

# SOUTHERN STATES UNIVERSITY



## NEVADA CATALOG

(rev 11-27-2017)

**July 1, 2016 – November 30, 2017**

**Main Campus:** 123 Camino de la Reina, Suite 100 East, San Diego, CA 92108  
**Phone:** (619) 298-1829

**Additional Location:** 3100 W. Sahara Avenue, Suite 108, Las Vegas, NV 89102  
**Phone:** (702) 786-3788

[www.ssu.edu](http://www.ssu.edu) Email: [info@ssu.edu](mailto:info@ssu.edu)

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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 today's global business community. Since January 2006, SSU has grown from less than 10 students in one location to over 1,000 students studying in four Degree Programs (ABA, BBA, MBA, & MSIT), eight Certificate Programs, a Professional Program and an Intensive English Program at five campuses: three in San Diego, California (Fashion Valley, La Jolla, and Pacific Beach), one in Orange County, California (Newport Beach), and one 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, culminating in SSU being granted national accreditation in August 2010, by the *Accrediting Council of Independent Colleges and Schools* (ACICS).

Our mission is to educate the leaders of tomorrow, while preparing you to develop and achieve your personal and professional goals. Our Master of Business Administration (MBA) Degree has been designed to train you to succeed in the professional world, and to develop tomorrow's leaders. SSU also offers a world-class Intensive English Program to help non-native English speakers improve their English comprehension, reading, writing and speaking skills, and ultimately to prepare for University level studies.

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 international scholars at Southern States University. I sincerely hope and expect that you will have a wonderful experience with us!

Sincerely,

*John D. Tucker*  
Chancellor

## **MISSION STATEMENT**

Southern States University's mission is to offer competitive and professionally-recognized academic degree and certificate programs, to serve a culturally diverse student community, and to facilitate international awareness amongst our students. We are committed to improving our students' career options and opportunities, and will accomplish this by delivering cutting-edge content, teaching both the fundamental and advanced skills needed to succeed in today's competitive marketplace.

### **Educational Objectives:**

The University:

- offers a focused set of programs to educate students in the fields of *Business*, *Information Technology*, and *English Language Learning* to help students improve their career options and proficiency in the English language;
- promotes critical thinking and intellectual inquiry, which enhance cultural, social, and professional development and opportunities;
- prepares students for meaningful communicative interaction in social, academic and professional environments by integrating research, critical thinking, writing and decision-making skills;
- creates a learning atmosphere that encourages students to develop the highest standards of ethical and professional behavior;
- provides students with a strategic understanding of the role of information and communication technologies by equipping students with information literacy and research skills for analyzing facts and ideas;
- integrates formal academic learning with practical experience by employing real-world case studies for use in analyzing business conditions, conceptualizing business problems and applying decision-making skills in professional environments;
- provides students with a understanding of the role of IT in organizations and the various technologies comprising the broader area of information technology, and their interworking.
- familiarizes international and non-native English speakers with the various facets of American culture, national and local economic and job market conditions;
- seeks to enhance English proficiency skills, particularly for non-Native English speakers;
- delivers instruction through classroom and distance learning methodologies.

## **ACCREDITATION AND AUTHORIZATIONS**

### **Accreditation**

Accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4223, (202) 336-6780 (telephone), (202) 842-2593 (facsimile), [acics@acics.org](mailto:acics@acics.org), [www.acics.org](http://www.acics.org), to award a Master degree and provide an Intensive English Program.

ACICS is a nationally accrediting agency that is no longer recognized by the United States Department of Education as of December 12, 2016. ACICS is recognized by the Council for Higher Education Accreditation.

### **Authorizations**

Southern States University is also licensed in the state of Nevada by the Commission on Postsecondary Education

In the state of Nevada, the Intensive English Program (IEP) courses are accredited by ACICS but they are not licensed by the State of Nevada as they are not under the jurisdiction of the Commission on Postsecondary Education.

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 8778 South Maryland Parkway Suite 115, Las Vegas, NV 89123, <http://cpe.state.nv.us/>, (702) 486-7330, (702) 486-7340 (facsimile).

A Nevada student or member of the public may file a complaint 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 <http://cpe.state.nv.us/>.

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 Directors. The Board may delegate to such committees, councils or other groups as it shall create, any of its powers that it may deem judicious, keeping in mind that it has the ultimate responsibility for SSU, and that it must ensure proper accountability by each of these groups.

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

authorize all legal documents; and to present an annual report at the annual meeting.

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

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

- Carmen Gomide (Ex-officio, CEO of Tepper Technologies, Inc.)
- Geoffrey Forster – Independent Member
- Dan Kuehler (Chair of the Board) – Independent Member
- Gary W. Lawson – Independent Member
- José Carlos Paiva Michel - – Independent Member
- Christine Probett – Independent Member
- Harold Rucker – Non-Independent Member
- Massoud Saghafi – Independent Member
- Denise Souza-Mastro – Non-Independent Member
- John Tucker (Ex-officio, Chancellor of Southern States University)

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. SSU has not filed any bankruptcy proceedings nor had any petition in bankruptcy filed against it within the preceding five years.

## **DESCRIPTION OF FACILITIES**

### **Overview of Facilities**

The University's primary administrative and academic offices are located on its *Main Campus* at 123 Camino de la Reina, Suite 100 East, San Diego, CA, 92108. An additional location of the University in Nevada is located at 3100 W. Sahara Avenue, Suite 108, Las Vegas, NV 89102.

The Las Vegas campus is conveniently located just minutes from the world-famous Las Vegas Strip at the intersection of West Sahara Avenue and Richfield Avenue. A bus stop is easily accessible in front of the school to connect students with Las Vegas' main source of public transportation. This Additional Location includes administrative offices, library, conference room, student lounge, and classrooms.

This site is staffed with instructors and administrators who can assist students with all of their needs, and offers plentiful free on-site parking, as well as conveniently located bus service.

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.

### **The Equipment and Materials to be used for Degree and Intensive English Programs**

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



## **INSTRUCTIONAL MODALITIES AND OPTIONS**

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

- On-campus residential instruction
- Online distance learning

### **On Campus Residential Education**

Residential instruction occurs in a classroom setting throughout the year at various Southern States University locations. Students are encouraged to visit our website at [www.ssu.edu](http://www.ssu.edu) to view the current course schedule. Once enrolled, students are encouraged to use SSU's on-campus and virtual libraries, and local public libraries to find resources and information they need as they progress through their individual program of study.

SSU offers the following programs in a classroom setting:

- Master of Business Administration (MBA)
- Intensive English Program (IEP) – beginner through advanced plus TOEFL Preparation, ABSD (Advanced Business Skills Development) and Accent Reduction/Pronunciation (2 hour Elective Class)

### **Online Distance Learning**

For online instruction, students access SSU's online courses via the internet, utilizing a web based e-learning and course management platform and collaborate via an internet e-learning portal with Faculty and other students on a regular basis. In this modality, courses require that students complete at least an equivalent amount of work as required for a traditionally delivered course so that the acquired levels of knowledge, skills and/or competencies are at least equivalent to those acquired in a traditional format. Faculty may employ the same types of learning activities found in traditional courses, such as case studies, research projects and examinations, as well as require interaction with the Faculty and the other students via chat sessions and online discussion boards. Typically, interaction occurs throughout the week, with assignments returned weekly.

SSU offers online courses in the following degree and certificate programs:

- Master of Business Administration (MBA)

Online Distance Learning will be administered at the Fashion Valley Campus (main campus).

Students enrolled in the MBA program at our Las Vegas campus may take up to 50% of the total required program classes via an online modality. In addition, Nevada residents can also enroll in our 100% online MBA program.

International students with F-1 Visas may only enroll in online courses if they are simultaneously taking the required minimum residential courses in SSU's MBA program (1 course minimum).

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 XP or Vista, or Mac OS 10.x or above
- Internet access with a minimum 56KB/s modem speed. SSU recommends a high speed connection such as DSL or a cable modem.
- 1GHz or greater Pentium processor
- Sound Card and Speakers and/or headphones
- 8X or faster CD-ROM
- 512MB of RAM (or greater) is recommended
- Firefox 3 or Internet Explorer 5.0 or higher
- Microsoft Office or equivalent (Word, Excel and PowerPoint)
- PC, laptop, or tablet with video capability

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

Tuition, fees and incidental program costs are included in the Catalog Supplement, which is included as part of this Catalog and can be found on pages 109-114.

