process, layout, and supply chain management. Prerequisites: BU-503 and BU-502		
BU-513	Statistics for Business	4.0
This course will provide an introduction to statistical procedures and practices. It will cover probability tables, data description, and different types of distributions. Students will also learn the importance of regression analyses, hypothesis testing, sampling, and forecasting methodologies. These concepts will be applied to various business settings to ensure student comprehension and success. Prerequisites: BU-503 and BU-502		
BU-517	Business Law	4.0
This course will provide an overview of the ethical issues and laws that affect business sustainability. Students will also learn the relationship between ethics and laws, and how they have an overall impact on the stakeholders in an organization. Students will analyze various sources, statutes, and regulatory issues that affect domestic and international business operations. Prerequisites: BU-503 and BU-502		
BU-521	Organizational Leadership	4.0
This course will analyze the impact of leadership on organizational effectiveness. It will attempt to differentiate between a leader and a manager, and how each can be vital to an organization's success. Students will also learn new attributes of successful leaders, including interpersonal skills, attitudes, and behaviors, which can facilitate effective leadership within different types of organizations. Prerequisites: BU-503 and BU-502		
BU-522	Managerial Finance	4.0
This course will explore the scope and environment of managerial finance. Students will learn how to assess a firm's financial performance and analyze its financial statements. The course will also explain how to evaluate financial assets and explain the purpose of investing in long-term assets. It will address various capital structures, and different dividend policies that are being used by numerous firms. Students will also examine risk management, corporate restructuring, and features of international business finance. Prerequisites: BU-503 and BU-502		

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
BU-524	Strategic Management	4.0
<p>In this course, students will develop the ability to identify and frame complex strategic issues in operations, design operating strategies that address those issues, and take effective action to achieve the full potential of the decisions. This course will also explore the economic principles of business strategy and develop an analytical framework for identifying and evaluating alternative strategies. It focuses on the major managerial issues associated with project management, and the tools and techniques that can be used to address them.</p> <p>Prerequisites: BU-503 and BU-502</p>		
BU-530	Globalization of Business	4.0
<p>Students will identify and analyze various concepts and frameworks associated with the global business environment, including strategic analysis, growth and opportunity identification, and structure from both a cultural and an organizational perspective. Students will also explore international management practices and how they differ based upon the configuration of an organization.</p> <p>Prerequisites: BU-503 and BU-502</p>		
BU-532	International Economics	4.0
<p>International Economics examines international trade theory and determines how international trade affects specific components within various economic and regional blocs. The course will familiarize students with monetary and banking issues that pertain to international transactions, and it will address various topics of international interest, including the balance of payments, exchange rates, trade and monetary institutions, and how different trade agreements impact tariff policies among nations.</p> <p>Prerequisites: BU-503 and BU-502</p>		
BU-534	International Marketing	4.0
<p>Students will explore international marketing concepts from an entrepreneurial and managerial perspective. Specific emphasis will be placed upon cultural components and how they affect product, price, place, distribution, and promotion. The course will also examine the impact of multinational corporations on economic, environmental, and social development.</p> <p>Prerequisites: BU-503 and BU-502</p>		
BU-536	Global Strategy and Management	4.0
<p>Students in this class will look at various issues that confront organizations that are multi-domestic, transnational, and international. Case study analysis will be used to determine whether specific actions or strategies were successful. Particular attention will be given to strategies, including joint ventures, strategic alliances, acquisitions, mergers, foreign direct investments and various methods of importing and exporting.</p> <p>Prerequisites: BU-503 and BU-502</p>		

