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Catalog Changes
Any action by the faculty, the administration, or the Board that is duly announced to the student body will supersede any statement published in this
catalog or, if not published in the catalog, will have the same status as a published statement. Refer to the current Catalog Supplement for updates.

The University reserves the right to appeal, delete, change or amend any policies, regulations. Provisions contained in this publication including
program content, materials, schedules contained in this publication as well as other University materials may be withdrawn or modified. This
information herein published is true and correct in content and policy as of the policy publication date.
OVERVIEW

Mission of the University
The educational mission of Schiller International University is to prepare students, personally and professionally, for future leadership roles in an international setting. In its undergraduate and graduate degree programs, Schiller provides students with the competencies they need for professional careers as well as for further academic study. The educational process puts particular emphasis on developing international and cross-cultural competencies through foreign language training, intercampus transfer, or other international academic opportunities, and intense interaction among people with diverse backgrounds.

Objectives of the University
The objectives of the University are to:

- Develop quality academic programs based on employer driven demands;
- Foster partnerships with industry experts to identify future career opportunities;
- Promote student learning through excellence in teaching support services and instructional delivery both online and in traditional settings in response to current industry demands;
- Promote an institutional culture that values diversity and international and cross-cultural competencies and skills identified by global industry experts.

History of the University
Schiller International University was named after the German philosopher, poet and dramatist, Johann Christoph Friedrich von Schiller (1759 – 1805), whose work exemplifies the highest standards of ethics and the ideal of the truly educated, multilingual citizen of the world. This unique University was founded in 1964 by Dr. Walter Leibrecht for the purpose of providing American students with an educational experience in Europe while continuing their studies within the American educational model. In time, this original concept was broadened to include students from all over the world seeking an American study program in an international setting. Thus, the first semester abroad program evolved into full undergraduate and graduate degree programs.

Geographically, campuses expanded into Europe and America. Demographically, over 100 different nationalities experienced Dr. Leibrecht’s vision of education. Presently, Schiller International University has campuses in Heidelberg, Germany; Madrid, Spain; Paris, France; and the Tampa Bay area, Florida USA. Students not able to attend a campus program may be eligible to complete their degree online (please speak with your admissions representative for details).

Since its founding, the mission of the college has remained focused on the value of a globalized educational environment, recognizing that international perspectives are crucial to solving contemporary problems and developing a globally literate, intercultural competent citizenry. The short history of the 21st Century confirms the imperative of the Schiller International University Mission: “...developing international and cross cultural competencies” via education. Schiller International University has continually evolved through the decades, reflecting the growing diversity of the student body and its needs.

Degrees, Accreditation Licensure and Approvals
Schiller International University is accredited by the Accrediting Council for Independent Colleges and Schools, a National Accrediting Agency, recognized by the United States Department of Education, to award Associate’s, Bachelor’s and Master’s level degrees. Accrediting Council for Independent Colleges and

Schiller International University, Tampa Bay, Florida Campus, is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone (888) 224-6684.

Schiller International University satisfies the definition of an eligible institution under the Higher Education Act of 1965, as amended. Schiller International University has qualified to participate in programs under the Higher Education Act of 1965, as amended (HEA) and the Federal student financial assistance programs (Title IV, HEA programs).

All graduate and undergraduate programs that are listed in the catalog have been approved by the VA to offer Veteran’s Benefits.

Schiller International University is an approved school through the Student and Exchange Visitor Information System (SEVIS) system that the Department of Homeland Security (DHS) uses to maintain information on Student and Exchange Visitor Program (SEVP) and the F and M students who come to the United States to attend those schools.

Schiller International University Madrid Campus is recognized by the Consejería de Educación y Cultura de la Comunidad de Madrid (local higher education authorities).

Schiller International University (Paris Campus) is registered at the Rectorat de l’Academie de Paris as Etablissement d’Enseignement Superieur Prive. The International Relations & Diplomacy program at the Paris campus is recognized by the Rectorat de Paris as a University level program.

Schiller International University – Heidelberg Campus degree programs have been reviewed for quality and conformity to the programmatic standards set forth by the German accrediting council and have received the “Certification of Accreditation” by the German accrediting agency EVALAG. Schiller International University is authorized by the Ministry of Science, Culture and Research to offer its American degree programs within the State of Baden Württemberg as per § 72 Section 3 Landeshochschulgesetz.

Schiller International University has a cooperation agreement with the University of Roehampton, enabling students to earn two degrees from one program of study (please see University of Roehampton section for details)

GOVERNANCE AND ORGANIZATION

Statement of Legal Control: KIP SIU, LLC (dba) as Schiller International University, is owned by Reinga Investments, L.S. (Effective 2/19/2020).

DIVERSITY STATEMENT - One World, One University

In the wake of the recent tragic events happening in the United States regarding racial inequality, at Schiller International University we would like to highlight the importance of our claim and belief in One World, One University. We stand in solidarity with black people of the United States, as well as peoples of any
other part of the world suffering any form of oppression or racism. At Schiller, we view education as the vehicle that unites people, nations and cultures in order to foster the development of a better world.

We therefore remind our extended Community that our University prohibits discrimination or harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, genetic information, veteran status, or any other status protected by applicable law, as stated in our Title IX Policy.

It is also the policy of the University to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual’s ability to participate in or benefit from the University’s programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

At SIU we are passionate about creating a diverse and inclusive learning and working environment for everyone to enjoy. We are committed to making everyone who comes to Schiller, students, faculty, employees, and visitors, feel welcome and valued and we ask that you do the same!

We all should know that diversity makes for a rich tapestry, and we must understand that all the threads of the tapestry are equal in value no matter what their color. “Maya Angelou”

NON-DISCRIMINATION POLICY

Americans with Disabilities Act
Schiller International University follows the letter and spirit of the Civil Rights Act of 1964 and the Title IX Amendment to the Education Amendments of 1972, as well as Section 504 of the Rehabilitation Act of 1973, the Florida Human Rights Act, the Americans with Disabilities Act of 1990, the Equal Employment Opportunity Act of 1972, and other applicable laws and regulations.

Schiller International University will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, gender, sexual orientation, age, national origin, or ability/disability. Schiller admits students of any race, color, creed, religion, gender, sexual orientation, national origin, or ability/disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, creed, religion, gender, sexual orientation, national origin, or ability/disability in the administration of its educational policies, admission policies, employment practices, scholarship and loan programs, and other University administered programs.

Schiller International University is an Equal Opportunity Employer. If you have any questions or concerns regarding this policy, please contact the Provost or the respective Campus Director.

United Kingdom Equality Act
The University is committed to supporting the needs of disabled students and those with specific learning difficulties in accordance with the requirements of the United Kingdom Equality Act 2010. Adjustments will be made for disabled students to allow equity of access to learning, teaching and assessment, all student services and access to the campus. Such adjustments may include, but should not be limited to, extension of
deadlines, adjustments to assessment conditions, or alternative forms of assessment. Reasonable adjustments will be made both in anticipation of students’ needs and on an individual basis, as the need arises.

Any reasonable adjustments should not compromise the competency or standards of a program but will ensure that learning; teaching and assessment within the program are accessible to the student and enable them to participate equally in order to achieve success.

Retention and Graduation Rates
Information about retention and graduation rates as well as other information in compliance with the Student Right to Know and Campus Security Act is available in the Campus Directors Office. Said information, including the annual security and safety report, is available on the University web site at www.schiller.edu.

Disclosure of Student Records
Schiller collects, processes, and maintains student information that is germane to the institution and the students based on two criteria: enabling the University to better serve its objectives and strengthening the efforts to protect students from any damage that might result from a misuse of the information. The University will not redistribute or sell student information including, but not limited to, student lists, mailing labels, or electronic emails for any solicitation, commercial, recruitment, or any other purpose that is not directly related to the University.

Schiller complies with the provisions of the Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. §1232g; 34 CFR Part 99) and Federal Regulations related thereto concerning disclosure and dissemination of student records. The following DIRECTORY INFORMATION may be released as public information without prior consent: name, local address and telephone number, permanent address and telephone number, email address, date and place of birth, citizenship status, number of academic hours completed, level of education, academic major, full- or part-time status, academic and nonacademic honors, high school and other educational institutions attended, scholarship information and amount, and dates of attendance. Public information may be disclosed on an unlimited basis by University personnel in response to oral or written requests. Students who do not want to have their directory information published must submit a written request to the administration. The procedures and policies regarding student and parent access to educational records maintained by and at the University are available upon request from the Registrar. Students may examine their educational records by submitting a written request.

THE AMERICAN SYSTEM OF EDUCATION
Many students who are from countries other than the United States have questions about the American educational system. Schiller International University’s study programs conform to the academic system used throughout the United States.

Schiller International University offers programs via the semester format. However, courses are provided on a monthly basis with students typically completing one course per month. Class days and hours vary depending on the degree program. This intense focus per class or subject allows more breadth and depth of topics. Four courses are still required per semester. Classes simply change monthly.

Our national accrediting organization, Accrediting Council for Independent Colleges and Schools, requires institutions offering Associate and Bachelor degrees to provide breadth and depth in the curricular area offered. Depth is represented in Schiller Intentional University’s curriculum through various academic major programs. Breadth is represented through the general education core courses. Specifically, the general education courses include Communication, Humanities, Fine Arts, Social and Behavioral Sciences, Natural
Science, Mathematics and Computer Competence. This component of an undergraduate degree is usually concentrated in the first two years of study in the Associate and Bachelor degrees.

The American system also assesses its students continuously from the beginning of the educational process. Grades are assigned at regular intervals through class work and examinations given by the instructors. These are key features and practices of the American system of educational assessment that differs from other educational practices around the globe, where external boards of examiners may be used. The American system of assessment is underpinned by the philosophy that instructors who know each student’s strengths or areas of need are better equipped to ensure students are continuously informed of their progress.

The American system measures this progress in credit hours and Schiller utilizes the semester credit hour system. Depending on the type of educational delivery format, one semester credit will equate to following number of hours of instruction:

**DEFINITION OF CREDIT HOURS- Meets the Financial Aid Credit Requirement**

<table>
<thead>
<tr>
<th>Format of Educational Delivery</th>
<th>Hours of Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture (theory, didactic)</td>
<td>15 hours</td>
</tr>
<tr>
<td>Laboratory</td>
<td>30 hours</td>
</tr>
<tr>
<td>Practicum (internship/externship)</td>
<td>45 hours</td>
</tr>
</tbody>
</table>

For a typical 3 semester credit hour lecture course, students will participate in a total of 45 hours (15 hours X 3 credits) of instruction. One academic hour is defined as 50 minutes of instruction during a 60-minute period.

Each one (1) credit hour of a lecture requires two (2) contact hours of outside course work. For a typical three (3) semester credit hour lecture course, students are expected to complete outside class work equating to 90 hours (45 contact hours of actual class time plus an additional 90 contact hours of outside course work).

**THE BRITISH SYSTEM OF EDUCATION**

At Schiller International University our students have the opportunity to earn a second degree awarded by the University of Roehampton (Bachelors/Masters), a prestigious University located in London. See University of Roehampton section in the Catalog for additional details.

In England, Wales and Northern Ireland, higher education institutions are independent, self-governing bodies active in teaching, research and scholarship. They are established by Royal Charter or legislation and most are part-funded by the respective government.

The types of qualifications awarded by higher education institutions at undergraduate and graduate level are described in the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ). This also includes qualification descriptors that were developed within the HE sector by the Quality Assurance Agency for Higher Education (QAA - established in 1997 as an independent UK-wide body to monitor the standard of higher education provision - www.qaa.ac.uk). The FHEQ was self-certified as compatible with the Framework for Qualifications of the European Higher Education Area, the qualifications framework adopted as part of the Bologna Process, in February 2009.

Academic standards are established and maintained by using an extensive and sophisticated range of shared quality assurance approaches and structures. Standards and quality in institutions are underpinned by the universal use of external examiners and moderators, a standard set of indicators and other reports, by the
activities of the QAA, and in professional areas by relevant professional, statutory and regulatory bodies. This ensures that institutions meet national expectations described in the FHEQ: subject benchmark statements, the Code of Practice and program specifications; all developed by the QAA. The QAA conducts peer-review based audits and reviews of higher education institutions with the opportunity for subject-based review as the need arises. The accuracy and adequacy of quality-related information published by the higher education institutions is also reviewed. All Schiller programs are audited in continuous intervals for compliance to quality assurance standards set forth by both the American Council for Independent Colleges and Schools (ACICS) in Washington D.C., as well as, by the Quality Assurance Agency (QAA) in the United Kingdom as it relates to the University of Roehampton degrees.

Regarding the UK credit system, a framework of national guidelines, the Higher Education Credit Framework, was launched in 2008. This system, which is in use in England, Wales and Northern Ireland, is compatible with the European Credit Transfer System (ECTS) for accumulation and transfers within the European Higher Education Area, and is used to recognize learning gained by students in institutions elsewhere in Europe.

**CAMPUS AND FACILITIES**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>400 North Tampa St. Suite #1700</td>
<td>Outside of US: 1-727-736-5082</td>
</tr>
<tr>
<td>Tampa, Florida 33602</td>
<td>Fax: 1-727-738-8405</td>
</tr>
</tbody>
</table>

**THE CITY**

Schiller International University’s Main Campus is located in Tampa, Florida with a population of approximately 4 million. The campus located downtown Tampa, which serves as a primary artery connecting Tampa Bay and the Gulf of Mexico. It is a short drive to one of the most beautiful coastal regions in America. Famous for its mild semi-tropical climate, the area has a thriving hotel and tourism industry. Both Tampa and St. Petersburg are growing centers of high-tech industry, and Tampa, a major American port, is home to the enterprises of finance, pharmaceuticals, and film-making. Museums of art and culture, state parks with unique nature preserves, and the unparalleled fishing, sailing and swimming on Florida’s Gulf Coast have drawn a cosmopolitan mixture of inhabitants to the area from all over the United States and the world. Major league baseball and professional football are centered in the area.

**THE CAMPUS**

Schiller International University is located at 400 North Tampa St., Suite #1700 in Tampa, Florida. The facility is a 36-story building with the campus located on the 17th floor which has approximately 6,800 square feet. Technology has been installed in the computer lab and classrooms have Smart-board functionality. The campus houses a library, student lounge, and various administrative offices. This campus is accessible to all major highways and public transportation, as well as numerous services, dining options, and recreational facilities. The parking lot provide ample space for vehicles. Tampa International Airport is approximately 15 minutes east of the campus and a bus system links the area’s population centers.
PROGRAM OF STUDY
The Florida campus offers, Associate, Bachelor, and Master Degrees. For students wishing to improve their English language skills, foreign language classes are offered at the campus and from local outside agencies.

COURSE DELIVERY FORMATS
Staff located at the Florida location of Schiller manage both the ground courses which are offered in a traditional classroom setting on the Tampa Bay campus, as well as the online (distance education) courses. The online courses are delivered using an electronic learning management system called Blackboard.

ADMINISTRATION, FACULTY AND STAFF
Administration, Faculty and staff for all campuses are listed in the current Catalog Supplement available on the Schiller web site at http://www.schiller.edu. Course syllabi also contain contact information for Schiller instructors.

AWARDS: FLORIDA
Valedictorian Award: presented to the undergraduate and graduate student with the highest grade point average in the graduating class.

John F. Kennedy Award: presented to an undergraduate or graduate student who has shown outstanding leadership ability and rendered service to the University, fellow students, or community.

Neil Armstrong Award: presented in recognition of outstanding academic achievement to an undergraduate and/or a graduate student.

DISTANCE/ ONLINE EDUCATION
Schiller International University offers many of its undergraduate and graduate degree programs in an online (distance education) format. Founded in 1964, with over 20,000 alumni all over the world, Schiller International University is often referred to as “The International University.” Now, via the Internet, this University is accessible from anywhere in the world. These online programs are designed for students who are unable to attend classes at one of the campuses on a regular basis. Students can easily shift from online to on-campus and accelerate their degree completion in exciting places like Heidelberg, Germany; Madrid, Spain; Paris, France; and Tampa Bay area, Florida USA.

The programs and courses offered online:
Have the same admissions requirements as campus-based programs;
Contain the same content and use the same textbooks as those offered in a traditional classroom format; and
Utilize the same syllabi and learning objectives as courses delivered on campus

CAMPUS TELEPHONE DIRECTORY

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>TAMPA BAY, FL USA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Number</td>
<td>727-736-5082</td>
</tr>
<tr>
<td>Campus Fax Number</td>
<td>727-738-8405</td>
</tr>
</tbody>
</table>
THE CITY
An hour’s train ride from Frankfurt, the financial center of Germany; Heidelberg is the home of Germany’s oldest University. Situated in the valley of the Neckar River between forested mountains and the Rhine plain, Heidelberg’s beauty is matched by its significance as a center of scientific research and modern high-tech industrial firms. Heidelberg has long been ranked as Germany’s top tourist destination welcoming over 3 million visitors a year. A thriving university town, Heidelberg is both an idyllic romantic city with its world-famous castle and Old City, but evermore a center for high-tech firms, seeking qualified, multilingual professionals with an international background.

THE CAMPUS
The Heidelberg Campus is located in the Skylab’s building, which is the landmark structure of Heidelberg’s newest urban development- the Bahnstadt. The Bahnstadt represents Heidelberg’s bid to establish itself as a European city of science. In a state of the art facility, that carries the distinction of being one of the world’s largest zero-emission communities, the Heidelberg campus houses six classrooms, a bookstore, a library with computer lab, a student lounge, faculty and administrative offices. Walking distance from the campus are Europe’s modern dormitory facilities, consisting of micro-apartments, each with their own bathroom and kitchenette. Wi-Fi access is available throughout the campus and high-speed internet connections are standard for each dormitory room.

PROGRAMS OF STUDY
The Heidelberg campus offers Bachelor and Master Degrees. The language of instruction is English. German language courses are available at the Heidelberg Campus.

AWARDS: HEIDELBERG
Friedrich Schiller Award: Presented to a graduate or an undergraduate student who has demonstrated leadership, excellent character and rendered service to the University and its students. This award is named in honor of the German poet, philosopher, historian, and playwright.

International Business Awards: Awarded by the faculty to the two graduating students who have excelled in the international business or international economics field of study.

International Relations and Diplomacy Awards: Awarded by the faculty to two graduating students who have excelled in the field of international relations and diplomacy.

Paul Tillich Award: presented to the graduate student with the highest grade point average in the graduating class. The award is named in honor of the late Paul Tillich, philosopher, theologian, friend and benefactor of Schiller International University.

Valedictorian Award: presented to the undergraduate student with the highest grade point average in the graduating class.
The City
Madrid is made up of many cities: the cultural, with its museums, concert halls and theaters; the traditional, with its popular festivities, and neighborhoods; the gastronomical with its typical restaurants; the historical, with its monuments, churches and palaces; and the modern, with its multinational enterprises, banks, hotels, shops and international convention centers. Madrid, the vibrant capital of the Spanish-speaking world, is historic, monumental and contemporary at the same time, overflowing with cutting edge design and cuisine. It is a vibrant metropolis that immediately adopts you, making you feel like you belong there. In Madrid you can find large avenues and elegant boulevards alongside narrow cobblestone streets; tall and modern buildings next to old churches and plazas. Madrid is a city to discover: you can stop and enjoy its lively cafes at almost every corner, and its legendary nightlife. Madrid is bustling with life day and night - a city that never sleeps.

The Campus
Schiller's Madrid campus building, a beautiful neoclassical building that was formerly the residence of a member of the Spanish royal family, is situated on Serrano Street - considered one of the most elegant areas of Madrid -
on the Plaza de la República Argentina. The campus is surrounded by restaurants, embassies, international schools and cultural centers. In the neighborhood, you'll also find everything from boutiques to the Santiago Bernabeu Stadium (home of the Real Madrid soccer team). “The campus offers a full range of facilities, study and lounge areas, a library with computers and a career services office.” Schiller provides administration and staff who can assist students in finding their way in the city and locating accommodations.

**PROGRAMS OF STUDY**
The Madrid campus offers Associate, Bachelor, and Master Degrees. The language of instruction is English.

**AWARDS: MADRID**
- **Velázquez Award**: presented to a student of high academic standing who has displayed outstanding leadership and rendered service to the University, its students and cross-cultural understanding. The award is named in honor of the great 17th-century Spanish painter, Diego Velázquez.
- **Calderón Award**: presented to the student who has shown outstanding achievement in Spanish language or literature, and named in honor of the famous Spanish dramatist.
- **Francisco de Vittoria Award**: presented to an outstanding undergraduate in International Relations and Diplomacy, named in honor of the renowned Spanish lawyer of international law.
- **Ortega y Gasset Award**: presented to the undergraduate student with the highest academic average for the year, and named in honor of the Spanish philosopher, writer and statesman.
- **John W. McGee International Business Awards**: presented to an undergraduate student and to a graduate student who have excelled in the field of business administration.

**CAMPUS TELEPHONE DIRECTORY**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>MADRID, SPAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Number</td>
<td>+34 (91) 4482488</td>
</tr>
<tr>
<td>Campus Fax Number</td>
<td>+34 (91) 4462110</td>
</tr>
</tbody>
</table>

**ADMINISTRATION, FACULTY AND STAFF**
Administration, Faculty and Staff for all campuses are listed in the current Catalog Supplement available on the Schiller web site at [http://www.schiller.edu](http://www.schiller.edu). Course syllabi also contain contact information for Schiller instructors.

**Paris – France**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>9, Rue Yvart</td>
<td>+ 33 0 145 38 5601</td>
<td>+ 33 0 145 38 5430</td>
</tr>
<tr>
<td>75015 Paris</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**THE CITY**
As the capital of France, Paris is one of the great thriving European and world powers. As an economic and commercial center, Paris has the sixth largest world economy and is also the fifth most populace city in Europe.
Although the Paris economy is largely dominated by business services, it still remains an important manufacturing powerhouse of Europe, especially in industrial sectors such as automobiles, aeronautics, and electronics. Several international organizations have their headquarters in Paris. They include UNESCO, the OECD, the International Chamber of Commerce, and the Financial Action Task Force (FATF). A destination visited annually by some 26 million tourists, the city offers over 150 museums including the Louvre, and exceptional sites, such as the Champs-Elysees and the Eiffel Tower. Paris also serves as a cultural center for exhibitions and conferences, fashion, luxury, and gastronomy. The city is world renowned for its rich art collections, distinguished architecture, and superior entertainment, including theaters, operas and films from around the world.

**THE CAMPUS**
The Paris campus of Schiller International University is centrally located in one of the liveliest areas of the city close to Montparnasse and the student district known as “Quartier Latin.” Campus resources include a computer lab, a student lounge and many other facilities. Students may also have access to the American Library of Paris and other relevant resources in the area. As an independent, international and American University in Paris, Schiller offers students a multicultural environment with faculty that encourages diversity, leadership and global understanding. Studying in Paris is a great opportunity for Schiller students to be immersed in one of the most important political, diplomatic, economic and cultural capitals in the world.

**PROGRAMS OF STUDY**
The Paris campus offers Bachelor, and Master Degrees. The language of instruction is English.

**AWARDS: PARIS**
**René Cassin Award**: presented to the undergraduate or graduate student who has demonstrated superior academic ability in the field of international relations. The award is named in honor of René Cassin, recipient of the 1968 Nobel Peace Prize and former president of the United Nations Human Rights Commission.

**International Business Awards**: presented to an undergraduate and a graduate student who have shown outstanding ability in International Business.

**Raymond Aron Award**: presented to an outstanding graduate Thesis (Not given every year).

**CAMPUS TELEPHONE DIRECTORY**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PARIS, FRANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Office</td>
<td>+33 (0) 1 45 38 56 01</td>
</tr>
</tbody>
</table>

**ADMINISTRATION, FACULTY AND STAFF**
Administration, Faculty and Staff for all campuses are listed in the current Catalog Supplement available on the Schiller web site at [http://www.schiller.edu](http://www.schiller.edu). Course syllabi also contain contact information for Schiller instructors.
IMMIGRATION

Separate from the admissions process is the process of immigration as an international student to the Tampa Bay campus in the United States as well as to a campus in the European Union. All applicants who are granted a student visa to attend Schiller must commit to an enrollment of at least two academic semesters (eight months) of continuous enrollment in order to be admitted to Schiller.

NON-US CITIZEN/LEGAL RESIDENT STUDENTS SEEKING ADMISSION

Schiller International University is authorized under the law to enroll non-immigrant alien students. For non-domestic students, a student must have a valid student visa, if applicable. Schiller is required to have official documentation that certifies that the applicant has completed the equivalent of an American High School education and is prepared to undertake university-level work in English.

Although there is no application deadline, Schiller strongly advises applicants who require visas to apply at least four (4) months before the beginning of the term for which they wish to enroll. All students applying for admission in the US must provide a non-refundable $20.00 application fee. European campuses must provide a non-refundable €50 (Euros) application fee. Non-Domestic students (campus specific) students are also subject to a $60 courier fee for processing and delivery of student visa documentation. The rules and regulations for student visas are subject to change without notice so it is important that all applicants review these for current information. Immigration authorities may require an applicant to pay tuition fees in advance for two semesters as well as show proof of financial support for one year. These requirements will vary by country.

Immigration Requirements:

United States

For international students seeking to study at the Tampa Bay campus the following will be required: (applicable to all students who do not have a US passport, US Permanent Residency, or lawful legal status)

- Verification in the form of a bank document from the student, parent, or sponsoring legal guardian that there are sufficient funds to cover the costs of one academic year of full-time study.
- Proof of payment of one semester tuition and fees by no later than the first day of class. Initial deposit amount must be made prior to entering the US and the remaining is due by no later than the first day of class.
- Proof of English proficiency for students who are not native English speakers, did not complete their post-secondary education exclusively in the English language, or did not complete at least 24 academic credits in a university level program taught in English. (See “Evidence of English Fluency” for further details)
- Proof of prior studies as required and applicable by the degree level.
- Form I-20 issued to the student by the authorized official at the Tampa Bay campus.
- Proof of a valid Passport indicating the appropriate valid student visa.
- Letter of acceptance to study at the Tampa Bay campus.
Germany
For international students seeking to study at the Heidelberg, Germany campus the following will be required to satisfy German Immigration regulations: (applicable to all students who do not have a passport from an E.U. member country.)
Verification in the form of a bank statement from a local German bank that the student has sufficient funds to cover rent and living expenses for one calendar year. The German government has stipulated €680 Euros per month or €8160 Euros per year as sufficient to cover rent and living expenses. Students originating from Africa, the Middle East, South and Central America, Asia and Eastern Europe can meet this requirement by establishing a blocked account with a German bank such as Deutsche Bank.
US citizens and legal resident students can enter Germany without establishing a blocked account but must provide verification they have sufficient funds as stipulated by the German government within 90 days of arrival.

- Proof of payment of one semester tuition and fees by no later than the first day of class. Initial deposit amount must be made prior to entering Germany and the remaining is due by no later than the first day of class.
- Proof of English proficiency for students who are not native English speakers, did not complete their post-secondary education exclusively in the English language, or did not complete at least 24 academic credits in a university level program taught in English. (See “Evidence of English Fluency” for further details) "Zulassungsbescheinigung" (confirmation of studies) which is issued by the admissions office at the Heidelberg campus.
- Travel health insurance that is valid for a minimum of 90 days.
- Proof of a valid Passport indicating the appropriate valid student visa.
- 2 current passport photos

International students that require a student visa prior to arriving in Germany must apply at a German consulate or embassy. The processing time for student visas to Germany can be at least four to six months. Students may be charged a courier fee of 60 EUR for processing and delivery of student visa documents.

Spain
For international students seeking to study at the Madrid, Spain campus the following will be required to satisfy Spanish Immigration regulations: (applicable to all students who do not have a passport from an E.U. member country.)
All non EU students must apply for a student visa at the Spanish Consulate in their home country prior to arrival. Be sure to contact the consulate that has jurisdiction over your place of residence for details. Please note that a tourist visa is valid for only 90 days and is not convertible to a student visa on arrival, it is not suitable for study in Spain.
PLEASE NOTE: Processing time for Spanish visas can take up to 3 months
A criminal background check, translated, and with an apostille of The Hague is required. Obtaining this document can take several weeks, please take this into consideration so as to apply for these documents in a timely manner. Please contact the Madrid Admissions Office for detailed information of any additional requirements.
• Proof of payment of one semester tuition and fees by no later than the first day of class. Initial deposit amount must be made prior to entering Spain and the remaining is due by no later than the first day of class.
• Proof of English proficiency for students who are not native English speakers, did not complete their post-secondary education exclusively in the English language, or did not complete at least 24 academic credits in a university level program taught in English. (See “Evidence of English Fluency” for further details)
• Students will need to provide an acceptance letter, proof of financial means and proof of health insurance. Please contact the Madrid Admissions Office for detailed information of requirements.

All international students must have health insurance to cover them during their stay in Spain prior to arrival. Students must check their personal insurance to ensure that it covers Spain’s minimum requirements for a long-term student visa. If your current insurance does not meet the requirements an alternative insurance must be obtained.

On arrival in Spain, students must apply for a Spanish Student Resident’s card at the local Police. The Madrid campus provides support and information on this process but students are responsible for presenting the required papers within the timeframe stated on their student visa.

• Proof of prior studies as required and applicable by the degree level.

France

For international students seeking to study at the Paris, France campus the following will be required to satisfy French Immigration regulations: (applicable to all students who do not have a passport from an EU member country.)

Verification in the form of a bank document from the student, parent, or sponsoring legal guardian that there are sufficient funds to cover the costs of one academic year of full-time study.

• Proof of English proficiency for students who are not native English speakers, did not complete their post-secondary education exclusively in the English language, or did not complete at least 24 academic credits in a university level program taught in English. (See “Evidence of English Fluency” for further details)
• Proof of payment of one semester tuition and fees by no later than the first day of class. Initial deposit amount must be made prior to entering France and the remaining is due by no later than the first day of class.
• ‘Certificatd’ inscription’ (confirmation of admission) which is issued by the admissions office at the Paris campus.
• Proof of a valid Passport indicating the appropriate valid student visa.
• Letter of acceptance to study at the Paris campus.

International students that require a student visa prior to arriving in France must first set up an online account through Campus France http://www.campusfrance.org/fr/. Only once the student receives confirmation from Campus France can they make an appointment with the French consulate or embassy. The processing time for student visas to France varies between 1-4 months. Students may be charged a courier fee for processing and delivery of student visa documents.

SCHEDULING

The University admits students on a rolling, monthly start basis. Students typically complete four courses each semester by taking one course per month. Each course is four weeks (one month) in length. Course schedules are specific to the students’ degree requirement.
Students who meet specified GPA requirements may enroll in more than 12 credit hours in a semester only with prior approval of the appropriate University official(s). Refer to the policy in the section titled Credit Hours and Course Loads for details.

**CAMPUS VISITS AND TOURS**
Prospective students and their families are encouraged to visit the campuses. Guided tours are offered by appointment at the campus of interest. See campus contact information in this catalog and on the website at www.schiller.edu.

**ADMISSION POLICIES FOR ONLINE**

**ENROLLMENT IN DISTANCE EDUCATION / ONLINE COURSES**
Admission requirements for the Distance Education / Online courses are the same as for on-campus degree programs. Each campus strives to offer the courses needed by on-ground students who elect to take classroom-based classes at the respective campus location. However, there are times when a student may choose to attend an online course instead of a ground course to facilitate progression for degree completion. The University expects students to enroll in a full-time course load of 12 credit hours in each four month term. Classes may be scheduled at different times of the day/evening and students are expected to attend classes when offered. There are certain online regulations for students studying under a student visa as well as under the University of Roehampton agreement, please communicate with your respective campus regarding such regulations.

Students without student visa-online restrictions may not enroll for more than 50% on-line of their overall program. Students under the UoR (University of Roehampton) agreement must refer to the UoR section of the catalog for further online restrictions.

**TECHNOLOGY REQUIREMENTS FOR ONLINE COURSES**
Your personal computer must meet the technology requirements to ensure the Schiller International University online courses run properly on your personal computer. Updates regarding technology requirements are also available on the Schiller International University online website at www.schiller.edu. The following technical specifications are minimum recommended for access and participation in the Schiller online courses delivered through the Blackboard platform. Schiller International University offers no guarantee that personally owned hardware or software will operate with Blackboard flawlessly since other factors can also impact performance such as local internet services, low bandwidth, etc.

This information is designed to help students be successful while attending Schiller International University. The minimum standards are based on the learning platform and the digitally enhanced tools that you will use in the learning process.

When selecting a new computer, students should choose a model that is powerful enough to provide satisfactory performance over a four-to-five-year lifespan. If you currently own a computer and it falls below our minimum standards, don’t worry; Most computers that are two or three years old will be fine. Older computers may present problems, depending on the course. Our recommendation, if you have an older computer, is to be prepared to make the investment, when needed.