### **Tuition Payment Policies**

#### **Tuition Policy for Every Four Weeks Installment Payment Plan**

Students on an every four weeks installment payment plan are required to make their payments by Thursday of the completion of 4 weeks from the last payment, and subsequent installment payments on the 4<sup>th</sup> Thursday. Students who pay after the due date will be subject to a 10% late fee. Starting on the 5<sup>th</sup> day, an additional \$5 late fee will be charged per day. The Bursar will notify the student by email, with a copy to the University Registrar, that they will be dropped from their classes if they have failed to pay by the 15<sup>th</sup> day. Unless evidence of legitimate mitigating circumstances can be verified by the Bursar, after the 15<sup>th</sup> day, students who are still behind in their payments will be dropped from their current classes.

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).

#### **Tuition Policy for Monthly Installment Payment Plan**

Students on a monthly installment payment plan are required to make their payments by the first day of each quarter, and subsequent installment payments on the 15<sup>th</sup> of the following month. Students who pay after the first day of the quarter (or after the 15<sup>th</sup> of the following months) will be subject to a 10% late fee. Starting on the 5<sup>th</sup> day, an additional \$5 late fee will be charged per day. The Bursar will notify the student by email, with a copy to the University Registrar, that they will be dropped from their classes if they have failed to pay by the 15<sup>th</sup> day. Unless evidence of legitimate mitigating circumstances can be verified by the Bursar, after the 15<sup>th</sup> day, students who are still behind in their payments will be dropped from their current classes.

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).

#### **Tuition Policy for Quarterly Payment Plan**

Students on a quarterly payment plan are required to make their payment by the first day of regular classes in each academic term. Students who pay after the first day of the quarter (or after the 15<sup>th</sup> of the following months) will be subject to a 10% late fee. Starting on the 5<sup>th</sup> day, an additional \$5 late fee will be charged per day. The Bursar will notify the student by email, with a copy to the University Registrar, that they will be dropped from their classes if they have failed to pay by the 15<sup>th</sup> day. Unless evidence of legitimate mitigating circumstances can be verified by the Bursar, after the 15<sup>th</sup> day, students who are still behind in their payments will be dropped from their current classes.

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).

At the student's option, SSU will accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

### **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.

### **Nevada Students: Student Refund Policy** (State of Nevada Code: NRS 394.449)

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of the Registrar.

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 enrollment agreement and obtain a refund by submitting a *Withdrawal Form* to the Registrar's Office prior to the withdrawal deadline. Only when the completed *Withdrawal Form* has been submitted to the Registrar's Office does the withdrawal become official. The effective date used to determine a refund of fees will be based and computed from the last possible date of class attendance (regardless of whether the student attended).

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

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.
  - (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 Students - 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 complaint, please contact:

Nevada Commission on Postsecondary Education  
8778 South Maryland Parkway Suite 115, Las Vegas, NV 89123  
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.

### **International Registration Fee**

The international registration fee is a charge to students who utilize SSU's personnel outside of the United States. These individuals have specialized experience and can assist students about studying and living in the United States. These individuals also can assist with student visas and institution applications. In addition, because they are dealing every day with SSU's application and visa application requirements, they will be able to give specific guidance for the student's particular situation. The fee is also charged to support the administrative costs of processing registrations, and course scheduling.

This fee is not charged to students within the United States and who can provide a state issued or government issued ID. All payments must be made in person at the time of the registration by the applicant.

### **NEVADA STUDENTS:**

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

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

### **Scholarships**

Southern States University does not offer scholarships for any of its programs at this time.

## **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 Rules and Standards* for the graduate, 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 mandatory for students on F-1 visas enrolled in the MBA program. Such students must show proof of health insurance 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 page. 24 of this Catalog for the Administrative Dismissal policy.

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

## **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").

## **Credit/Hours**

Southern States University uses a quarter credit system in which credit hour are awarded based on the assessment of the knowledge, skills, or competencies acquired. For traditionally delivered courses, each unit of credit is equivalent to, at a minimum, either one hour of classroom study and outside preparation, two hours of laboratory work, three hours of internship or practicum, or a combination of the three times the number of weeks in the term. 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.

## Grading Scale

Final grades will be calculated from the percentages earned in class as follows:

Grade	Percentage from Total Work Earned	Graduate Definition	Grade Points
A	94-100%	Excellent	4.0
A-	90-93	Very Good	3.7
B+	87-89	Good	3.3
B	84-86	Average	3.0
B-	80-83	Below Average	2.7
C+	77-79	Passing	2.3
C	74-76	Minimum Passing	2.0
C-	70-73	Failing	1.7
D	60-69	Failing	1.0
F	<60	Failing	0.0

**NOTE:** Prerequisites are satisfied with a C or better.

### Grading Definition Explanations

- N/A – Indicates points will not be included in grade point average calculation.
- “P” - Pass. Indicates credit granted with no grade points being assigned.
- “NP” - Not Pass. Indicates no credit or grade points being granted.
- “I” - Incomplete. Given to a student who has not completed mandatory assignments, quizzes, or examinations, at the discretion of the instructor. An incomplete grade will only be given to students who have completed at least seventy percent of a course and cannot continue due to unforeseen circumstances. Final discretion is given to the instructor as to whether this grade is appropriate. Incomplete(s) must be removed no later than one quarter following the quarter in which the “I” is received. An “I” not removed within one quarter will become an “F”. No grade points are assigned for an “I” grade. An “F” will be calculated into the grade point average.
- “W” - Withdrawal from the class. This occurs if a student chooses to withdraw from a class after the close of business following the seventh day of the quarter start date. Students can withdraw from a class until the end of the seventh week of the quarter (at the close of business). For specific withdrawal deadlines, students are encouraged to consult the Academic Calendar. Withdrawals remain on the transcript, and no grade points are assigned. “W” is a permanent grade.
- “T” - Transfer. This is for transferred credit; no grade is assigned for each transferred class, and the credit is not entered into grade point average.
- “R” - Repeat. Students may be required to, or may choose to repeat a class in order to improve academic performance. MBA students may repeat up to two courses. 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 and the first attempt. The first attempt will be notated with an “R” on official transcripts, but will not be included into GPA calculations. Students will be charged the full tuition rate when repeating a course.

- “AU” - Audit. Students can audit a class. This does not require students to actively participate in regularly graded activities. Audited classes are subject to a special tuition rate and have no effect on GPA calculations or Satisfactory Academic Progress (SAP).

### **Computing Cumulative Grade Point Averages (GPA)**

A student’s cumulative grade point average is calculated only from courses for which the student is assigned grade points, and then using the following process: a) Multiply the number of credits for each course by grade points associated with the grade earned; b) Total the grade points earned for all the courses attempted, c) Divide the total grade points earned by the total number of credits for those classes.

### **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. 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.

## **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 Chief Academic Officer;
  - 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 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.

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **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 take action against any disruptive behavior that occurs in class or anywhere on the school grounds.

“Disruptive behavior” means conduct which prevents other students from learning or from doing the required 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.

### **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.

### **Leave of Absence**

A student who needs to interrupt his/her program at Southern States University for a period of time may apply to the Office of the Registrar by completing a Request for Leave of Absence Form by the add/drop deadline.

International students attending school on an F-1 visa must as a rule complete at least one academic year of courses before taking a leave of absence. F-1 students seeking a leave of absence prior to completing an academic year should consult with the Designated School Official (DSO) to see if any exceptions apply.

### **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.

### **Withdrawal from the University**

In order to withdraw from the MBA program between academic quarters 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.

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 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.

### **Student Rights and Privacy**

SSU students and former students may request access to, or release of, their education records as maintained by the University. Such requests, when made in person, must be made during regular business hours, and in writing on forms provided by the University. If requesting records by mail, the request

should be directed to the Registrar. Requests must be in writing, and must specify the purpose of the request, the records to which the student desires access, or to be released, and to whom they should be released. The University will reply to such requests within 10 business days from the date the request is received.

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.

Each student may request changes to his or her records. Each student may request a determination regarding changes to his or her records. Such requests must be in writing, addressed to the University Registrar, and must include the reasons for requesting such a determination. Upon receipt of the request, the Registrar will initiate a review, consulting with any appropriate University official and/or forwarding the request to such official 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.

### **Access to student education records**

Student files including admission documents and academic records are maintained at the Las Vegas location for Nevada students for a minimum of five years. Transcript records are maintained permanently.

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 MAY 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/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.

## **Directory Information**

FERPA has specifically identified certain information called directory information that may be disclosed without student consent. Southern States University has designated the following information as "Directory Information" within the provisions of Public Law 93-380 and the applicable regulations. This student information may be issued to potential or actual employers, governmental agencies, or other educational institutions by the University at their written request, unless and until a written objection to the release of such information is received from the student.