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
BU-599	Professional Applied Project	6.0
<p>The Professional Applied Project (PAP) is the capstone course of the MBA program, and is focused on the practical application of the knowledge acquired during the student's MBA studies. The PAP is an individual project in which the participant will apply theories and concepts learned in the classroom to the preparation of a business plan.</p> <p>Prerequisite: All other required program courses.</p> <p>Corequisite: All Specialization Courses are approved as co-requisites a student's final term.</p>		
IT-500	IT Foundations	2.0
<p>IT Foundations covers several most commonly used aspects of information technology, at a level which can be easily be grasped by non-majors. It presents HTML and Webpage creation, elements of human-computer interaction, digital representation of numeric, textual, and multimedia data, networks and databases, social impacts of IT, security mechanisms and privacy issues, and programming in JavaScript.</p> <p>Prerequisite: None</p> <p>Grading: This course is graded Pass/No Pass.</p>		
IT-501	Information Technology Systems	4.0
<p>Information Technology Systems initially covers overviews of information systems in organizations, hardware, software, database systems, the Internet and Web. It then covers various aspects of business information systems such as electronic and mobile commerce, enterprise systems, decision support systems, and knowledge management. It then covers the various aspects of information systems development namely, investigation, analysis, design, implementation, maintenance, and review. Then security, privacy, and ethical issues in information systems are covered.</p> <p>Prerequisite: IT-500</p>		
IT-502	Systems Analysis and Design	4.0
<p>This course in systems analysis and design covers: Information systems analysis fundamentals, requirements elicitation and modeling, structured analysis, specification, design and implementation, system documentation and maintenance, and quality assurance and implementation in information systems.</p> <p>Prerequisite: IT-500</p>		
IT-510	Database Systems	4.0
<p>Database Systems covers the essentials of database design and management. Emphasis is placed on logical design of database systems, entity-relationship model, relational model, object-oriented model, normalization, query languages, query processing, query optimization, integrity assertions and security, and database administration.</p> <p>Prerequisite: IT-500</p>		
IT-511	Advanced Database Systems	4.0
<p>Advanced Database Systems is the second course in the program dealing with database management. This course covers: data modeling with enhanced E-R model, database design theory, relational model, object-oriented model, physical database design and performance, advanced SQL, query optimization, transaction processing, concurrency, recovery, web and semi-structured data management, distributed</p>		

databases, data warehousing, data quality and integration, and database administration.

Prerequisite: IT-510

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
IT-513	Computer Networks	4.0
Computer Networks covers the protocol layers underlying modern networks. Specific topics covered are: Overview of history of computer networks leading up the modern-day Internet and Wireless networks; protocol layers such as application layer (e.g., HTTP, FTP, SMTP, DNS), transport layer (e.g., TCP, UDP), and network layer (e.g., IP), link layer (LANs, multi-access networks); overview of wireless and mobile networks; and network security.		
Prerequisite: IT-501		
IT-516	Web Information Systems	4.0
Web Information Systems covers the major technologies driving the development of web pages, dynamic content in web pages, web servers, and databases. It also covers Rich Internet Applications (RIA), database accesses via web applications, and web application development.		
Prerequisites: IT-501 and IT-510		
IT-517	Electronic Commerce Systems	4.0
Electronic Commerce Systems covers the key elements comprising electronic commerce. Topics covered are: E-commerce business models, E-commerce categories and applications (B2B, B2C, and C2C), E-commerce infrastructure (Internet, web, and mobile platforms), E-commerce payment systems, E-commerce security, E-commerce marketing and advertisement, online retailing and services, online auction strategies, social and ethical issues in E-commerce.		
Prerequisites: IT-510 and IT-513		
IT-520	Information Security	4.0
Information Security focuses on various important aspects of security in a present-day information system. This course covers: Historical developments and components of information security, business needs of information security, legal, ethical, and professional issues in information security, risk management, planning for security, security technology and tools, cryptography and cryptographic tools, implementing information security, and information security maintenance.		
Prerequisites: IT-501 and IT-513		
IT-530	Cloud Computing	4.0
Cloud Computing presents the fundamentals, mechanisms, architecture, and models of cloud computing, as well as working with a cloud computing system. This course covers: Fundamental concepts and models in cloud computing, cloud computing deployment models, cloud computing architecture layers, security in cloud computing, cloud infrastructure and management mechanisms, cloud service models, and cloud services and cost optimization techniques.		
Prerequisite: IT-513		