What problems might you encounter? Our courses use digitally enhanced course material. An older video card may not render the material as intended. Storing course material may be a problem on computers with insufficient storage. It is a good practice to have an external storage device and utilizing cloud storage. Older computers that are not running
Windows 10 may be vulnerable to viruses and malware. Ensure that you have to proper protection. Some older laptops do not have cameras. The university utilizes “Respondus” when students take exams. Exams are proctored so please have a camera.

**Windows or Mac?**

We recommend that students use a Windows based PC. If you own a Mac, please do not order a Windows machine. Your Mac will work fine but you may encounter issues. For example, some of our digitally enhanced learning platforms utilize the right-click of a mouse. Mac’s can right click, but this feature is not automatically turned on. Most of the digital content has been created and tested under a Windows environment, however, if you feel comfortable using a Mac, then you will be fine.

**Purchasing a New Computer?**

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Laptops are recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software</td>
<td>Microsoft Office 2016 (Free for Schiller students, please ask)</td>
</tr>
<tr>
<td>Processor</td>
<td>64-bit processor, Intel Core i5 or i7</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 10 Home</td>
</tr>
<tr>
<td>Memory (RAM)</td>
<td>8 GB (minimum), 16 GB (recommended)</td>
</tr>
<tr>
<td>Storage</td>
<td>256 GB SSD (minimum), 500 GB SSD (recommended)</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>802.11ac (minimum)</td>
</tr>
<tr>
<td>Video Card</td>
<td>1920 x 1080 or better display resolution (recommended)</td>
</tr>
<tr>
<td></td>
<td>A discrete graphics card with a dedicated GPU (recommended)</td>
</tr>
<tr>
<td>Camera</td>
<td>720p (1280 x 720) at 30 fps (minimum)</td>
</tr>
<tr>
<td>Backups</td>
<td>Backing-up to an external drive, or a subscription to a cloud-based solution (e.g. Google Drive or Microsoft OneDrive) (highly recommended)</td>
</tr>
<tr>
<td>Warranty</td>
<td>4 years (recommended), Extended warranties are highly recommended. These warranties normally cover hardware problems as well as system troubleshooting via phone or email. Additional accidental damage coverage should also be considered.</td>
</tr>
</tbody>
</table>

**Other Recommended Options**

An anti-theft cable lock

A headset (w/microphone) may be necessary for online/remote learnin

**Additional Guidelines Concerning Technology**

A cell phone, Chromebook, iPad, and other non-Windows based devices are not recommended for doing university level schoolwork.

**Questions?**

If you have any questions, please reach out to us.

scottecarr@schiller.edu or

Schiller Helpdesk: help@schiller.on.spiceworks.com
**INTERCAMPUS TRANSFER**

Domestic or international students wishing to transfer to another Schiller campus must complete an Intercampus Transfer (ICT) form prior to the semester when he/she plans to attend a different campus. Transfers are normally approved if the program and courses are offered at the location of interest. The student must be in good academic standing, have no outstanding financial obligations with the campus, and have an approved legal status to study in the respective country. **Transfers cannot occur in the middle of a student’s term** (during a particular 4 month semester) or if a student’s required course would not be available at the destination campus in the first month when the student plans to transfer.

**READMISSION**

Students considered to be in a “drop/dismissal/withdrawal” status must be formally re-admitted to the University. Re-admitted students will be subject to the requirements set forth in the current catalog at the time of readmission including enrollment into the current program version. All students must complete an updated Enrollment Agreement along with all required documentation.

A student who has been dismissed for failing to meet Satisfactory Academic Progress (SAP) may petition the Dean or Campus Director for re-admission to the University. Readmission after dismissal and with approval of the Dean or Campus Director is conditional on the student having an approved academic plan and completing said plan successfully by the end of the first semester of his/her new enrollment. The student may be denied readmission in the event they will be unable to achieve the programmatic GPA and/or meet the SAP completion requirements.

**AUDITING COURSES**

A student who wishes to attend classes in residence at Schiller without receiving credit will be classified as an audit student. An audit student must file an application for admission and pay the nonrefundable $20 (U.S. dollars) for Tampa Bay/Online or €50 (Euros) for European Campuses application fee and also the applicable tuition and fees for the respective course. Applications can be obtained from the Office of Admissions.

An audit student is expected to attend class regularly, participate in class activities. Audit courses are not eligible for conversion to credit after the course has begun.

**INSURANCE**

Students are encouraged to maintain personal health and accident insurance through an employer or independent provider. The University does not provide any type of insurance coverage for students. European students attending Heidelberg and Madrid may register with the National Health Insurance department; however, all non-European students must have private health care. Students attending the Heidelberg campus are required to maintain health insurance from the date of their departure from their home residence to the date of their return back to their home country. Paris campus students are advised that they can apply for a private student health insurance, as AME, PGA, and AVI International. Students with a student Visa are strongly encouraged to maintain adequate Visa Insurance coverage while studying in the USA; however, there are no insurance requirements set forth by the US Department of State. Schiller International University is not responsible for students’ lost or stolen personal property. Students are encouraged to take out personal insurance to cover the loss of belongings.

**FINANCIAL AID & TUITION FEES**

**TUITION AND FEES**

Refer to the Schiller Catalog Supplement for the current Tuition and Fee schedule available from the Admissions Office and on the website at [www.schiller.edu](http://www.schiller.edu).
HOUSING AND MEALS
Housing and meal expenses are the responsibility of each student and are not included in the cost of tuition and fees. The costs students can expect to incur for housing and meals may vary greatly with individual student preferences as well as with each campus. Each campus should be contacted for current information on this subject.

TERMS OF PAYMENT
Applicants should verify payment instructions with the Bursar at the specific campus of interest.

Students are required to pay 100% of their estimated amount due for the semester by the first scheduled day of class. Students with student visas may be required an advance payment in advance for immigration purposes. Applicants and students should check with the Admissions Representative at their campus of interest for details.

Payment may be made in cash, by check, by wire transfer, or by VISA, MasterCard, American Express or Discover Card (Some campuses cannot accept checks from foreign banks and are unable to accept all credit cards. Applicants and Students should check with the Bursar at their campus of interest for credit card or wire transfer options. Some additional fees for credit card payments may be applied at European campuses) Questions regarding payment should be directed to the Bursar’s Office.

A Credit Card Mail Charge Authorization form can be requested at each campus or downloaded on the University’s website at www.schiller.edu. In addition to handling these charges by mail, students can also present their credit cards to the Campus Bursars. Charges assessed by banks on foreign checks or on bank transfers will be charged to the students’ accounts.

All payments by check or bank transfer must always include student name, semester of study and campus being attended. Only Tuition and Fees as scheduled in the current Catalog Supplement will be accepted. Funds for living expenses and/or housing should not be transferred to the University.

Any student who is financially delinquent with the University may not be permitted to register, audit or attend classes, until all charges are paid or an agreement has been reached with the University. Schiller reserves the right not to release official transcripts or other records for any student who has an outstanding account balance, is delinquent, or is in default on a payment plan.

If a student with an outstanding balance on his/her account were to separate from the institution through withdrawal or suspension, that student remains responsible for the account balance in full. Delinquent accounts may be sent to collections.

It is the responsibility of the student (or parent if applicable) to send payments promptly according to the Schedule of Tuition and Fees. Checks should note the name of the student and the campus he/she will be attending. All fees must have been paid prior to the start of classes in order for the student to register on the day of Registration.

Delayed payment of fees may be possible only after a promissory note has been signed and authorized by the Campus Bursar prior to registration day. Students should also consider incidental costs for housing, personal laundry service, independent travel, clothing and other items that vary according to individual needs and preferences.

UNITED STATES FEDERAL FINANCIAL AID
Schiller International University is approved for participation in the US Federal Financial Aid Title IV Programs authorized under the Higher Education Act of 1965, as amended which includes Federal Pell Grants,
Federal Supplemental Educational Opportunity Grants, Iraq and Afghanistan Service Grants, Federal Direct Stafford and PLUS Loans and Federal Work Study “if they qualify”. In order for a student to be eligible for Federal Financial Aid, the student must be a United States citizen or eligible non-citizen. Students may be selected for additional verification to establish their eligibility.

To apply for Federal Financial Aid students will be required to complete the Free Application for Federal Student Aid (FAFSA) to determine their eligibility. Schiller will prepare an award letter for the student to sign acknowledging the types and amounts of grants and loans for which they qualify. Students are required to receive extensive loan counseling regarding their responsibilities and rights for repayment on any loan funds received. Students will be provided a Student Financial Aid Handbook which describes in detail the programs, student rights and responsibilities, loan repayment requirements and the procedure and process for participating in these programs.

Students may direct inquiries to the Financial Aid Office by calling (within the US: 1-855-787-2262 / outside the US: 1-727-736-5082 or sending an email to financial_aid@schiller.edu.

UNITED STATES FEDERAL WORK-STUDY PROGRAM
Students who qualify for U.S. Federal Financial Aid are eligible for work-study employment at the University. Students in the work study program compete for jobs and are hired to perform work as assigned by the University. Work-study employees may be paid compensation to the maximum amount of the award. The University conforms to Federal guidelines for work-study employees.

COLLEGE WORK STUDY
College Work Study (CWS) may be awarded to students who possess a good academic record (either from a secondary or post-secondary institution), maintain satisfactory academic record in their current studies, and must be in good financial standing with the University. The student should exhibit useful skills and financial need. Recipients serve part-time as library assistants, office assistants, building and grounds assistants, etc. Compensation is given for hours worked.

VETERANS AFFAIRS
Schiller has a Veterans’ Certifying Official in the Financial Aid Office who can provide forms, information, and a point of contact to assist 855-787-2262 / outside the US: 1-727-736-5082 or send an email to financial_aid@schiller.edu.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student’s enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, students are required in order to start the program provide a copy of their VA Certificate of Eligibility (COE) by the first day of class, or a written request to be certified, or any additional information needed to properly certify the enrollment as described in other institutional policies.
**Refund Policies**

Schiller International University’s Institutional Refund Policy as outlined below applies to all students who completely withdraw from all classes during a semester. The Return of Title IV Funds Policy applies to students if they received or were scheduled to receive federal student aid program funds. The requirements of the federal Return of Title IV Funds policy are separate from the institutional refund policies and any applicable state refund policy. Therefore, a student may owe a balance to the University for Institutional Charges after the application of the Return to Title IV calculation. The refund will be issued within 30 days of termination or receipt of Cancellation Notice.

**Return of Federal Title IV Aid**

The Return of Title IV Funds Policy applies to students if they received or were scheduled to receive federal student aid program funds. The requirements of the federal Return of Title IV Funds policy are separate from the institutional refund policies and any applicable state refund policy. Therefore, a student may owe a balance to the University for Institutional Charges after the application of the Return to Title IV calculation. Federal regulations require SIU to calculate a return of Title IV funds for any student who withdraws or does not complete a semester and who has received or was scheduled to receive financial assistance from the Title IV programs. The calculation is performed using a specific formula required by the U.S. Department of Education. The term Title IV Funds refers to Federal Financial Aid Programs authorized under the Higher Education Act of 1965, as amended and includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Iraq and Afghanistan Service Grants, Federal Perkins Loans, Federal Direct Stafford Loans, and Federal PLUS loans. Additional information regarding the **Calculation of Earned Title IV, Post-Withdrawal Disbursement, and the Return of Title IV Funds by the Institution and Student** may be found in the SIU catalog.

The University will first calculate the amount of unearned Title IV assistance that must be returned to the federal student aid programs under the Federal Return of Title IV Aid policy. The unearned amount of Title IV funds will then be subtracted from the total amount of all funds that was paid for institutional charges the semester of withdrawal to compute the Adjusted Amount Paid. The University will then calculate the amount of institutional charges (tuition and fees, etc.) that will be retained based on the requirements of any applicable state law or the applicable University’s institutional refund policies. The amount of institutional charges that can be retained will be subtracted from the Adjusted Amount Paid. If a credit balance from Title IV funds remains on the student’s account the refund will be made to the student or, with the student’s written authorization, to federal student aid programs in the order specified above in Federal Return of Title IV policy. If there is a non-Title IV credit balance the credit balance will be returned to the source of funding per agency policy and or to the student as permitted. The student will be billed for any outstanding charges.

**Calculation of Earned Title IV Assistance**

The formula is a pro-rata formula and the calculation for return of Title IV funds is based on the withdrawal date (LDA) as determined by the Registrar’s Office. The number of days completed in the semester is divided by the total number of days in the semester, excluding scheduled breaks that are 5 days or more, to determine the percentage of semester completed. This is also the percentage of federal student aid earned by the student.

If the percentage is more than 60% or more of the semester completed, there is no return of Title IV funds due and the student has earned 100% of scheduled Title IV funds. If the percentage is less than 60%, this
percentage is multiplied by the total amount of Title IV aid originally scheduled to be received to determine
the total amount of Title IV aid earned by the student.

**POST-WITHDRAWAL DISBURSEMENT**

If the total amount of the Title IV grants and/or loan assistance earned as of the withdrawal date is more than
the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event that there are outstanding charges on the student's account, the
University will credit the student's account for all or part of the amount of the post-withdrawal disbursement
of grant assistance (not loan), up to the amount of the allowable charges, which includes tuition, fees, and
room and board charges (as contracted with the school) and other educational-related charges, if an
authorization was provided to the institution. If there are grant funds in excess of these allowable charges,
the grant assistance will be provided to the student within 30 days of the date of determination of the
withdrawal.

If the post-withdrawal disbursement includes loan funds, the institution must obtain confirmation from the
student or parent, in the case of PLUS Loans that he/she wishes to have some or all of the loan funds disbursed
to the student’s account or directly to the student or parent. Any amount of a post-withdrawal disbursement
that is made up of loan funds will be offered to the student or parent within 30 days of the date that the
institution determined that the student withdrew. Upon receipt of a timely response from the student or
parent, the University will disburse the funds within 90 days of the date of determination of the student's
withdrawal date.

Schiller International University maintains the right to decide whether or not to make a post-withdrawal
loan disbursement in the event that the student or parent responds after 14 days of the date that the
notification was sent. If the University decides not to make this post-withdrawal disbursement, it will inform
the student in writing.

**Return of Unearned Title IV Funds**

If the total amount of Title IV grant and/or loan assistance that was earned as of the withdrawal date (LDA)
is less than the amount that was disbursed to the student, the difference between the two amounts will be
returned to the Title IV program(s) and no further disbursements will be made.

**By the University**

If a student has received excess funds that must be returned, the University must process within 30 days from
the date the institution determined the student withdrew a portion of the excess equal to the lesser of the
student's institutional charges multiplied by the unearned percentage of funds, or the entire amount of the
excess funds.

The Title IV funds will be returned in the order below as prescribed by federal regulations:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Direct PLUS loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG).

**By the Student**

In the event that there is remaining unearned Title IV aid, the student is responsible for returning those funds.
If the aid to be returned is in the form of a loan (, the student (or parent) can repay the loan in accordance
with the terms of the promissory note over a period of the time. If the aid to be returned is in the form of grant funds, the law provides that the student must repay the amount of the overpayment that is in excess of 50% of the federal grant funds the student received or were scheduled to receive rather than 100%. The University will return the student's grant obligation to the appropriate federal program.

The student may obtain copies of the refund or return of Title IV funds calculations from the Financial Aid Office.

**INSTITUTIONAL CANCELLATION AND REFUND POLICY**

If a student’s application for admission is not accepted, all advanced money shall be refunded, with the exception of the $20.00 US or EUR €50. If a student is accepted and then cancels registration before classes begin, or informs the University in writing within three (3) business days of the signed date of their Enrollment Agreement, all tuition paid in advance shall be refunded. (Except application and courier fees)

Any student who begins classes on or after the start date of any semester and then completely withdraws prior to the end of any semester by contacting the registrar (unless the student informs the University in writing within three (3) business days of the signed date of their Enrollment Agreement), the University will earn tuition and fees based on a pro rata basis through 20% of the semester in which the student withdraws. Withdrawal more than 20% of the semester, the student will be obligated to 100% of the semester's tuition and fees.

Schiller International University determines the date of a student’s withdrawal based on the student’s last date of attendance (LDA). The LDA is used to determine the amount of the refund that is due the student. The institution’s refund procedure requires the Registrar to report official and unofficial withdrawals to the Financial Aid and the Bursar’s Offices. The Financial Aid Office is responsible for the review of student data and completion of the refund and repayment calculations as appropriate to institutional policy. The Student Accounts Office issues all refunds inclusive of refunds due to a student’s withdrawal from the University. The payments of refunds due to withdrawal are processed within 30 days from the date of determination of the withdrawal. The Financial Aid Office will contact student loan borrowers who withdraw from the University and provide information and advising regarding loan repayment.

The University will first calculate the amount of unearned Title IV assistance that must be returned to the federal student aid programs under the Federal Return of Title IV Aid policy. The unearned amount of Title IV funds will then be subtracted from the total amount of all funds that was paid for institutional charges the semester of withdrawal to compute the Adjusted Amount Paid. The University will then calculate the amount of institutional charges (tuition and fees, etc.) that will be retained based on the requirements of any applicable state law or the applicable University’s institutional refund policies. The amount of institutional charges that can be retained will be subtracted from the Adjusted Amount Paid. If a credit balance from Title IV funds remains on the student’s account the refund will be made to the student or, with the student’s written authorization, to federal student aid programs in the order specified above in Federal Return of Title IV policy. If there is a non-Title IV credit balance the credit balance will be returned to the source of funding per agency policy and or to the student as permitted. The student will be billed for any outstanding charges.
ACADEMIC SUPPORT SERVICES AND STUDENT LIFE

ACADEMIC SUPPORT SERVICES
The Schiller International University Student Services Department is committed to ensuring success at every level of a student’s education. The department provides a variety of services including orientation, assistance in locating housing, health insurance providers, transportation, communication, calendars of events, student organizations, volunteerism, and much more.

In addition, Schiller has an active and growing Alumni Association, established to recognize and applaud alumni around the world as well as support current students. Please refer to the website at www.schilleralumni.com for updates, announcements, and networking opportunities.

CAREER GUIDANCE
Faculty and career advisors on each campus assist students with career planning issues and job opportunities. Individual campuses establish a variety of programs from Career Days with speakers on various areas of interest, to workshops on resume writing and job interview techniques. Career advisors are knowledgeable about the legal requirements of the host country with regard to employment. They assist qualified Schiller students with information concerning internships and forming the links between academia and business life. Schiller maintains a database of Schiller alumni and their employers, assisting both advisors and students in locating employment opportunities in business, government and the private sector in many nations. **Employment is not guaranteed nor promised by the University.**

TUTORING
Students may request assistance for classes in which they are experiencing difficulty. In addition, the University offers 24/7 tutoring for all students through tutor.com and khanacademy.org which can be accessed through Blackboard. Contact the Librarian’s Office for additional information.

LIBRARY SERVICES
The library plays a central role in the higher education experience. All Schiller International University house their own libraries where professional librarians are available to assist students. All libraries house both regional and international publications representing titles of all subject areas with special emphasis on material which will support academic work in current degree programs. Globally, Schiller has partnered with some of the world’s most prestigious libraries to provide a rich resource for student research. Please visit the website at [www.schiller.edu](http://www.schiller.edu) for links and contact information regarding specific campus and country offerings.

E-BOOKS
Schiller International University has transitioned from using print textbooks to an online eBook platform for all ground and distance learning students. The benefits are many, and include rich media content and interactivity, convenient access through a PC, laptop, tablet or smartphone, and portability. Students find them to be easy and enjoyable to use, and they help to enrich the learning experience. Once downloaded and registered with Vital Source, the student will have access to the e-book for at three (3) year or more years depending on the publisher. Physical books will not be available for purchase with the University unless a
formal Student Accommodation has been approved. (Reference the “Services for Students with Disabilities” section).

**STUDENT COUNCIL**
The Student Council is the student governing body at Schiller which advocates student rights and responsibilities at the University. Student Services and/or Campus Director work closely with the Student Council to provide the best possible guidance to our students.

**STUDENT ACTIVITIES**
Student activities are proposed and coordinated by the Student Council in conjunction with students, faculty, and/or Student Services and paid for by student activity fees. The appropriation of student activity fees requires approval by the Campus Director. Student activities enable students to immerse themselves in the local culture and activities, participate in sporting programs, and travel on educational trips.

**PARKING: FLORIDA CAMPUS**
Students are responsible for knowing and obeying the on-campus parking policies. Limited parking is available on a first-come, first-served basis. Parked vehicles cannot block access to doors, to parking entrances, or otherwise impede access.

Parking a vehicle on campus constitutes an agreement to abide by all parking rules and regulations. Students are encouraged to secure their vehicles. Schiller is not responsible for lost, stolen or damaged property or vehicles.

**CAMPUS SECURITY: FLORIDA CAMPUS**
Schiller staff will contact emergency services such as police, fire, or ambulance, or call 911 in the case of an emergency.

The presence of campus staff does not eliminate the need for students to take precautions to safeguard their persons and their valuables. The University is not responsible for lost, damaged or stolen items left unattended.

Pursuant to the Student Right to Know and Campus Security Act (known as the Clery Act), Schiller publishes an Annual Campus Security Report and a Fire Safety Report. This report can be accessed via [http://ope.ed.gov/security](http://ope.ed.gov/security) and input information for the main Campus in Largo, Florida then select your school information.

The Florida Department of Law Enforcement (FDLE) requires all schools to provide students with access to the sexual predator and sexual offender registry website and toll free telephone number. Please review the information provided below.

FDLE website - [http://offender.fdle.state.fl.us/offender/homepage.do](http://offender.fdle.state.fl.us/offender/homepage.do)

FDLE toll-free number - 1-888-357-7332 for TTY Accessibility - 1-877-414-7234
**Parking: Madrid Campus**

Only students with certified mobility issues (official blue card) may park on campus property. Please contact the campus for details and permission. Students are expected to obey Madrid City parking regulations regarding parking on the street or in private car parks.

**Campus Security: Madrid Campus**

To access the University during office hours, students should obtain the front door code. After hours, the University is closed and protected by an alarm and a security response service. There are security cameras recording according to Spanish legislation. To contact emergency services such as police, fire, or ambulance, call 112.

The presence of campus security does not eliminate the need for students to take precautions to safeguard their persons and their valuables. The University is not responsible for lost, damaged or stolen items left unattended.

Pursuant to the Student Right to Know and Campus Security Act (known as the Clery Act), Schiller publishes an Annual Campus Security Report and a Fire Safety Report. This report can be accessed via [http://ope.ed.gov/security](http://ope.ed.gov/security) and input information for the main Campus in Largo, Florida then select your school information.

**Parking: Paris Campus**

Students are responsible for knowing and obeying the city of Paris parking policies in the surrounding of the Campus. Parked vehicles cannot block to parking entrances, or special parking spaces. The Street parking spot is billed by hour.

Schiller is not responsible for lost, stolen or damaged property or vehicles.

**Campus Security: Paris Campus**

In the event of an emergency, Students, Staff and Faculty are advised to contact emergency services such as police by calling 17, fire by calling 18, or ambulance by calling 15.

Students are encouraged to take precautions to safeguard their persons and their valuables. The University is not responsible for lost, damaged or stolen items left unattended.

Pursuant to the Student Right to Know and Campus Security Act (known as the Clery Act), Schiller publishes an Annual Campus Security Report and a Fire Safety Report. This report can be accessed via [http://ope.ed.gov/security](http://ope.ed.gov/security) and input information in for the main Campus in Largo, Florida then select your school information.

**Parking: Heidelberg Campus**

Students are responsible for knowing and obeying community parking policies. Parked vehicles cannot block access to doors, to parking entrances, or otherwise impede access. Parking is available on a first come first serve basis along Max Jarecki Strasse. Parking at bus stops is strictly forbidden and vehicles may be towed by the city. Schiller is not responsible for lost, stolen or damaged property or vehicles.

**Campus Security: Heidelberg Campus**

In the event of an emergency, Students, Staff and Faculty are advised to contact emergency services by dialing 112 for Police and/or Fire Department.
Students are encouraged to take precautions to safeguard their persons and their valuables. The University is not responsible for lost, damaged or stolen items left unattended.

Pursuant to the Student Right to Know and Campus Security Act (known as the Clery Act), Schiller publishes an Annual Campus Security Report and a Fire Safety Report. This report can be accessed via [http://ope.ed.gov/security](http://ope.ed.gov/security) and input information in for the main Campus in Largo, Florida then select your school information.

**EMERGENCY AND SUICIDE CONCERNS**

Suicide and suicidal behaviors are a major concern for colleges and universities, and efforts are underway to introduce suicide prevention programming on many college and university campuses. Our website has an information sheet summarizing the data available on suicidal thoughts, attempts, and deaths, and describes risk and protective factors that are common among college and university students.

If you have concerns about your safety or the safety of a student who may be at risk for suicide, harm to others, substance use, depression, or other significant mental health concerns:

Contact one of the following Administrative Personnel Members on your campus:

- Campus Director
- Dean
- Director of Admissions
- Student Services

If there is/may be a weapon involved, or an immediate life threatening situation, contact 911 in the US or 112 in the European Campuses immediately.

**STATEMENT ON HARASSMENT**

**Rationale:** State and federal laws, both in the US and in Europe, protect employees and students from discrimination and harassment based on certain characteristics, such as race, age, gender (sex), religion, disability and national origin. In its *Guidelines on Discrimination Because Of Sex*, the Equal Employment Opportunity Commission states that sexual harassment is an unlawful practice. The purpose of this policy is to unequivocally set forth Schiller’s position regarding sexual and other forms of illegal harassment, and the procedures to be implemented in order to carry out this policy. Schiller prohibits any conduct on a student’s part that subjects other students or employees to illegal harassment, including sexual harassment.

**Definitions:**

*Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:*

(i) A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*); or

(ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or

(iii) Sexual assault (as defined in the Clery Act), rape, dating violence, domestic violence, or stalking.
Illegal harassment consists of comments or behaviors that are directed at a person’s race, gender, age, disability, religion, national origin, or veteran status. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic success;
Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual; or
Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment.

Policy: Schiller’s continuing policy is to provide an environment free from any form of illegal harassment. Sexual harassment in any manner or form is expressly prohibited.

Retaliation against anyone exercising a legal right, such as filing a complaint in good faith or providing information during an investigation, is also expressly prohibited, will not be tolerated and will result in disciplinary action, regardless of the disposition of the underlying complaint.

Procedures: A student who feels that he or she has been subjected to sexual or other illegal harassment by fellow students, employees, vendors, visitors, and/or guests should immediately report the incident in writing to the Campus Director who serves at the Title IX Coordinator for the campus.

Complaints will be promptly and thoroughly investigated by an appropriate person or persons. Investigations will be designed to protect the reasonable privacy interests of all parties concerned. Disciplinary and corrective action will be taken dependent upon the circumstances and as appropriate.

Schiller will not tolerate verbal or physical conduct by any employee or student that harasses, disrupts, or interferes with another’s work performance or which creates an intimidating, offensive or hostile work environment.

Harassment of any kind will not be tolerated, including harassment on the basis of race, color, creed, religion, sex, sexual orientation, national origin, ability or disability.

All violations of the Student Code of Conduct, which include complaints of harassment, should be brought to the attention of the Campus Director who is the Title IX Coordinator on campus who will in turn bring this to the SIU Title IX Coordinator.

Title IX Coordinator for Schiller International University:
Jane Parker, Director of Accreditation & Compliance
Address: 400 North Tampa Street Suite #1700, Tampa, FL 33602
Phone: 727 736-5082
Email: jane.parker@schiller.edu

Madrid, Spain:
Isabel Campbell, Campus Director
Address: Calle Joaquin Costa 20, Madrid 28002
Phone: +34 91 448 2488 ext 3112,
Email: icampbell@schiller.edu

Heidelberg, Germany:
Tanja Ward, Campus Director
Address: , Zollhofgarten , 69115 Heidelberg, Germany
Phone: +49 (0) 6221 45 81 20
Email: Tanja.Ward@schiller.edu

Tampa, Florida:
Allan Alveraz, Campus Director
Address: 400 North Tampa Street Suite #1700
Tampa, FL 33602
Phone: 727 736-3812- Email: Allan.Alveraz@schiller.edu

Paris, France:
James Brown, Campus Director
Address: 9, Rue Yvart, 75015 Paris
Phone: +33 (0)1 45 38 74 55
Email: JBrown@schiller.edu

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ACADEMIC POLICIES

STUDENT LEARNING OUTCOMES ASSESSMENT
Schiller is committed to academic quality and consistently assesses student learning outcomes. The purpose of the student outcomes assessment program is to provide a process of continuous evaluation of all available information concerning the students, the educational programs, and the educational environment. The data is used to help the institution ascertain the degree of change in students’ learning and to form valid judgments about students’ growth, the effectiveness of the educational programs, and the environment. The ultimate goal of student outcomes assessment is to improve teaching and learning and the quality and effectiveness of the overall Schiller experience.

STUDENT RESPONSIBILITY
Students are responsible for knowing their scholastic standing as it relates to the published regulations and standards of Schiller which may be found in the University website www.Schiller.edu. This responsibility includes knowing the regulations of the University and the department or division in which a degree is being earned.

GENERAL EDUCATION
All undergraduate degree programs at Schiller require successful completion of general education courses. General education courses have the following fundamental goals:

- Support the mission of the University
- Emphasize the liberal arts, which are directed to general intellectual growth and development
  Integrate the various disciplines
- Offer philosophical, ethical, social, historical, literary, and/or artistic components
- Provide the tools and concepts for analyzing culture and society in an international context

In addition, students are exposed to the following topics:

- Writing, listening, and speaking skills
- Critical thinking ability
- Quantitative and technological proficiencies
- Decision making and problem solving skills
- International and multicultural awareness
- Leadership and citizenship skills

MAJORS
Students wishing to complete a degree in more than one academic program must complete all courses and all requirements for both majors.

Double Degrees
Students wishing to earn two degrees must complete all requirements for both degrees. The first degree must be completed before pursuing requirements for the second degree. Any equivalent Schiller courses that are common
across both academic programs can be used to meet requirements for both degrees if the courses were successfully completed within the last ten (10) years of the date of registration for the second degree.

**ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT POLICY**

Honesty and integrity are essential to Schiller International University’s academic standards to educate ethical, global students. Academic integrity is highly valued and expected. If a student uses the ideas or words of another without giving a proper citation, the student will be found responsible for committing plagiarism. Plagiarism is a serious example of academic dishonesty. A violation of the academic honesty policy undermines the fundamental values inherent in Schiller’s mission. Violations include but are not limited to the following:

- **Cheating:** intentionally using unauthorized material. Infringing on the academic rights of others. Copying and pasting discussion posts or other work without proper citation. Using technology to disseminate exam questions and answers. Resubmitting work completed in another course. Having another student or non-student perform a project, take an exam, take an entire course or submit work as though he or she were the student.
- **Fabrication:** Intentional or unintentional invention or falsification.
- **Plagiarism:** Intentionally or unintentionally representing the words or ideas of another as one’s own.
- **Facilitation:** Knowingly helping another to commit an act of academic dishonesty

The risk of plagiarism can be avoided by clearly indicating the source of any major or unique idea or wording that one did not arrive at on one’s own. Sources must be given regardless of whether the material is directly quoted or paraphrased. Faculty should take full advantage of the software Safe Assign, available at every online shell in Blackboard, to verify the similarity index of every assignment submitted by students.

Students who breach the policy will be subject to penalties: **First offense:** the student will receive a “zero” for the assignment with NO opportunity for making it up. The Dean/Provost and the Campus Registrar will be notified that the student has cheated in the course. **Second offense:** will result in receiving an “F” for the course and the student may be put on probation, suspended or dismissed from the University. There will be absolutely NO EXCEPTIONS to this policy.

**COPYRIGHT POLICY**

Schiller strictly prohibits the unauthorized downloading, duplication, or sharing of copyrighted materials. The United States Copyright Act of 1976 as well as the International Copyright Act of 1981 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties may include damages up to $100,000; criminal penalties may include a fine up to $250,000 and imprisonment as applicable by law.

**STANDARD OF CONDUCT**

Students accepted at Schiller International University are considered mature enough to value the educational and cultural opportunities that studying in a multicultural environment affords. Schiller students are expected...
to behave responsibly, to exercise good judgment, to respect the rights and feelings of others, and to consider
the customs and manners of the host country. Any kind of harassment including hazing will not be tolerated.
Experience has demonstrated that such a basic attitude is essential to succeeding in, and enjoying life and
study in a foreign country.