- Name of student;
- Birthplace and birth date of student (for positive identification);
- Student's address and phone number;
- Currently enrolled (Y/N)
- Dates of student's attendance at Southern States University;
- Certificates, degrees or other awards received by the student;
- Expected date of graduation;
- Most recent previous educational agency/institution attended by student.

For Student Employees:

- Department where employed;
- Employee status (i.e. Administrative Assistant, Marketing Assistant)

## **Policy on 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.

## **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.

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

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

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

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

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

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

## **Sexual Assault or Harassment**

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

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

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

### **Policy of Non-Discrimination**

Southern States University does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, handicap, or prior military service in the administration of its educational policies and procedures. Specifically, the University does not discriminate in admission, financial aid, employment, or entry or exit from educational courses and programs.

### **Student Grievance Policies and Procedures**

The University continually strives to provide a fair and reasonable University governing system and is committed to ensuring that all University parties have access to the information they need regarding the University's policies and procedures. Note that grades are not grievable under this policy (see Grade Appeals in this Catalog).

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

1. If a student has a grievance regarding services or academic procedures, the student must first take responsibility for resolving the grievance by talking with the party with whom they have a grievance. If the matter is resolved at this level (level one), it is considered an informal grievance and the University does not keep a record of the matter.
2. If the matter is not resolved at level one, the student may bring the matter to the attention of SSU administration. An administrator employing a fact gathering procedure in which both parties, and any third parties involved, are asked to review the facts of the matter investigates a grievance at this level. If it is an academic matter, the Vice Chancellor, Academic Affairs will act as mediator (or the Chancellor if the Vice Chancellor, Academic Affairs is an involved party). If it is an administrative matter, the Dean of Students or the Academic Advisor on campus will act as a mediator (or the Vice Chancellor, Academic Affairs if the Dean of Students or the Academic Advisor on campus is an involved party). If the matter is resolved at this level (level two), the University may provide the student with a written response and keep a record of the resolution, but it is still considered an informal grievance.
3. If the matter is not resolved at level two, the student may file a Formal Complaint. To do this the student obtains (from the University Registrar) a Student Complaint Form, completes it, and takes it to the Dean of Students or the Academic Advisor on campus to discuss his/her concerns. In this discussion the student should provide all of the facts and names of those who may be aware of the problem. The institution shall, within 15 days of receiving the complaint, act on the matter. A suggested resolution may be made and presented to both parties independently. If it is an academic matter, the Vice Chancellor, Academic Affairs may suggest the resolution (or the Chancellor if the Vice Chancellor, Academic Affairs is an involved party). If it is an administrative matter, the Dean of Students or the Academic Advisor on campus may suggest the

resolution (or the Vice Chancellor, Academic Affairs if the Dean of Students or the Academic Advisor on campus is an involved party). If this action resolves the complaint, then the resolution and the original complaint are filed and the matter is closed. If however the complaint remains unresolved, the matter proceeds to level four. The University also reserves the right to reject a complaint if it is determined to be unfounded. If the complaint is unfounded, the complainant shall be informed in a timely manner.

4. At level four, a conference is set up with both parties, plus the Dean of Students or the Academic Advisor on campus and/or the Vice Chancellor, Academic Affairs. The first attempt in this conference is to review the facts, review the previous attempts at resolution, and attempt a new and successful resolution to which all parties can agree. If there is no agreement at this time, the Dean of Students or the Academic Advisor on campus and/or the Vice Chancellor, Academic Affairs will make a decision on behalf of the University, and will inform the parties in writing of the final resolution of the complaint. The Vice Chancellor, Academic Affairs has overall responsibility to ensure that student complaints are resolved in a timely manner, and s/he is always available by appointment.

The University will maintain a summary of each formal complaint and its disposition, including reasons for the disposition and any related documents, in the student's file. If the student is dissatisfied with the final resolution as determined by the Vice Chancellor, Academic Affairs (or Dean of Students or Academic Advisor on campus), s/he has the right to file a complaint with the Nevada Commission on Postsecondary Education, and/or ACICS at the addresses below.

#### ***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 complaint with the Commission on Postsecondary Education.

*Address:* 8778 South Maryland Parkway Suite 115  
Las Vegas, Nevada 89123  
*Phone:* (702) 486-7330  
*Fax:* (702) 486-7340  
*Website:* [www.cpe.state.nv.us/](http://www.cpe.state.nv.us/)

Students may also file a formal complaint with the Accrediting Council for Independent Colleges and Schools (ACICS):

#### ***ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS***

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

## **STUDENT SERVICES**

### **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 are websites with information on housing in the Las Vegas area:

Las Vegas: <http://www.apartmentguide.com/apartments/Nevada/Las-Vegas/>

### **Social Media**

Today the 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 such as on Facebook <https://www.facebook.com/SSUfashionvalley?ref=hl> and <https://www.facebook.com/pages/Southern-States-University-Newport-Beach-Campus/135528006501702?ref=hl>. 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 Advising**

#### ***Mission and Purpose***

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***

#### ***Las Vegas Campus***

Academic Advisor  
3100 W. Sahara Avenue, Suite 108  
Las Vegas, NV 89102  
(702) 786-3788



## **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, student internships, 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

## **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 its Las Vegas 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 and Information Resources Network* consortium (ProQuest, Gale - Infotrac, and eLibrary). 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 SSU Website, Library page (password protected access).

Database training sessions are offered each quarter for students and Faculty members on the Las Vegas campus.

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.

## **GRADUATE DEGREE PROGRAM**

Southern States University in Las Vegas offers a Master of Business Administration via a residential and online basis.

### **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. In addition, the MBA program can be offered up to 100% online.

#### ***MBA Core Objectives:***

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

- Apply critical thinking skills in evaluating information so as to make informed, ethical business decisions;
- Employ both quantitative and qualitative methodologies to examine the global business environment within which successful multinational firms operate;
- Explore relevant theories and practical solutions to different problems that continue to confront business managers in various settings;
- Develop a successful business model employing knowledge of the various business and management components and constructs, strategic initiatives, and leadership principles currently used in global business environments;
- Have the skills necessary to obtain at least a mid-level job in business within one year of graduation from the program.

## Master of Business Administration (MBA) Program

### **MBA Core Classes**

49 Quarter Credits

BU-500	Quantitative 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

### **Electives**

BU-597	Academic Internship	Variable Credit
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### *MBA Program Requirements*

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

## Admission Rules and Standards – Graduate Degree

### **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),
- IELTS (International English Language Testing System) result of 5.0 or above. Test scores more than two years old will not be accepted.
- (For applicants inside the U.S.) Achieve a score of at least 80% on SSU's English Placement Test (EPT). This test consists of listening, speaking, reading, and writing sections.
- Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 3.0 GPA for MBA program applicants, for at least one academic term.

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

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

- Complete and submit an Application for Admission, including the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support if applicable
- Submit the appropriate fees
- Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution, and 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>);
- 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
- Submit two official Letters of Recommendation (professional or academic references only)
- Provide a current resume

### ***International Graduate Students***

In addition to the above items, international students applying for admission to SSU's graduate programs must submit the following:

- 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 or bank letter 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;

- Copy of passport, including information page, Visa, and I-94 validity page;
- International students must show proof of medical insurance prior to the student's first day of their program. Failure to produce valid proof of insurance may result in an inability to enroll in classes and maintain status.

### **Readmission to a Graduate Program After Withdrawal or Dismissal**

Students who have withdrawn or been dismissed from the University may apply for readmission to their respective programs after the conclusion of at least one academic term without classes, provided they have paid off all tuition and fees from their previous enrollment. Readmitted students reenter the program subject to the Catalog requirements in effect at the time of readmission. Students seeking readmission must satisfy the following admission requirements:

- Complete and submit a new Application for Admission
- Submit the appropriate application fees
- Submit an updated resume
- Submit proof of health insurance
- Any other documents required for regular admission, unless SSU already has those documents on file
- Students who have been dismissed from the University must 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.

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

- 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;
- Copy of passport, including information page, Visa, and I-94 validity page;

Students who return to a SSU graduate program after voluntarily withdrawing or being dismissed will have all of their existing grades and GPA carry forward subject to all Catalog policies regarding Repeats. Therefore, students who have used all their potential Repeats and are not maintaining a 3.0 GPA will not be readmitted into the program.

If a student dismissed due to their failure to meet Satisfactory Academic Progress standards or Academic Misconduct is readmitted and then dismissed again for academic reasons, that student is no longer eligible for readmission.

## **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.

### **GRADUATE COURSES (500 to 599)**

Courses within this range designate courses primarily for graduate students.