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
IT-531	Data Analytics	4.0
<p>Data Analytics initially covers the basics of big data, analytics process model, data collection, sampling, and preprocessing. It then covers predictive analytics techniques (e.g., linear regression, logistic regression, decision trees, support vector machines), descriptive analytics techniques (association rules, sequence rules, segmentation), survival analysis (measurements, Kaplan-Meier analysis, parametric survival analysis), social networks analysis (metrics, relational neighbor classifier, relational neighbor classifier, collective inference), benchmarking and data quality, and applications of analytics techniques in several commonly used applications.</p> <p>Prerequisite: IT-510</p>		
IT-532	Computer Forensics	4.0
<p>Computer Forensics covers investigative processes, procedures, and challenges, the technologies behind various hardware and software from where evidence can be gathered, the technologies used in the search, collection, examination, and analysis of digital evidence, and presentation of computer forensic evidence in a court of law.</p> <p>Prerequisite: IT-520</p>		
IT-533	Ethical Issues in IT	4.0
<p>Ethical Issues in IT provides an in-depth study of various aspects of ethical practices in the uses and applications of information technology. Emphasis is placed on computer-related codes of ethics, ethics and responsibility of IT professionals and users, computer and Internet crimes, intellectual property issues, social networking ethical issues, privacy and anonymity, and impacts of globalization.</p> <p>Prerequisite: IT-501</p>		
IT-599	IT Capstone Project	6.0
<p>In the IT Capstone course, students work on real-world projects that draw upon and apply the concepts, principles, skills, and tools that are taught in the IT courses. Students study a problem requiring an IT systems solution, then clearly define the scope of the problem, gather requirements, develop specifications, develop a project plan, design, implement, test, and document the system. The project life-cycle is managed using information systems project management techniques. The project culminates in (a) demonstrable prototype, (b) written project report, and (c) oral presentation.</p> <p>Prerequisite: All other required program courses.</p>		

University Administration, Staff, and Faculty

Administration and Staff

Chancellor – Claudia Araiza
Vice Chancellor for Academic Affairs and Chief Academic Officer - Peggy Bilbruck
Chief Financial Officer - Mats Bruin
Compliance Officer - Monica E. Hofmann
Financial Aid Administrator - Wendy Du
Director of Admissions and Operations - Denise Mastro
Director of Institutional Research - Victoria Ades
Dean, Graduate Studies – Javier Flores-Wedekind
Dean, Undergraduate Studies – Cindy Goussak
University Registrar - Wendy Du
University Bursar - Paola Procida
University Librarian - Christine Walczyk
Assessment Coordinator - Victoria Ades
Information Technology Specialist – Poshan Thakur
Career & Alumni Services Coordinator - Aisha Cunha
Title IX Coordinator - Monica E. Hofmann
Distance Education Manager - Christine Walczyk

San Diego Campus

Student Services, Academic Advisor, & Library Aide - San Diego & Online - Aisha Cunha
Administrative Assistant – Asfat Kajuna, Begum Nur Demir

Irvine Campus

Branch Campus Director - Irvine - Beate Berg
Student Services, Academic Advisor, & Library Aide - Irvine – Jason Yore
Administrative Assistant – Fabiana Saturnino

Las Vegas Campus

Branch Campus Director - Las Vegas - William Doyle
Student Services & Academic Advisor - Las Vegas - Aisha Cunha
Enrollment Manager - Las Vegas – Victor Teixeira
Student Services & Library Aide - TBD

Faculty

Peggy Bilbruck

EdD, Educational Leadership, University of Phoenix

MBA, University of Phoenix

BS, Business Management, University of Phoenix

Program: MBA, GCert-BA

Teaching Locations: Online

Tem Bugarin

DBA, United States International University

MA, Business and Public Administration, United States International University

MA, International Relations, United States International University

Program: MSIT, GCIT

Teaching Locations: Online

Javier Flores

DBA, Argosy University

MBA, University of Phoenix

BS, Business, University of Phoenix

Program: MBA, GCert-BA

Teaching Locations: Online

Ryan Gordy

DCompSci, Colorado Technical University

Master of Information Systems, University of Arkansas, Fayetteville

BSIT, Kaplan University

Program: MSIT, GCert-IT

Teaching Locations: Online

Cyndy Goussak

MBA, Pepperdine University

BA, Media, University of Arizona

Program: MBA, GCert-BA

Teaching Locations: Las Vegas, Online

Yuki Mun

DBA, Alliant International University

Mstr of Int'l Business Administration, Alliant International University

MBA, International Management, University of Dallas

Bach. of Home Economics, Kookmin University

Program: MBA, GCert-BA

Teaching Locations: Online

James Rosa

Ed.D., Education (Technology and Learning), Alliant International University

MBA, Keller Graduate School of Management, DeVry University

MS, Computer Science, West Coast University

BS, Computer Science, West Coast University

Program: MSIT, GCIT

Teaching Locations: Online

Cindy Tran

JD, UCLA School of Law

MBA, University of California, Riverside

BA, Business Economics, University of California, Irvine

Program: MBA, GCert-BA

Teaching Locations: Online

David Wylie

EdD, Adult Education, Capella University

MA Education, University of Phoenix

MMgmt, University of Phoenix

BS, Workforce Education and Development, Southern Illinois University

Program: MBA, GCert-BA

Teaching Location: Online

SOUTHERN STATES UNIVERSITY