Students are expected to refrain from the following behaviors which adversely affect the student’s suitability
as a member of the University community:

- Disrupting any educational activity or process including but not limited to, any class, lab,
  administrative activity, or other University activity or event;
- Serious expression of inappropriate language or intent to cause physical or emotional harm to a person
  or damage to a person’s property;
- Posting or distributing information of any kind on University property or at a University event or
  activity without prior Campus Director or Provost consent;
- Engaging in attempted misconduct which infringes upon the rights of other members of the University
  community;
- Conspires with others to engage in conduct unbecoming of a Schiller student.
- The use of Social Media to instigate mistreats, speak ill off, or intimidate campus staff or other
  students.

Such violations will constitute cause for immediate suspension and/or expulsion from the University and may
also be subjected to whatever penalties may be imposed by appropriate University and/or civil authorities.
Please refer to the General Grievance Policy if you feel you would like to appeal a decision made regarding
your status with Schiller International University.

ALCOHOL AND ILLEGAL DRUG USE POLICY
In accordance with legal mandates, as well as its philosophy of providing a safe, secure and optimum learning
environment, Schiller International University will enforce the following policy:

Any student found in possession of an illegal drug or alcohol on campus shall be subject to disciplinary action
which may include suspension, expulsion and criminal prosecution.

Any student found distributing an illegal drug or alcohol on campus shall be subject to disciplinary action
which could include suspension, expulsion and criminal prosecution.

Any student found in a state of intoxication shall be subject to disciplinary action including dismissal,
 discharge or suspension.
The university complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and
Communities Act Amendments of 1989.

Schiller International University will uphold and cooperate with all Federal, State or other laws related to
illegal drugs and alcohol.

LEAVE OF ABSENCE (LOA)

During the LOA, students may take up to four months off consecutively. Students that take a LOA may have
their financial aid impacted and should consult with a financial aid advisor prior to making this decision.
Students are allowed to take less than four courses per semester when participating in the LOA. Student must complete a LOA form, signed and dated, to the Registrar’s Office and sign a new award letter with Financial Aid prior to departure. The LOA request form is located in the Registrar’s Office. Distance learning students must submit the completed form to the Registrar’s Office via e-mail (registrar@schiller.edu). Students are expected to return for classes as scheduled and as indicated in the LOA form.

Title IV eligible students granted an LOA who fail to return may have serious consequences affecting their student loan repayment terms, including the expiration of the grace period. Students will be required to begin repaying their loans within six months from ceasing attendance at the university unless the student resumes classes and completes an in school deferment form at the end of the LOA period. If the student has previously used the six month grace period, then repayment on the loans will begin the month immediately following the date the withdrawal occurred. The student’s withdrawal date will be the date the LOA began. The University is obligated to advise the loan holder (if applicable) of the change of student status.

Students wanting to participate in the LOA:

All students must complete one full semester prior to being eligible to request a LOA.
No additional charges will be billed during the LOA. The student will only be charged for the number of classes taken when the LOA is applied for and approved.
Must take the LOA months off consecutively. Students may take one LOA of no more than four consecutive courses during a 12 month period beginning with the student’s start or reentry date.
Must be requested prior to the start of the course. LOA requests will not be granted in the middle of a course.
Exceptions must be approved by the Campus Director, Provost, and Academic Dean.
Any student LOA request that is not approved will result in student withdrawal unless the student decides to continue his or her coursework at that time.
Students must report to the Registrar’s Office by the date indicated on the Leave of Absence form. Students who fail to return to the University by the expected date will be considered withdrawn, and the student will therefore be responsible for any balance due. All refund calculations will be applied per refund policy.

A LOA may extend a student’s graduation date. Students on LOA may not be able to maintain their course sequencing.

If a student chooses to return from a LOA earlier than originally scheduled, the student must complete an updated award letter for the upcoming term. Students cannot return into a course after the first week of class has passed. If a student does not return after the four month LOA period the student must undergo the re-admittance process.

**MILITARY LEAVE OF ABSENCE**
Students in the U.S. Armed Forces may request a Military Leave of Absence of up to 90 days. Documentation is required and missed course work must be completed.

**STANDARD PERIOD OF NON-ENROLLMENT (SPNE)**
In the event a course is not offered for a student to attend, the student will be placed on a Standard Period of Non-Enrollment. A Standard Period of Non-Enrollment may not exceed one full scheduled course consecutively without prior approval from the office of the Provost, Dean or Campus Director.
WITHDRAWAL

WITHDRAWAL FROM A COURSE

Course withdrawal through the end of the first week of the class results in a grade of “W” on the student’s transcript. It is the student’s responsibility to complete the necessary paperwork required by the Registrar’s Office. Withdrawals after the first week of class will result in an “F”. If a student is taking only one (1) class at a time, then withdrawal from this class would be considered withdrawal from the University. This likely would have a significant effect on the student’s continuing enrollment, future graduation date, and overall financial aid status. Students should always consult the Office of Financial Aid, if applicable and their academic advisor before withdrawing. Upon withdrawal from the University if the student wishes to re-enter, he or she will be subject to following the current program offering which can translate to different graduation requirements.

WITHDRAWAL FROM THE UNIVERSITY

When a student is considering withdrawing from the University, the student should first talk with the academic advisor, Registrar, Dean or the Campus Director. The student must contact a Financial Aid Officer and the Student Accounts Office to discuss the financial impact of withdrawal. International students in Florida must meet with the SEVIS Compliance Officer before initiating the withdrawal process. All students who are withdrawn from the University will be required to pay the Withdrawal Fee.

WITHDRAWAL PROCESS

The withdrawal process begins when the student notifies the Registrar of his or her intent to leave the institution. At that time the student should complete the University Withdrawal Form. The University Withdrawal Form requires the signatures from various academic and administrative offices. A student must realize that notification of intent to withdraw from the institution will begin a series of events involving the recalculation of financial aid entitlement for the term and the future registration of the student in the institution.

The withdrawal form must be processed through the Financial Aid Office where the student's eligibility for any refund of tuition and fees will be determined. If a student is receiving student aid, the Financial Aid Office will determine whether adjustments must be made to any federal, state, institutional, and/or other aid and arrange for the return of funds, if required.

DETERMINATION OF WITHDRAWAL DATE

Notification Given: When a student discusses withdrawal and/or brings the withdrawal form to the Registrar, the Registrar will note that date as the “Official Notification” date of withdrawal. If a student withdraws from the University during a course or between two courses, but not at the end of his/her semester, regulations involving the return of federal financial aid apply. If a student withdraws at the end of his/her semester, regulations involving the return of federal funds do not apply. Please see return of Title IV section for further details.

Notification not given: If a student fails to complete the withdrawal form and leaves during a course or between courses for which he/she is pre-registered, the student will be considered to have withdrawn without notification and the last day of the terms/semester for which the student attended will be used as the official withdrawal date. If a student has withdrawn, the student’s registration for future classes will be cancelled and the student will be considered withdrawn from the institution as of their last date of attendance.
ACADEMIC CLASS STANDING
Students who have earned at least thirty (30) credits have achieved sophomore class standing. Students achieve junior class standing when they have earned at least sixty (60) credits. Students have attained senior class status when they have earned at least ninety (90) credits. (Financial Aid statuses are 24/48/72 respectively, see FA section for details)

DEAN’S LIST
Students named on the Dean’s list have displayed a high level of academic performance during the preceding semester. Students are eligible for the Dean’s List if they have earned a grade point average of at least 3.5 for Undergraduate Degrees and at least 3.8 for Graduate Degrees and have successfully completed all courses for which they have registered.

GOLDEN KEY INTERNATIONAL HONOUR SOCIETY
Golden Key International Honour Society is the world's largest collegiate honor society. Membership into the Society is by invitation only and applies to the top 15% of university sophomores, juniors and seniors, as well as top-performing graduate students in all fields of study, based solely on their academic achievements. As an international honor society with more than 400 chapters at colleges and universities around the world, Golden Key is committed to a high standard of scholastic achievement, and an ethos of integrity, innovation, respect, collaboration and diversity.

With more than 2 million members, including honorary’s like Desmond Tutu, Elie Wiesel and Bill Clinton, Golden Key carries an esteemed legacy of achievement. Members are a community with a linkage to widely respected individuals and ideals … all part of the continuum of excellence.

Schiller students will be identified as potential Golden Key International Honour Society candidates by the campus Registrars. Invitations will then be sent from Golden Key directly. Please direct any questions to the Registrar’s office at the respective campus.

ACADEMIC COURSE SCHEDULE
SIU prepares its academic course schedule throughout the year to meet the needs of all students. Students are registered for class prior to the start of each term, and courses are offered on a regular schedule throughout the year. The classroom will not have more than 25 students in each session. Change of Schedule

The University reserves the right to change instructor, classroom or class time of any class. SIU may cancel any class if enrollment, personnel or physical conditions demand such a cancellation.

CHANGE OF REGISTRATION
Students wishing to make a change in registration must contact the Registrar’s office. New students may enroll no later than Friday prior to the scheduled start date.

CLASS ATTENDANCE POLICY
Schiller International University is a non-attendance taking institution; however, students are expected to attend all scheduled lectures, laboratories, internships, and any other required class sessions. Online students
are expected to log on at least 3-4 times per week and are responsible for completing all assignments on time, including online discussions. Students who do not attend class by the third class session or the third business day (online) may be administratively withdrawn from the course, which also may necessitate dismissal from the University.

Faculty members have no obligation to permit a student to complete work that was missed due to an absence. The nature of some classes may make it impossible to complete make-up work.

**Student Schedule Changes**
Changes in program schedules due to withdrawing from courses or non-continuous enrollment will affect the time required to complete a degree and the financial aid received by a student. Therefore, it is the responsibility of students to check with the Registrar’s Office to ensure that changes made in their enrollment will not negatively affect their ability to complete their desired degree in a timely manner. Students should realize that changes in enrollment that lead to a reduction in the number of credits attempted can affect financial aid.

**Transferability of Credits Earned at Schiller**
The transferability of credits earned at Schiller International University to another institution is at the discretion of the accepting institution. It is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice.

**Official Transcripts**
All SIU transcript requests must be submitted via the website at www.schiller.edu or requested to the Campus Registrar. A fee of €20.00 (European Campuses) and $10 (for US campus) will be charged for each transcript requested. For Transcripts prior to January 1, 2009, there is a transcript fee of $20 USD (€30.00) for each transcript request. Express courier service is available for an additional cost. (Academic transcripts will not be issued to any student who has an outstanding balance with the University. Academic transcripts may be ordered via the Schiller website-www.schiller.edu.

**Final Grade Appeals**
Students have the right to appeal their final grade in a course if they believe their grades reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The posted grade shall remain in effect until the appeal procedure is completed. A final grade appeal request from a student will be considered only within 5 days following the conclusion of the course.

The following procedure will be used to handle the appeal.

- **Step 1.** The student shall obtain a grade appeal form from the Registrar’s Office. Once the form is completed, student will submit the appeal via email directly to his/her instructor within five (5) days after the grade is posted and copy Registrar. If the student is not satisfied with the decision, he/she should proceed immediately to Step 2.
• **Step 2.** The student shall contact the Program Lead to appeal his/her final grade for by submitting the appeal along with the instructors reply via email and copy Registrar. The Program Lead will render a decision within five (5) days. If the student is not satisfied with this decision, he/she should proceed immediately to Step 3.

• **Step 3.** The student shall contact the Dean for further review of the appeal request. The Dean will notify the student of a decision within five (5) days.) The decision of the Dean is final unless the appeal refers to a University of Roehampton (Or) mark. In this case, the students will have the right to go through the appeal system. At the discretion of the Dean, the appeal can be referred to the Provost for final review. At the discretion of the Provost, a review panel may be formed to render a decision independently.

This procedure is to be completed within 20 calendar days. If a grade change is approved, the University will ensure the change is recorded in the student’s official academic record.

**GRIEVANCE POLICY**

**General Grievances**

For matters other than a final grade appeal that a student wishes to address formally with the University, these steps are to be followed.

<table>
<thead>
<tr>
<th>Steps</th>
<th>*Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- The student contacts the Campus Director either in person or via email stating the concern as clearly, specifically, and briefly as possible.</td>
<td>Within 10 business days</td>
</tr>
<tr>
<td>2- The Campus Director will reply by email with a decision with respect to the appeal.</td>
<td>Within 3 business days</td>
</tr>
<tr>
<td>3- If the student wishes to appeal the Campus Director’s decision, he/she may appeal to the Provost by email.</td>
<td>Within 3 business days</td>
</tr>
<tr>
<td>4- The Provost will reply to the student by email with a decision with respect to the appeal.</td>
<td>Within 3 business days</td>
</tr>
<tr>
<td>5- If the student wishes to appeal the Provost’s decision, he/she may appeal to the CEO by email.</td>
<td>Within 3 business days</td>
</tr>
<tr>
<td>6 The CEO will reply by email with a final decision with respect to the appeal. The CEO’s decision is final unless the appeal affects the UoR award. In this case, the students will have the right to go through the UoR appeal system.</td>
<td>Within 3 business days</td>
</tr>
</tbody>
</table>

*Time Frame: depending on the complexity of the issue and staff availability to respond, the response times from University personnel may vary. All efforts will be made to resolve general grievances within 21 days of notification from the student.

**Exception Processing for General Grievances**

If the grievance involves the Campus Director or the Provost then the student shall appeal directly with the University CEO either in person or by email.

It is the policy of Schiller International University to provide an appropriate grievance policy and procedures to every student. Every campus has an Academic Committee to deal with grievances and questions of misconduct in the academic area and a Rules Committee to deal with grievance questions of misconduct in the social area.
Both Committees provide the student with a procedural due process. This includes adequate notice of the charges against him/her; the right to present his/her case and any supporting evidence; and an impartial decision by the respective committee. In the event that the remedy imposed by the respective committee is exclusion from the University, the student has the right to present his/her case personally to the University Provost, who may confirm the decision of the committee or return the case to the committee for further consideration.

In all other grievance matters, the student may present his/her grievance to the Campus Director if it relates to a Campus issue, to the University Provost if it relates to an academic issue or to the University CEO if it relates to the Campus Director or the Provost. The Campus Director and/or University Provost will provide the student with an opportunity to present his/her case, present any evidence, and shall, at the student’s request, provide a decision in writing.

Students may also contact the:

- Accrediting Council for Independent Colleges and Schools
  1350 Eye Street, NW, Suite 560
  Washington, DC 20005
  Telephone: (202) 336-6780

- Students attending the Tampa Bay, Florida Campus may contact the:
  Commission for Independent Education
  325 West Gaines Street, Suite 1414
  Tallahassee, FL 32399-0400
  Toll-free telephone (888) 224-6684.

SERVICES FOR STUDENTS WITH DISABILITIES

Our goal is to provide disability services where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Schiller recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Director, although the University encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Director to request such services.

Students are required to be aware of the following documentation guidelines and the necessary information which is required by the campus:

The documentation of disability must be in written form (Source must be a recognized professional), and include recommendations for accommodation at the post-secondary level. (A recognized professional is considered to be a learning disabilities specialist, educational specialist, physician, licensed psychologist or professional counselor who is qualified to perform psycho-educational or neuropsychological evaluations.)

An IEP or Section 504 plan prepared by the high school last attended, provided that such is dated within the last three years, will be considered acceptable if it contains a diagnosis and recommended accommodations.
Request for services will not be reviewed until a completed request form and all required documentation is on file with the Campus Director.

Students will not receive accommodations until all of their documentation has been evaluated by the Schiller International University Accommodations Committee consisting of the Campus Director, Provost, Registrar and Student Services Advisor. A prior history of a certain accommodation does not guarantee its continued provision. Each request for accommodation will be evaluated and reasonable accommodations will be provided to qualified students.

Information provided to the Campus Director is considered confidential. Documentation and evaluation information will not be released outside of the academic community without the students signed consent or under compulsion of legal process. The Campus Director will verify that the documentation is on file and will discuss the accommodation only with such faculty and staff at the campus with a need to know.

Students are required to review and complete the following documentation.

STUDENT FORM: Student Request for Accommodations and Documentation Review
STUDENT FORM: Qualified Professional Documentation Form
STUDENT FORM: HIPAA/FERPA form
CD HANDOUT: Student Rights and Responsibilities

Once the student has completed and submitted all of the documents listed above to the Campus Director, they will meet with the students to complete a Student Interview and Accommodations Request form.

After all documents have been reviewed, a decision will be made to determine the required accommodations. The approved accommodations are good for (1) one year upon approval and will need to be applied for the following year.

Faculty, Provost and Student will receive an Accommodations Approval letter listing the approved accommodations. Student will be required to sign the document acknowledging receipt of approved accommodations and return to Campus Director. The Campus Director will forward the signed document to the Registrar/Dean/and Provost. The Provost will discuss the accommodations with the student faculty members. All accommodations will be effective immediately upon approval and will not be retroactive. Students Accommodation file will be kept in the Campus Directors office until student graduates, or withdraws from Schiller. At this time, the accommodations file will be merged with the Academic file.

**DISABILITY ACCOMMODATIONS: GRIEVANCE PROCEDURE**

If a student believes that Schiller International University has inadequately applied the principles and/or regulations of Section 504 of the ADA, or believes he or she had been discriminated against on the basis of a disability, the person may file a grievance. A grievance may be filed at any time.

The student should first meet with the Campus Director and/or Provost and outline the grievance. If the grievance is against the Campus Director or Provost specifically, the student should contact the University President.
The Campus Director and/or Provost will work with the student and accept the written grievance on behalf of the University. The grievance will be submitted to the Accommodations Committee for review and decision. The decision of the Accommodations Committee will be delivered to the Campus Director and/or Provost, who will meet with the student and explain the decision of the committee and any options given.

If the student wishes to appeal the decision of the Accommodations Committee, a written appeal should be submitted to the Campus Director and/or Provost. The Campus Director and/or Provost will submit the appeal to the CEO of the University. The University CEO’s decision will be final and may not be appealed further.

Faculty, Dean, and Student will receive an Accommodations Approval letter listing the approved accommodations. Student will be required to sign the document acknowledging receipt of approved accommodations and return to Campus Director. The Campus Director will forward the signed document to the Registrar/Dean/and Director of Compliance & Accreditation. The Dean or Campus Director will discuss the accommodations with the student faculty members. All accommodations will be effective immediately upon approval and will not be retroactive. Each Campus Director serves as the Section 504 Coordinator/ADA Coordinator.

UNDERGRADUATE PROGRAMS REQUIREMENTS

GOALS OF UNDERGRADUATE EDUCATION

Schiller is committed to providing a high-quality education to all students without regard to race or color, gender, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation. The perspectives of the humanities, social sciences, natural sciences, and the arts should be integrated with coursework in the major to facilitate an understanding of the world at large.

This foundation for lifelong learning should provide the knowledge and skills necessary to deal with social, cultural, and technological change. Students should develop critical thinking and problem-solving skills sufficient for life in contemporary society. These skills include the ability to read critically, listen critically, ask appropriate questions, gather relevant information, and apply critical analysis to reach logical conclusions. Central to these skills are mathematical literacy and proficiency in oral and written communications. Students should attain proficiency in their major fields. This proficiency should enable them to be competitive in the job market or in admission to graduate or professional schools. Students should acquire knowledge, understanding, and an appreciation of diversity in languages, cultures, ideas, and peoples, along with a desire to work so that all individuals are treated in a manner consistent with social justice. Students should maintain a lifelong commitment to ethical behavior, responsible citizenship, and public service.

UNDERGRADUATE ACADEMIC PROGRAMS LIST

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>DEGREE</th>
<th>CREDIT HOURS</th>
<th>MONTHS</th>
<th>PROGRAMS BY CAMPUS</th>
</tr>
</thead>
</table>

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<table>
<thead>
<tr>
<th>ASSOCIATE DEGREES</th>
<th></th>
<th></th>
<th>FL</th>
<th>H</th>
<th>M</th>
<th>P</th>
<th>OL</th>
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<table>
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<tr>
<th>BACHELOR DEGREES</th>
<th></th>
<th></th>
<th>FL</th>
<th>H</th>
<th>M</th>
<th>P</th>
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<tr>
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<td>X</td>
</tr>
</tbody>
</table>

**FL**: Florida; **H**: Heidelberg; **M**: Madrid; **P**: Paris; **OL**: Online

**ASSOCIATE DEGREE PROGRAMS**
The Associate of Science (AS) degrees offered by Schiller International University provide students with a blended theory and practice that foster the development of a wide range of skills and knowledge in the areas the degree is offered. The specific courses for each degree are combined with general education core courses. General education augments the specialized training students receive in their majors. Students take courses in English, History, Mathematics, Science, Sociology, Psychology, and Cross Cultural Communication. These skills can be applied to any personal, educational, or professional endeavors. Degrees can lead to entry level positions in industry or to advanced educational degrees. Students who successfully complete a two-year program of study will earn the Associate degree. Students may complete the AS degree program at SIU’s campuses in Paris and Madrid.

**BACHELOR DEGREE PROGRAMS**
The Bachelor of Science and Bachelor of Arts degrees offered by Schiller International University are designed to give students a firm foundation in both the practical and theoretical aspects of globalized careers in the 21st century. Students study a wide range of subjects which can be tailored to their individual interests and professional needs. The completion of the baccalaureate program can lead to a successful career and/or management level positions in the specialized discipline studied, or continued education on the graduate level.

**ADMISSION REQUIREMENTS**
Schiller International University does not discriminate in its admission policy based on race, color, national or ethnic origin, age, religion, gender, sexual orientation, military or veteran status, disability or handicap, or any other characteristic protected under the federal, state, or local law. Anyone wishing to attend Schiller can
obtain the necessary application from the Office of Admissions or online from our website at www.schiller.edu. (See “Immigration” section for additional requirements that may apply).

**Undergraduate Enrollment**

An application for admission as an undergraduate must include the following in order to be considered:

A non-refundable application fee of US $20 for students seeking admission to the Florida or Online campus or EUR €50 for students seeking admission to a European campus.

- Secure an Official High School transcript indicating date of graduation, or official GED transcript for US citizen/legal resident students or;
- Proof of completion of secondary education for students educated outside of the United States or the American educational system. Examples may include the Abitur, Selectividad, Baccalauréat, International Baccalaureate (IB) “O” and “A”-level exam results
- See section “Proof of High School Graduation (Secondary Education) or GED” for further details
- Proof of English proficiency for students who are not native English speakers or did not complete their secondary education exclusively in the English language. (See “Evidence of English Fluency” for further details)
- Signed enrollment agreement

Applicants wishing to enroll at one of the European campuses should direct their inquiries to the admissions department at the campus of interest. This information may be found on our main website at www.schiller.edu. Due to currency exchange rates, fees and tuition may vary from the U.S. amounts at the main Schiller campus in Florida. Applicants should review this information with the campus admissions representative. Copy of official ID or passport (Visa Students)

**EVIDENCE OF ENGLISH FLUENCY**

This requirement may be waived for students who have graduated from a secondary (Associates/Bachelor’s degree seeking students) where English is the language of instruction or the country’s official language is English. This requirement can be satisfied by providing official documentation of scores achieved for one of the following English language proficiency examinations. *Schiller International University must receive the official scores via the Admissions Office. Tests must be less than two years old from date of enrollment. Minimum scores accepted are noted below.*

TOEFL (Test of English as a Foreign Language) 80 for Bachelor, 89 for Masters (IBT – Internet version)
Schiller TOEFL number is 0835.

TOEIC (Test of English for International Communication) score of at least 650 for Bachelor.

IELTS (International English Language Testing System) score of at least 6.0 for Bachelor.

CAMBRIDGE FCE (First Certificate in English) grade of “B” (B2 level) Or higher – Cambridge Advanced (CAE) or Proficiency (CPE) preferred.

Duolingo English Exam –score of at least 95 for Bachelor.
Students graduating from the Tampa Language Center who have successfully completed a Level 6 program are eligible for admission.

**Proof of High School Graduation (Secondary Education) or GED**

Applicants are required to submit their academic transcripts from their high school of graduation, or evidence of having successfully completed the General Education Development (GED) test. Official High School transcripts are those that are received by Schiller that do not state “released to student” or any wording thereof expressing that transcript was released to student. If acceptable proof of High School completion is not received by the first day of class the student will not be allowed to start classes at the University.

Official copies of equivalent documents that demonstrate proof of completion of secondary education may be considered for acceptance. Examples include the Abitur, Selectividad, Baccalauréat, International Baccalaureate (IB) “O” and “A”-level exam results.

For non-US citizen/legal resident applicants who cannot provide acceptable proof of completion of secondary education requirements, the student must arrange to have the official documents evaluated by American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s International Education Services, or a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) prior to the evaluation and award. The cost of the foreign transcript evaluation will be paid by the student.

Student being admitted to the Tampa Campus with a foreign high school transcript must arrange to have an translation of their foreign transcript (non US recognized) by American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s International Education Services, or a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) prior to the evaluation and award. The cost of the foreign transcript evaluation will be paid by the student.

**Acceptance for Admission Requirement**

An institution shall evaluate and consider awarding proper academic credit for credits earned only at institutions that are either accredited by agencies recognized by the United States Department of Education, or recognized by the respective government as institutions of higher education, for international-based institutions. American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s International Education Services, or a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter college or university in the United States. The student will arrange to have an evaluation of their foreign transcript (non US recognized degree) prior to the evaluation and award. The cost of the foreign transcript evaluation will be paid by the student. Acceptance of transfer credit based on a transcript evaluation is subject to final approval by the Office of the Registrar. Official Standardized European University credits (ECTS) will be converted at 1 US credit = 2 ECTS credits unless otherwise indicated on the transcript.

To support the review for possible transfer credit, students should also submit an actual course syllabus for each course to be considered. Course syllabi can be submitted as an attached file or a live web link to SIUsyllabi@schiller.edu.
Official transcripts are those that are received by Schiller that do not state “released to student” or any wording thereof expressing that the transcript was released to the student. Students enrolling in a graduate program must provide an official transcript for the undergraduate studies showing the student earned the undergraduate degree.

The university at its discretion reserves the right to require an external transcript translation by American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s International Education Services, or a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of any candidate. The cost of the transcript evaluation will be paid by the student.

Specific to Military Service Members- Must provide official transcripts for evaluation by the Dean.

Transfer credit is granted for undergraduate and graduate work completed with a grade of “C” (or equivalent) or above, provided it is applicable to Schiller’s degree program requirements. The total number of transfer credits from other post-secondary institution is listed on the student’s permanent record. However, only grades in courses taken at Schiller are used to compute the cumulative grade point average (CGPA).

Schiller International University does not offer credits for Undergraduate Experiential Learning.

If official transcripts from post-secondary institutions are not received by the end of the second course during the first semester of enrollment, potential transfer credit will not be accepted.

**DOCUMENTATION REQUIREMENTS**

"Official" transcripts are those that are marked “official” by the institution that issued the transcript. Official transcripts or Official E-transcripts can be sent by the institution that issued the transcript or submitted in an envelope sealed by the institution.

"Original" transcripts/diploma are those that are given to the student directly by the institution that issued the transcript/diploma and can be accepted if they are retained in the student's file by Schiller International University.

"Certified copies" of original transcripts are issued by a notary, embassy, or consulate upon presenting the original transcripts and paying a certification fee. Certified copies of the original are acceptable if official transcripts cannot be issued or the student does not want to relinquish the original transcript.

Transcripts for a completed course of study must indicate the type of degree or diploma awarded and the date that award was made in order to be accepted as a qualifying document for admission to the University.

**CLEP, DSST AND OTHER ACCEPTED EXAMINATIONS**

The University will accept official passing College-Level Examination Program (CLEP) or DSST (formerly DANTES), Advanced Placement (AP), DELF for French, DELE for Spanish and Test DAF for Germany examinations results completed within the last ten (10) years for undergraduate course work only and prior to starting school. In addition, the University may accept credits for students that fluently speak a language offered at the University or fluently speaks several Languages based on proof of their ability and the proof must be evaluated by the Provost or designee to determine acceptance.

**TRANSFER CREDIT**

An institution shall evaluate and consider awarding proper academic credit for credits earned only at institutions that are either accredited by agencies recognized by the United States Department of Education,
or recognized by the respective government as institutions of higher education, for international-based institutions. The student will arrange to have a translation of their foreign transcript (non US recognized degree) by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s International Education Services, or a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) prior to the evaluation and award. The cost of the foreign transcript evaluation will be the student. Acceptance of transfer credit based on a transcript evaluation is subject to final approval of the Dean and is then sent to the Office of the Registrar. Official Standardized European University credits (ECTS) will be converted at 1 US credit = 2 ECTS credits unless otherwise indicated on the transcript.

Official transcripts are those that are recognized by Schiller that do not state “released to student” or any wording thereof expressing that the transcript was released to the student. Students enrolling in a graduate program must provide an official transcript for the undergraduate studies showing the student earned the undergraduate degree.

The university at its discretion reserves the right to require an external transcript evaluation by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s International Education Services, or a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of any candidate. The cost of the transcript evaluation will be paid by the student.

Specific to Military Service Members- Must provide official transcripts for evaluation by the Dean.

Transfer credit is granted for undergraduate and graduate work completed with a grade of “C” (or equivalent) or above, provided it is applicable to Schiller’s degree program requirements. The total number of transfer credits from other post-secondary institution is listed on the student’s permanent record. However, only grades in courses taken at Schiller are used to compute the cumulative grade point average (CGPA).

Schiller International University does not offer credits for Undergraduate Experiential Learning.

If official transcripts from post-secondary institutions are not received by the end of the second course during the first semester of enrollment, potential transfer credit will not be accepted. Transfer Credits will be awarded to courses taken within 10 years. Classes taken over 10 years will not be accepted as transfer credits. In addition, for graduate degrees, transfer courses must have earned a “C” or higher.

**DOCUMENTATION REQUIREMENTS**

"Official" transcripts are those that are marked “official” by the institution that issued the transcript. Official transcripts or E Official Transcripts can be sent by the institution that issued the transcript or submitted in an envelope sealed by the institution.

"Original" transcripts/diploma are those that are given to the student directly by the institution that issued the transcript/diploma and can be accepted if they are retained in the student’s file by Schiller International University.

"Certified copies" of original transcripts are issued by a notary, embassy, or consulate upon presenting the original transcripts and paying a certification fee. Certified copies of the original are acceptable if official transcripts cannot be issued or the student does not want to relinquish the original transcript.

**UNDERGRADUATE MAXIMUM TRANSFER CREDITS**
Students must complete at least 25% of the credits for their degree program at Schiller. The maximum transfer credits must be appropriately documented and University approved of the total program requirements.

**MILITARY SERVICE MEMBERS-EVALUATION OF CREDITS**
The Registrar serves as the primary point of contact for military service members seeking information about evaluation of credits. The Registrar will direct students to other University offices with specialized knowledge regarding academic advisement, financial aid, and student support services.

**COLLEGE CREDIT FOR MILITARY SERVICE**
Schiller uses the ACE Guide in evaluating military training and experience. Students who have at least one year of active military service may be awarded ACE-recommended college-level credit.

Students must submit an original copy of their military transcript or DD214 for review. Contact the Joint Services Transcripts (JST) office to have your military transcripts sent to the Schiller Office of Admissions for evaluation. Reduced academic residency requirements (25% maximum for degree programs) apply. Refer to the section on CLEP and DSST for additional details.

**UNDERGRADUATE CREDIT HOURS AND COURSE LOADS**
Undergraduate students must enroll in a minimum of 12 credit hours per semester to be considered a full-time student. Students may enroll in more than 12 credit hours in a semester only (Maximum credit hours possible) with prior approval of the Campus Academic Dean, according to the parameters listed as follows. Each three-credit course classes will maintain a minimum of 45 contact hours during the four-week course. Online courses are handled the same way. Students will have to meet with Financial Aid to assure additional funds are available to exceed 12 credit hours per semester.

<table>
<thead>
<tr>
<th>Undergraduate Course Load</th>
<th>Prior Semester GPA</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 credits per semester</td>
<td>2.5 or higher</td>
<td>2.5 or higher</td>
</tr>
<tr>
<td>18 credits per semester</td>
<td>3.0 or higher</td>
<td>3.0 or higher</td>
</tr>
<tr>
<td>21 credits per semester</td>
<td>3.5 or higher</td>
<td>3.5 or higher</td>
</tr>
</tbody>
</table>

**UNDERGRADUATE STUDENT DEGREE CHANGES**
An undergraduate student who wants to change degree programs must meet the following requirements:

1. The grade point average (GPA) for an undergraduate student must be a minimum of 2.0 in order to qualify for changing from one degree program to another.
2. The student must meet satisfactory academic progress (SAP) requirements within the current degree program.

The student must contact the Registrar’s office to complete a program change request form. The Campus Dean will evaluate the request and approve it or not. Students need to be informed about the potential loss of credits. A student is not allowed to change his/her degree program in the middle of a term (4 terms in a semester). Therefore, a program change request will only be processed at the end of a term. Students who are receiving financial aid should contact the Financial Aid office to evaluate any potential impact that changing degree programs may have on their funding.