Courses numbered at the 500 level are for graduate 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.

## Graduate Courses

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>
BU-500	Quantitative Business Fundamentals	3.0
<p>Business management requires a knowledge of quantitative and analytical decision-making methodologies for gathering, organizing, analyzing, and evaluating data and information. This MBA Orientation course is designed to provide students with an introduction to the foundational analytical concepts and quantitative methodologies in the areas of finance, accounting, economics, and statistics. This course is not designed to substitute for the traditional full courses in Accounting, Economics, Finance and Statistics that are part of SSU's MBA program; it covers the analytical frameworks in these disciplines and supplies an appropriate quantitative preparation essential to ensuring that students are "up-to-speed" and prepared for SSU's required MBA program courses.</p> <p>Prerequisite: None</p>		
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>Prerequisite: BU-500</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. Prerequisite: None</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. Prerequisite: None</p>		



BU-506                      Managerial Economics                      4.0

This course is designed to help students analyze and think through economic problems as an executive manager or as a consumer. It teaches the skills needed to develop a working understanding of the basic principles of economics, for the purpose of making decisions within a complex business and economic environment. It also emphasizes the quantitative and qualitative applications of economics to business analysis. Prerequisite: BU-500

BU-510                      Operations Management                      4.0

Operations Management is the implementation of the business plan by developing and executing a system which transforms inputs into finished goods or services. This course provides an overview of the concepts and quantitative methods by which managers can oversee a firm's operations and develop a competitive advantage through those operations. Topics will include forecasting, project planning, aggregate planning, inventory modeling, scheduling, materials requirements planning, strategies for location, process, layout, and supply chain management. Prerequisite: BU 500

BU-513                      Statistics for Business                      4.0

This course will provide an introduction to statistical procedures and practices. It will cover probability tables, data description, and different types of distributions. Students will also learn the importance of regression analyses, hypothesis testing, sampling, and forecasting methodologies. These concepts will be applied to various business settings to ensure student comprehension and success. Prerequisite: BU-500

BU-517                      Business Law                      4.0

This course will provide an overview of the ethical issues and laws that affect business sustainability. Students will also learn the relationship between ethics and laws, and how they have an overall impact on the stakeholders in an organization. Students will analyze various sources, statutes, and regulatory issues that affect domestic and international business operations. Prerequisite: 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. Prerequisite: 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-500 and BU 501

BU-524                      Strategic Management                      4.0

In this course, students will develop the ability to identify and frame complex strategic issues in operations, design operating strategies that address those issues, and take effective action to achieve the full potential of the decisions. This course will also explore the economic principles of business strategy, and develop an analytical framework for identifying and evaluating alternative strategies. It focuses on the major managerial issues associated with project management, and the tools and techniques that can be used to address them. Prerequisite: BU 510 and BU 521

BU-530                      Globalization of Business                      4.0

Students will identify and analyze various concepts and frameworks associated with the global business environment, including strategic analysis, growth and opportunity identification, and structure from both a cultural and an organizational perspective. Students will also explore international management practices and how they differ based upon the configuration of an organization. Prerequisite: BU 524

BU-532                      International Economics                      4.0

International Economics examines international trade theory and determines how international trade affects specific components within various economic and regional blocs. The course will familiarize students with monetary and banking issues that pertain to international transactions, and it will address various topics of international interest, including the balance of payments, exchange rates, trade and monetary institutions, and how different trade agreements impact tariff policies among nations. Prerequisite: BU 506

BU-534                      International Marketing                      4.0

Students will explore international marketing concepts from an entrepreneurial and managerial perspective. Specific emphasis will be placed upon cultural components and how they affect product, price, place, distribution, and promotion. The course will also examine the impact of multinational corporations on economic, environmental, and social development. Prerequisite: BU 504 and BU 530

BU-536                      Global Strategy and Management                      4.0

Students in this class will look at various issues that confront organizations that are multi-domestic, transnational, and international. Case study analysis will be used to determine whether specific actions or strategies were successful. Particular attention will be given to strategies, including joint ventures, strategic alliances, acquisitions, mergers, foreign direct investments and various methods of importing and exporting. Prerequisite: BU 524 and BU 530

BU-597

Academic Internship

Variable

A Faculty-supervised internship and applied learning experience related to a student's academic field of study, in a work environment. The course of study for an internship is designed to explore the application and practice of core theories learned in the MBA program in a business environment. Students are required to obtain an internship before being permitted to enroll in BU 597 and must consult with their Academic Advisor in order to be assigned a Faculty supervisor. Credits awarded for the internship are not based solely upon the hours "on the job" but include the amount and type of academic work the student is required to complete during the internship. Credits awarded are elective credits for which a student will receive a "P" or "NP" grade. Prerequisites: At least one academic year of graduate enrollment and good academic standing (at least a cumulative 3.0 GPA).

BU-599

Professional Applied Project

6.0

The Professional Applied Project (PAP) is the capstone course of the MBA program, and is focused on the practical application of the knowledge acquired during the student's MBA studies. The PAP is an individual project in which the participant will apply theories and concepts learned in the classroom to the preparation of a business plan. Prerequisite: All other Core MBA classes.

## **GRADUATE TRANSFER CREDIT**

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

- 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);
- Course descriptions, as detailed in the catalog or syllabi of the originating institution, are comparable to SSU courses;
- Courses must be completed with a minimum GPA of 3.0;
- Coursework must have been completed within seven years of making application to Southern States University;
- Credit value of completed coursework (or clock hours) cannot be less than that required by Southern States University (semester credits are converted to quarter credits by multiplying by 4/3, i.e., 3 semester credits multiplied by 4/3 equates to 4 quarter credits).

Students may transfer no more than 20 percent into a graduate program (13 credits in the MBA program). A minimum of 50 percent (32.5 credits in the MBA program) of the program must be completed at Southern States University via the on-campus residential education modality.

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

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. 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.

The University does not guarantee transfer of credits.

## **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 degree you earn in business 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 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.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

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

- 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) 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.)

<b>Program</b>	<b>Credits Required for Graduation</b>	<b>Maximum Time Frame</b>	<b>Maximum Credit Hours</b>
MBA	65	3 Years	97 Credit Hours

The following measurements are used to determine Satisfactory Academic Progress:

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

<b>Program</b>	<b>Total Required Credits Attempted</b>	<b>Percentage of Total Required Credits Attempted</b>	<b>Minimum Cumulative GPA</b>	<b>Minimum Successful Completion Rate</b>
MBA	32	50%	3.0	60%
	65	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.

## **Policies on Satisfactory Academic Progress (SAP)**

- Students are required to abide by attendance policies to achieve Satisfactory Academic Progress.
- The following grades will lower the percentage of courses successfully completed because of their inclusion in courses attempted:
  - ❖ D or F, which are both failing grades
  - ❖ NP or No Pass
  - ❖ I or Incomplete
  - ❖ W or Withdrawal
- Course repetitions will be counted twice in the percentage of courses attempted, but will only be applied once toward the number of courses completed.
- Courses that have been audited or transferred from another institution are not calculated into the GPA for purposes of SAP.
- If a student completes or leaves the SSU BBA program and later seeks a higher degree in the SSU MBA program, the BBA credits do not carry over to the MBA for purposes of SAP.

## **Academic Probation**

Students who fail to abide by the terms of SAP will be placed on academic probation. Graduate program students must maintain an overall grade point average of 3.0 for all graduate work attempted. A grade-point average of less than 3.0 will result in the student being placed on academic probation.

A student is also subject to academic probation if s/he has three or more 'Incompletes' at any time. An "Incomplete" for more than one quarter reverts to an "F" (failing) grade.

When a student is placed on probation because of a substandard grade-point average, the student is required to meet with an Academic Advisor. A plan for improving the grade-point average to 3.0 or above is made. Graduate 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.

## **SAP 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.

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. For Veterans: VA educational benefits are discontinued when the veteran or eligible person ceases to make satisfactory progress after two probationary terms. Individuals in this category, subject to such rules, should consult with the appropriate University official regarding SAP Dismissals.

## **Satisfactory Academic Progress 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.



## Qualifying Appeals

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.

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

### **IEP Mission Statement**

Southern States University's affordable Intensive English Program seeks to enhance English communication skills, particularly for non-native English speakers.

**Intensive English Program Scope:** Southern States University's Intensive English Program (IEP) provides English language learners with six levels of instruction, ranging from beginning to advanced, including Advanced Business Skills Development and TOEFL Preparation. The class is divided into two sessions, core and conversation. In the core portion, students acquire grammar, reading, writing, and listening skills. The conversation portion focuses on speaking and provides an opportunity for students to practice the skills they develop in their core portion. As our IEP mission statement states, the ultimate goal of our IEP program is to make our students better communicators.