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SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is designed to monitor a student’s progress through their program of study based on qualitative (cumulative grade point average) and quantitative (completion rate) achievement.

MINIMUM GRADE POINT AVERAGE (QUALITATIVE)

An undergraduate student must maintain a cumulative GPA of at least 2.0. A graduate or professional student must have a cumulative GPA of at least 3.0. Cumulative GPA is calculated each semester.

QUANTITATIVE MEASURE

Students are expected to complete their program within 150 percent of the published length of the program. Quantitative Progress is measured at the end of each semester year.

EVALUATION OF SAP

To determine if a student is making satisfactory academic progress, a student’s CGPA and completion rate are evaluated at the end of every semester after grades are posted (approximately 10 days after the end of the semester). The completion rate is calculated by comparing the amount of credits earned to the amount of credits attempted.

SAP CRITERIA

The minimum cumulative grade point average (CGPA) and completion rate required based on program and semester credit progression is as follows:

### ASSOCIATE DEGREE PROGRAMS

<table>
<thead>
<tr>
<th>Semester Credits Attempted</th>
<th>Minimum Completion Rate (Credits Completed / Credits Attempted)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 30</td>
<td>50%</td>
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<td>31 to 60</td>
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<td>61 to 90</td>
<td>67%</td>
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</table>

### BACHELOR DEGREE PROGRAMS

<table>
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<tr>
<th>Semester Credits Attempted</th>
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<tr>
<td>46 to 90</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>
ACADEMIC /FINANCIAL AID WARNING FOR FAILURE TO MEET SAP CRITERIA

At the end of each semester, if the student has less than the minimum acceptable cumulative grade point average and/or has not earned at least the percentage of attempted credits described in the chart above (required to complete the program within 150% of the program length), he/she will be notified in writing and placed on Academic/Financial Aid Warning for the following evaluation period (semester).

A student on Academic/Financial Aid Warning continues to be eligible to receive financial aid funds scheduled. If a student fails to achieve satisfactory academic progress by the end of the Academic/Financial Aid Warning period, the student will be dismissed from the program (unless the student files, and is granted, an appeal as defined below or the student chooses to enroll on an Extended Enrollment status without benefit of student financial aid) and will be notified in writing. If the student regains SAP by the end of the semester, he/she will be removed from Academic/Financial Aid Warning.

GRADING SYSTEM

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Grade</th>
<th>Quality Points</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
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<tr>
<td>B-</td>
<td>80-82</td>
<td>2.75</td>
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<tr>
<td>C+</td>
<td>77-79</td>
<td>2.25</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2</td>
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<tr>
<td>C-</td>
<td>70-72</td>
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<tr>
<td>D</td>
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<td>F</td>
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</tr>
<tr>
<td>CR</td>
<td>Credit received</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
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</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td></td>
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<tr>
<td>R</td>
<td>Repeat</td>
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<tr>
<td>TR</td>
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<tr>
<td>W</td>
<td>Withdrawal</td>
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<tr>
<td>X or AU</td>
<td>Audit</td>
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</table>

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SATISFACTORY ACADEMIC PROGRESS APPEALS, ACADEMIC/FINANCIAL AID PROBATION AND ACADEMIC PLANS

A student may appeal the University’s determination of dismissal due to failure meet satisfactory academic progress by the end of the Academic/Financial Aid Warning period to the Provost, Dean or Campus Director based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student’s appeal must be received on or before the first Wednesday of the first week of the new semester for the student to be eligible to register for the following semester.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation must be submitted if applicable (i.e. Hospitalization).

The Provost, Dean or Campus Director will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 48 hours. This decision is final. If the appeal is granted, then the student will be placed on Academic/Financial Aid Probation for the semester, and the notice to the student will outline the requirements of the Academic Plan the student must follow. The terms of the Academic Plan may extend beyond one semester, but must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation. A student on Academic/Financial Aid Probation continues to be eligible to receive financial aid funds scheduled.

The student's satisfactory academic progress will be evaluated based upon the Academic Plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the Academic Plan, the student will be eligible to remain in school. In all subsequent semesters, the student must again meet the SAP standards or the terms of the Academic Plan.

If the student fails to meet the terms of the Academic Plan at the end of any respective noted checkpoint of the plan, the student may be dismissed.

PROCEDURE FOR RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

A student who is placed on Academic/Financial Aid Warning and re-establishes SAP at the end of the Academic/Financial Aid Warning period will be removed from Academic/Financial Aid Warning. A student who is placed on Academic/Financial Aid Probation and re-establishes SAP at the end of the Academic/Financial Aid Probation period will be removed from Academic/Financial Aid Probation.

THE EFFECT ON SAP FOR ALL WITHDRAWAL, INCOMPLETE, REPEATED COURSES, AND TRANSFER CREDITS

Withdrawals: If the student withdraws from a course during the first week for any given semester (e.g., student receives a grade of W for the course), the course credits are included in determining credits attempted for the purposes of establishing satisfactory academic progress completion rate. A withdrawal does not impact the CGPA.

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Incomplete Grades: An incomplete grade can only be issued under extenuating circumstances and if the student had completed at least 67% of all activities in the course. A grade of incomplete (I) is not an official final grade. An incomplete is counted in credit hours attempted; however, it is not included in the calculation of the CGPA or total credit hours earned. If not completed, the “I” becomes an “F” and is then included in the calculation of the CGPA. If a student receives an Incomplete, he/she must complete all work no longer than 30 days or before that, by the due date noted by faculty member in the written agreement. Students are responsible for this deadline. Any extension of the period to finish the remaining work has to be approved by the Campus Dean, provided relevant documentation has been submitted. In situations in which all missing work is not submitted in due time, incomplete (“I”) grades are to be changed permanently by the registrar’s office into an F grade.

Repeated Courses:
Repetition of a course increases the number of credit-hours attempted and the number of credit-hours earned, if passed. If a student repeats a failed or previously passed course, the lower grade and corresponding grade points earned are excluded in the calculation of the GPA. The higher grade and corresponding grade points, from the original attempt or the repeat, is used in the GPA calculation. Each time a course is attempted, it is considered an attempt when calculating quantitative and maximum timeframe measures, regardless of whether the course is subsequently repeated for a better grade. The credits for all attempted courses are used when measuring the quantitative standard. A student may only be funded for a repeated course until they pass the course when the course was failed. For this purpose, passed is defined as any grade higher than an F, regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to pass the course. A student is permitted to retake a previously passed course once and receive funding for the repeated course. The repetition of a course negatively affects the student’s ability to satisfy quantitative and maximum timeframe standards.

No Credit (NC) Grade: As of the fall 1993 semester, the grade of “NC” is used in the calculation of a student’s semester and cumulative GPA. The “NC” results in zero (0) quality points.

Transfer Credits: All accepted transfer credits count both as attempted and as earned credit hours toward the qualitative and maximum timeframe measures for completion of program of study. In general, transfer credits may reduce the time to complete the program.

The Effect on SAP for Non-Punitive Grades and Non-Credit or Remedial Courses
SIU does not offer remedial courses. The grade assignment of AU for auditing a course (non-credit) is a non-punitive grade that does not impact CGPA or completion rate calculations.

The Effect on SAP When a Student Seeks to Earn an Additional Credential
If a student seeks an additional credential, the credits attempted and grades in the original credential that apply to the new credential are included in the determination of a student’s satisfactory academic progress, both in CGPA and completion rate, in the new program of study.

The Effect on SAP for Extended-Enrollment Status
A student who was withdrawn for failure to meet SAP standards and who is approved for re-enrollment by the University may choose to enroll without benefit of student financial aid. Such a student will be enrolled as an Extended Enrollment student. Following the Extended Enrollment period, the student may re-establish eligibility for financial aid by submitting an appeal in accordance with the procedures
outlined in the section “Satisfactory Academic Progress Appeals, Academic/Financial Aid Probation and Academic Plans.” If the appeal is granted, the student will be placed on Academic/Financial Aid Probation for the subsequent semester of enrollment in the academic year and will be eligible for financial aid.

**THE EFFECT ON SAP WHEN STUDENT CHANGES PROGRAMS OR IS RE-ADMITTED TO THE SAME PROGRAM**

If a student is re-admitted into the University or changes their program of study, the credits and grades that are applicable to the student’s current program of study will be included in determining the student’s satisfactory academic progress and the appropriate evaluation level for the student. Students are not permitted to change programs of study unless they are meeting SAP requirements in their original program of study.

**RE-ENTRY FOR STUDENTS DISMISSED DUE TO FAILURE TO MEET SAP**

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after one semester. A detailed academic plan for meeting SAP must be submitted and approved by the Provost, Dean or Campus Director prior to reentry. Submission of an academic plan for meeting SAP does not guarantee reentry and will be determined on a case by case basis. Such a student will be enrolled as an Extended Enrollment student, and will not be eligible to receive financial aid until they have established SAP. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum.

**BACHELOR RESEARCH PROJECT (THESIS)**

All Bachelor degree candidates that started their degrees at SIU after August 31, 2016 must submit a Research Project (Thesis). The Thesis may be presented to the appointed faculty at any time during the academic year, but in order to graduate, the research project must be submitted before or by the time all other graduation requirements are fulfilled. **PLEASE NOTE** that each campus and program may have unique requirements and exceptions related to the Bachelor Research Project.

**GRADUATION REQUIREMENTS**

Associate degrees require the successful completion of at least 60 credit hours, as specified for the program. Students may need to take more than 60 credits in order to complete the requirements of their chosen major or to remedy skill deficiencies. A minimum of 15 of these credit hours must qualify as general education. Completion of two (2) beginning level courses of one foreign language is required. A cumulative grade-point average (CGPA) of 2.00 (C) or above is required for graduation from the University.

Bachelor degrees require the successful completion of at least 120 credit hours, as specified for the program. Students may need to take more than 120 credits in order to complete the requirements of their chosen major or to remedy skill deficiencies. A minimum of 36 of these credit hours must qualify as general education. (Includes 6 credits of foreign language). Completion of two (2) beginning level courses of one foreign language is required. A cumulative grade-point average (CGPA) of 2.00 (C) or above is required for graduation from the University.
**GRADUATION**

Students are responsible for satisfying the academic requirements for graduation in their specific program and for observing the academic policies of Schiller International University. Petitions for graduation should be submitted at least one month before the proposed graduation date. The Main Registrar’s Office will approve these petitions if all degree requirements will have been completed before the proposed graduation date and if all required documents have been submitted.

Academic requirements include a cumulative grade-point average (CGPA) of 2.00 (C) or above, and submitting and presenting a thesis. PLEASE NOTE that each campus and program may have unique requirements and exceptions related to the Bachelor Research Project.

Graduates must also fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted. Degrees may be awarded in absentia only after the graduation ceremonies are held.

**UNDERGRADUATE GRADUATION WITH HONORS**

Bachelor degree candidates may qualify for honors distinction on their diploma if they have completed three consecutive terms at Schiller prior to receiving their degree and have successfully completed all courses for which they have registered with the following grade point averages:

- at least 3.50 **Cum Laude**
- at least 3.70 **Magna Cum Laude**
- at least 3.85 **Summa Cum Laude**

**PARTICIPATION IN GRADUATION CEREMONIES**

All students in good standing who meet all requirements for completion of their degrees (or have special permission from the Registrar) are eligible to participate in the graduation ceremony. Students participating in the commencement event must indicate their intention by completing an order for academic apparel and submitting it to the Registrar by the announced deadline. Online students should contact the Registrar’s Office by phone or email for additional information.
ASSOCIATE OF SCIENCE IN INTERNATIONAL BUSINESS

The rapidly increasing complexity of international business offers a wide range of opportunities for those trained in business administration in an international context. The SIU business curriculum is designed to give students a firm foundation in both the practical and theoretical aspects of the main areas of business administration to enter the workforce in an entry level position. Business administration studies are offered at all SIU campuses. Courses completed in this Associate of Science (AS) degree may apply toward requirements for other SIU Bachelor of Science (BS) degrees, such as the BS in International Business.

Objectives: Graduates of the International Business program will be able to:

- Analyze how international trade, finance policies and relations affect business decisions.
- Adapt strategies for international markets; construct management practices and processes in an international environment.
- Apply ethical codes of conduct for global business operations.
- Recognize global differences and apply sensitivity to cultural diversity issues.
- Have significant dexterity with the use of computers and computer applications in business as related to the global economy.
- Use effective communication strategies including writing, listening, speaking, negotiating and persuading skills

Required General Education Courses                                                                                           Credits 18

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 111</td>
<td>English Composition: Expository Writing</td>
<td>3</td>
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<tr>
<td>EN 112</td>
<td>English: Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>EN373</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>HI 226</td>
<td>European History: Napoleonic Period to Present</td>
<td>3</td>
</tr>
<tr>
<td>MA 172</td>
<td>Applied Mathematics</td>
<td>3</td>
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<tr>
<td>MGF1107</td>
<td>College Mathematics</td>
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Required Core Courses                                                                                                      Credits 30

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<thead>
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<th>Course</th>
<th>Title</th>
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<tr>
<td>IT103</td>
<td>Applications of Computers</td>
<td>3</td>
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<td>ACG 2001</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011</td>
<td>Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BA 261</td>
<td>Principles of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 322</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BA 370</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1350</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>
ECO 2013  Principles of Microeconomics  3  
ECO 2023  Principles of Macroeconomics  3  

Required Foreign Language Courses  Credits  12  
FR101, GE101, SP101  Beginning Foreign Language 1  3  
FR102, GE102, SP102  Beginning Foreign Language 2  3  
FR201, GE201, SP201  Intermediate Foreign Language 1  3  
FR202, GE202, SP202  Intermediate Foreign Language 2  3  

Total Credits Required:  60  

BACHELOR OF SCIENCE IN INTERNATIONAL BUSINESS

As more and more companies throughout the world have become multinational, they increasingly need executives who can deal effectively with organizational problems in an international framework. The International Business program offered at SIU is designed to meet these needs. As students complete this degree, they may elect to transfer from one SIU campus to another to benefit from interactions with various cultures including the social, economic and political conditions associated with business practices in different countries.

Objectives: Graduates of the International Business program will be able to:

1) Critically analyze and apply foundational principles, theories and current research in the study of International business.
2) Examine situations and solve problems in business settings while incorporating (or integrating) diversity, multicultural perspectives as well as ethical approaches to decision-making.
3) Investigate emerging issues facing countries or businesses operating in an international setting.
4) Evaluate International Business problems using established techniques of analysis.
5) Appraise the political, economic and social context in which trans-national and international business operate, and evaluate the interactions between international businesses and their environment.
6) Using best practices and international standards justify the need to be aware of and respectful to ethical issues and responsible citizenship as applied in the professional context of international business.
7) Integrate transferrable skills in oral and written communication, teamwork, guided learning and independent study.
8) Foster scholarship and research in advancing international business.
## Required General Education Courses 36 Credits

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AR222</td>
<td>Art History</td>
<td>3</td>
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<tr>
<td>HI226</td>
<td>European History –Napoleonic Period to Present</td>
<td>3</td>
</tr>
<tr>
<td>MGF1107 **</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MA172 **</td>
<td>Applied Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>IR221 **</td>
<td>Introduction to International Relations</td>
<td>3</td>
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<tr>
<td>SO137</td>
<td>Science and Society</td>
<td>3</td>
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<tr>
<td>PSY1021</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>FR101, GE01, SP101</td>
<td>Beginning Foreign Language 1</td>
<td>3</td>
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<tr>
<td>FR102, GE102, SP102</td>
<td>Beginning Foreign Language 2</td>
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<tr>
<td>EN111</td>
<td>English Composition: Expository Writing</td>
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<tr>
<td>EN112 **</td>
<td>English: Research and Writing</td>
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</tr>
<tr>
<td>PS221</td>
<td>Introduction to Political Science</td>
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## Required Core Courses 60 Credits

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<td>IT 103</td>
<td>Applications of Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001 **</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG2011 **</td>
<td>Accounting II</td>
<td>3</td>
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<tr>
<td>BA 341 **</td>
<td>Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>BA 369 **</td>
<td>Introduction to Sustainable Development</td>
<td>3</td>
</tr>
<tr>
<td>BA 370 **</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BA 374 **</td>
<td>Statistics</td>
<td>3</td>
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<tr>
<td>BA 401 **</td>
<td>Human Resources Management</td>
<td>3</td>
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<td>BA 427 **</td>
<td>Marketing Management</td>
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<tr>
<td>BA 437 **</td>
<td>Multinational Enterprise</td>
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<tr>
<td>BA 439 **</td>
<td>International Business Policy</td>
<td>3</td>
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<tr>
<td>CA497 **</td>
<td>Capstone</td>
<td>3</td>
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<tr>
<td>GEB 1350 **</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011 **</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013 **</td>
<td>Principles of Microeconomics</td>
<td>3</td>
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<tr>
<td>ECO 2023 **</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>EC455</td>
<td>International Trade and Finance</td>
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<td>BA 261 **</td>
<td>Principles of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>EN 373</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>EN200 **</td>
<td>Cross-Cultural Communication</td>
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<tr>
<td>BA 322 **</td>
<td>International Marketing</td>
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<tr>
<td>BA 384 **</td>
<td>Behavioral Aspects</td>
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<tr>
<td>BA 469 **</td>
<td>Entrepreneurship &amp; New Venture</td>
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<tr>
<td>IR 331</td>
<td>Modern Diplomacy</td>
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<tr>
<td>IR 481</td>
<td>Selected Topics in International Relations</td>
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<tr>
<td>PSY 376 **</td>
<td>Organizational Psychology</td>
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<tr>
<td>EC 457</td>
<td>Economies of Developing Countries</td>
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<tr>
<td>FR201, GE201, SP201</td>
<td>Intermediate Foreign Language 1 or any 200-400 level Elective</td>
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<td>BA 334</td>
<td>Leadership and Management Planning Techniques</td>
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<td>BA 335</td>
<td>Leadership and Decision-Making</td>
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<td>BA 338</td>
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<td>BA 412</td>
<td>Auditing</td>
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<td>BA 414</td>
<td>Accounting Seminar</td>
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<tr>
<td>BA 424</td>
<td>Case Studies in Marketing</td>
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<tr>
<td>BA 433</td>
<td>European Banking and Finance</td>
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</tr>
<tr>
<td>BA 482</td>
<td>Selected topics in International Business</td>
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<td>EN490</td>
<td>Intercultural Communication</td>
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<td>EC310</td>
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<td>EC352</td>
<td>Economic Geography</td>
<td>3</td>
</tr>
<tr>
<td>EC452</td>
<td>Resources and the Environment</td>
<td>3</td>
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<tr>
<td>EC454</td>
<td>Monetary Theory and Comparative Banking Systems</td>
<td>3</td>
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<tr>
<td>HI225</td>
<td>European History to 1815</td>
<td>3</td>
</tr>
<tr>
<td>IR456</td>
<td>The European Union</td>
<td>3</td>
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</tbody>
</table>

**Total Credits required: (**)required for the dual degree seekers with the University of Roehampton) 120**
BACHELOR OF ARTS IN INTERNATIONAL ECONOMICS

The major in International Economics provides thorough training in economic theory and policy. While these studies examine the insights of economics from the individual and firm level, to the national, and then the international level, there is an emphasis throughout on maintaining a focus on the impact and role of international economic relations and on maintaining an internationally comparative perspective. In addition, the major includes courses in international business administration, international relations, and political science. Students completing this major often go on to careers in economic or political economic analysis within the international worlds of business, finance, or government. Others continue on to graduate studies in economics, business, international relations or law.

Program Learning Outcomes

Graduates of the International Economics program will be able to:

1) Critically analyze and apply a sound knowledge of the principles, theories, and models of international economics in a variety of business settings
2) Assess consumer, business, and policy decisions based on the theories and principles of economics.
3) Interpret business initiatives and international trade policies in the light of economic theory.
4) Formulate business proposals founded on economic theory.
5) Examine and propose the most effective allocation of resources to achieve economic efficiency and sustainability. Compare and apply economic tools to analyze decisions made by consumers, businesses, and policy makers.
6) Using best practices and international standards justify the need to be aware of and respectful to ethical issues and responsible citizenship as applied in the professional context of international economics.
7) Integrate transferrable skills in oral and written communication, teamwork, guided learning and independent study.
8) Foster scholarship and research in advancing international economics.

Required General Education Courses

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
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<tr>
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<td>Art History</td>
<td>3</td>
</tr>
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<td>HI226</td>
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Total Credits required: (**required for the dual degree seekers with the University of Roehampton) 120

**BACHELOR OF SCIENCE IN INTERNATIONAL HOSPITALITY AND TOURISM MANAGEMENT**

International hospitality and tourism is one of the fastest growing sectors in the service and business industries. Students will gain the professional knowledge and skills necessary for a career in Hospitality and Tourism management. From operating a hotel, resort, and/or restaurant to leading leisure and recreational activities.

**Program Learning Outcomes**

Graduates of the International Hospitality and Tourism Management program will be able to:

1) Critically analyze foundational knowledge and critical understanding of principles, theories, and current research in international hospitality and tourism management.
2) Critically apply an understanding of the management disciplines of marketing, human resources management, operations, and accounting within the context of the international hospitality and tourism industry.
3) Assess emerging trends and practices within the international hospitality and tourism sector using relevant research and literature.
4) Examine the impact of culture and global business practices in meeting the needs of international hospitality and tourism consumers.
5) Develop and implement different strategic and implementation plans of business models in different markets and environments using analysis, planning, implementation and control.

6) Organize and orchestrate resources, factors of production, as well as business and operational models to implement specific plans and strategies in different international business scenarios.

7) Using best practices and international standards, justify the need to be aware of and respectful to ethical issues and responsible citizenship as applied in the professional context of international hospitality and tourism management.

8) Integrate transferrable skills in oral and written communication, teamwork, guided learning and independent study.

9) Foster scholarship and research in advancing international hospitality and tourism management.

### Required General Education Courses

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HM 103** Introduction to Tourism & Hospitality 3
HM 187 ** Front Office Management 3
HM 210 ** Food & Beverage Management 3
HM 423** Convention & Event Management 3
EN200** Cross Cultural Communications 3
BA322 ** International Marketing 3
HM 451** Leadership & Management in Hospitality & Tourism 3
HM 499 Internship Approved by Provost 3

Elective Courses

ACG 2011** Accounting II 3
BA 370 ** Business Communication 3
BA 384 Behavioral Aspects 3
BA 369 ** Introduction to Sustainable Development 3
BA 437 Multinational Enterprise 3
BA 469 ** Entrepreneurship & New Ventures 3
EN 490 Intercultural Communications 3
HI 225 European History to 1815 3
PSY 376 Organizational Psychology 3
IR 481 Selected Topics in International Relations 3
FR201, GE201, SP201 Intermediate Foreign Language 1 or any 200-400 Electives 3
FR202, GE202, SP202 Intermediate Foreign Language 2 or any 200-400 level Electives 3
IR356 International Relations of the Pacific Rim Region 3
IR456 The European Union 3
IR436 The Middle East 3
BA439 ** International Business Policy 3
EC352 Economic Geography 3
EN373 Public Speaking 3

Total Credits required: (**required for the dual degree seekers with the University of Roehampton) 120

BACHELOR OF ARTS IN INTERNATIONAL RELATIONS AND DIPLOMACY- (TAMPA CAMPUS CURRENTLY NOT ENROLLING)

Political and economic problems often transcend national boundaries and encompass scientific, technological, cultural and humanitarian concerns. The Schiller program in International Relations and Diplomacy prepares student to pursue careers in government, international organizations, law, business, journalism, or for graduate study in political science and related areas. This degree is
available at all Schiller campuses and through Online Learning.

**Program Learning Outcomes**

Graduates of the Bachelor of Arts degree in International Relations and Diplomacy will be able to:

1) Assess emerging political trends and practices relating to international organizations and the non-governmental sectors (or actors) in view of current events and future developments.

2) Propose solutions to questions of public concern based on analysis of data and application of theories relating to International Relations.

3) Evaluate theories and concepts of International Relations and their applicability to current and historical events.

4) Critically analyze the importance of multilateralism as it relates to multiculturalism and global diversity on the practice of International Relations and Diplomacy.

5) Demonstrate a solid understanding of current and historical events that have shaped International Relations.

6) Justify the need to be aware of and respectful to ethical issues and responsible citizenship as applied in the professional context of international relations and diplomacy.

7) Integrate transferrable skills in oral and written communication, teamwork, guided learning and independent study.

8) Foster scholarship and research in advancing international relations and diplomacy.

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Total Credits required: (**required for the dual degree seekers with the University of Roehampton) 120

**BACHELOR OF SCIENCE DIGITAL BUSINESS** *(Not offered in Tampa)*

**Program Description**

The Bachelor of Science in Digital Business is the perfect starting point for undergraduate students with an eye on the new reality of business who wish to gain practical digital skills to thoroughly prepare themselves for a career in the digital world.

The program’s holistic business approach integrates all aspects of digital business and real-world applications including technology, search, e-commerce, data analytics, and innovation, besides incorporating business fundamentals such as marketing, finance, accounting and operations, as well as covering soft skills including communication, teamwork, adaptability and leadership.

**Student Learning Outcomes**

Graduates of the Bachelor of Science in Digital Business program will be able to:

- Leverage business technology for a competitive advantage
- Develop digital marketing strategies and campaigns
- Analyze and monitor digital business metrics
- Work under agile methodologies
- Integrate and work efficiently in teams and lead projects in digital environments
- Create a product or service and take it from concept and design to market launch
- Launch an e-commerce project

### General Education

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<td>Ethics in International Business Environments</td>
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</tr>
<tr>
<td>ACG 2001</td>
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### Core Courses

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<tr>
<th>Course #</th>
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<tr>
<td>DIG101</td>
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<tr>
<td>DIG121</td>
<td>Agile Methodologies for Innovations I</td>
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<tr>
<td>DIG141</td>
<td>Applied Digital Project Management 1A</td>
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<tr>
<td>DIG142</td>
<td>Applied Digital Project Management I-B</td>
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<td>DIG241</td>
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<tr>
<td>BA439</td>
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<td>DIG122</td>
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<td>DIG260</td>
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<td>DIG265</td>
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<td>DIG242</td>
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<td>BA384</td>
<td>Behavioral Aspects</td>
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<td>BA410</td>
<td>Production and Operations Management</td>
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<td>BA341</td>
<td>Business Finance</td>
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<td>DIG321</td>
<td>Digital Technology I</td>
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<tr>
<td>DIG322</td>
<td>Digital Technology II</td>
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<td>DIG341</td>
<td>Applied Digital Project Management III-A</td>
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<td>DIG350</td>
<td>Digital Design &amp; UX</td>
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<td>DIG355</td>
<td>Digital Content</td>
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<tr>
<td>BA335</td>
<td>Sales &amp; E-commerce Basics</td>
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<tr>
<td>DIG360</td>
<td>Search</td>
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<tr>
<td>BA320</td>
<td>Digital Advertising</td>
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<td>DIG342</td>
<td>Applied Digital Project Management III-B</td>
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<tr>
<td>BA330</td>
<td>Applied Ecommerce</td>
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<td>BA415</td>
<td>Marketing Technology</td>
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<td>DIG415</td>
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<td>BA435</td>
<td>Entrepreneurship</td>
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<td>DIG430</td>
<td>Applied Digital Tools &amp; Platforms</td>
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<tr>
<td>CA 491</td>
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UNDERGRADUATE COURSE DESCRIPTIONS

Course Numbering System
Courses numbered in the 100s, 200s, 1000s, or 2000s are lower-division courses designed primarily for first- and second-year students. Courses numbered in the 300s and 400s are upper-division courses designed for third- and fourth-year students. The number in parentheses following the course title indicates the number of semester credits for each course.

Pre-requisites
Before registering for a course, students must have successfully completed all required pre-requisites for that course.

Art (AR)
AR 222 History of Art: Renaissance to 19th Century (3)
AR 222 – History Art: Renaissance to 19th Century is a survey of European painting, sculpture and architecture of the Renaissance, Baroque, Rococo, and of the Romantic Realist and Impressionist periods. The course reviews distinct chronological and cultural periods. Students come to appreciate that art is not necessarily about the artist’s technical finesse, but it is about communicating an idea using visual language. Prerequisite: None

Business Administration (ACG) (BA) (GEB) (MAR)
ACG 2001 Accounting I (3)
ACG 2001 Accounting I is called the language of business because all organizations set up an accounting information system to communicate data to help people make better decisions. This course deals with basic accounting such as analyzing, recording and processing transactions. Ethics is also included. Prerequisite: MGF1107

ACG 2011 Accounting II (3)
ACG 2011 Accounting II is called the language of business because all organizations set up an accounting information system to communicate data to help people make better decisions. This course deals with in-depth discussion of long-lived assets, bonds, stockholders’ equity, etc.; and introduces cost accounting concepts, analysis of financial statements, and income taxes. Ethics is also included. Prerequisite: ACG 2001

BA 261 Principles of Business Law (3)
BA 261 Principles of Business Law consists of rules that regulate the conduct of individual, businesses and other organizations in society. This course is designed to give general coverage of the fundamental principles of business law. The course is designed to acquaint the student with areas of law in business such as personal business ventures. This course also addresses business ethics, e-commerce, regulatory and international issues. Prerequisite: None

BA 322 International Marketing

BA 322 International marketing addresses global issues and describes concepts relevant to all international marketers, regardless of the extent of their international involvement. This course covers the entire range of international marketing, beginning with start-up operations, continuing with new market entry considerations, and concluding with the international issues confronting giant global marketers. Addresses the reality of the interchange between business and government by analyzing international marketing issues from both the business and policy perspective; integration of the societal dimensions of diversity, environmental concerns, ethics, and economic transformation. Prerequisite: None

BA 334 Leadership and Management Planning Techniques

BA 334 Leadership and Management Planning Techniques for Implications of quantitative and qualitative approaches to decision-making. Information systems, decision-making under conditions of certainty and uncertainty. Prerequisites: GEB 1350, BA 374

BA 335 Leadership and Decision-making

BA 335 – Leadership and Decision-making focuses on decision-making theory and application; cost control and other controlling instruments; cost-benefit analysis. The course utilizes a case study approach to management services. Prerequisites: GEB 1350, MFG 1107, ACG 2001

BA 338 Import-Export Operations

BA 338 Import-Export Operations provides a pragmatic understanding of management in an operational import/export department. Daily operations and management knowledge and skills, maximization of teamwork and development of staff potential. Emphasizes traditional practices, current theory, information technology and technical development. ISO, IATA, ICAO, NASA, EEC, GATT, WTO and NAFTA. Prerequisites: GEB 1350, BA 261, BA 384

BA 341 Business Finance

BA 341 – Business Finance is a rigorous introduction to the study of the basic principles of finance and their application to the usual financial issues and decision-making of business enterprises. This is a very important course for your careers. The main objective of this course is for the student to obtain at least a good working-knowledge of the topics stated in the tentative course outline below for use in your future courses and for your careers. Prerequisite: ACG 2001

BA 369 Introduction to Sustainable Development

BA 369 – Introduction to Sustainable Development introduces the main concepts, ideas and theories related to the term sustainable development. Students will gain insights into (the limits to) humanity’s
immense impact on the earth’s systems and the underlying drivers of these unsustainable trends. Furthermore, sustainable development requires an understanding that inaction has consequences. Students will learn about some of the contemporary ideas about how to achieve a more sustainable society. **Prerequisite: None**

**BA 370 Business Communication**  
(3)  
BA 370 – Business Communication introduces the student to the fundamental principles of business communication and prepares students for the communication challenges in the workplace. The course aims to improve the student’s ability to write well-organized, effective business messages, including letters, resumes, memoranda, and reports. Strategies and techniques will be analyzed for communicating in a range of typical business situations. This course includes writing and presentation practice. **Prerequisite: EN 111 OR EN 112**

**BA 374 Statistics**  
(3)  
BA 374 – Statistics provides an introduction to basic statistics. Students are expected to achieve a basic understanding of the methods of descriptive statistics (summarizing data in various ways), the principles of statistical inference (constructing confidence intervals and performing hypothesis tests), and the underlying probability theory on which all inference rests. By the end of the course, students should be able to solve elementary problems using these techniques. **Prerequisite: MA172**

**BA 384 Behavioral Aspects**  
(3)  
BA 384 – Behavioral Aspects embraces organizational behavior. Organizational behavior is the multidisciplinary field that seeks knowledge of behavior in organizational settings by systematically studying individual, group and organizational processes. This course focuses on group behavior and the leadership that is necessary to transform human resources into effective organizational entities. It is a subset of overall business administration and management, which emphasizes the theory and practice that relate to individuals interacting in the work environment. Case studies, films and guest speakers may be included.  
**Prerequisite: PSY1021 or GEB1350**