### **Upon completion of the IEP program, students will have achieved the following:**

- Improvement in overall communication skills including use of proper grammatical structures and situational vocabulary.
- Increased written and oral fluency and comprehension.
- The ability to identify, understand, and produce grammatical structures in accordance with the course level they have completed.

### **Intensive English Program Overview**

A typical Intensive English Program class ranges from 10 to 35 students of similar English proficiency. Southern States University (SSU) instructors employ a full range of teaching methodologies and strategies that allow students to develop their communication skills. Each core portion has a required textbook. The core textbook integrates the four communication skills: listening, speaking, reading, and writing. The textbook is supplemented by instructor-provided materials that enhance the learning process. Classes are offered during the day and, if enrollment allows, during the evening to fit a variety of schedules.

**[\*The Intensive English Program (IEP), TOEFL Preparation, Advanced Business Skills Development, and Accent Reduction/Pronunciation (2 hour Elective Class) is not licensed and will not be under the jurisdiction by the Commission of Post-Secondary Education.\*]**

## Intensive English Program Attendance Policies and Federal Regulations

Instructors record attendance on a daily basis, and students are expected to be in class on time. SSU adheres to a strict attendance policy for all students enrolled and admitted to the United States to study on an F-1 visa.

- Students are expected to attend 100% of their scheduled classes, 18 hours of faculty supervised instruction per week (12 hours of the core portion and 6 hours of topic portion). Failure to maintain 80% attendance in the student's 13 week period may result in termination of the student's I-20 by the P/DSO. A terminated student will receive a refund in accordance to our refund policy.
- Attendance reviews occur every four weeks and are taken cumulatively from the start date of a student's attendance period. The **official review** occurs at the end of the student's 13-week attendance period. Copies of all official reviews are placed in the student's file regardless of the attendance percentage.
- Unofficial Reviews:  
Attendance below 85% could result in a courtesy written warning. However, it remains the student's obligation to control and monitor their attendance.

**Official Reviews: Attendance below 80% at the end of the student's 13-week attendance period may result in termination by the P/DSO in SEVIS.**

- If a student is sick and misses class, s/he must contact the P/DSO immediately to provide appropriate medical documentation from a licensed medical physician, doctor of osteopathy, or licensed clinical psychologist. If appropriate documentation is provided, the absences will be removed from the attendance equation. To reduce confusion, it is suggested that before seeing a doctor, students check with the P/DSO to ensure the proper procedures are followed and correct signatures are provided.
- F-1 students are allowed to take 1 annual vacation after completing one academic year of study (39 weeks). See page 6 for details. **Students that do not have the required 80% attendance at the time of vacation will have their request denied.**
- If F-1 students are absent more than 8 consecutive days without notifying the P/DSO, their I-20 will be terminated due to unauthorized withdrawal. A terminated student will receive a refund in accordance to our refund policy.
- F-1 students are ineligible for an annual vacation during the scheduled exam week unless approved by the administration and a Test Make-Up Authorization Form has been completed. Failure to take the scheduled exam results in a score of zero (0) for the exam. The make-up exam must be administered in order for the student to be eligible to move up to the next level. Their overall final score for the quarter must be passing in order to move up.
- If a student plans to transfer to another school, they must provide the P/DSO with a transfer form and a valid, signed and dated acceptance letter from the new school. At the time of transfer, the

student's attendance percentage must be 80% or higher in order to transfer in active status, or else *the student will be transferred in terminated status as required by federal law and regulations.*

- When F-1 students complete their studies at SSU, they have sixty (60) days from the date of completion in SEVIS to depart the United States or be accepted into a new program. If a student does not complete her/his program but decides to stop studying, he/she will have fifteen (15) days to leave the country.
- F-1 students should notify the P/DSO when they plan to travel outside the United States for a period of more than three (3) days or use their annual vacation.
- P/DSOs at all times must adhere to SEVP policies and regulations.
- Students are expected to arrive to class on time. Students will be marked as present so long as they arrive no more than 15 minutes late from the start of the first class session. There is no 15 minute grace period in any subsequent sessions. If a student leaves class early, he/she will be marked absent for the entire class session.

### **Placement and Orientation Procedures**

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

- 1) An assessment on listening and grammar
- 2) A writing test
- 3) An oral interview

Based on the results of the ECE, students are enrolled in the appropriate level of instruction. A general orientation session is conducted at the same time as the ECE. The orientation session covers issues such as class schedules, books and materials, attendance, syllabi and academic advancement.

### **English Challenge Examination (ECE)**

All new students wishing to enroll in the IEP program will take the challenge examination in order to be placed into the appropriate course.

The purpose of the ECE is to assess speaking, grammar, and writing skills. All SSU campuses use the "Focus on Grammar" Challenge Exam, which corresponds with the materials used in class. Results will inform students of which course is appropriate to begin with and be in the best position to make academic progress.

A qualified instructor is appointed to administer and grade the ECE. The student will be scored using the following placement grids:

### **SPEAKING**

Final Score \_\_\_\_\_

Points (circle one)	Course
00 - 20	Beginning
21 - 40	High Beginning
41 - 60	Intermediate
61 - 80	High Intermediate
81 - 100	Advanced (ABSD/TOEFL)

### **WRITING**

Final Score \_\_\_\_\_

Points (circle one)	Course
00 - 20	Beginning
21 - 40	High Beginning
41 - 60	Intermediate
61 - 80	High Intermediate
81 - 100	Advanced (ABSD/TOEFL)

### **GRAMMAR AND LISTENING**

Final Score \_\_\_\_\_

Points (circle one)	Course
00 - 20	Beginning
21 - 40	High Beginning
41 - 60	Intermediate
61 - 80	High Intermediate
81 - 100	Advanced (ABSD/TOEFL)

After the student's examination has been scored and totaled, the student will be placed according to the following rubric:

Points (circle one)	Course
000 - 060	Beginning
061 - 120	High Beginning
121 - 180	Intermediate
181 - 240	High Intermediate
241 - 300	Advanced (ABSD/TOEFL)

### **Course Progression—**

Class levels from “Beginning” through “Advanced” each correspond to an English proficiency level and are set up according to two 13-week-quarters, or one full cycle. The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of the respective “Focus on Grammar” student book, Session B completes the second part of the book. At the end of each quarter, students take a formal exam. After the first quarter of the course students take the Progress Exam (which assesses skills acquired from the first half of “Focus on Grammar”). Passing the Progress Exam does not require students to move on to the next level; rather, the Progress Exam is a measure of their progress through the first quarter only. If a student passes the Progress Exam with a high score the Head Teacher in agreement with the instructor and the student will decide whether or not the student will move to the next level. After the second quarter of the class, one full cycle, students take the Final Course Exam. The Final Course Exam is comprehensive

over the two full quarters of the level. In addition, during weeks 1-11 of each quarter, the students will be scored on weekly assessments in reading, writing, listening, and speaking. These weekly assessments make up 25% of the course mark. If a student receives an average score of 75% on both the Final Course Exam and the weekly assessments, s/he is eligible to advance to the next level of the program. After being placed in the program, students may move to a higher skill-level class ONLY upon having passed the Progress, the Final Course Exam or the Level-up Exam.

If a student feels that s/he has made sufficient progress to advance to the next level prior to the end of the second 13-week quarter of the level, s/he may request to take a Level-up Exam (offered during weeks 6 through 8 of quarter B) in order to qualify for this move. Students must study for at least 4 weeks at a given level to be eligible for the Level-up Exam.

IEP courses operate on two 13-week quarters, and ongoing student progress is recorded on a student's Individual Student Report (ISR). The ISR includes assessment results from quizzes, weekly assessment scores on reading, writing, speaking, and listening, and Progress Exam or Final Course Exam score, as well as the student's current level, and the instructor's comments and recommendations for the upcoming quarter. The ISR is a progress report of students' performances in IEP courses. A copy of the ISR is given to students at the end of each quarter during a conference session with the core teacher, and may be forwarded to another academic institution, upon written request by the student.

### **Normal Academic Progress**

In order to ensure all students are making normal progress, all students are limited to two cycles in each level, in other words, they can do each session (A and B) two times, except in unusual circumstances or if the student began the course in the second quarter of the level. Students who begin in the second quarter of a level may take the course for an additional 5th quarter in order to ensure that they can achieve proficiency at that level. In addition, if students begin the level with four weeks or less left in the quarter, that quarter does not count against them in the 4-quarter limit.