**BA 401 Human Resources Management**  
(3)  
BA 401 – Human Resources Management all aspects of human resource management including how companies interact with the environment, acquire, prepare, develop, and compensate employees, and design and evaluate work, can help companies meet their competitive challenge and create value. Meeting challenges is necessary to create value and to gain a competitive advantage. This course familiarizes students with the activities of a human resources (HR) manager and the specific problems of managing a workforce in today’s competitive environment. The course addresses the global, new economy, stakeholder, and work system challenges that influence a company’s ability to successfully meet the needs of the shareholders, customer, employees, and other stakeholders.  
**Prerequisite: GEB1350**

**BA 412 Auditing**  
(3)
BA 412 Auditing provides and understanding of modern auditing theory and practice. Aim and objectives of auditing and the role of the auditor. Case Studies. Emphasis on the radical change in the last few years in methods of auditing. Includes vouching approach compared to the Modern Audit, assets and liability verification, the auditor’s report, audit sampling and testing, preparation and audit of company balance sheets and profit and loss account, etc. **Prerequisites:** ACG 2001, ACG 2011

**BA 414 Accounting Seminar**

BA 414 Accounting Seminar selected topics relating to corporate and partnership accounts, consolidated accounts, takeovers and mergers, foreign exchange implications for accounting and accounting for inflation. **Prerequisites:** ACG 2001, ACG 2011, IT 103

**BA 424 Case Studies in Marketing**

BA 424 Case Studies in Marketing of Case analysis, Diagnosis, evaluation and recommendation on corporate problems from a marketing standpoint. **Prerequisites:** MAR 2011, BA 322

**BA 427 Marketing Management**

BA 427 – Marketing Management strategic marketing management concepts and their application. Includes the critical role of marketing in organizational performance, market-oriented strategic planning, the application of online marketing and the development of marketing programs. **Prerequisite:** MAR 2011

**BA433 European Banking and Finance**

BA433 European Banking and Finance critically analyses the differences between the European and American banking systems; credit institutions, commercial banks, investment banks; the role of government in European financial transactions; instruments and methods of European banks and European Union transactions; Euro dollars; and the role of governments in currency fluctuation. **Prerequisite:** ECO 2023

**BA 437 Multinational Enterprise**

BA 437 – Multinational Enterprise is designed to keep students knowledgeable about cultural, legal, political, and social differences among countries so they can be informed employees in the global workplace. The course uses case studies to explore how firms address cultural, legal and technological differences among countries. International trade and investment conflicts, natural and man-made disasters, as well international trade statistics, exchange rates, expatriate costs of living and political unrest is also explored. **Prerequisites:** GEB 1350

**BA 439 International Business Policy**

BA 439 – International Business Policy takes an In-depth look at the multinational corporation as it operates and competes in the international business environment. The emphasis on organizational and administrative policies of the multinational company and their development and importance of structuring these aspects of the corporation to suit the international environment in which it operates. Examines the development of the functional skills of planning, financing, marketing and personnel
management unique to the international company. The analysis of major international organizations provides current information on how these companies operate and relate theory to actual practices. **Prerequisites: GEB 1350, ECO 2013 or ECO 2023 and 4th year standing**

**BA 469 Entrepreneurship and New Ventures**

BA 469 – Entrepreneurship & New Ventures is designed to follow the entrepreneurial process. The entrepreneurial process has four distinct phases including identification and evaluation of the opportunity, development of the business plan, and determination of the required resources and management of the resulting enterprise. This course takes a disciplined and practical look at the entrepreneur and small business enterprise. Characteristics of the entrepreneur; rewards and pitfalls of new businesses; basic planning techniques for new successful business venture and ending that venture are among the areas explored in this course. **Prerequisites: GEB 1350, ACG2001 or ACG2011**

**BA 482 Select Topics in International Business**

BA 482 – Selected Topics in International Business is an introduction to selected topics of current interest in international business. This course may be repeated for credit as topic varies. **Prerequisites: GEB 1350**

**CA497 Capstone**

CA 497 – Capstone course is a designed to assess student acquisition of knowledge and skills aligned to program learning outcomes prior to graduation. The purpose of CA497 is to assist students through the dissertation proposal writing processes including the formulation of the problem statement, conceptual and theoretical framework, literature review, research design and methodology. The topic of the dissertation and timeline to completion is negotiated with the student, approved, and completed under the supervision and guidance of an appointed tutor/mentor. **Prerequisites: Course taken in year 3**

**GEB 1350 Introduction to International Business**

GEB 1350 – Introduction to International Business is developed to help students become better employees, more informed consumers, and/or more successful business owners in an international environment. The course is designed to help students understand the various aspects of the global business environment including organizational administration, employment opportunities available in a career in business as well as what is required to be a successful employee including the knowledge, skills and abilities to work in a culturally diverse, global workforce. Interpersonal, analytical, technical and conceptual skills necessary to be successful managers are reviewed. Some discussion around small business owners and entrepreneurship is introduced in this course. A basic understanding of international business will help students invest in the future and become informed consumers by analyzing issues such as financial structures and financing, stocks, mutual funds and other alternatives to investing in the global business environment. Other topics addressed in this
course include patterns of international trade and multinational business operations. **Prerequisite:** None

**MAR 2011 Principles of Marketing**

MAR 2011 – Principles of Marketing introduces students to the concept and techniques of marketing in the business setting. Top marketers share a common goal: putting the consumer at the heart of the market. Today’s marketing is about creating customer value and building profitable customer relationships. This course introduces students to the concept and techniques of marketing in the business setting. Marketing starts with understanding consumer needs and wants, determining which target markets the organization can best serve, and developing a compelling value proposition by which the organization can attract and grow valued customers. The course provides practical examples and applications, showing the major decisions that marketing manager’s face day to day. **Prerequisite:** None

**Economics (EC) (ECO)**

**EC310 Intermediate Economic Theory**

EC 310 – Building directly on knowledge gained in ECO 2013 and ECO 2023 (Principles of Microeconomics and Principles of Macroeconomics) this course examines important areas of both microeconomics and macroeconomics in greater depth. The micro section focuses on the theory of the firm and pricing with emphasis on competitive, and on factor markets. The macro section focuses on the analysis of aggregate supply and demand and fiscal policies. International competition and interdependencies are examined throughout. **Prerequisite:** ECO2023, ECO2013

**EC 352 Economic Geography**

EC 352 – Economic Geography examines economic activity and production as a function of geographical location. It uses economic models to explain how economic activities are located by looking at primary, secondary and tertiary production and services. It illustrates the effects of technology and the impact of natural resources. It provides a comparative analysis of global demography; the rise and roles of the city and the metropolis. The course examines national, regional and strategic political and commercial alignments and realignments. **Prerequisites:** ECO 2013 and ECO 2023

**EC363 Law and Finance in Relation to International Trade**

Financial and legal issues arising in the operation of international trade. **Prerequisites:** GEB 1350, BA 261

**EC 452 Resources and the Environment**

EC 452 – Resources and the Environment focuses on an in-depth examination of the distribution, allocation, and consumption of both renewable and non-renewable resources, as well as the evaluation of the potential environmental problems. The course examines potential ways of solving current environmental problems. Examples of issues that will be analysed include: the changing patterns in resource development, the issues of private producer control vs. state-owned enterprises,
and the impact of future markets on resource prices and allocations. **Prerequisites:** ECO 2013 and ECO 2023

**EC454 Monetary Theory and Comparative Banking Systems**

EC 454 – Monetary Theory and Comparative Banking Systems analyzes the fundamentals of modern monetary theory in the context of stabilization policies. It investigates the history and functioning of modern banking systems with special reference to the USA, Germany, Japan and other nations. Different banking systems are examined as is the supply/demand for money and the determination of interest rates in an international context. International cooperation in monetary policy is examined. **Prerequisites:** ECO 2023, ECO 2013

**EC 455 International Trade and Finance**

EC 455 – International Trade and Finance will explore the major theories which seek to explain the patterns of international trade, the reasons for and the attempts to overcome barriers to free trade, the mechanisms for international payments, and the various systems by which exchange rates are determined or influenced. The course will also critically evaluate of the major international institutions influencing trade, payments and exchange rates, as well as the role of international investment and the multinational corporation. **Prerequisites:** ECO 2013 and ECO 2023

**EC 457 Economics of Developing Countries**

EC 457 – Economics of Developing Countries provides the student with a solid understanding of economic development allowing them to evaluate the current problems facing Third World countries. These findings will be linked to theories explaining economic mal-development and to in-depth discussions of practical attempts to escape from its vicious circles. Specific problem areas are analyzed more in depth including: questions of population growth, capital demand, foreign trade imbalance, foreign investment, and the agrarian sector. **Prerequisites:** ECO 2013 and ECO 2023

**EC 481 Seminar: Selected Topics in Economics**

EC 481 Seminar: Selected Topics in Economics using Student research, discussion and reports on problems in economics. (May be repeated for credit as topics varies.) **Prerequisites:** ECO 2023, ECO 2013, GEB 1350

**EC500 Survey of Economics**

This course in economics is designed for graduate students with no prior knowledge in economics. The course will cover the basic concepts of micro- and macroeconomics. Microeconomics focuses on how societies make choices on what, how and for whom to produce, given the limited resources. How can people reconcile this reality with their virtually unlimited desires? Macroeconomics is concerned with the structure and performance of the aggregate economy. Issues such as economic growth, business cycles, inflation, international trade and unemployment will be addressed. **Prerequisite:** None

**ECO 2013 Principles of Microeconomics**
ECO 2013 – Principles of Microeconomics will explore individual economic choices and how markets coordinate the choices of various decision makers. Microeconomics explains how price and quantity are determined in individual markets. Economists use scientific analysis to develop theories or models that explain economic behavior. Throughout the course the concern will be in developing an economic relation that can be expressed in words, represented as a table of quantities, described by a mathematical equation or illustrated by a graph. The course will introduce various market systems, public policy and how the market affects international economics in terms of international trade, international finance and economic development. **Prerequisite: None**

**ECO 2023 Principles of Macroeconomics** (3)

ECO 2023 – Principles of Macroeconomics will explore the performance of the economy as a whole. Whereas microeconomics studies the individual pieces, macroeconomics puts all the pieces together to look at the big picture. Throughout the course the concern will be in developing an economic relation that can be expressed in words, represented as a table of quantities, described by a mathematical equation or illustrated by a graph. The course will examine the fundamental of macroeconomics, fiscal and monetary policy, and international economics. **Prerequisite: None**

**English (EN)**

**EN 111 English Composition: Expository Writing** (3)

EN 111 English Composition: Expository Writing is an overview of grammatical and syntactical elements, paragraphs and theme development. Expository writing is aimed to enhance students’ capacity to formulate, organize, and express thoughts logically, clearly and effectively. Students write short essays and read selected prose models. **Prerequisite: None**

**EN 112 English: Research and Writing** (3)

EN 112 – English: Research and Writing requires the application of grammatical and syntactical elements, paragraphs and development used in academic writing. This course will highlight academic writing and research. It is aimed to enhance students’ capacity to formulate, organize, and express thoughts logically, clearly and effectively using credible information sources. Students will prepare a significant research paper using a specific series of steps. **Prerequisite: None**

**EN 200 Cross-Cultural Communication** (3)

EN 200 – Cross-Cultural Communications illustrates the different cultural norms at play when people interact. It will provide application of the various factors which affect communication, particularly in an international context. The course will explore the relationship between the discipline of cultural anthropology, its central concept of culture and the conduct of global business. The course will present a number of different models for understanding cultural differences, including contrasting values and metaphors to help students appreciate how people from different cultures view the world from the perspective of their own cultural assumptions and how culture affects thinking and behavior. Emphasis is placed on building and maintains relationships through verbal and nonverbal communication. The course will also examine three functional processes critical to success in conducting global business: negotiating, partnering and managing. **Prerequisite: EN111 or EN112**
ENG 200 Research and Writing for Effective Communication (3)
EG 200 Research and Writing for Effective Communications concentrates on developing students’ abilities to conduct meaningful research and to produce analytical written works within the contexts of academic and technical writing. Special attention will be paid to clarity and directness for effective communication as well as editing to improve clarity of expression, which is a fundamental skill. Students use a problem-solving model of goal and audience analysis in producing reports, organizational correspondence, and instructional media. Focus is also on developing research skills and strategies for the final research document, using the provided Salem manual of style. Building on prior English courses’ content. 
Prerequisite: None

ENG 203 Multicultural Literature (3)
ENG 203 Multicultural Literature focuses on literature that is reflective of living in the twenty-first century in a multicultural world. Reading and discussing literature from many different cultures helps students develop understanding of those cultures. To this end, students in this class will read and discuss the works of authors from many different cultures, past and present, in the light of background information about the lives of those authors and about their cultures. 
Prerequisite: None

EN 373 Public Speaking (3)
EN 373 – Public Speaking provides an introduction to public speaking. Often listed as the number one fear of employees, this course provides a systematic system for success in public speaking. The focus is on preparing, organizing and presenting an effective and professional speech. 
Prerequisite: None

EN 490 Intercultural Communication (3)
EN 490 Intercultural Communication addresses the ways in which social structuring, social assumptions, and intercultural language usage bears on interactions between members of different cultures. This course is the culmination of foundational principles presented in the core General Education coursework expressed in terms of intercultural contexts. The emphasis is on interdisciplinary activities in the fields of communication, sociology, psychology, technology, and research. Students employ critical thinking and analytical skills to evaluate and integrate diverse ideas within various cultural backgrounds. 
Prerequisite: None

FOREIGN LANGUAGES

French (FR) French Language

FR 101 Beginning French I (3)
FR 101 – Beginning French is a beginning course for students who wish to learn French. They will be introduced to basic grammar, vocabulary, phonetics and writing. Students will be able to participate simply, but consistently, in topics on everyday personal topics in the present time frame and to handle themselves in basic travel and social situations. By the end of the course the student will be able to manage everyday situations, maintain a simple conversation and read simple texts. The intent of the curriculum is not to make students proficient in French. Students may need to take additional classes elsewhere to gain the proficiency required for placement. 
Prerequisite: None
FR 102 Beginning French II          (3)
FR 102 – Beginning French II is the second of the beginning courses for students who wish to learn French. Using the same French method as FR 101, the course continues to develop the student’s ability to understand, speak and write in French. Students will be able to participate simply, but consistently, in conversations on everyday personal topics and to handle themselves in basic travel and social situations, among others. By the end of the course, students will be able to read non-complex texts and write short compositions. Prerequisite: FR 101

FR 201 Intermediate French I        (3)
FR 201 – Intermediate French I aims to give students an intermediate level in spoken and written French. They are taught complex grammar and vocabulary, reinforced with the use of audio and video to improve their listening comprehension.

By the end of the course, students will be able to read complex texts and write long compositions. Prerequisite: FR 101

FR 202 Intermediate French II         (3)
FR 202 – Intermediate French II aims to give students an upper intermediate level in spoken and written French. They are taught complex grammar and vocabulary, reinforced with the use of films to improve their listening comprehension.

By the end of the course, students will be able to read complex texts and write long compositions. Prerequisite: FR 201

German (GE) German Language

GE 101 Beginning German I         (3)
GE 101 – Beginning German is a beginning course for students who wish to learn German. They will be introduced to basic grammar, vocabulary, phonetics and writing. Subjects taught are basic vocabulary, pronunciation and elementary grammar (genders, cases, negative and interrogative sentences, pronominal structures, prepositions, conjugation of present tense-verbs, word order of main and subordinate clauses). The intent of the curriculum is not to make students proficient in German. Students may need to take additional classes elsewhere to gain the proficiency required for placement. Prerequisite: None

GE 102 Beginning German II          (3)
GE 102 – Beginning German II continues basic vocabulary, pronunciation and elementary grammar. Practice of different structures using various pattern drills. Language of communication is German. The intent of the curriculum is not to make students proficient in German. Students may need to take additional classes elsewhere to gain the proficiency required for placement. Prerequisite: GE 101

GE 201 Intermediate German I        (3)
GE 201 – Intermediate German I enhances the students’ capacity to formulate, organize and express their thoughts in German. Also, using various pattern drills, systematic discussion of selected grammatical difficulties is stressed (declension of nouns, article words and adjectives, use of prepositions, sentence structure, etc.). Intermediate composition, readings of simple prose and verse and modern topics. The intent of the curriculum is not to make students proficient in German. Students may need to take additional classes elsewhere to gain the proficiency required for placement. **Prerequisite: GE 102**

**GE 202 Intermediate German II**

GE 202 – Intermediate German II consolidates the student’s knowledge of basic German structures and usage. Grammar patterns discussed are, in particular, verb forms, and sequence of tenses. At the end of this course students have expanded vocabulary, acquired the ability to master specific grammar difficulties and improved skills of reading, writing and speaking. The intent of the curriculum is not to make students proficient in German. Students may need to take additional classes elsewhere to gain the proficiency required for placement. **Prerequisite: GE 201**

**Spanish (SP) Spanish Language and Literature**

**SP 101 Beginning Spanish I**

SP 101 – Beginning Spanish is a beginning course for students who wish to learn Spanish. They will be introduced to basic grammar, vocabulary, phonetics and writing. Students will be able to participate simply, but consistently, in conversations on everyday personal topics in present time frame and to handle themselves in basic travel and social situations. By the end of the course the student will be able to manage everyday situations, maintain a simple conversation and read simple texts. The intent of the curriculum is not to make students proficient in Spanish. Students may need to take additional classes elsewhere to gain the proficiency required for placement. **Prerequisite: None**

**SP 102 Beginning Spanish II**

SP 102 – Beginning Spanish II is the second of the beginning courses for students who wish to learn Spanish. They will continue to be introduced to basic grammar, vocabulary, phonetics and writing. Students will be able to participate simply, but consistently, in conversations on everyday personal topics in present time frame and to handle themselves in basic travel and social situations. This course focused on oral language and by the end of the course, students will be able to manage everyday situations, maintain conversations, read non-complex texts and write short compositions. The intent of the curriculum is not to make students proficient in Spanish. Students may need to take additional classes elsewhere to gain the proficiency required for placement. **Prerequisite: SP 101**

**SP 201 Intermediate Spanish I**

SP 201 – Intermediate Spanish is designed for those who wish to improve their Spanish. This intermediate course consolidates student’s knowledge and use of basic Spanish structures. It provides further instruction and practice in grammar and vocabulary. The focus is on spoken language, short
speeches and reading aloud will be performed at least once weekly. This course is not designed to make the student proficient in the Spanish language. **Prerequisite: SP 102**

**SP 202 Intermediate Spanish II**

SP 202 – Intermediate Spanish II emphasizes and consolidates student’s knowledge and use of the major concepts of Spanish grammar. It provides further instruction and practice in the general guidelines of how to write a composition, including organization and structure, coherence, sentence structure, word choice, etc. In addition, the students will learn advanced lexicon and will use it in conversations. By the end of the course, students will achieve a high Intermediate level of proficiency in Spanish grammar, written comprehension and conversation. **Prerequisite: SP 201**

**History (HI)**

**HI 225 European History to 1815**

HI 225 – European History to 1815 provides a survey of European history from medieval era to 1815. This course familiarizes students with the mainline political, socio-economic and cultural development in this time period. Religious and military history is covered as well. It also shows students how Europe evolved from the fall of the Roman Empire through the Early Modern era. This course should provide students with general background material, serving as a compliment to their area of concentration or ad an introduction to further work in history or related fields. **Prerequisite: None**

**HI 226 European History: Napoleonic Period to the Present**

HI 226 – European History: Napoleonic Period to Present provides a survey of European history from Napoleonic Period to Present. This course familiarizes students with the mainline political, socio-economic and cultural development in this time period. Religious and military history is covered as well. It also shows students how Europe evolved from the Napoleonic Period through to the Early Modern era. This course should provide students with general background material, serving as a compliment to their area of concentration or add an introduction to further work in history or related fields. **Prerequisite: None**

**Hospitality Management (HM)**

**HM 103 Introduction to Tourism & Hospitality**

HM 103 – Introduction to Tourism and Hospitality examines the growth and development of hospitality and tourism from early inns to the much broader modern tourism industry. The course demonstrates the organization of a broad range of tourist activities and subsectors including hotel and lodging management (rooms, security, housekeeping, food and beverage), gaming, tourist attractions and event management. The course also highlights management processes in the hospitality industry with a historical look at key players in the industry. **Prerequisite: None**

**HM 187 Front Office Management**

HM 187 – Front Office Management analyzes the organization and operation of the front office. It identifies the techniques used in maximizing the profitability of room division by achieving the
highest possible occupancy at the highest possible average rate. It develops front office computer
skills and examines the roles of interpersonal skills needed to provide outstanding customer service
and other means of maximizing revenues. Other topics covered include, security, accounting,
operations, food & beverage, human resources and revenue management. **Prerequisite: None**

**HM 210 Food and Beverage Management**  
HM 210 – Food and Beverage Management investigates the principles and practice of food and
beverage control. Topics include: food and beverage cost standards, menu development, budgeting,
food and beverage product control, preparation of forecasts for a food and beverage service
operation, understanding principles and importance of labor cost controls. The development and use
of standards and calculation of actual cost are explained. The application of computer software will
also be examined. **Prerequisite: None**

**HM 423 Convention and Event Management**  
HM 423 – Convention and Event Management explores the scope and segmentation of the
convention and group business market. It proposes marketing and sales strategies to attract markets
with specific needs. It also critically analyzes these techniques to propose the best solutions to meet
different needs. The student will be introduced to the many facets of managing an event both in
general, and in the tourism and sporting industries; particularly covering events such as festivals,
fairs, tournaments, conferences and other entertainment and cultural events. **Prerequisite: HM 103**

**HM 451 Leadership & Management in Hospitality and Tourism**  
HM 451 – Leadership & Management in Hospitality and Tourism is designed to allow students to
explore the changing nature of leadership, management, and quality issues in the context of today’s
hospitality industry. Students will explore the following topics in depth: quality control, power and
empowerment, communication skills, goal setting, high-performance teams, challenges of diversity,
managing organizational change, and strategic career planning. This will provide the student with
the knowledge and skills needed to determine appropriate leadership strategies for hospitality
organizations in a challenging and demanding environment. **Prerequisite: HM 103**

**HM 499 Internship**  
HM499 Internship in hotel management field. Supervision and written project required. Certain
work restrictions may apply. **Prerequisite: Permission of Provost**

**Information Technology (IT)**

**IT 103 Applications of Computers**  
IT 103 – Application of Computers acquaints students with the four major applications of computers
in business: word processing, databases, spreadsheets and presentation software using Microsoft
Office. The course concentrates ion the fundamentals as it is a “hands on” course. A basic view of
the operational software, Windows and an introduction to Internet Explorer is also part of this course.
The course finished with an introduction to web page creation. **Prerequisite: None**
**International Relations and Diplomacy (IR)**

**IR 221 Introduction to International Relations** (3)

IR 221 – Introduction to International Relations introduces students to the global states-system emerging from the Treaty of Wesphalia in 1648, the activities of non-state actors and international organizations across national boundaries and major theories of international relations. International relations involves not only philosophical and institutional matters, but also problems of an economic, strategic, social, cultural and legal nature. In addition, the study of International relations as an academic discipline demands the ability to research and analyze complex information from various sources for which the course provides entry level students with the terminology, concepts and necessary conceptual tools. **Prerequisite: None**

**IR 331 Modern Diplomacy** (3)

IR 331 – Modern Diplomacy seeks to identify and define major trends and developments in diplomacy in the modern era. This course will explore and scrutinize the emergence of the international conventions that progressively codify diplomatic relations between states in the modern period and give way to modern diplomacy. **Prerequisite: IR 221 or PS 221**

**IR 335 American Foreign Policy** (3)

IR 335 – American Foreign Policy traces the history, evolution, and implementation of American foreign policy. 19th-century doctrines of isolationism and exceptionalism will be explored and scrutinized against the backdrop of such expansionist programs as “manifest destiny”. From the “Monroe Doctrine” and the “Roosevelt Corollary” to the “Truman Doctrine” as well as subsequent and intermittent articulations of presidential prerogative (the lesser-known doctrines of preceding and succeeding US presidents), students will learn to identify and assess the consistencies and inconsistencies in the historical narrative of the rise of the US to a major world power in the early 20th century to a super power following WWII. The role the US has played and plays in the global arena will be extensively explored with an eye to the future. **Prerequisite: IR 221 or PS 221**

**IR 341 Concepts in International Relations and Diplomacy** (3)

IR 341 Concepts in International Relations and Diplomacy critically addresses concepts and approaches in international relations and diplomacy such as state sovereignty, state and non-state actors, interests, and levels of analysis as well as such themes and theories as globalization, cultural and economic imperialism, or neocolonialism, hegemony, complex interdependence and other related topics. The role of international public law in fostering interstate regimes and such treaties as the Vienna Convention on Diplomatic Relations in codifying interstate relations will also be addressed. Against the backdrop of such international relations paradigms as realism, liberalism, structuralism and constructivism, the course will also explore geopolitical variables (e.g., climate change, demography, natural resources) in light of their impact issues related to national and collective security. **Prerequisite: IR 221**

**IR 353 The Political Economy of North-South Relations** (3)
IR 353 The Political Economy of North-South Relations profound and increasing economic divide between North and South will be examined within historical, political, economic, social, and environmental perspectives. Particular attention will be given to investment and trade condition, population, urbanization, poverty and uneven development, the implications of the debt crisis, and social and political instability. **Prerequisite: IR221**

**IR356 International Relations of the Pacific Rim Region** (3)

IR356 International Relations of the Pacific Rim Region analysis of the historical, political, cultural, military, and economics aspects of the Pacific Rim. The relationship between the Pacific Rim and the United States, the EC and the global economy. A special study of the impact of the end of the Cold War on the region and the economic collapse following an unprecedented growth in the economics of the Pacific Rim. **Prerequisite: IR 221**

**IR 370 Writing for Foreign Affairs** (3)

IR370 Writing for Foreign Affairs course explores various types of diplomatic and political writing, including political analysis papers, position papers, spot reports, cables, press releases as well as diplomatic signaling and, in general, the use of language in diplomacy. In the process of examining and analyzing various forms of diplomatic correspondence and discourse, students will also explore current debates related to confidentiality and privacy, diplomatic immunities and privileges in the modern era of “open” and “transparent” public diplomacy. The role of the media and the internet in diplomatic discourse will also be addressed. **Prerequisites: EN 111 OR EN 112**

**IR 436 The Middle East** (3)

IR 436 The Middle East course of Middle Eastern political, economic, religious, and cultural history with emphasis on the period after 1945. The importance of tradition and historical memory in the politics of the area, and the cultural and development relations with the West. Rise and fall of the area’s empires, the imperial rivalries of the Great Powers, Cold War Alignments, Islamic resurgence, and more recent events. Connections between current trends and developments in the Arab world of North Africa. **Prerequisites: IR221, or PS221, IR 341**

**IR 450 Practical Diplomacy** (3)

IR 450 Practical Diplomacy is an essential political activity that enables states to secure the objectives of their foreign policies without resorting to force, propaganda, or by going against the law. Accordingly, diplomacy can be addressed from a variety of perspectives: historical, legal, cognitive, social, or ethical. The objective of this course is to provide students with a theoretical understanding of diplomacy and practical diplomatic skills. Students will explore and analyze the various concepts of diplomacy, contrast and evaluate the historical development of diplomacy from ancient Egypt, Greece and China up until today- examine and compare theoretical explanations about how diplomats have taken decisions- and evaluate how diplomacy has adapted itself to the 21st Century. **Prerequisite: IR221**

**IR 456 The European Union** (3)
IR 456 – The European Union is designed to introduce the students to the economic, political and social forces that have combined, within Europe, over the last 50 years, to produce the political entity now called the European Union. The course will also introduce the shifting role of Europe on the global stage and the tremendous changes that have affected Europe and the Europeans in the recent decades. **Prerequisites: IR 221, ECO 2023, ECO 2013**

**IR 470 International Economic Policies and Institutions (3)**

IR 470 International Economics Policies and Institutions combines the excitement of world events and the incisiveness of economic analysis. This course introduces and critically explores the principal international economic institutions and policies created during and after World War II, the so-called Bretton Woods system. The roles, interests, and functions of the principal private and public players in the development and elaboration of modern financial and political institutions will be critically examined: The World Bank Group and United Nations Development Group, including the International Monetary Fund, the General Agreement on Tariffs and Trade, and such successor institutions as the World Trade Organization. This course will also interrogate the increasingly significant and controversial role of regional institutions and multilateral development banks, such as the European Union or the Asian Infrastructure Development Bank. The role global and regional economic and financial institutions play in the maintenance of the Post World War II interstate system of mutual self-interest and interdependence will be critically evaluated in the context of competing national and international interests in achieving such UN Millennium Development goals as the “Eradication of Poverty.” **IR 221, ECO 2013 and ECO 2023**

**IR 481 Selected Topics in International Relations (3)**

IR 481 – Selected Topics in International Relations This course is designed to allow a thorough evaluation and Analysis/Research Paper on a specific institution e.g. European Union, NAFTA, Mercosur; a region of the world e.g. Middle East, Africa, South East, South America; or on a topic such as global terrorism, global inequality and poverty, global crime, globalization of disease, cyberdiplomacy, cyber warfare, nationalism and separatism in various regions, conflict resolution, international migration, human rights or weapons proliferation. **Prerequisites: IR 221 or PS 221, ECO 2013 or ECO 2023**

**Mathematics (MA) (MGF)**

**MA 172 Applied Mathematics (3)**

MA 172 – Applied Mathematics focuses on the reasoning and technical skills necessary for students to become proficient in applying the mathematical concepts and tools of calculus. This course emphasizes the applications of algebra to a variety of fields, including probability, statistics, and finance. It also covers mathematical modeling and set theory. **Prerequisites: MGF 1107**

**MGF 1107 College Mathematics (3)**

MGF 1107 – College Mathematics reviews basic math fundamentals and introduces the student to concepts what he or she will need in other University courses. This course reviews, reinforces and develops algebraic skills in problem solving as well as functions, analytical geometry, sequences and
series and linear programming. As a review of real numbers, the student is presented with methodology to solve linear equations and functional linear applications. The course then moves on to maximization and minimization techniques and probability and statistics. A variety of practical problems are also introduced. **Prerequisite: None**

**Political Science (PS)**

**PS 221 Introduction to Political Science** (3)

PS 221 – Introduction to Political Science introduces students to the universal scope, methods and application of politics as either (a) an academic discipline, or (b) as an occupation. This course examines some of the core normative beliefs linked to democratic politics and the legitimate scope of authority upon which consensual power and allegiances rest. It challenges students to reflect on political inputs and outputs, the nature and functioning of institutions and rules, the aims of the same, and their ultimate capacity to promote human welfare and social stability. Students will approach these questions through the comparative study of a range of countries while applying the empirical principles, key concepts and the necessary theoretical frameworks associated with the science of politics. **Prerequisite: None**

**PS 370 The U.S. Political System** (3)

PS 370 The U.S. Political System examines the politics, principles, and institutions that developed following the declaration of independence of British colonies in North America. This 18th-century North American experiment in constitutional democracy, namely the United States of America, was a milestone in republican governance that set precedents, not only for representative democracy worldwide, but also for the cause of popular “self-determination” and the wider “interstate” system that prevails today in the form of the United Nations. Against the backdrop of such guiding conceits as “American Exceptionalism,” “Manifest Destiny,” and “Manifest Duty”, the course will thus also examine the larger role the American Political System has played and continues to play in the politics and economics of globalization. In exploring and scrutinizing the federalist ethos, it will focus in particular on the tensions between ideals of rugged individualism (President Herbert Hoover), states’ rights, and federal authority. To this end, the course will critically exam the institutions that make up the system of checks and balances, namely, the three branches of the political system. **Prerequisite: None**

**Psychology (PY) (PSY)**

**PSY 1021 General Psychology** (3)

PSY 1021 – General Psychology is an introduction to the scientific study of motivation, perception, meaning, learning, emotions, feelings and the psychological basis of behaviors. This course is meant to help students learn to think like a psychologist and to understand why scientific and critical thinking is so important to everything they do: from the decisions they make in their own lives to being wary of Internet scams, hoaxes and viral panics. The courses examines theories of personality and development, examining Freudian and post Freudian theories of personality, the way in which
the brain, neurons and hormones affect psychological functioning, the basic principles of learning and the impact of social and culture on behavior. The course also shows how the mind, body and environment influence emotions, stress and health. **Prerequisite: None**

**PSY 376 Organizational Psychology** (3)

PSY 376 – Organizational Psychology examines the methodology and content of Organizational Psychology. This is the branch of psychology that examines people in the workplace and all the factors that affect how people behave at work. This course provides an overview of individual, group, and organizational issues that enhance the understanding of the world of business and research findings involved in the study of how people behave, think about, influence, and interact with each other at work, with an emphasis on factors that affect job performance. **Prerequisite: None**

**Sociology (SO)**

**SO 137 Science and Society** (3)

SO 137 – Science and Society looks at society as a whole through the lens of science and ethics. The course introduces the students to social concerns and advancements in technology in the following areas: nanotechnology, biotechnology, energy requirements, production, conservation, population growth, disease prevention, world food shortage, information technology and changing lifestyles and genetic engineering. **Prerequisite: None**

**Digital Business**

**BA320 Digital Advertising** (3)

BA320 Digital Advertising will learn the techniques necessary to implement digital marketing campaigns and how to position a brand, product or service online. In addition, we will take a practical look at the world of creativity from a purely digital viewpoint, looking at how to be heard and how to connect with consumers. **Prerequisite: DIG360**

**BA399 Ethics in International Business Environments** (3)

BA399 – Ethics in International Business Environments is designed to develop the student’s ability to recognize and critically analyze ethical issues associated with international business environments and leadership. **Prerequisites: None**

**BA410 Production and Operations Management** (3)

BA 410 – On successful completion of the Business Operations Management course, you will gain a solid understanding of organizational structure and the fundamental principles of operations management. You will explore the role and responsibilities of an operations manager in detail and the changing nature of operations. Each module covers central topics such as process management, supply chain management, project management, and planning and sourcing.