In order to ensure that all students are making satisfactory academic progress, a student may not remain in these classes for more than two quarters (one cycle), unless they begin the course with four weeks or less left in the quarter, in which case that quarter does not count against them in their 2-quarter limit.

### **Vacation and Breaks**

Effective May 1, 2015, the Student and Exchange Visitor Program issued policy clarification regarding of the Department of Homeland Security annual vacation policy for F-1 students:

*"All F students become eligible to take an annual vacation after completing at least one academic year of their program in the United States."*

The US Department of Education defines one academic year as two semesters or three quarters. The SSU Intensive English Program operates on a 13-week academic quarter. Therefore, SSU Intensive English Program students become eligible to take their annual vacation after completing three quarters (39 weeks) of study from their program start date.

SEVP further clarified that the length of the annual vacation break is one academic term (13 weeks). However, if students do not wish to take the entire 13 weeks, they make opt to take less during that annual

cycle. **Note:** Effective 07/01/2015, IEP students with program start dates of 07/01/2015 or after, the maximum length of the annual vacation break is four weeks. Please work with your DSO to request your annual vacation break once becoming eligible.

## **INTENSIVE ENGLISH PROGRAM** **ADMISSION RULES AND STANDARDS**

Students applying for admission to the Intensive English Program are required to satisfy the following admission requirements:

- Complete and submit an Enrollment Agreement and appropriate fees.
- Provide verification of completion of high school.

### ***Additional Requirements for International Students***

In addition to the above items, international students seeking F-1 status must submit the following:

- 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 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
- Copy of passport, including information page and Visa
- Copy of I-94 admission record
- **\*International Students are only eligible for certain programs approved by Student and Exchange Visitor Program. Please check with the admissions office before applying.**



## Intensive English Program Course Descriptions

<u>Course Number</u>	<u>Course/Level Title</u>	<u>Clock Hours*/Quarter**</u>
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IEP 1	Beginning Level Session A ( FOG 1, Units 1 – 17)	234 hrs
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The Beginning Level focuses on having students engage in routine social and school interactions at a basic level using simple features of English in familiar and controlled contexts. The students must also demonstrate grammatical and vocabulary competence at a beginning level. Attention will also be focused on exposing students to basic concepts of cross-cultural sensitivity and American culture.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of “Focus on Grammar 1” student book, Session B completes the second part of the book.

Prerequisite: None

IEP 1	Beginning Level Session B (FOG 1, Units 18 – 32)	234 hrs
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The Beginning Level focuses on having students engage in routine social and school interactions at a basic level using simple features of English in familiar and controlled contexts. The students must also demonstrate grammatical and vocabulary competence at a beginning level. Attention will also be focused on exposing students to basic concepts of cross-cultural sensitivity and American culture.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of “Focus on Grammar 1” student book, Session B completes the second part of the book.

Prerequisite: None

IEP 2	High Beginning Level Session A (FOG 2, Units 1 – 18)	234 hrs
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The goal of the High Beginning Level is to have students understand personal, social and school vocabulary and expressions, and respond with short exchanges and dialogues. The students must demonstrate grammatical competence with a variety of basic patterns in words, phrases and simple sentences. The curriculum expands the competency of students by having students recognize the main idea in short passages of listening and reading. In addition, attention is focused on expressing basic concepts from students’ cultures and US-American culture.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of “Focus on Grammar 2” student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the Beginning Level.

IEP 2

High Beginning Level Session B  
(FOG 2, Units 19 – 36)

234 hrs

The goal of the High Beginning Level is to have students understand personal, social and school vocabulary and expressions, and respond with short exchanges and dialogues. The students must demonstrate grammatical competence with a variety of basic patterns in words, phrases and simple sentences. The curriculum expands the competency of students by having students recognize the main idea in short passages of listening and reading. In addition, attention is focused on expressing basic concepts from students' cultures and US-American culture.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 2" student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the Beginning Level.

IEP 3

Intermediate Level Session A  
(FOG 3, Units 1 – 16)

234 hrs

The Intermediate level focuses on interactions in routine social and academic activities and discussions using familiar topics, creative constructions, and a degree of unpredictability to include a selection of conversational starters and responses. Students will understand and respond to main ideas and supporting details beyond the sentence level in reading, writing, and listening. The curriculum facilitates development of grammatical competence with various sentence patterns and understanding of contextually appropriate vocabulary. Attention is focused on comparing and contrasting aspects of different cultures, as well as displaying sensitivity to other students' ideas and practices.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of "Focus on Grammar 3" student book, Session B completes the second part of the book.

Prerequisite:

Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the High Beginning Level.

IEP 3

Intermediate Level Session B  
(FOG 3, Units 17 – 32)

234 hrs

The Intermediate level focuses on interactions in routine social and academic activities and discussions using familiar topics, creative constructions, and a degree of unpredictability to include a selection of conversational starters and responses. Students will understand and respond to main ideas and supporting details beyond the sentence level in reading, writing, and listening. The curriculum facilitates development of grammatical competence with various sentence patterns and understanding of contextually appropriate vocabulary. Attention is focused on comparing and contrasting aspects of different cultures, as well as displaying sensitivity to other students' ideas and practices.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of “Focus on Grammar 3” student book, Session B completes the second part of the book.

**Prerequisite:**

Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the High Beginning Level.

IEP 4	High Intermediate Level Session A (FOG 4, Units 1 – 14)	234 hrs
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The High Intermediate Level focuses on developing the conversational skills of listening, responding, and relating experiences and information with fluency and comprehensible pronunciation. Students will be able to distinguish main ideas, supporting details, and inferences in academic texts in tandem with developing writing skills from the paragraph to the short essay. The curriculum focuses on manipulating grammatical structures at both the sentence and paragraph level, as well as developing vocabulary in high intermediate reading, speaking, listening, and writing activities. In addition, attention is focused on increasing students' cross-cultural understanding of and sensitivity to U.S.-American diversity.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of “Focus on Grammar 4” student book, Session B completes the second part of the book.

**Prerequisite:** Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the Intermediate Level.

IEP 4	High Intermediate Level Session B (FOG 4, Units 15 – 29)	234 hrs
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The High Intermediate Level focuses on developing the conversational skills of listening, responding, and relating experiences and information with fluency and comprehensible pronunciation. Students will be able to distinguish main ideas, supporting details, and inferences in academic texts in tandem with developing writing skills from the paragraph to the short essay. The curriculum focuses on manipulating grammatical structures at both the sentence and paragraph level, as well as developing vocabulary in high intermediate reading, speaking, listening, and writing activities. In addition, attention is focused on increasing students' cross-cultural understanding of and sensitivity to U.S.-American diversity.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of “Focus on Grammar 4” student book, Session B completes the second part of the book.

**Prerequisite:** Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the Intermediate Level.

The Advanced level focuses on expressing complex ideas and information in a comprehensible and organized way in spoken discourse and in writing essays. Students will demonstrate understanding of main ideas, supporting details, and inferences in a wide range of real-world spoken and written texts. The curriculum focuses on demonstrating sufficient mastery of both basic and advanced grammatical structures and vocabulary to participate effectively in a variety of professional, academic, and social situations. In addition, attention is focused on understanding potential sources of conflict and solutions in diverse populations and cross-cultural communication.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of “Focus on Grammar 5” student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the High Intermediate Level.

The Advanced level focuses on expressing complex ideas and information in a comprehensible and organized way in spoken discourse and in writing essays. Students will demonstrate understanding of main ideas, supporting details, and inferences in a wide range of real-world spoken and written texts. The curriculum focuses on demonstrating sufficient mastery of both basic and advanced grammatical structures and vocabulary to participate effectively in a variety of professional, academic, and social situations. In addition, attention is focused on understanding potential sources of conflict and solutions in diverse populations and cross-cultural communication.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of “Focus on Grammar 5” student book, Session B completes the second part of the book.

Prerequisite: Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from the High Intermediate Level.

The Advanced Business Skills Development course focuses on learning leadership, participation, and organizational skills for discussions and debates. Students learn how to organize, prepare, and present topics in extended discourse to an audience of peers and teachers in a professional and clear manner while utilizing the skills of paraphrasing and summarizing. The curriculum focuses on achieving understanding of professional and business English concepts, including various organizational patterns, grammatical structures, and vocabulary in context as both a writer and a reader. In addition, attention is focused on displaying cross-cultural sensitivity to others in class and understanding aspects of the diverse U.S.-American culture historically and to the present.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of “American Ways” student book, Session B completes the second part of the book.