This course also provides an introduction to Lean Project Management methodology and the Six Sigma improvement model. On completion, students will have improved knowledge of the operations management
process, which will allow them to progress to gain a more in-depth understanding of these critical business processes.

In addition, the course addresses the production and delivery of goods and services from an international perspective. Students will learn to observe and analyze an organization from a systems- or process-perspective including design, operation, and improving the systems that deliver goods and services using operational management tools and resources in diverse settings. **Prerequisite: None**

**BA415 Marketing Technology**

BA415 Marketing Technology will approach the fundamental concepts behind marketing technologies that have arisen alongside CRM solutions in order to improve client management. We will also learn the platform architecture necessary to build a correct and scalable business structure, focusing specifically on the automation necessary to do it in a scalable and efficient way. In addition, the fundamental components of event-based marketing will be analyzed, taking into account the importance of data analysis and the orchestration of channels that allow us to define touchpoints with the client. The student will learn to use technologies (such as Salesforce), tools, and their extended services to develop automation experiences. **Prerequisite: BA330**

**BA335 Sales & Ecommerce Basics**

BA335 Sales & Ecommerce Basics gives a general overview of sales models for electronic channels, as well as a practical and applied perspective on the main processes and activities necessary to manage a successful online sales operation. It provides all of the knowledge necessary on how to structure an online business, including sales, operations, purchasing and customer service processes. **Prerequisite: DIG355**

**BA490 Corporate Internships**

BA490 Corporate Internships are off-campus experiential learning activities designed to provide students with opportunities to make connections between the theory and practice of academic study and the practical application of that study in a professional work environment. The student will apply digital business concepts learned throughout their studies and further develop skills by completing qualified supervisory and/or digital business duties and/or projects as an employee or intern at a business organization. The student will be required to work a minimum of 135 hours required to successfully complete the internship. The student will work with faculty and staff to establish a set of qualified assignments & learning goals that will be achieved during the semester. At the end of the internship, the student will present an internship portfolio highlighting their work experience. **Prerequisite: Completion of all Advanced Concentration course**

**DIG101 Introduction to Coding**

DIG101 Introduction to Coding will learn fundamental programming skills through a series of interactive and iterative assignments, from simple things like symbols and commands to writing open source code. The students will also be introduced to HTML to understand the basic structure of an email or website. **Prerequisite: ECO2013**

**DIG121 Agile Methodologies for Innovations I**
DIG121 – Agile Methodologies for Innovation I will explore different work and innovation methodologies, helping students learn where they come from, their applications, and most importantly, how to apply them actively throughout the program. Now more than ever, methodologies are important and set the tone for organizations, dictating how they work and establishing a clear ideology, for themselves, employees, and stakeholders. Students will learn about the origins of different methodologies within the Agile framework such as Scrum, Kanban, Design Thinking, and Business Model Canvas, and how they are applied in business. They will take a deep-dive into the inner-working of these methodologies and learn how to become practitioners. **Prerequisite: DIG141**

**DIG122 Agile Methodologies for Innovation II**

DIG122 – Agile Methodologies for Innovation II will introduce the concept of lean startups, a structured methodology that provides companies a scientific approach allowing individuals & teams to quickly and independently validate new ideas based on customer insights & data instead of opinion & hierarchy. Moreover, we will revisit the design thinking key topics and put them into practice. **Prerequisite: DIG 121**

**DIG141 Applied Digital Project Management 1A**

DIG141 – Applied Digital Project Management I-A will have students work in groups analyzing a company's current business situation and apply a digitalization project. During this initial semester students will learn the foundations of agile project management including soft skills necessary for teamwork and leadership. **Prerequisite: PSY1021**

**DIG142 Applied Digital Project Management 1-B**

DIG142 Applied Digital Project Management 1-B will work in groups analyzing a company's current business situation and apply a digitalization project. During this semester students will practice agile project management principles including necessary soft skills, understand the company case assigned and its possibilities and propose a disruptive business model change. **Prerequisite: DIG141, DIG121**

**DIG241 Applied Digital Project Management II-A**

DIG241 – Applied Digital Project Management II-A will see students work in groups analyzing a company's current business situation and apply a digitalization project. During this semester students will practice agile project management principles including necessary soft skills, understand the company case assigned and its possibilities and propose a disruptive business model change. **Prerequisite: BA261, BA399, DIG142**

**DIG242 Applied Digital Project II-B**

DIG242 Applied Digital Project II-B students will work in groups analyzing a company's current business situation and apply a digitalization project. During this semester students will focus on brand creation. They will have to create a new brand, content, and a marketing strategy. **Prerequisite: DIG241, DIG265**

**DIG260 Digital Vision & Strategy**

DIG260 Digital Vision & Strategy will cover key areas for acquiring a comprehensive knowledge of digital business as how to create your own business through entrepreneurship or how organizations are adapting to the new age of digital transformation. The student will gain a conceptual and practical understanding of what transformation looks like for companies in the digital age. By considering the perspectives of businesses and organizations, students will establish guidelines and methodologies to address transformation and analyze the
new leadership profile that is required to carry it out. Furthermore you will learn how to read and operate companies in the digital era. You will look at the differences between digital business models and companies and understand the secret for their success based on how they operate. **Prerequisite: DIG142**

**DIG265 Digital Marketing**

DIG 265 – Digital Marketing will focus on digital marketing and the key elements in developing a project appropriate for a given company. We will also address the concept of brand content territories and how to manage content in real time. The student will learn to develop a digital strategy and use an analysis funnel and also the importance of marketing automation will be analyzed. **Prerequisites: MAR2011 and DIG260**

**DIG321 Digital Technology I**

DIG321 Digital Technology I will expose students to the intersection of technology with business and its application in the definition of the strategy and the products, as well as to disruptive technologies, trends, and the direction we are headed. We will cover application and innovation strategies, disruptive digital technologies, deep dive into Blockchain and its inner-workings, structure, and applications, and ultimately understand these ideas, concepts, services, and digital tools and trends and their business applications. **Prerequisite: BA341**

**DIG322 Digital Technology II**

DIG322 Digital Technology II will allow students to discover disruptive technologies and how to execute and implement them in digital business. We will cover different technology concepts as Artificial intelligence and IoT, Factory 4.0, the use of big data in business or the importance of cybersecurity in digital business. **Prerequisite: DIG321**

**BA330 Applied E-Commerce**

BA 330 – Applied E-Commerce will have students create and design their own Ecommerce business from start to finish and grow it from concept and design to the market launch plan. A tax number is then assigned to them in order to be able to invoice and the e-commerce business opens to the market. The students are provided with a marketing budget, so they invest in real search engines and social media campaigns to generate traffic. From this moment on, potential clients begin to visit the website and generate metrics that serve to optimize the site, and also generate orders that require the development of payment and delivery logistics and a customer care model, all supported by a CRM with real customers. The turnover is reinvested in additional marketing campaigns which incorporate newly acquired knowledge in order to grow the business. **Prerequisite: BA320 Digital Advertising**

**DIG341 Applied Digital Project Management III-A**

DIG341 Applied Digital Project Management III-A will work in groups analyzing a company's current business situation and apply a digitalization project. During this semester students will design a digital business strategy that leverages new technologies and a concrete and achievable action plan for implementing such a strategy. A key factor will be to understand the assigned company case, identify possibilities and propose a disruptive business model change based on technology. **Prerequisite: DIG242**

**DIG350 Digital Design & UX**

(3)
DIG350 Digital Design & UX will cover the basic processes of web design and the definition and development stages that must be followed and completed in order for a website to remain reliable and appealing to users and customers. A special focus will be placed on mobile device interfaces. **Prerequisite: DIG322**

**DIG355 Digital Content**

DIG 355 – Applied Digital Project Management III-B will have students work in groups analyzing a company's current business situation and applying a digitalization project. During this semester students will focus on user-centered design from an innovation perspective and they will work on corresponding content and social media plans. Furthermore, they will learn how to develop an e-commerce project and plan its relevant search and media strategy. **Prerequisites: DIG341**

**DIG360 Search**

DIG360 Search studies search engines in their role as the main portal to the content and services available on the internet, as well as business strategies based on the different digital channels and media, from a primarily practical viewpoint. **Prerequisite: BA335**

**DIG342 Applied Digital Project Management III-B**

DIG342 – Applied Digital Project Management III-B will have students work in groups analyzing a company's current business situation and applying a digitalization project. During this semester students will focus on user-centered design from an innovation perspective and they will work on corresponding content and social media plans. Furthermore, they will learn how to develop an e-commerce project and plan its relevant search and media strategy. **Prerequisite: DIG341**

**DIG415 Digital Analytics**

DIG 415 – Digital Analytics will focus on understanding what analytical data is, and the value it offers. Learn the most common analytical techniques and tools. Get to know the limitations of basic analytical approaches. **Prerequisite: BA410**

**BA435 Entrepreneurship**

BA435 Entrepreneurship will analyze what it means to be an entrepreneur and the implications of launching a startup, while exploring different business models and forms of funding available. **Prerequisite: DIG415**

**DIG430 Applied Digital Tools & Platforms**

DIG 430 – Applied digital Tools & Platforms will introduce the concept of web analytics. Students will learn about the main services offered by the cloud and learn about the main methodology behind data projects. The student will receive training and certifications on the main industry tools from the world of data analytics. **Prerequisite: BA435**

**DIG440 Digital Talent & Leadership**

DIG440 Digital Talent & Leadership will help students to understand what leadership is in the modern business world and the qualities, characteristics, and skills it takes to become a leader. Students will understand and acquire key capabilities to succeed as a leader and to lead others, focusing on individuals,
teams, and managers. Students will refine their soft skills and become the next wave of leaders in digital business. Prerequisite: DIG6430

CA491 Capstone Final Project 1-A

CAP491 Capstone Final Project 1-A students will work in groups analyzing a company's current business situation and apply a digitalization project. During this semester students will develop a financial plan for their digital business project. Furthermore, they will work on the areas of innovation, UX, product, business, plan and go-to-market of their project using agile methodologies and merging all the concepts and techniques learned during the previous courses. Prerequisite: DIG355

CA492 Capstone Final Project 1-B

CA492 Capstone Final Project 1-B students will work in groups analyzing a company's current business situation and apply a digitalization project. During this final semester students will overview the final results of their project by integrating the different aspects learnt during the previous courses, applying a metrics plan and analyzing these metrics results. Prerequisite: CA491

OPTIONAL INTERNATIONAL IMMERSION COURSES:

Four optional International Immersions courses are offered to students throughout the program with the objective of gaining experiential learning based on competencies and applied learning outcomes. Offered once per academic year, these optional immersions are one-week experiences in tech hub cities around the world (a different one each year) where students attend workshops, go on company visits with relevant speakers, and enjoy cultural and social visits. They are a business and educational travel experience meant to complement and enrich the student's learning but are not core to the program. Credits for these optional courses are awarded but do not count toward the 120 credits for graduation. The four Optional International Immersion courses are not approved by ACICS as part of the institution's accreditation and are offered for the sole purpose of continuing education, professional development, or preparation.

First Academic Year:

OPTIONAL: INTERNATIONAL IMMERSION (SILICON VALLEY) A week-long immersive experience where students get a look at the building blocks of innovation that ignite the famous entrepreneurial spirit of Silicon Valley and bring to life its game-changing ideas. Includes workshops and discussions from top digital experts as well as visits to leading business and technology companies. (3 Credits)

Second Academic Year:

OPTIONAL: INTERNATIONAL IMMERSION (TEL AVIV): A week-long immersive experience where students get a deeper look at Tel Aviv, a natural start-up ecosystem with the highest number of start-ups per capita in the world second only to Silicon Valley. During this experience students will focus on topic business areas such as mobile, start-ups, and entrepreneurship through workshops and discussions from top digital experts as well as visits to leading business and technology companies in the city. (3 Credits)

Third Academic Year:

OPTIONAL: INTERNATIONAL IMMERSION (SHANGHAI): A week-long immersive experience where students get a look at the landscape, development and circumstances of innovation, technology and digital businesses in China. Includes workshops and discussions from top digital experts as well as visits to leading business and technology companies. (3 Credits)

Fourth Academic Year:

OPTIONAL: INTERNATIONAL IMMERSION (BOSTON): A week-long immersive experience where students get a look at the latest innovations and trends shaping technology, business and society in the Boston digital ecosystem.
Includes workshops and discussions from top digital experts as well as visits to leading business and technology companies. (3 Credits)

GRADUATE PROGRAM REQUIREMENT

GOALS OF GRADUATE EDUCATION
Schiller is committed to providing a high-quality graduate education to all students without regard to race or color, gender, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation. The goals of graduate education are:

- To provide effective educational experiences leading to marketable graduates, skilled in their respective areas.
- To design and maintain a unique environment conducive to developing an international citizen.
- To select, support, and develop human resources consistent with excellence in leadership, scholarship, and work and life skills.
- To promote the acquisition of competencies that lead to the development of leaders in the world.
- To provide opportunities for professional growth and development.
- To develop skills that allow the graduates to conduct research, integrating theory and practice.

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FL: Florida; H: Heidelberg; M: Madrid; P: Paris; OL: Online

ADMISSION REQUIREMENTS

Schiller International University does not discriminate in its admission policy based on race, color, national or ethnic origin, age, religion, gender, sexual orientation, military or veteran status, disability or handicap, or any other characteristic protected under the federal, state, or local law. Anyone wishing to attend Schiller can obtain the necessary application from the Office of Admissions or online from our website at [www.schiller.edu](http://www.schiller.edu). (See “Immigration” section for additional requirements that may apply).

Graduate Enrollment
An application for admission as a graduate student must include the following in order to be considered:

- A non-refundable application fee of US $20 for students seeking admission to the Florida or Online campus or EUR €50 for students seeking admission to a European campus.
- Official transcripts from the institution that award an Undergraduate Bachelor degree or its equivalent- The student will arrange to have an evaluation of their foreign transcript (non US recognized degree) by American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s International Education Services, or a member of Association of
International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) prior to the evaluation and award. The cost of the foreign transcript evaluation will be paid by the student.

- Proof of English proficiency for students who are not native English speakers, did not complete their post-secondary education exclusively in the English language, or did not complete at least 24 academic credits in a university level program taught in English. (See “Evidence of English Fluency” for further details)
- Signed enrollment agreement
- Copy of official ID or passport (Visa Students)

**EVIDENCE OF ENGLISH FLUENCY**

This requirement may be waived for students who have graduated from a secondary (Associates/Bachelor’s degree seeking students) or post-secondary school or University (Master’s degree seeking) where English is the language of instruction or the country’s official language is English. This requirement can be satisfied by providing official documentation of scores achieved for one of the following English language proficiency examinations. Schiller International University must receive the official scores via the Admissions Office. Tests must be less than two years old from date of enrollment. Minimum scores accepted are noted below.

- TOEFL (Test of English as a Foreign Language) 89 (IBT – Internet version) for Masters, Schiller, TOEFL number is 0835.
- TOEIC (Test of English for International Communication) score of at least 700 for Masters.
- IELTS (International English Language Testing System) score of at least 6.5 for Masters.
- CAMBRIDGE FCE (First Certificate in English) grade of “B” (B2 level) Or higher – Cambridge Advanced (CAE) or Proficiency (CPE) preferred.
- Duolingo English Exam – Score of at least 105 for Masters.

Students graduating from the Tampa Language Center who have successfully completed a Level 6 program are eligible for admission.

**ACCEPTANCE FOR ADMISSION REQUIREMENT**

If you are being admitted to the Graduate Program with foreign undergraduate (non US recognized) you must follow the requirements below:

An institution shall evaluate and consider awarding proper academic credit for credits earned only at institutions that are either accredited by agencies recognized by the United States Department of Education, or recognized by the respective government as institutions of higher education, for international-based institutions. The student will arrange to have a translation of their foreign transcript (non US recognized degree) by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s International Education Services, or a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) prior to the evaluation and award. The cost of the foreign transcript evaluation will be paid by the student. Acceptance of transfer credit based on a transcript evaluation is subject to final approval by the Office of the Registrar. Official Standardized European University credits (ECTS) will be converted at 1 US credit = 2 ECTS credits unless otherwise indicated on the transcript.
Official transcripts are those that are received by Schiller that do not state “released to student” or any wording thereof expressing that the transcript was released to the student. Students enrolling in a graduate program must provide an official transcript for the undergraduate studies showing the student earned the undergraduate degree.

The university at its discretion reserves the right to require an external transcript evaluation by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s International Education Services, or a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of any candidate. The cost of the transcript evaluation will be paid by the student.

Specific to Military Service Members- Must provide official transcripts for evaluation by the Dean.

Transfer credit is granted for graduate work completed with a grade of “C” (or equivalent) or above, provided it is applicable to Schiller’s degree program requirements. The total number of transfer credits from other post-secondary institution is listed on the student’s permanent record. However, only grades in courses taken at Schiller are used to compute the cumulative grade point average (CGPA).

Schiller International University does not offer credits for Graduate Experiential Learning.

If official transcripts from post-secondary institutions are not received by the end of the second course during the first semester of enrollment, potential transfer credit will not be accepted.

**DOCUMENTATION REQUIREMENTS**

"Official" transcripts are those that are marked “official” by the institution that issued the transcript. Official transcripts or E-Official Transcripts can be sent by the institution that issued the transcript or submitted in an envelope sealed by the institution.

"Original" transcripts/diploma are those that are given to the student directly by the institution that issued the transcript/diploma and can be accepted if they are retained in the student's file by Schiller International University.

"Certified copies" of original transcripts are issued by a notary, embassy, or consulate upon presenting the original transcripts and paying a certification fee. Certified copies of the original are acceptable if official transcripts cannot be issued or the student does not want to relinquish the original transcript.

Transcripts for a completed course of study must indicate the type of degree or diploma awarded and the date that award was made in order to be accepted as a qualifying document for admission to the University.

**TRANSFER CREDIT**

An institution shall evaluate and consider awarding proper academic credit for credits earned only at institutions that are either accredited by agencies recognized by the United States Department of Education, or recognized by the respective government as institutions of higher education, for international-based institutions. The student will arrange to have a translation of their foreign transcript (non US recognized degree) by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s International Education Services, or a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES), prior to the evaluation and award. The cost of the foreign transcript evaluation will be paid by the student. Acceptance of transfer credit based on a transcript evaluation is subject to final approval of the Dean and is then sent to the Office of the
Registrar. Official Standardized European University credits (ECTS) will be converted at 1 US credit = 2 ECTS credits unless otherwise indicated on the transcript.

Official transcripts are those that are received by Schiller that do not state “released to student” or any wording thereof expressing that the transcript was released to the student. Students enrolling in a graduate program must provide an official transcript for the undergraduate studies showing the student earned the undergraduate degree.

The university at its discretion reserves the right to require an external transcript evaluation by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s International Education Services, or a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of any candidate. The cost of the transcript evaluation will be paid by the student.

Specific to Military Service Members- Must provide official transcripts for evaluation by the Dean.

Transfer credit is granted for undergraduate and graduate work completed with a grade of “C” (or equivalent) or above, provided it is applicable to Schiller’s degree program requirements. The total number of transfer credits from other post-secondary institution is listed on the student’s permanent record. However, only grades in courses taken at Schiller are used to compute the cumulative grade point average (CGPA).

Schiller International University does not offer credits for Undergraduate Experiential Learning.

If official transcripts from post-secondary institutions are not received by the end of the second course during the first semester of enrollment, potential transfer credit will not be accepted. Transfer Credits will be awarded to courses taken within 10 years. Classes taken over 10 years will not be accepted as transfer credits. In addition, for graduate degrees, transfer courses must have earned a “C” or higher

**DOCUMENTATION REQUIREMENTS**

"Official" transcripts are those that are marked “official” by the institution that issued the transcript. Official transcripts or E-Official Transcripts can be sent by the institution that issued the transcript or submitted in an envelope sealed by the institution.

"Original" transcripts/diploma are those that are given to the student directly by the institution that issued the transcript/diploma and can be accepted if they are retained in the student's file by Schiller International University.

"Certified copies" of original transcripts are issued by a notary, embassy, or consulate upon presenting the original transcripts and paying a certification fee. Certified copies of the original are acceptable if official transcripts cannot be issued or the student does not want to relinquish the original transcript.

**GRADUATE MAXIMUM TRANSFER CREDITS**

Students must complete at least 50% of the credits for their degree program at Schiller. The maximum transfer credits must be appropriately documented and University-approved. Individual academic programs may set additional limits on transfer credits.

**GRADUATE CREDIT HOURS AND COURSE LOADS**

Graduate students must enroll in a minimum of 12 credit hours per term to be considered a full-time student. Students may enroll in more than 12 credit hours in a semester only with prior approval of the Campus Academic Dean, according to the parameters listed as follows. Each three-credit course classes will maintain a minimum of 45 contact hours during the four-week course. Online courses are handled the same way.

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Students will have to meet with Financial Aid to assure additional funds are available to exceed 12 credit hours per Semester.

<table>
<thead>
<tr>
<th>Graduate Course Load</th>
<th>Prior Semester GPA</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 credits per semester</td>
<td>3.25 or higher</td>
<td>3.25 or higher</td>
</tr>
<tr>
<td>18 credits per semester</td>
<td>3.5 or higher</td>
<td>3.5 or higher</td>
</tr>
<tr>
<td>21 credits per semester</td>
<td>3.75 or higher</td>
<td>3.75 or higher</td>
</tr>
</tbody>
</table>

**SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress (SAP) is designed to monitor a student’s progress through their program of study based on qualitative (cumulative grade point average) and quantitative (completion rate) achievement.

**MINIMUM GRADE POINT AVERAGE (QUALITATIVE)**
A graduate or professional student must have a cumulative GPA of at least 3.0. Cumulative GPA is calculated each semester.

**QUANTITATIVE MEASURE**
Students are expected to complete their program within 150 percent of the published length of the program. Quantitative Progress is measured at the end of each semester year.

**EVALUATION OF SAP**
To determine if a student is making satisfactory academic progress, a student’s CGPA and completion rate are evaluated at the end of every semester after grades are posted (approximately 10 days after the end of the semester). The completion rate is calculated by comparing the amount of credits earned to the amount of credits attempted.

**SAP CRITERIA**
The minimum cumulative grade point average (CGPA) and completion rate required based on program and semester credit progression is as follows:

**MASTER’S DEGREE PROGRAMS**

<table>
<thead>
<tr>
<th>Semester Credits Attempted</th>
<th>Minimum Completion Rate (Credits Completed / Credits Attempted)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 18</td>
<td>67%</td>
<td>2.5</td>
</tr>
</tbody>
</table>

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ACADEMIC/FINANCIAL AID WARNING FOR FAILURE TO MEET SAP CRITERIA

At the end of each semester, if the student has less than the minimum acceptable cumulative grade point average and/or has not earned at least the percentage of attempted credits described in the chart above (required to complete the program within 150% of the program length), he/she will be notified in writing and placed on Academic/Financial Aid Warning for the following evaluation period (semester).

A student on Academic/Financial Aid Warning continues to be eligible to receive financial aid funds scheduled. If a student fails to achieve satisfactory academic progress by the end of the Academic/Financial Aid Warning period, the student will be dismissed from the program (unless the student files, and is granted, an appeal as defined below or the student chooses to enroll on an Extended Enrollment status without benefit of student financial aid) and will be notified in writing. If the student regains SAP by the end of the semester, he/she will be removed from Academic/Financial Aid Warning.

GRADING SYSTEM

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.25</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.75</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit received</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td></td>
</tr>
</tbody>
</table>

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SATISFACTORY ACADEMIC PROGRESS APPEALS, ACADEMIC/FINANCIAL AID AND ACADEMIC PLANS

A student may appeal the University's determination of dismissal due to failure meet satisfactory academic progress by the end of the Academic/Financial Aid Warning period to the Provost based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student’s appeal must be received on or before the first Wednesday of the first week of the new semester for the student to be eligible to register for the following semester.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation must be submitted if applicable (i.e. Hospitalization).

The Provost, Dean or Campus Director will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 48 hours. This decision is final. If the appeal is granted, then the student will be placed on Academic/Financial Aid Probation for the semester, and the notice to the student will outline the requirements of the Academic Plan the student must follow. The terms of the Academic Plan may extend beyond one semester, but must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation. A student on Academic/Financial Aid Probation continues to be eligible to receive financial aid funds scheduled.

The student's satisfactory academic progress will be evaluated based upon the Academic Plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the Academic Plan, the student will be eligible to remain in school. In all subsequent semesters, the student must again meet the SAP standards or the terms of the Academic Plan.

If the student fails to meet the terms of the Academic Plan at the end of any respective noted checkpoint of the plan, the student may be dismissed.

PROCEDURE FOR RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

A student who is placed on Academic/Financial Aid Warning and re-establishes SAP at the end of the Academic/Financial Aid Warning period will be removed from Academic/Financial Aid Warning. A student who is placed on Academic/Financial Aid Probation and re-establishes SAP at the end of the Academic/Financial Aid Probation period will be removed from Academic/Financial Aid Probation.
**The Effect on SAP for All Withdrawal, Incomplete, Repeated Courses, and Transfer Credits**

**Withdrawals:** If the student withdraws from a course during the first week for any given semester (e.g., student receives a grade of W for the course), the course credits are included in determining credits attempted for the purposes of establishing satisfactory academic progress completion rate. A withdrawal does not impact the CGPA.

**Incomplete Grades:** An incomplete grade can only be issued under extenuating circumstances and if the student had completed at least 67% of all activities in the course. A grade of incomplete (I) is not an official final grade. An incomplete is counted in credit hours attempted; however, it is not included in the calculation of the CGPA or total credit hours earned. If not completed, the “I” becomes an “F” and is then included in the calculation of the CGPA. If a student receives an Incomplete, he/she must complete all work no longer than 30 days or before that, by the due date noted by faculty member in the written agreement. Students are responsible for this deadline. Any extension of the period to finish the remaining work has to be approved by the Campus Dean, provided relevant documentation has been submitted. In situations in which all missing work is not submitted in due time, incomplete (“I”) grades are to be changed permanently by the registrar’s office into an F grade.

**Repeated Courses:** Repetition of a course increases the number of credit-hours attempted and the number of credit-hours earned, if passed. If a student repeats a failed or previously passed course, the lower grade and corresponding grade points earned are excluded in the calculation of the GPA. The higher grade and corresponding grade points, from the original attempt or the repeat, is used in the GPA calculation. Each time a course is attempted, it is considered an attempt when calculating quantitative and maximum timeframe measures, regardless of whether the course is subsequently repeated for a better grade. The credits for all attempted courses are used when measuring the quantitative standard. A student may only be funded for a repeated course until they pass the course when the course was failed. For this purpose, passed is defined as any grade higher than an F, regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to pass the course. A student is permitted to retake a previously passed course once and receive funding for the repeated course. The repetition of a course negatively affects the student’s ability to satisfy quantitative and maximum timeframe standards.

**No Credit (NC) Grade:** As of the fall 1993 semester, the grade of “NC” is used in the calculation of a student’s semester and cumulative GPA. The “NC” results in zero (0) quality points.

**Transfer Credits:** All accepted transfer credits count both as attempted and as earned credit hours toward the qualitative and maximum timeframe measures for completion of program of study. In general, transfer credits may reduce the time to complete the program.

**The Effect on SAP for Non-punitive Grades and Non-Credit or Remedial Courses**
SIU does not offer remedial courses. The grade assignment of AU for auditing a course (non-credit) is a non-punitive grade that does not impact CGPA or completion rate calculations.

**The Effect on SAP When a Student Seeks to Earn an Additional Credential**
If a student seeks an additional credential, the credits attempted and grades in the original credential that apply to the new credential are included in the determination of a student’s satisfactory academic progress, both in CGPA and completion rate, in the new program of study.
THE EFFECT ON SAP FOR EXTENDED-ENROLLMENT STATUS
A student who was withdrawn for failure to meet SAP standards and who is approved for re-enrollment by the University may choose to enroll without benefit of student financial aid. Such a student will be enrolled as an Extended Enrollment student. Following the Extended Enrollment period, the student may re-establish eligibility for financial aid by submitting an appeal in accordance with the procedures outlined in the section “Satisfactory Academic Progress Appeals, Academic/Financial Aid Probation and Academic Plans.” If the appeal is granted, the student will be placed on Academic/Financial Aid Probation for the subsequent semester of enrollment in the academic year and will be eligible for financial aid.

THE EFFECT ON SAP WHEN STUDENT CHANGES PROGRAMS OR IS RE-ADMITTED TO THE SAME PROGRAM
If a student is re-admitted into the University or changes their program of study, the credits and grades that are applicable to the student’s current program of study will be included in determining the student’s satisfactory academic progress and the appropriate evaluation level for the student. Students are not permitted to change programs of study unless they are meeting SAP requirements in their original program of study.

RE-ENTRY FOR STUDENTS DISMISSED DUE TO FAILURE TO MEET SAP
Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after one semester. A detailed academic plan for meeting SAP must be submitted and approved by the Provost, Dean or Campus Director prior to reentry. Submission of an academic plan for meeting SAP does not guarantee reentry and will be determined on a case by case basis. Such a student will be enrolled as an Extended Enrollment student, and will not be eligible to receive financial aid until they have established SAP. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum.

GRADUATE STUDENT DEGREE CHANGES
A graduate student who wants to change degree programs must meet the following requirement:
• The student must meet satisfactory academic progress (SAP) requirements within the current degree program.

The student must contact the Registrar’s office to complete a program change request form. The Campus Dean will evaluate the request and approve it or not. Students need to be informed about the potential loss of credits.

Students who are receiving financial aid should contact the Financial Aid office to evaluate any potential impact that changing degree programs may have on their funding.

MASTER’S RESEARCH PROJECT (THESIS)
Schiller's master’s degree programs require the successful completion of 36 to 45 credit hours, depending on the chosen discipline, composed of courses outlined in subsequent sections of this catalog. A cumulative grade-point average (GPA) of at least 3.0 (or the equivalent of a “B”) is required for graduation with no grades lower than a “C” that have been not remedied by repeating the course.
As a rule, Schiller’s master’s degree programs require the successful completion of a thesis for graduation. The thesis may be presented to the appointed faculty member at any time during the academic year, but in order to graduate, the research project must be submitted before or by the time all other graduation requirements are fulfilled. PLEASE NOTE that each campus and program may have unique requirements and exceptions related to the Master’s Research Project.

**Graduate Requirements**

Master’s degrees require the successful completion of at least 30 to 45 credit hours, depending on the chosen discipline, composed of courses outlined in subsequent sections of this catalog. There is no general education requirement. A cumulative grade-point average (CGPA) of at least 3.0 (or the equivalent of “B”) is required for graduation with no grades lower than a “C” that has not been remedied by repeating the course.

**Graduation**

Students are responsible for satisfying the requirements for graduation in their specific program and for observing the academic policies of Schiller International University. Petitions for graduation should be submitted at least one month before the proposed graduation date. The Main Registrar’s Office will approve these petitions if all degree requirements will have been completed before the proposed graduation date and if all required documents have been submitted.

Academic requirements include passing all courses with grade “C” or above, and submitting and presenting a thesis. PLEASE NOTE that each campus and program may have unique requirements and exceptions related to the Bachelor Research Project.

Graduates must also fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted. Degrees may be awarded in absentia only after the graduation ceremonies are held.