*Prerequisite:* Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from High Intermediate and/or Advanced levels; or Proven English Equivalency at the High Intermediate or Advanced Level.

IEP 6	Advanced Business Skills Development Session B (American Ways Units 7 – 12)	234 hrs
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The Advanced Business Skills Development course focuses on learning leadership, participation, and organizational skills for discussions and debates. Students learn how to organize, prepare, and present topics in extended discourse to an audience of peers and teachers in a professional and clear manner while utilizing the skills of paraphrasing and summarizing. The curriculum focuses on achieving understanding of professional and business English concepts, including various organizational patterns, grammatical structures, and vocabulary in context as both a writer and a reader. In addition, attention is focused on displaying cross-cultural sensitivity to others in class and understanding aspects of the diverse U.S.-American culture historically and to the present.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the first part of “American Ways” student book, Session B completes the second part of the book.

*Prerequisite:* Appropriate score on the initial student placement test, level-up exam, or Final Course Exam from High Intermediate and/or Advanced levels; or Proven English Equivalency at the High Intermediate or Advanced Level.

IEP	TOEFL Preparation Session A (DELTA Key to TOEFL <i>Advanced skill practice</i> )	234 hours
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The SSU TOEFL class is offered in two sequential sessions (A plus B) for highly motivated, advanced-level students who want to prepare to take the Test of English as a Foreign Language. The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the “DELTA Key to TOEFL” student book. Session B progresses through Longman preparation course for the TOEFL test: IBT.

*Prerequisite:* Advanced level score in Challenge Exam or Proven English Equivalency at the High Intermediate Level through Progress or Final Exam

IEP	TOEFL Preparation Session B (Longman Preparation Course for the TOEFL Test: <i>IBT</i> )	234 hours
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The SSU TOEFL class is offered in two sequential sessions (A plus B) for highly motivated, advanced-level students who want to prepare to take the Test of English as a Foreign Language. The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through the “DELTA Key to TOEFL” student book. Session B progresses through Longman preparation course for the TOEFL test: IBT.

*Prerequisite:* Advanced level score in Challenge Exam or Proven English Equivalency at the High Intermediate Level through Progress or Final Exam

IEP	Accent Reduction/Pronunciation Session A (Vowel and consonants in parts of speech and contractions)	26 hours
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This module can be added on at all levels. The class is an elective for students in the SSU IEP program who have some knowledge of English, but who may not be able to converse fluently and comfortably in the language and wish to modify or reduce their accent. They will develop their listening and understanding skills as well as improve their ability to pronounce words and phrases correctly, reduce their accents and identify and practice sounds typical in American English.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through vowel/consonants in parts of speech exercises 1-23, Session B progresses through vowels, consonants, diphthongs, word stress, syllabi pronunciation, accents.

*Prerequisite:* None

IEP	Accent Reduction/Pronunciation Session B (Vowels, consonants, diphthongs, word stress, syllabi pronunciation, accents)	26 hours
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This module can be added on at all levels. The class is an elective for students in the SSU IEP program who have some knowledge of English, but who may not be able to converse fluently and comfortably in the language and wish to modify or reduce their accent. They will develop their listening and understanding skills as well as improve their ability to pronounce words and phrases correctly, reduce their accents and identify and practice sounds typical in American English.

The two sessions are independent from each other; however, Session B follows Session A as far as course content is concerned. Session A progresses through vowel/consonant exercises 1-23, Session B progresses through vowels, consonants, diphthongs, word stress, syllabi pronunciation, accents.

*Prerequisite:* None

\* \*One level consists of a total of one full 13-week quarter.

Please be advised that all instruction will occur in the English language

# SOUTHERN STATES UNIVERSITY



## CATALOG SUPPLEMENT

Revised: November 17, 2017

**TUITION, FEES, INCIDENTAL PROGRAM COSTS, AND REFUND POLICIES.**  
**PG. 64-68**

**ACADEMIC CALENDAR 2016-2017** PG. 69-71

**FACULTY** PG. 72-75

**ADMINISTRATION AND STAFF** PG. 76

## **TUITION, FEES, INCIDENTAL PROGRAM COSTS AND REFUND POLICIES**

### **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 complaint, please contact:

Nevada Commission on Postsecondary Education  
8778 South Maryland Parkway Suite 115, Las Vegas, NV 89123  
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.
4. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
5. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.



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

### **Program Costs**

Total Tuition	\$10,075*
65 Quarter Credits x \$155/unit	

Non-refundable Student Fee for the State of Nevada for Nevada Students Only	\$4.00
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A normal academic course load for MBA students consists of 8 credit hours per term, which would result in tuition fee charges of \$1,240.00/term plus library fees of \$75/term and a \$40 payment processing fee/payment on the Quarterly Payment Plan.

Current students are bound by the pricing and terms included in their Enrollment Agreement, which is consistent with the SSU Catalog in effect at the time of initial enrollment.

**\*Tuition and Fees Subject to Change at Any Time with Prior Notice**

## **Supplementary Fees\***

### **MBA Program**

<b>Application Fee:</b> (Non-Refundable)	\$100.00
<b>International Registration Fee</b> (Non-Refundable)	\$150.00
<b>International Enrollment Fee</b>	\$250.00
<b>Domestic Courier Fee</b>	\$25.00
<b>International Courier Fee</b>	\$85.00
<b>Library and Technology Fee</b>	\$75.00 per quarter
<b>Student ID Card</b>	\$20.00
<b>Student ID Card Replacement</b>	\$20.00
<b>Orientation Fee</b>	\$75.00
<b>Non-refundable Student Fee for the State of Nevada</b>	\$4.00
<b>Evaluation/ Critique of Final Project</b>	\$500.00
<b>Add/Drop class fee (following deadline)</b>	\$40.00
<b>Transcript Fee</b>	\$25.00
<b>Certificate or Diploma Reprint Fee</b>	\$100.00
<b>CPT/OPT Assistance Fee</b>	\$100.00
<b>I-20 Replacement Fee</b>	\$30.00
<b>Payment Plan Change Fee</b>	\$25.00
<b>Returned Check Fee</b>	\$35.00
<b>Bank Wire Fee</b>	\$30.00
<b>Late Fee</b>	10% of the amount of payment due
<b>Late Fee past 4 days</b>	\$5.00 per day starting on the 5 <sup>th</sup> day until payment in full
<b>Payment Processing Fee</b>	\$40.00 per tuition payment
<b>Graduation Fee</b>	\$150.00
<b>Total Charges for a Period of Attendance</b>	\$1355.00
<b>Total for Entire Program-minimum</b>	\$11,520.00
<b>Total for Entire Program-maximum</b>	\$13,827.25

**\*Tuition and Fees Subject to Change at Any Time with Prior Notice**

### **\$350 Payment Plan of MBA Program Students**

#### **\$350 Payment Plan-with 3% interest rate**

#### **MBA Program**

26 payments of **\$350** (every 4 weeks) plus 26 payments of **\$65** (**\$40 processing fee + \$25 library and Tech fee/payment**) (every 4 weeks) = **\$415 every 4 weeks**

There will be **one final tuition payment of \$1,277.25** (\$975 (\$10,075-\$9,100) plus 3% financing interest on (\$10,075) of \$302.25). **It can be paid in 2 installments of \$638.625.**

#### **Total tuition payment**

$$= \$350 * 26 + (\$40 + \$25) * 26 + \$975 + 3\% * \$10,075$$

$$= \$9,100 + \$1,690 + \$975 + \$302.25$$

$$= \$12,067.25 \text{ plus all applicable fees}$$

#### **3% Interest Rate**

	<b>4 weeks Payment</b>	<b>Estimated # of months per Quarter</b>	<b>Estimated Total Tuition</b>	<b>Estimated Total to be Paid</b>	<b>What is included</b>
<input type="checkbox"/>	\$350 Payment plan	26	\$10,075.00	\$12,067.25	Tuition + Lib & Tech fee + P Fee + 3% Interest fee

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

### **Program Costs**

<b>Administrative Fees Associated With Each Program</b>				
	Early Morning Program	Morning Program	Afternoon Program	Mid-Afternoon Program
<b>Application Fee:</b> (Non-Refundable)	\$100.00	\$100.00	\$100.00	\$100.00
<b>Domestic Courier Fee</b>	\$25.00	\$25.00	\$25.00	\$25.00
<b>International Courier Fee</b>	\$85.00	\$85.00	\$85.00	\$85.00
<b>International Registration Fee</b> (Non-Refundable)	\$150.00	\$150.00	\$150.00	\$150.00
<b>International Enrollment Fee</b>	\$250.00	\$250.00	\$250.00	\$250.00
<b>Course Material Fee per Quarter (13 Weeks):</b>	\$25.00	\$25.00	\$25.00	\$25.00
<b>Student ID</b>	\$20.00	\$20.00	\$20.00	\$20.00
<b>Book Fee per Course:</b>	\$65.00	\$65.00	\$65.00	\$65.00
<b>Change of Status Consultation Fee:</b>	\$100.00	\$100.00	\$100.00	\$100.00
<b>Tuition Cost:</b>	\$195 per 4 weeks \$633.75 for entire 13 week course \$6,386.25 for entire 30 month program	\$350 per 4 weeks \$1137.50 for entire 13 week course \$11,462.50 for entire 30 month program	\$195 per 4 weeks \$633.75 for entire 13 week course \$6,386.25 for entire 30 month program	\$350 per 4 weeks \$1137.50 for entire 13 week course \$11,462.50 for entire 30 month program
<b>Late Fee***</b>	\$19.50***	\$35.00***	\$19.50***	\$35.00***
<b>Credit Card Processing Fee</b> ****	\$20.00****	\$20.00****	\$20.00****	\$20.00****
<b>Total Charge for Attendance Period</b>	\$658.75	\$1,162.50	\$658.75	\$1,162.50
<b>Total for Entire Program</b>	\$7,061.25 to \$8,959.88	\$12,137.00 to \$14,543.75	\$7,061.25 to \$8,959.88	\$12,137.00 to \$14,543.75

**\*Tuition and Fees Subject to Change at Any Time with Prior Notice**

## **ACADEMIC CALENDAR 2016-2017**

### **MBA PROGRAM:**

#### **Summer 2016 (Degree & Certificate Programs)**

Registration Deadline:	June 18, 2016
Orientation Class for New MBA Students:	July 11 to 14, 2016
First Day of Classes:	July 18, 2016
Last Day to Drop for 100% Refund:	July 25, 2016
Last Day to Withdraw:	August 29, 2016
Final Day of Classes:	September 24, 2016
Grades Posted:	October 2, 2016
Holidays: No Class on Monday, September 5, 2016 (Labor Day)	

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

#### **Fall 2016 (Degree & Certificate Programs)**

Registration Deadline:	September 23, 2016
Orientation Class for New MBA Students:	October 10 to 13, 2016
First Day of Classes:	October 17, 2016
Last Day to Drop for 100% Refund:	October 24, 2016
Last Day to Withdraw:	November 23, 2016
Final Day of Classes:	December 24, 2016
Grades Posted:	December 30, 2016
Holidays: No Class on Thursday, Friday, and Saturday, November 24 to 26, 2016 (Thanksgiving)	

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

## Winter 2016-2017 (Degree & Certificate Programs)

Registration Deadline:	December 16, 2016
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Orientation Class for New MBA Students:	January 9 to 12, 2017
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First Day of Classes:	January 16, 2017
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Last Day to Drop for 100% Refund:	January 23, 2017
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Last Day to Withdraw:	February 20, 2017
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Final Day of Classes:	March 24, 2017
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Grades Posted:	March 31, 2017
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Holidays:	No Class on Monday, February 20, 2017 (President's Day)
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**NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.**

## Spring 2017 (Degree & Certificate Programs)

Registration Deadline:	March 18, 2017
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Orientation Class for New MBA Students:	April 3 <sup>rd</sup> to 6 <sup>th</sup> , 2017
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First Day of Classes:	April 10, 2017
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Last Day to Drop for 100% Refund:	April 17 <sup>th</sup> , 2017
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Last Day to Withdraw:	May 29 <sup>th</sup> , 2017
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Final Day of Classes:	June 17 <sup>th</sup> , 2017
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Grades Posted:	June 25 <sup>th</sup> , 2017
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Graduation Date:	June 25 <sup>th</sup> , 2017
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Holidays:	Memorial Day, May 29 <sup>th</sup> 2017
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**NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.**

## Summer 2017 (Degree & Certificate Programs)

Registration Deadline:	June 19 <sup>th</sup> , 2017
Orientation Class for New MBA Students:	July 3 <sup>rd</sup> to 6 <sup>th</sup> , 2017
First Day of Classes:	July 10 <sup>th</sup> , 2017
Last Day to Drop for 100% Refund:	July 17 <sup>th</sup> , 2017
Last Day to Withdraw:	August 21 <sup>st</sup> , 2017
Final Day of Classes:	September 16 <sup>th</sup> , 2017
Grades Posted:	September 24 <sup>th</sup> , 2017

Holidays: Independence Day, July 4<sup>th</sup> 2017 and Labor Day, September 4<sup>th</sup>, 2017

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

## Fall 2017 (Degree & Certificate Programs)

Registration Deadline:	September 4 <sup>th</sup> , 2017
Orientation Class for New MBA Students:	October 2 <sup>nd</sup> to 5 <sup>th</sup> , 2017
First Day of Classes:	October 9 <sup>th</sup> , 2017
Last Day to Drop for 100% Refund:	October 16 <sup>th</sup> , 2017
Last Day to Withdraw:	November 20 <sup>th</sup> , 2017
Final Day of Classes:	December 16 <sup>th</sup> , 2017
Grades Posted:	December 22 <sup>nd</sup> , 2017

Holidays: Thanksgiving Day, November 23-25, 2017

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

## **ACADEMIC CALENDAR -- INTENSIVE ENGLISH PROGRAM:**

### **Summer 2016**

First Day of Instruction – May 23, 2016

Last Day of Instruction – August 18, 2016

### **Fall 2016**

First Day of Instruction – August 23, 2016

Last Day of Instruction – November 17, 2016

### **Winter 2016-2017**

First Day of Instruction – November 21 2016

Last Day of Instruction – February 16, 2017

### **Spring 2017**

First Day of Instruction – February 20, 2017

Last Day of Instruction – May 18, 2017

### **Summer 2017**

First Day of Instruction – May 22, 2017

Last Day of Instruction – August 17, 2017



## **DEGREE PROGRAM FACULTY**

Southern States University's faculty is constantly growing and changing to better assist SSU students in gaining the knowledge they will need to succeed in the business community. Listed below are current degree and certificate program Faculty by location(s) where they are teaching.

### **ONLINE**

#### **Samila Amanyraoufpoor**

D.B.A., Finance, Alliant International University

M.B.A., Global Management, University of Phoenix

B.A., German Language, AZAD Islamic University, Tehran, Iran

#### **Program**

MBA, BBA, Certificates

#### **Teaching Location:**

Online

#### **Claudia Araiza**

Ph.D., Economics, Claremont Graduate University

M.A., Economics, San Diego State University

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

#### **Program**

MBA, BBA, Certificates

#### **Teaching Locations:**

Online

#### **Peggy Bilbruck**

Ed.D., Educational Leadership and Curriculum Development, University of Phoenix

M.B.A., University of Phoenix

B.S.B.M., Business Management, University of Phoenix

#### **Program**

MBA, BBA, Certificates

#### **Teaching Locations:**

Online

#### **Luke Martin**

J.D., California Western School of Law

B.A., English, University of North Texas

B.A., Political Science, University of North Texas

#### **Teaching Location:**

Online

**Yvan Nezerwe**

D.B.A., Finance, Alliant International University

M.B.A., Finance, Alliant International University

B.S., International Business, United States International University-Nairobi Kenya

**Program**

MBA, BBA, Certificates

**Teaching Location:**

Online

**LAS VEGAS**

**Jeffrey K. Bryant**

M.A., Business Management, Central Michigan University

B.S., Management, Park University

**Program**

MBA

**Dianne Harmata**

L.L.M., Taxation, University of San Diego

J.D., Law, University of San Diego

B.A., Economics, San Diego State University

**Program**

MBA

## **INTENSIVE ENGLISH PROGRAM FACULTY**

**Name TBD**

List of Degree(s) of instructor

## **ADMINISTRATION AND STAFF**

**John Tucker** - Chancellor / PDSO

**Claudia Araiza** - Vice Chancellor for Academic Affairs/Chief Academic Officer

**Kiyonna Navarro** – Bursar/Finance

**TBD** - University Registrar/Chief Compliance Officer

**William Aмоke** - Director of Admissions

**Rafael Teixeira** - Website Designer

**Matthew Derieg** - University Librarian

**Jeffrey Bryant** – Academic Director/Academic Advising/DSO, Las Vegas

**Robert Lindley** - Campus Librarian, Las Vegas

**TBD** - Career Services Coordinator/Administrative Assistant, Las Vegas

**William Doyle** - Site Director/DSO, Las Vegas