**Graduate Graduation with Honors**

Master degree candidates may qualify for honors distinction on their diploma if they have completed three consecutive terms at Schiller prior to receiving their degree and have successfully completed all courses for which they have registered with the following grade point averages:

- at least 3.70 [Cum Laude]
- at least 3.85 [Magna Cum Laude]
- at least 4.0 [Summa Cum Laude]

**Participation in Graduation Ceremonies**

All students in good standing who meet all requirements for completion of their degrees or have approval of the Registrar are eligible to participate in the graduation ceremony. Students participating in the commencement event must indicate their intention by completing an order for academic apparel and submitting it to the Registrar by the announced deadline. Online students should contact the Registrar’s Office by phone or email for additional information.

**Graduate Programs**

The Master’s Degrees are offered throughout the global Schiller family campuses providing access to regional and world headquarters of multinational corporations and international organizations. These advanced degrees
provide the detail and depth for graduates to enter into mid to upper level management positions in industry, government, and educational institutions.

**General Requirements**

Admission requires completion of a Bachelor’s degree or equivalent in a related field.

As a rule, Schiller's bachelor degree programs require the successful completion of a thesis for graduation. PLEASE NOTE that each campus and program may have unique requirements and exceptions related to the Bachelor Research Project.

**Pre-requisites may be required.**

Students must earn a minimum of 30 to 45 credits, depending on the chosen discipline, composed of the courses outlined in subsequent sections of this catalog.

**The MBA Preparatory Courses:** These courses are for those candidates who have completed a Bachelor’s degree or the equivalent in fields other than the one in which they want to pursue their MBA. This is applicable to the MBA in International Business, MBA in Business Administration, the MBA in International Hotel and Tourism Management, and the MBA in Management of Information Technology.

**EXECUTIVE MBA (Tampa Campus Only)**

This 30-credit MBA program concentrates on managerial aspects of finance and accounting, human resources, marketing, and management.

**Admissions:** Completion of a bachelor’s degree or equivalent in business administration or completion of a bachelor degree in a related field.

**Graduation Requirements:** A minimum of 30 semester credits at the graduate level composed of courses listed as follows with a GPA of 3.0 or higher.

Objectives: Graduates of the MBA will demonstrate the following:

- Ability to drive and foster change and innovation.
- A honed sense of ethical standards, law, and lines of service.
- Critical thinking and well-developed analytical and decision making skills.
- Refined management leadership skills.
- Advanced use of information technology.
- Development of highly effective communication skills.

**Required Core Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 501</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BA 510</td>
<td>Business Economics</td>
<td>3</td>
</tr>
</tbody>
</table>
BA 513  Managerial and Financial Accounting  3  
BA 523  Marketing Management  3  
BA 537  Production and Operations Management  3  
BA 542  Comprehensive Business Management Seminar  3  
BA 544  Human Resources Management  3  
IT 500  Management Information System  3  
IT 576  IT Applications in Business  3  
BA 561  Business Law  3  

**Total Credits Required** 30

**MBA BUSINESS ADMINISTRATION**

This 36-credit MBA program concentrates on managerial aspects of finance and accounting, marketing, and management.

**Admission:** Completion of a bachelor’s degree or equivalent in business administration or completion of a bachelor degree in a related field.

**Note:** Students who have not completed two undergraduate accounting courses are to take BA513.

**Graduation Requirements:** A minimum of 36 semester credits at the graduate level composed of courses listed as follows with a GPA of 3.0 or higher.

**Objectives:** Graduates of the MBA in Business Administration program will be able to demonstrate:

- Extended knowledge base.
- Ability to foster diversity and multicultural perspectives in business.
- Ability to drive and foster change and innovation.
- A honed sense of ethical standards, law, and lines of service.
- Critical thinking and well-developed analytical and decision making skills.
- Refined management leadership skills.
- Advanced use of information technology.
- Development of highly effective communication skills.

**Required Core Courses** 36 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 501</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BA 510 **</td>
<td>Business Economics</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>BA 512 **</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 515 **</td>
<td>Managerial Finance</td>
<td>3</td>
</tr>
<tr>
<td>BA 529 **</td>
<td>Multinational Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 537</td>
<td>Production and Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 542 **</td>
<td>Comprehensive Business Management Seminar</td>
<td>3</td>
</tr>
<tr>
<td>BA 589 **</td>
<td>Methods of Research and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>IT 500 **</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BA 522 **</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BA 544 **</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 560 **</td>
<td>International Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits required: 36

(**required for the dual degree seekers with the University of Roehampton)**
MBA INTERNATIONAL BUSINESS

The 45 credit program leading to the MBA degree in International Business may be completed in a minimum of one year and a half. Students may transfer from one campus to the other and complete their degree requirements. Students with bachelor’s degrees in other fields may need to complete MBA preparatory courses. This program may also be completed online.

Admission: Completion of a bachelor’s degree or equivalent in business administration or completion of a bachelor degree in a related field. **Note: Students who have not completed two undergraduate accounting courses must complete BA513.

Graduation Requirements: A minimum of 45 semester credits at the graduate level composed of courses listed as follows with a GPA of 3.0 or higher.

Objectives: Graduates of the MBA in International Business program will be able to:

- Apply general business skills and practices to international markets.
- Demonstrate the communication skills needed in today's business environment.
- Demonstrate the ability to work cooperatively with others in the workplace.
- Research and analyze secondary data related to the international business environment.

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>45 Credits</th>
</tr>
</thead>
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<tr>
<td>BA 501 Organizational Behavior</td>
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<tr>
<td>BA 510 ** Business Economics</td>
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<tr>
<td>BA 512 ** Managerial Accounting</td>
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<td>BA 515 ** Managerial Finance</td>
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<tr>
<td>BA 523 Marketing Management</td>
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<tr>
<td>BA 529 ** Multinational Business Management</td>
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<tr>
<td>BA 537 Production and Operations Management</td>
<td>3</td>
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<tr>
<td>BA 542 ** Comprehensive Business Management Seminar</td>
<td>3</td>
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<tr>
<td>BA 589 ** Methods of Research and Analysis</td>
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<tr>
<td>IT 500 ** Management Information Systems</td>
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<tr>
<td>BA 522 ** International Marketing</td>
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<tr>
<td>BA 541 International Corporate Finance</td>
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<tr>
<td>BA 544 ** Human Resources Management</td>
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<tr>
<td>BA 560 ** International Business Law</td>
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<tr>
<td>BA 570 Managerial Communications for International Business</td>
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</table>

Total Credits required: 45

(**required for the dual degree seekers with the University of Roehampton)
MBA INTERNATIONAL HOSPITALITY AND TOURISM MANAGEMENT

The 45 credit program leading to the MBA degree in International Hospitality and Tourism Management may be completed in a minimum of one year and a half. Students may transfer from one campus to the other and complete their degree requirements. Students with bachelor’s degrees in other fields may need to complete MBA preparatory courses. This program may also be completed online.

Admission: Completion of a bachelor’s degree or equivalent in business administration or completion of a bachelor degree in a related field. **Note: Students who have not completed two undergraduate accounting courses must complete BA513.

Graduation Requirements: In addition to the graduation requirements for all graduate students, candidates for the MBA in International Hospitality and Tourism Management degree must complete the following requirements: A minimum of 45 semester credits at the graduate level composed of the courses listed as follows with a GPA of 3.0 or higher.

Objectives: Graduates of the MBA in International Hospitality and Tourism program will be able to

- Analyze and interpret the impact of global issues facing hospitality managers.
- Assess the potential impact of hospitality operations on the operating environment.
- Demonstrate multicultural sensitivity and awareness to global issues, opportunities and sustainability.
- Create an appropriate strategic plan for a hospitality enterprise.
- Demonstrate understanding of other businesses operating within the broader tourism context and hypothesize their impact upon hospitality enterprises.

**Required Core Courses**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA 501</td>
<td>Organizational Behavior</td>
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<tr>
<td>BA 512 **</td>
<td>Managerial Accounting</td>
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<td>BA 515 **</td>
<td>Managerial Finance</td>
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<tr>
<td>BA 523 **</td>
<td>Marketing Management</td>
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<tr>
<td>BA 529 **</td>
<td>Multinational Business Management</td>
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<tr>
<td>BA 589 **</td>
<td>Methods of Research and Analysis</td>
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<tr>
<td>IT 500 **</td>
<td>Management Information Systems</td>
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<td>BA 522 **</td>
<td>International Marketing</td>
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<td>BA 544 **</td>
<td>Human Resources Management</td>
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<td>BA 560 **</td>
<td>International Business Law</td>
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<tr>
<td>HM 510</td>
<td>Food and Beverage Control</td>
<td>3</td>
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<tr>
<td>HM 531</td>
<td>International Travel and Tourism</td>
<td>3</td>
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<tr>
<td>HM 541 **</td>
<td>Tourism Planning and Marketing</td>
<td>3</td>
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<tr>
<td>HM 572</td>
<td>Hotel and Restaurant Accounting Information Systems</td>
<td>3</td>
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<tr>
<td>HM 582</td>
<td>Case Studies in IHTM</td>
<td>3</td>
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</table>

Total Credits required: 45

(**required for the dual degree seekers with the University of Roehampton)**
MBA MANAGEMENT OF INFORMATION TECHNOLOGY

This specialized MBA program is designed to meet the emerging market demand for IT management professionals. Students must complete a total of 15 courses including 6 concentrated IT courses.

The 45 credit program leading to the MBA degree in Management of Information Technology may be completed in a minimum of one year and a half. Students may transfer from one campus to the other and complete their degree requirements. Students with bachelor’s degrees in other fields may need to complete MBA preparatory courses. This program may also be completed online.

**Admission:** Completion of a bachelor’s degree or equivalent in business administration or completion of a bachelor degree in a related field. **Note:** Students who have not completed two undergraduate accounting courses must complete BA513.

**Graduation Requirements:** In addition to the graduation requirements for all graduate students, candidates for the MBA in Management of Information Technology degree must complete the following requirements: A minimum of 45 semester credits at the graduate level composed of the courses listed as follows with a GPA of 3.0 or higher.

**Objectives:** Graduates of the MBA in Management of Information Technology program will be able to

- Develop and lead teams of technical people toward the achievement of established goals, and manage the development of their product.
- Identify ways in which technology can be applied to solve both existing and new or anticipated problems.
- Leverage technology to realize strategic management goals and opportunities.
- Assure the quality of information as well as its value to those who will ultimately use it for decision making.
- Think, write and speak cogently and persuasively about ongoing or anticipated work with colleagues, end-users and corporate leadership, and listen carefully to feedback.

**Required Core Courses**

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<thead>
<tr>
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<tbody>
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<td>BA 542</td>
<td>Comprehensive Business Management Seminar</td>
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<tr>
<td>BA 589 **</td>
<td>Methods of Research and Analysis</td>
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<tr>
<td>IT 576</td>
<td>IT Applications in Business</td>
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<tr>
<td>IT 500 **</td>
<td>Management of Information Systems</td>
<td>3</td>
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<tr>
<td>IT 510</td>
<td>Database Management</td>
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Version update November 2020 Volume XX
MIM MASTER OF INTERNATIONAL MANAGEMENT

The MIM program has been designed to prepare students who have already completed a course of study in a non-business field specifically for positions in international management. The course work spans a variety of topics relating to business administration, including management, marketing, accounting communications, business law, and economics. Upon successful completion of the program, students will have the solid basis of knowledge which will qualify them to enter managerial positions in a broad range of careers in international business.

Admission: The MIM program is open to qualified applicants who have earned a Bachelor’s degree or its equivalent. No particular field of undergraduate specialization is required for admission to the program, but a year of undergraduate mathematics is strongly advised. **Note: Students who have had no economic or business courses in their undergraduate program will have to take one or both of the courses below prior to starting the program.

EC 500 Introduction to Economics; BA 500 Introduction to International Business

Graduation Requirements: In addition to the graduation requirements for all graduate students, candidates for the Master of International Management degree must complete the following requirements:

A minimum of 36 semester credits (12 courses) at the graduate level composed of the courses listed as follows, with a GPA of 3.0 or higher.

Objectives: Graduates of the MIM program will be able to:

- Demonstrate foundation knowledge in the functional areas of a global/international business.
- Examine and demonstrate comprehension of the complexities of global/international businesses.
- Select strategies and tools for solving complex problems posed by managing global businesses, and demonstrate understanding of the associated challenges.

Required Core Courses

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<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>BA 501</td>
<td>Organizational Behavior</td>
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<tr>
<td>BA 510 **</td>
<td>Business Economics</td>
<td>3</td>
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<tr>
<td>BA 544 **</td>
<td>Human Resources Management</td>
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Total Credits required: 45

(**required for the dual degree seekers with the University of Roehampton)
MA INTERNATIONAL RELATIONS AND DIPLOMACY

The Master of Arts in International Relations and Diplomacy is an academic program that prepares students not only for careers in the foreign service, in intergovernmental organizations, or international businesses, but also in such fields as journalism, non-governmental watchdogs or NGOs, foreign policy think tanks and academic research. The program combines problem solving, structural analysis, project development and management with a comprehensive theoretical and critical examination of the political, cultural, legal, and socioeconomic practices that make up our increasingly interdependent and complex world.

Because the political and economic problems central to foreign relations today invariably transcend national boundaries, the international agenda encompasses technological, religious, ethno-linguistic, and humanitarian concerns, as well as the more traditional area of diplomatic activity. Drawing from multiple fields including finance, law, history, philosophy, and theology, this program is decidedly interdisciplinary.

**Admission Requirements:** A Bachelor of Arts degree or its equivalent, with a major concentration in either Political Science or international Relations and Diplomacy, with one year undergraduate Economics (micro and macroeconomics), and at least intermediate level of one Foreign Language. Students who do not fulfill these requirements should refer to graduation requirements for extra requisites during their MA program.

**Graduation Requirements:** In addition to the graduation requirements for all graduate students, candidates for the Master of Arts in International Relations and Diplomacy must complete the following:

A minimum of 36 semester credits (12 courses) at the graduate level composed of the courses listed as follows, with a GPA of 3.0 or higher.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA 515 **</td>
<td>Managerial Finance</td>
<td>3</td>
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<tr>
<td>BA 529 **</td>
<td>Multinational Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 589 **</td>
<td>Methods of Research and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>IT 500 **</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BA 522 **</td>
<td>International Marketing</td>
<td>3</td>
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<tr>
<td>BA 544 **</td>
<td>Human Resources Management</td>
<td>3</td>
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<tr>
<td>BA 560 **</td>
<td>International Business Law</td>
<td>3</td>
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<tr>
<td>BA 570</td>
<td>Managerial Communications for International Business</td>
<td>3</td>
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<tr>
<td>BA 513 **</td>
<td>Managerial and Financial Accounting</td>
<td>3</td>
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<tr>
<td>BA 575 **</td>
<td>Statistics</td>
<td>3</td>
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</tbody>
</table>

**Total Credits required:** 36

(***required for the dual degree seekers with the University of Roehampton)
Students lacking one year of undergraduate economics courses will be required to complete EC 500 at Schiller before they can take IR 545.

Students who could not prove to have an intermediate level in a foreign language must complete this requirement before graduation from the MA program by taking 2 intermediate level undergraduate foreign language courses (FR201+FR202; or GE201+GE202; or SP201+SP202)

**Objectives:** Graduates of the MA in International Relations and Diplomacy program will be able to:
- Demonstrate working knowledge of several subfields of the discipline.
- Utilize strong research skills.
- Critically analyze international events and issues.
- Apply theories of international relations to the practice of international affairs.
- Demonstrate effective written, oral and online communication skills.
- Develop the requisite skills to seek employment relevant to the field.

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA 589 ** Methods of Research and Analysis</td>
<td>3</td>
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<tr>
<td>IR 501 ** Diplomacy Workshop: Practical and Historical</td>
<td>3</td>
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<tr>
<td>IR 505 Relations &amp; Diplomacy Workshop</td>
<td>3</td>
</tr>
<tr>
<td>IR 511 ** Current Issues in IR: Theories</td>
<td>3</td>
</tr>
<tr>
<td>IR 581 ** Advanced Topics in International Business</td>
<td>3</td>
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<tr>
<td>IR 538 ** Media Communication Strategies</td>
<td>3</td>
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<tr>
<td>IR 542 ** International Organizations</td>
<td>3</td>
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<tr>
<td>IR 544 ** Conflict and Peace Strategies</td>
<td>3</td>
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<tr>
<td>IR 545 ** International Economic Problems</td>
<td>3</td>
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<tr>
<td>IR 546 ** International Law</td>
<td>3</td>
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<tr>
<td>IR 550 Economic Influences on International Business</td>
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<td>IR 571 ** Human Rights</td>
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</table>

**Total Credits required:** 36

(***required for the dual degree seekers with the University of Roehampton)**
The following courses must be completed when seeking the dual degree with the University of Roehampton

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IR 502</td>
<td>Workshop on Diplomacy: International Negotiation</td>
<td>3</td>
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<tr>
<td>IR 512</td>
<td>Current Issues in IR: Historical Context</td>
<td>3</td>
</tr>
<tr>
<td>IR 567</td>
<td>International Management of Resources</td>
<td>3</td>
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</tbody>
</table>

**GRADUATE COURSE DESCRIPTIONS**

**Course Numbering System**

Courses numbered in the 500s are for Master’s degree students only. The number in parentheses following the course title indicates the number of semester credits for each course.

**Pre-requisites**

Before registering for a course, students must have successfully completed all required pre-requisites for that course.

**EC 500  Introduction to Economics**

EC 500 Introduction to Economics is a pre-requisite for students who have no undergraduate economics background and register in the MIM or the MAIRD program. It covers the principles of both micro- and macroeconomics. Microeconomics topics will include the basics of supply and demand, the behavior of consumers and businesses, and how markets operate. Macroeconomic topics will include the fundamental components of gross domestic product (GDP), the problems of inflation and unemployment, the impacts of government fiscal and monetary policies, and economic growth.

**BA 500  Introduction to International Business**

BA 500 Introduction to International Business is a pre-requisite for students who have no undergraduate business background and register in the MIM program. It introduces the concept of international business as a system and the theories which underlie it and provides students with a thorough analysis of international business in relation to technological, competitive, economic, legal, social, and cultural factors. It also examines national governmental and international institutional controls and constraints, which impact the environment in which the system operates.

**Business Administration (BA)**

**BA 501 Organizational Behavior**

BA 501 – Organizational Behavior is designed to provide students with an understanding of the impact that individual and group behavior can have on organizational performance. It will stress differences in organization behavior across cultures. The course will also focus on the key factors that affect and shape organizational behavior. It will provide: practical examples; exercises and
simulations; and methods for problem solving on behavioral issues. **Prerequisite:** Graduate standing

**BA 510 Business Economics** (3)

BA 510 – Business Economics is an essential tool that enhances a manager’s ability to make effective economic decisions. Because understanding concepts is more important than memorizing techniques, this course examines both theory and practice so students conclude how to produce and apply information that is useful in day-to-day decision making. This course emphasizes the applicability of economic theory to both the business/internal dynamics of the business and the external circumstance under which businesses operate. The course provides the necessary knowledge, tools and understanding of economic discourse as a basis for the study of business as well as a background of the basic economic principles relevant to business. **Prerequisite:** Graduate standing

**BA 512 Managerial Accounting** (3)

BA 512 – Managerial Accounting is an essential tool that enhances a manager’s ability to make effective economic decisions. Because understanding concepts is more important than memorizing techniques, this course describes both theory and practice so students understand how to produce and apply information that is useful in day-to-day decision making. This course deals with all business sectors – non-profit, retail, wholesale, service, selling and administrative situation as well as manufacturing. The focus is on planning and controlling decisions, not on product costing for inventory valuation and income determination. Management accounting is the process of identifying, measuring, accumulating, analyzing, preparing, interpreting and communicating information that helps managers fulfill organizational objectives. This course builds upon the student’s basic understanding of financial and managerial accounting by exploring in more depth the essential concepts of managerial accounting, including ratio analysis, budgeting and cost measurement. **Prerequisite(s): Two undergraduate accounting courses or BA 513**

**BA 513 Financial and Managerial Accounting** (3)

BA 513 – Managerial and Financial Accounting is designed for the MIM and MBA student who has little or no previous background in accounting. The course consists of two parts: financial accounting and managerial (management) accounting, to include cost accounting and budgeting. Financial accounting provides information for external users, primarily investors and creditors, and accounting provides information for internal management. This course introduces students to various accounting themes and evolving concerns. This dual emphasis, finance and accounting, allows students to become grounded in accounting fundamentals. The course addresses important issues such as accounting integrity, fraud, corporate governance, and business ethics, as well as how to use financial statements to make important financial decisions. **Prerequisite:** Graduate standing

**BA 515 Managerial Finance** (3)

BA 515 – Managerial Finance: The collapse of the sub-prime mortgage market, the financial crisis and the global economic crisis make it more important than ever for students and managers to understand the role that finance plays in a global economy, in their own companies, and in their own
lives. The course combines theory and practical implications. The synthesis and understanding of finance theory is essential for anyone developing and/or implementing effective financial strategies. The course begins by exploring fundamental concepts, including background on the economic and financial environment, financial statements, and the time value of money, bond valuation, risk analysis, and stock valuation. With that background the course moves to specific techniques and decision rules that can be used to help maximize the value of the organization. **Prerequisite:** Two undergraduate accounting courses or BA 513

BA 522 International Marketing (3)

BA 522 – International Marketing is designed to take a strategic approach to marketing by outlining the major dimensions of the global business environment. The course will focus on a set of conceptual and analytical tools that prepare students to successfully apply the four Ps to global marketing. The course will help the student formulate international strategies in planning market research and control with regards to legal, cultural and economic factors involved in crossing border. Ethics, corporate social responsibility and social responsiveness in the globalization era are also addressed. **Prerequisite:** Graduate standing

BA 523 Marketing Management (3)

BA 523 – Marketing Management is focused on the process by which a company from any country can creatively adapt to the international environment within which they operate relative to the marketing concept and strategic aspects of marketing management. The course provides comprehensive coverage of the marketing mix, including various types of entry modes and channels. It also addresses aspects of the changing international marketing environment. Special attention is focused on the techniques and tools for effective decision making in the international marketing environment with practice case examples. **Prerequisite:** One course in Marketing and Management

BA 529 Multinational Business Management (3)

BA 529 – Multinational Business Management is designed to help students develop the essential skills needed to formulate and implement successful strategic moves in the new competitive and interlaced global environment. Students will come to understand that successful multinational managers view the world as an integrated market where competition and collaboration evolve from anyone and anywhere. This course considers how cultural differences affect strategies and operations and gives the student an appreciation of how social institutions such as the economic system, the polity, the education system, and religion play an important role in any multinational operation. This course emphasizes specific techniques utilized by a multinational firm; its strategy, marketing, finances, decision-making, organization, communication, planning and control. **Prerequisite:** Graduate standing

BA 537 Production and Operations Management (3)

BA 537 – Production and Operation Management provides an introduction to the basic methods and models of production management and operations research. The course addresses inventory control
and demand forecasting. The course places emphasis on analytical techniques of POM and modern topics such as lean production involving just-in-time systems, computer-integrated manufacturing, etc. Prerequisite: One Management Courses or BA 529

**BA 541 International Corporate Finance** (3)

BA 541 – International Corporate Finance focuses on how managerial thinking influences strategy formation and implementation. The importance of change and the needed for managerial dynamic thinking and the importance of organization learning are reviewed. The case study approach integrates the various disciplines associated with management such as accounting, finance, human resources utilization, and organization behavior. This is the capstone course is a comprehensive course that addresses issues ranging from corporate governance and social responsibility to competitive strategy, functional strategy and strategic alliances. Prerequisites: One course in finance or one course in accounting

**BA 542 Comprehensive Business Management Seminar** (3)

BA 542 – Comprehensive Business Management Seminar focuses on how managerial thinking influences strategy formation and implementation. The importance of change and the needed for managerial dynamic thinking and the importance of organization learning are reviewed. The case study approach integrates the various disciplines associated with management such as accounting, finance, human resources utilization, and organization behavior. This is the capstone course is a comprehensive course that addresses issues ranging from corporate governance and social responsibility to competitive strategy, functional strategy and strategic alliances. Prerequisites: At least 18 credits of graduate level business courses including one 500-level management course

**BA 544 Human Resources Management** (3)

BA 544 – Human Resources Management focuses on HRM in a multinational setting in term of human resource activities, types of employees and countries of operation. The complexity of operating in different countries and employing different national categories of workers is a key variable that differentiates domestic and international HRM, rather than any major difference between HRM activities performed. The course familiarizes the student with the basic functions of HR including staffing, recruiting, training and development, compensation, employee relations and performance management with an emphasis on the international environment. Prerequisite: Graduate standing

**BA 560 International Business Law** (3)

BA 560 – International Business Law emphasizes private and public law. The private law applicable to international business transactions includes the law of international sales, trade finance and letters of credit, licensing and distribution agreements, agreements with foreign sales representatives and other governing law. Public international law includes conventions, treaties and agreements among nations that make up the legal framework within which international business take place. Public international law provides the basis for government regulation of international business. It affects the environment within which a firm develops its international business strategies, and establishes the
organization’s responsibility to national laws and administrative regulations. Legal concerns including ethics and social responsibility will be addressed throughout the. **Prerequisite: Graduate standing**

**BA 561 Business Law**

(3)

BU561 Business Law emphasizes business ethics and social responsibility within the context of commercial law. Tort and contract law as well as legal concepts such as consideration and agreements are explored. Topics include liability, consumer credit and secured transactions as well as mortgages from the accountants’ perspective. In addition, the legal aspects of bankruptcy, the principal and agency relationship, business formation, securities regulation, employment law, antitrust law, unfair trade practices and management/labor agreements are detailed. **Prerequisite: Graduate standing**

**BA 570 Management Communication for International Business**

(3)

BA 570 – Managerial Communications for International Business reflects the vital importance of effective communication skills to success in management. This course covers the basic business communications principles, focusing on communicating economically, accurately, and cogently. Communication strategies to meet business situations that managers encounter are also addressed. Students analyze cases and compose appropriate business communications. **Prerequisite: Graduate standing**

**BA 575 Statistics for Business**

(3)

BA 575 – Statistics: In today’s global and economic environment, anyone can access vast amounts of statistical information. The most successful managers and decision makers understand the information and know how to use it effectively. This course introduces the student to the software packages of Minitab 16 and Microsoft Office Excel 2010 and emphasizes the role of computer software in the application of statistical analysis. BA 575 is an intensive introduction to statistical methodology in business and economics. Topics included in the course include descriptive statistics, probability, interval estimations, hypothesis testing, experimental design, ethics in interpretation and multiple regressions. **Prerequisite: Graduate standing**

**BA 589 Methods of Research and Analysis**

(3)

BA 589 – Methods of Research and Analysis: Business research is a systemic inquiry that provides information to guide managerial decisions. It is a process of planning, acquiring, analyzing, and disseminating relevant data, information and insights to decision makers. This course is designed to give students experience in applying a wide range of methodological and fieldwork activities involved in an actual piece of research. The main stages in historical, social science and business research are explored. **Prerequisite: Graduate standing**

**BA 599 Thesis for Business (12- only for UoR) Prerequisite: Approval from Assigned Faculty**

Completion of relevant research, writing and submission of the Thesis.
Information Technology (IT)

IT 500 Management Information Systems (3)
IT 500 – Management of Information Systems: This course is a comprehensive overview of information systems and the management of these functions. Emphasis is made on introducing computer hardware, software, procedures, systems, and human resources. The course will include discussions and readings on conceptual and practical foundations of information-processing systems support for management. Topics include decision-making functions, computer system project management, and economic, ethical, and legal considerations of management information systems, system implementation, and evaluation. Prerequisite: Graduate standing

IT 510 Database Management (3)
IT 510 – Data Base Management is a comprehensive overview of database management including the analysis of database requirements, design and implementation of databases, and building and using data-driven decision support systems that enable organizations to take advantage of information systems for competitive advantage. Specifically, the course covers topics in database environment and development processes, database design and implementation, database administration and management. The course also includes topics in data integration and data quality as well as databases for World Wide Web and the Internet. Prerequisite: IT 500

IT 520 Management of Networks (3)
IT 520 – Management of Networks utilizes discussions and readings on conceptual and practical foundations that provide a comprehensive overview of network software and hardware selection considerations including routers, hubs, and couplers from a conceptual, needs-oriented perspective. Also included is an extensive discussion of network design concentrating on the physical environment and influences on design of applications goals. The focus is on PC networks within the wider context of mainframe connectivity, local area and wide area networking. Prerequisite: IT 500

IT 530 Information Technology Project Management (3)
IT 530 – Information Technology Project Management: This course presents an integrated approach to managing projects, exploring both technical and managerial challenges. The course broadens the focus beyond the traditional project management activities of planning and scheduling, project control, and terminations to a more general, inclusive and more value perspective of the project management process. Prerequisite: IT 500

IT 540 Systems Analysis, Design and Implementation (3)
IT 540 – Systems Analysis, Design and Implementation utilizes discussions and readings on conceptual and practical foundations that provide a comprehensive overview of systems analysis, design, and implementation using SDLC. Prerequisite: IT 500

IT 576 Information Technology (IT) Applications in Business (3)
IT 576 – IT Business Practicum is an integrative practicum for the Master of IT program Students will examine and propose solutions to real-world projects and problems. They will also engage in
project management techniques to create practical solutions. This course will take an integrative and managerial approach to address the integration of a broad range of technologies including hardware, software, data, people and processes involved in Information Systems. **Prerequisite:** Graduate standing

**International Hospitality and Tourism Management (HM)**

**HM 510 Food and Beverage Control** (3)
HM 510 – Food and Beverage Control is an advanced and thorough treatment of the principles of food and beverage control. The course examines the dynamics of food and beverage operations, indicates relevant control dynamics of food and beverage operations, indicates relevant control techniques, and identifies major areas of profit improvement. **Prerequisite:** Graduate standing

**HM 531 International Travel and Tourism** (3)
HM 531 – International Travel and Tourism provides an overview and introduction to the broad subject on international travel and tourism. Aspects covered include an overview of the travel industry, government role and policy, tourism development, selling travel, transportation services, and hospitality and related services. **Prerequisite:** Graduate standing

**HM 541 Tourism Planning and Marketing** (3)
HM 541 – Tourism Planning and Marketing: This course brings into focus the growing importance of tourism in developing economies of the world for producing change, alleviating poverty, and achieving sustained growth. Conservation of irreplaceable natural environmental features, restoration of unique specimens of cultural heritage, capacity restraints, and thresholds of social acceptability must be considered in planning sustainable tourism. The course shows the interrelation and interdependence of tourism planning and marketing. The course also provides an understanding of the importance of planning and management in tourism development and implementing strategies that take into account environmental and community issues. **Prerequisite:** Graduate standing

**HM 572 Hotel and Restaurant Accounting Information Systems** (3)
HM 572 – Hotel and Restaurant Accounting Information Systems explores automation in the hospitality industry. New technological systems to support such operations as check-in/check-out, communication, and food/beverage services are constantly being introduced and are revolutionizing the industry. The course will familiarize the student with property management systems, POS restaurant systems, menu management systems, inventory systems, and the accompanying hardware and software used within the hospitality industry. **Prerequisite:** Graduate standing

**HM 582 Case Studies in Hospitality and Tourism Management** (3)
HM 582 – Case Studies in Hotel and Tourism Management uses case studies to expose students to real problems in a variety of scenarios. Students will develop their analytical skills, their flexibility of thinking, and their ability to apply theoretical knowledge to practical situations. **Prerequisite:** Graduate standing
International Relations and Diplomacy (IR)

IR 501 Diplomacy Workshop: Practical and Historical Aspects (3)
IR 501 – Diplomacy Workshop: Practical and Historical - This course concentrates on practical aspects of diplomacy, including policy formulation, representation, reporting, analysis, and persuasion, as well as consular functions, public and political affairs. Accordingly, students will examine the fundamental international treaties that lay the ground and provide a framework for diplomatic relations in the modern “interstate” system. The course will also focus on other aspects of diplomacy in practice, e.g., diplomacy in the cyber age, the release of privileged diplomatic communications and the demand for transparency; violence against diplomats and diplomatic establishments; diplomatic asylum; and diplomacy as a basic, traditional tool of commerce. Prerequisite: Graduate standing

IR 505 Relations and Diplomacy Workshop (3)
IR 505 – Relations and Diplomacy Workshop is designed to address special topics in the field of international relations ranging from Global Health or other such transnational issues as Climate Change to Area Studies or Regional Development. The focus and topics will change from semester to semester. Flexibly conceived, the course aims to address issues of particular interest to students as they work toward identifying or developing dissertation topics. Using a workshop format, students are expected to collaborate in developing course activities and requirements to meet established learning outcomes. Prerequisite: Graduate standing

IR 511 Current Issues in International Relations: Theories (3)
IR 511 – Current Issues in International Relations and Diplomacy: Theories focuses on the application of international relations theory to current issues in the field. Accordingly, topics covered will vary. In addition to revisiting principal paradigms in IR theory, students will be given the opportunity to apply these theories to their particular areas of interest. The course will be conducted as a seminar, and students will be expected to actively engage their colleagues in their research. Prerequisite: Graduate standing

IR 538 Media Communication Strategies (3)
IR 538 – Media Communication Strategies: This course reviews aspects of media power and media’s role in politics, in particular: the relationship between the audience, the media and governments, the political decision making process in the digital/social media age, virtual democracy, mediatisation, principles of media freedom and freedom of expression, as well as media ethics and media justice. The course will also evaluate contemporary journalistic practices, media objectivity, media ownership and new forms of journalism. Prerequisite: Graduate standing

IR 542 International Organizations (3)
IR 542 – International Organizations: This course will critically examine key theoretical and practical dimensions of international or, more specifically, intergovernmental organizations (IGOs) (their origins, development, structure), and the role they play in interstate politics. Arbiters of
international cooperation in times of peace and conflict – assuming such myriad responsibilities as the management of economic relations, the promotion of human rights, the prosecution of international crimes and, increasingly, the development of environmental standards – the ways in which such IGOs seek to "institutionalize" cooperation at the interstate or international level will be a main focus of the course. Students will analyze the mandates of such organizations as the United Nations, NATO, the European Union, the African Union, and others. Prerequisite: Graduate standing

IR 544 Conflict and Peace Strategies (3)

IR 544 – Conflict and Peace Strategies explores sources of conflict and examines conflict-resolution mechanisms and preventative diplomacy tools such as negotiation, mediation, and peace building. While historical efforts at fostering a culture of conflict resolution will be addressed, the course will focus on peace strategies in the Post-World War II era. War- the use of force- is illegal under international law except in cases of self-defense, or action authorized by the UN Security Council. The UN Charter and subsequent treaty law, “universally” condemn offensive military action, or acts of aggression. Accordingly, the course will examine international acts of violence – if not above all the growing number of intra-state conflicts and their international spill-over effects -- against the backdrop of international law: whether these acts are unilateral, multilateral (coalition-based), defined as “policing” or humanitarian interventions, or acts perpetrated by non-state actors. Prerequisite: Graduate standing

IR 545 International Economic Problems (3)

BA 545 – International Economic Problems provides analytical frameworks linked to events in the world economy. The course is designed to stress concepts and their application in an international environment. In this framework, students critically examine theories of trade and globalization, as well as major aspects of finance and currency regimes. Issues such as income distribution, poverty, and standard of living are also explored. Prerequisite: Graduate standing

IR 546 International Law (3)

IR 546 – International Law provides a broad platform to describe the main elements of Public International Law, including those contestable theories that underpin their political context. It affords students with various insights concerning the formal structure of the international legal system. The main emphasis is on international law as a decentralized legal order. The different features, which the law exhibits, from the centralized arrangements of familiar domestic legal systems will be explored. Discussion points may include, environmental protection, land and maritime disputes, jurisdictional conflicts, investment arbitration, and the newer fields affecting the global harmonization of cybercrime legislations, etc. Prerequisite: Graduate standing

IR 550 Economic Influences on International Relations (3)

IR 550 – Economic Influences on International Relations focuses on the economic dimension of international relations, among states and between states and non-state actors. It explores how states and non-state economic actors cope with the logic of free and governed markets, and how the global
economy in turn shapes them. The course shall focus on the geopolitical aspect of such dimension. Students will be first introduced to some of the main theories of international political economy as well as the historical foundations of the current global economic order and the international institutions which oversee it. The different roles of states, non-state actors and international organisations within such multifarious order will be subsequently explored through the analysis of some key themes, including: trade, global finance, foreign aid, South cooperation, foreign direct investments, migration and environmental governance. **Prerequisite: Graduate standing**

**IR 571 Human Rights** (3)

IR 571 – Human Rights: The proposition that “humans” have rights irrespective of their diverse cultural, political, and religious heritage forms the basis of international law as articulated in the United Nations Charter of 1945. This proposition of a *jus cogens*, or “peremptory norms”, from which no derogation is permitted will be analyzed. The United Nations (UN) asserts that human rights are not only “universal and inalienable” but also “interdependent and indivisible”. The UN does not recognize a hierarchy of rights – from the basic negative “civil and political” rights, the positive “socio-economic, and cultural” rights to “group” rights and the rights of “future generations.” This course will also critically explore these various approaches to the Universalist proposition. **Prerequisite: Graduate standing**

**IR 581 Selected Advanced Topics in International Relations** (3)

IR 581 – Selected Advanced Topics in International Relations is designed to allow a thorough evaluation and analysis on a specific institution or an issue of political interest selected by the instructor. Instruction will focus in depth on the specific issue of current importance, such as the analysis of a relevant institution, political issue or conflict relevant at the time of teaching. **Prerequisite: Graduate standing**

**BA 589 Methods of Research and Analysis** (3)

BA 589 – Methods of Research and Analysis: Business research is a systemic inquiry that provides information to guide managerial decisions. It is a process of planning, acquiring, analyzing, and disseminating relevant data, information and insights to decision makers. This course is designed to give students experience in applying a wide range of methodological and fieldwork activities involved in an actual piece of research. The main stages in historical, social science and business research are explored. **Prerequisite: Graduate standing**

**EC 500 Introduction to Economics** (3)

EC 500 Introduction to Economics is a pre-requisite for students who have no undergraduate economics background and register in the MIM or the MAIRD program. It covers the principles of both micro- and macroeconomics. Microeconomics topics will include the basics of supply and demand, the behavior of consumers and businesses, and how markets operate. Macroeconomic topics will include the fundamental components of gross domestic product (GDP), the problems of inflation and unemployment, the impacts of government fiscal and monetary policies, and economic growth.
BA 500 Introduction to International Business (3)

BA 500 Introduction to International Business is a pre-requisite for students who have no undergraduate business background and register in the MIM program. It introduces the concept of international business as a system and the theories which underlie it and provides students with a thorough analysis of international business in relation to technological, competitive, economic, legal, social, and cultural factors. It also examines national governmental and international institutional controls and constraints, which impact the environment in which the system operates.

Business Administration (BA)

BA 501 Organizational Behavior (3)

BA 501 – Organizational Behavior is designed to provide students with an understanding of the impact that individual and group behavior can have on organizational performance. It will stress differences in organization behavior across cultures. The course will also focus on the key factors that affect and shape organizational behavior. It will provide: practical examples; exercises and simulations; and methods for problem solving on behavioral issues. **Prerequisite: Graduate standing**

BA 510 Business Economics (3)

BA 510 – Business Economics is an essential tool that enhances a manager’s ability to make effective economic decisions. Because understanding concepts is more important than memorizing technics, this course examines both theory and practice so students conclude how to produce and apply information that is useful in day-to-day decision making. This course emphasizes the applicability of economic theory to both the business/internal dynamics of the business and the external circumstance under which businesses operate. The course provides the necessary knowledge, tools and understanding of economic discourse as a basis for the study of business as well as a background of the basic economic principles relevant to business. **Prerequisite: Graduate standing**

BA 512 Managerial Accounting (3)

BA 512 – Managerial Accounting is an essential tool that enhances a manager’s ability to make effective economic decisions. Because understanding concepts is more important than memorizing techniques, this course describes both theory and practice so students understand how to produce and apply information that is useful in day-to-day decision making. This course deals with all business sectors – non-profit, retail, wholesale, service, selling and administrative situation as well as manufacturing. The focus is on planning and controlling decisions, not on product costing for inventory valuation and income determination. Management accounting is the process of identifying, measuring, accumulating, analyzing, preparing, interpreting and communicating information that helps managers fulfill organizational objectives. This course builds upon the student’s basic understanding of financial and managerial accounting by exploring in more depth the essential concepts of managerial accounting, including ratio analysis, budgeting and cost measurement. **Prerequisite(s): Two undergraduate accounting courses or BA 513**
BA 513 Financial and Managerial Accounting (3)

BA 513 – Managerial and Financial Accounting is designed for the MIM and MBA student who has little or no previous background in accounting. The course consists of two parts: financial accounting and managerial (management) accounting, to include cost accounting and budgeting. Financial accounting provides information for external users, primarily investors and creditors, and accounting provides information for internal management. This course introduces students to various accounting themes and evolving concerns. This dual emphasis, finance and accounting, allows students to become grounded in accounting fundamentals. The course addresses important issues such as accounting integrity, fraud, corporate governance, and business ethics, as well as how to use financial statements to make important financial decisions. **Prerequisite: Graduate standing**

BA 515 Managerial Finance (3)

BA 515 – Managerial Finance: The collapse of the sub-prime mortgage market, the financial crisis and the global economic crisis make it more important than ever for students and managers to understand the role that finance plays in a global economy, in their own companies, and in their own lives. The course combines theory and practical implications. The synthesis and understanding of finance theory is essential for anyone developing and/or implementing effective financial strategies. The course begins by exploring fundamental concepts, including background on the economic and financial environment, financial statements, and the time value of money, bond valuation, risk analysis, and stock valuation. With that background the course moves to specific techniques and decision rules that can be used to help maximize the value of the organization. **Prerequisite: Two undergraduate accounting courses or BA 513**

BA 522 International Marketing (3)

BA 522 – International Marketing is designed to take a strategic approach to marketing by outlining the major dimensions of the global business environment. The course will focus on a set of conceptual and analytical tools that prepare students to successfully apply the four Ps to global marketing. The course will help the student formulate international strategies in planning market research and control with regards to legal, cultural and economic factors involved in crossing border. Ethics, corporate social responsibility and social responsiveness in the globalization era are also addressed. **Prerequisite: Graduate standing**

BA 523 Marketing Management (3)

BA 523 – Marketing Management is focused on the process by which a company from any country can creatively adapt to the international environment within which they operate relative to the marketing concept and strategic aspects of marketing management. The course provides comprehensive coverage of the marketing mix, including various types of entry modes and channels. It also addresses aspects of the changing international marketing environment. Special attention is focused on the techniques and tools for effective decision making in the international marketing environment with practice case examples. **Prerequisite: One course in Marketing and Management**
BA 529 Multinational Business Management (3)

BA 529 – Multinational Business Management is designed to help students develop the essential skills needed to formulate and implement successful strategic moves in the new competitive and interlaced global environment. Students will come to understand that successful multinational managers view the world as an integrated market where competition and collaboration evolve from anyone and anywhere. This course considers how cultural differences affect strategies and operations and gives the student an appreciation of how social institutions such as the economic system, the polity, the education system, and religion play an important role in any multinational operation. This course emphasizes specific techniques utilized by a multinational firm; its strategy, marketing, finances, decision-making, organization, communication, planning and control. Prerequisite: Graduate standing

BA 537 Production and Operations Management (3)

BA 537 – Production and Operation Management provides an introduction to the basic methods and models of production management and operations research. The course addresses inventory control and demand forecasting. The course places emphasis on analytical techniques of POM and modern topics such as lean production involving just-in-time systems, computer-integrated manufacturing, etc. Prerequisite: One Management Courses or BA 529

BA 541 International Corporate Finance (3)

BA 541 – International Corporate Finance focuses on how managerial thinking influences strategy formation and implementation. The importance of change and the needed for managerial dynamic thinking and the importance of organization learning are reviewed. The case study approach integrates the various disciplines associated with management such as accounting, finance, human resources utilization, and organization behavior. This is the capstone course is a comprehensive course that addresses issues ranging from corporate governance and social responsibility to competitive strategy, functional strategy and strategic alliances. Prerequisites: One course in finance or one course in accounting

BA 542 Comprehensive Business Management Seminar (3)

BA 542 – Comprehensive Business Management Seminar focuses on how managerial thinking influences strategy formation and implementation. The importance of change and the needed for managerial dynamic thinking and the importance of organization learning are reviewed. The case study approach integrates the various disciplines associated with management such as accounting, finance, human resources utilization, and organization behavior. This is the capstone course is a comprehensive course that addresses issues ranging from corporate governance and social responsibility to competitive strategy, functional strategy and strategic alliances. Prerequisites: At least 18 credits of graduate level business courses including one 500-level management course

BA 544 Human Resources Management (3)

BA 544 – Human Resources Management focuses on HRM in a multinational setting in term of human resource activities, types of employees and countries of operation. The complexity of
operating in different countries and employing different national categories of workers is a key variable that differentiates domestic and international HRM, rather than any major difference between HRM activities performed. The course familiarizes the student with the basic functions of HR including staffing, recruiting, training and development, compensation, employee relations and performance management with an emphasis on the international environment. Prerequisite: Graduate standing

**BA 560 International Business Law**

(3)

BA 560 – International Business Law emphasizes private and public law. The private law applicable to international business transactions includes the law of international sales, trade finance and letters of credit, licensing and distribution agreements, agreements with foreign sales representatives and other governing law. Public international law includes conventions, treaties and agreements among nations that make up the legal framework within which international business take place. Public international law provides the basis for government regulation of international business. It affects the environment within which a firm develops its international business strategies, and establishes the organization’s responsibility to national laws and administrative regulations. Legal concerns including ethics and social responsibility will be addressed throughout the. Prerequisite: Graduate standing

**BA 561 Business Law**

(3)

BU561 Business Law emphasizes business ethics and social responsibility within the context of commercial law. Tort and contract law as well as legal concepts such as consideration and agreements are explored. Topics include liability, consumer credit and secured transactions as well as mortgages from the accountants’ perspective. In addition, the legal aspects of bankruptcy, the principal and agency relationship, business formation, securities regulation, employment law, antitrust law, unfair trade practices and management/labor agreements are detailed. Prerequisite: Graduate standing

**BA 570 Management Communication for International Business**

(3)

BA 570 – Managerial Communications for International Business reflects the vital importance of effective communication skills to success in management. This course covers the basic business communications principles, focusing on communicating economically, accurately, and cogently. Communication strategies to meet business situations that managers encounter are also addressed. Students analyze cases and compose appropriate business communications. Prerequisite: Graduate standing

**BA 575 Statistics for Business**

(3)

BA 575 – Statistics: In today’s global and economic environment, anyone can access vast amounts of statistical information. The most successful managers and decision makers understand the information and know how to use it effectively. This course introduces the student to the software packages of Minitab 16 and Microsoft Office Excel 2010 and emphasizes the role of computer software in the application of statistical analysis. BA 575 is an intensive introduction to statistical
methodology in business and economics. Topics included in the course include descriptive statistics, probability, interval estimations, hypothesis testing, experimental design, ethics in interpretation and multiple regressions. **Prerequisite: Graduate standing**

**BA 589 Methods of Research and Analysis**

BA 589 – Methods of Research and Analysis: Business research is a systemic inquiry that provides information to guide managerial decisions. It is a process of planning, acquiring, analyzing, and disseminating relevant data, information and insights to decision makers. This course is designed to give students experience in applying a wide range of methodological and fieldwork activities involved in an actual piece of research. The main stages in historical, social science and business research are explored. **Prerequisite: Graduate standing**

**BA 599 Thesis for Business (12- only for UoR) Prerequisite: Approval from Assigned Faculty**

Completion of relevant research, writing and submission of the Thesis.

**Information Technology (IT)**

**IT 500 Management Information Systems**

IT 500 – Management of Information Systems: This course is a comprehensive overview of information systems and the management of these functions. Emphasis is made on introducing computer hardware, software, procedures, systems, and human resources. The course will include discussions and readings on conceptual and practical foundations of information-processing systems support for management. Topics include decision-making functions, computer system project management, and economic, ethical, and legal considerations of management information systems, system implementation, and evaluation. **Prerequisite: Graduate standing**

**IT 510 Database Management**

IT 510 – Data Base Management is a comprehensive overview of database management including the analysis of database requirements, design and implementation of databases, and building and using data-driven decision support systems that enable organizations to take advantage of information systems for competitive advantage. Specifically, the course covers topics in database environment and development processes, database design and implementation, database administration and management. The course also includes topics in data integration and data quality as well as databases for World Wide Web and the Internet. **Prerequisite: IT 500**

**IT 520 Management of Networks**

IT 520 – Management of Networks utilizes discussions and readings on conceptual and practical foundations that provide a comprehensive overview of network software and hardware selection considerations including routers, hubs, and couplers from a conceptual, needs-oriented perspective. Also included is an extensive discussion of network design concentrating on the physical environment and influences on design of applications goals. The focus is on PC networks within the wider context of mainframe connectivity, local area and wide area networking. **Prerequisite: IT 500**
IT 530 Information Technology Project Management

IT 530 – Information Technology Project Management: This course presents an integrated approach to managing projects, exploring both technical and managerial challenges. The course broadens the focus beyond the traditional project management activities of planning and scheduling, project control, and terminations to a more general, inclusive and more value perspective of the project management process. Prerequisite: IT 500

IT 540 Systems Analysis, Design and Implementation

IT 540 – Systems Analysis, Design and Implementation utilizes discussions and readings on conceptual and practical foundations that provide a comprehensive overview of systems analysis, design, and implementation using SDLC. Prerequisite: IT 500

IT 576 Information Technology (IT) Applications in Business

IT 576 – IT Business Practicum is an integrative practicum for the Master of IT program. Students will examine and propose solutions to real-world projects and problems. They will also engage in project management techniques to create practical solutions. This course will take an integrative and managerial approach to address the integration of a broad range of technologies including hardware, software, data, people and processes involved in Information Systems. Prerequisite: Graduate standing

International Hospitality and Tourism Management (HM)

HM 510 Food and Beverage Control

HM 510 – Food and Beverage Control is an advanced and thorough treatment of the principles of food and beverage control. The course examines the dynamics of food and beverage operations, indicates relevant control dynamics of food and beverage operations, indicates relevant control techniques, and identifies major areas of profit improvement. Prerequisite: Graduate standing

HM 531 International Travel and Tourism

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HM 541 Tourism Planning and Marketing

HM 541 – Tourism Planning and Marketing: This course brings into focus the growing importance of tourism in developing economies of the world for producing change, alleviating poverty, and achieving sustained growth. Conservation of irreplaceable natural environmental features, restoration of unique specimens of cultural heritage, capacity restraints, and thresholds of social acceptability must be considered in planning sustainable tourism. The course shows the interrelation and interdependence of tourism planning and marketing. The course also provides an understanding of the importance of planning and management in tourism development and implementing strategies that take into account environmental and community issues. Prerequisite: Graduate standing
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HM 582 Case Studies in Hospitality and Tourism Management  
HM 582 – Case Studies in Hotel and Tourism Management uses case studies to expose students to real problems in a variety of scenarios. Students will develop their analytical skills, their flexibility of thinking, and their ability to apply theoretical knowledge to practical situations. **Prerequisite:** Graduate standing

**International Relations and Diplomacy (IR)**

IR 501 Diplomacy Workshop: Practical and Historical Aspects  
IR 501 – Diplomacy Workshop: Practical and Historical - This course concentrates on practical aspects of diplomacy, including policy formulation, representation, reporting, analysis, and persuasion, as well as consular functions, public and political affairs. Accordingly, students will examine the fundamental international treaties that lay the ground and provide a framework for diplomatic relations in the modern “interstate” system. The course will also focus on other aspects of diplomacy in practice, e.g., diplomacy in the cyber age, the release of privileged diplomatic communications and the demand for transparency; violence against diplomats and diplomatic establishments; diplomatic asylum; and diplomacy as a basic, traditional tool of commerce. **Prerequisite: Graduate standing**

IR 505 Relations and Diplomacy Workshop  
IR 505 – Relations and Diplomacy Workshop is designed to address special topics in the field of international relations ranging from Global Health or other such transnational issues as Climate Change to Area Studies or Regional Development. The focus and topics will change from semester to semester. Flexibly conceived, the course aims to address issues of particular interest to students as they work toward identifying or developing dissertation topics. Using a workshop format, students are expected to collaborate in developing course activities and requirements to meet established learning outcomes. **Prerequisite: Graduate standing**

IR 511 Current Issues in International Relations: Theories  
IR 511 – Current Issues in International Relations and Diplomacy: Theories focuses on the application of international relations theory to current issues in the field. Accordingly, topics covered will vary. In addition to revisiting principal paradigms in IR theory, students will be given the opportunity to apply these theories to their particular areas of interest. The course will be conducted
as a seminar, and students will be expected to actively engage their colleagues in their research. **Prerequisite: Graduate standing**

**IR 538 Media Communication Strategies**  
IR 538 – Media Communication Strategies: This course reviews aspects of media power and media’s role in politics, in particular: the relationship between the audience, the media and governments, the political decision making process in the digital/social media age, virtual democracy, mediatisation, principles of media freedom and freedom of expression, as well as media ethics and media justice. The course will also evaluate contemporary journalistic practices, media objectivity, media ownership and new forms of journalism. **Prerequisite: Graduate standing**

**IR 542 International Organizations**  
IR 542 – International Organizations: This course will critically examine key theoretical and practical dimensions of international or, more specifically, intergovernmental organizations (IGOs) (their origins, development, structure), and the role they play in interstate politics. Arbiters of international cooperation in times of peace and conflict – assuming such myriad responsibilities as the management of economic relations, the promotion of human rights, the prosecution of international crimes and, increasingly, the development of environmental standards – the ways in which such IGOs seek to "institutionalize" cooperation at the interstate or international level will be a main focus of the course. Students will analyze the mandates of such organizations as the United Nations, NATO, the European Union, the African Union, and others. **Prerequisite: Graduate standing**

**IR 544 Conflict and Peace Strategies**  
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**IR 545 International Economic Problems**  
BA 545 – International Economic Problems provides analytical frameworks linked to events in the world economy. The course is designed to stress concepts and their application in an international environment. In this framework, students critically examine theories of trade and globalization, as well as major aspects of finance and currency regimes. Issues such as income distribution, poverty, and standard of living are also explored. **Prerequisite: Graduate standing**
IR 546 International Law

IR 546 – International Law provides a broad platform to describe the main elements of Public International Law, including those contestable theories that underpin their political context. It affords students with various insights concerning the formal structure of the international legal system. The main emphasis is on international law as a decentralized legal order. The different features, which the law exhibits, from the centralized arrangements of familiar domestic legal systems will be explored. Discussion points may include, environmental protection, land and maritime disputes, jurisdictional conflicts, investment arbitration, and the newer fields affecting the global harmonization of cybercrime legislations, etc. **Prerequisite: Graduate standing**

IR 550 Economic Influences on International Relations

IR 550 – Economic Influences on International Relations focuses on the economic dimension of international relations, among states and between states and non-state actors. It explores how states and non-state economic actors cope with the logic of free and governed markets, and how the global economy in turn shapes them. The course shall focus on the geopolitical aspect of such dimension. Students will be first introduced to some of the main theories of international political economy as well as the historical foundations of the current global economic order and the international institutions which oversee it. The different roles of states, non-state actors and international organisations within such multifarious order will be subsequently explored through the analysis of some key themes, including: trade, global finance, foreign aid, South cooperation, foreign direct investments, migration and environmental governance. **Prerequisite: Graduate standing**

IR 571 Human Rights

IR 571 – Human Rights: The proposition that “humans” have rights irrespective of their diverse cultural, political, and religious heritage forms the basis of international law as articulated in the United Nations Charter of 1945. This proposition of a *jus cogens*, or “peremptory norms”, from which no derogation is permitted will be analyzed. The United Nations (UN) asserts that human rights are not only “universal and inalienable” but also “interdependent and indivisible”. The UN does not recognize a hierarchy of rights – from the basic *negative* “civil and political” rights, the *positive* “socio-economic, and cultural” rights to “group” rights and the rights of “future generations.” This course will also critically explore these various approaches to the Universalist proposition. **Prerequisite: Graduate standing**

IR 581 Selected Advanced Topics in International Relations

IR 581 – Selected Advanced Topics in International Relations is designed to allow a thorough evaluation and analysis on a specific institution or an issue of political interest selected by the instructor. Instruction will focus in depth on the specific issue of current importance, such as the analysis of a relevant institution, political issue or conflict relevant at the time of teaching. **Prerequisite: Graduate standing**

BA 589 Methods of Research and Analysis

Schiller International University Catalog 2020-2021
Version update November 2020 Volume XX
BA 589 – Methods of Research and Analysis: Business research is a systemic inquiry that provides information to guide managerial decisions. It is a process of planning, acquiring, analyzing, and disseminating relevant data, information and insights to decision makers. This course is designed to give students experience in applying a wide range of methodological and fieldwork activities involved in an actual piece of research. The main stages in historical, social science and business research are explored. **Prerequisite: Graduate standing**

**NON-CREDIT ENGLISH AS A SECOND LANGUAGE – (TAMPA CAMPUS ONLY) ON-LINE**

Schiller International University’s English as a Second Language on-line or focused classroom based English as a Second Language training. The English as a Second Language program consists of three progressive level programs:

- Beginner English as a Second Language
- Intermediate English as a Second Language
- Advanced English as a Second Language

Schiller International University offers instructor-led lectures, instructor-led labs, computer-based materials, and project-based learning sessions. This method allows students to learn English and reach their goals more efficiently.

**Student Learning Outcomes**

At completion of the program, the graduate will possess the knowledge and skill to:

- Enhance opportunities to further education and job opportunities
- Enhance their ability to introduce and describe in writing themselves, others and occupations
- Demonstrate the ability to speak, listen and understand advanced oral language
- Able to listen and comprehend advanced English
- Able to write short essays
- Understand cultural differences

**Admission Requirements**

An application for admission for the English as a Second Language program must include the following in order to be considered:

- A non-refundable placement test fee of US $40 for students seeking admission to the Florida/Online Campus
  - High School Diploma, or Official High School transcript indicating date of graduation, or official GED transcript for US citizen/legal resident students.
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- Proof of completion of secondary education for students educated outside of the United States or the American educational system.
- Signed enrollment agreement
- Copy of official ID or passport (Visa Students)
- Verification in the form of a bank document from the student, parent, or sponsoring legal guardian that there are sufficient funds to cover the costs of the non-credit program.
- Proof of payment no later than the first day of class. Initial deposit amount must be made prior to entering the US and the remaining is due by no later than the first day of class.

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<th>Semester I</th>
<th>Hours</th>
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<td>ESOL 30</td>
<td><strong>ESOL – Intro 1</strong></td>
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<td>ESOL 35</td>
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<tr>
<td>ESOL 45</td>
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<table>
<thead>
<tr>
<th>Semester II</th>
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<td>ESOL 50</td>
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<tr>
<td>ESOL 55</td>
<td><strong>Advanced ESOL 2</strong></td>
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</tbody>
</table>

**Course Descriptions:**

**ESOL 30  ESOL – Intro 1**

Hours: 45

This course builds English fluency across all areas for Adult speakers of English through an integration of meaningful listening, speaking, reading, writing, grammar and vocabulary activities grounded in engaging content from National Geographic and TED. Learners will be able to communicate confidently in social, professional, and academic settings. **Pre-requisites:** None
ESOL 35  ESOL Beginning 2  
**Hours: 45**
This course builds English fluency across all areas for Adult speakers of English through an integration of meaningful listening, speaking, reading, writing, grammar and vocabulary activities grounded in engaging content from National Geographic and TED. Learners will be able to communicate confidently in social, professional, and academic settings. **Pre-requisites:** To attend this course, learners should have a C+ or better in ESOL 30 or placement test results for this level.

ESOL 40  Intermediate ESOL 1  
**Hours: 45**
This course builds English fluency across all areas for Adult speakers of English through an integration of meaningful listening, speaking, reading, writing, grammar and vocabulary activities grounded in engaging content from National Geographic and TED. Learners will be able to communicate confidently in social, professional, and academic settings. **Pre-requisites:** To attend this course, learners should have a C+ or better in ESOL 35 or placement test results for this level.

ESOL 45  Intermediate ESOL 2  
**Hours: 45**
This course builds English fluency across all areas for Adult speakers of English through an integration of meaningful listening, speaking, reading, writing, grammar and vocabulary activities grounded in engaging content from National Geographic and TED. Learners will be able to communicate confidently in social, professional, and academic settings. **Pre-requisites:** To attend this course, learners should have a C+ or better in ESOL 40 or placement test results for this level.

ESOL 50  Advanced ESOL 1  
**Hours: 45**
This course provides learners with the communication skills necessary to identify pros and cons, express and support opinions, and persuade an audience. Emphasizes utilization of past tenses, time expressions, paraphrasing, and communicating confidently. **Prerequisite:** Successful completion of ESOL 45 or placement test results for this level.

ESOL 55  Advanced ESOL 2  
**Hours: 45**
This course provides learners with the communication skills necessary to determine a speaker’s attitude, detect uncertainty, and making inferences. Emphasizes utilization of the passive voice, utilizing phrasal verbs and figurative language, and presenting from an outline. **Prerequisite:** Successful completion of ESOL 50 or placement test results for this level.

ESOL 60  Advanced ESOL 3  
**Hours: 45**
This course provides learners with the communication skills necessary to express opinions, make counterarguments and refute ideas or theories. Emphasizes utilization of dynamic and stative passive, expressing possibilities in the past, present and predictions in the future. **Prerequisite:** Successful completion of ESOL 55 or placement test results for this level.
ESOL 65  Advanced ESOL 4  Hours: 45
This course provides learners with the communication skills necessary to write emails for formal communication, thesis statements and conclusions, and expository and persuasive essays. Emphasizes utilization of visual aids, tag questions, intonation, pausing and emphasis in presentations.  Prerequisite: Successful completion of ESOL 60 or placement test results for this level.

UNIVERSITY OF ROEHAMPTON AGREEMENT

Schiller International University and the University of Roehampton (UoR) in London have signed an agreement where students will study for a degree awarded by Roehampton alongside their Schiller degree and receive two separate qualifications. Students will be enrolled in both Schiller International University and the University of Roehampton (UoR) in London at the same time.

Over a four year period, (one year for postgraduate programs) undergraduate students will achieve two degrees, one from Schiller International University, and one from The University of Roehampton delivered by Schiller. Students enrolled in the Distance Education / Online programs are not eligible to receive a second degree awarded by the University of Roehampton.

Students’ courses will include a number of modules/credits which will count towards both degrees, in addition to a number that are specific to either their Schiller, or their Roehampton qualification, including a Thesis. All teaching and the Thesis will be carried out by Schiller’s academics.

ONLINE PROVISION FOR THE UNIVERSITY OF ROEHAMPTON AWARDS

Restrictions apply to the number of online courses an on campus student can take as part of their degree program while maintaining eligibility for the second degree awarded by the University of Roehampton. For both undergraduate and graduate level students, 25% of the courses required for the University of Roehampton degree can be taken online. For undergraduates this is a maximum of 7 courses and for graduates a maximum of 3.

UNDERGRADUATE ADMISSION REQUIREMENTS FOR THE UNIVERSITY OF ROEHAMPTON AWARD

Apart from the scores admitted by Schiller to evidence the fluency in English, the University of Roehampton accepts also the following:

- GCSE and O Level Grade of C.
- A Pass in Level 2 Functional Skills.
- A Pass in the Key Skills Level 2 in Communication.
- Equivalency Testing grade of C.
- Pearson Test of English score of 51 with no less than 51 in any band.

GRADUATE ADMISSION REQUIREMENTS FOR THE UNIVERSITY OF ROEHAMPTON AWARD

Apart from the scores admitted by Schiller to evidence the fluency in English, the University of Roehampton accepts also the following:

- GCSE grade C.
- Level 2 Functional Skills (English) with a pass grade.
• **Key Skills Level 2 in Communication** with a pass grade.
• **LCCIEB, EFB or EFC** with a second grade.
• **NEAB, UETESOL** with a pass grade.
• **TEEP** at 6.5.
• **English Equivalency Test** grade of C.
• **Warwick** English Language Test.
• **Pearson** Test of English: 59 overall with no less than 51 in any individual band.

**Notification of Differences between US and UK evaluation systems**
Students enrolled in the dual degree program with the University of Roehampton must keep in mind that due to differences between the US and UK educational and evaluation systems and criteria, the course requirements may differ, thus leading to the possibility of different final course grades. Successfully passing the course for one institution, does not guarantee successful completion for the other. University of Roehampton grades are unofficial until validation from the exam board occurs.

**UNDERGRADUATE GRADING SCALE—ROEHAMPTON**

*The grading scale used for the University of Roehampton awards is the following:*

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% +</td>
<td>Work of outstanding quality that is fluent and extremely well structured. The relevant issues are identified, completely understood and analysed with originality with articulate syntax where appropriate. Work will show a familiarity with and critical use of a substantial range of sources that in coursework would be fully and properly referenced as part of a high standard of presentation.</td>
</tr>
<tr>
<td>70-79%</td>
<td>[70% and over is equivalent to a first in degree classification.]</td>
</tr>
<tr>
<td>60-69%</td>
<td>Work of excellent quality with a very clear structure and fluently written. The relevant issues are identified and understood. There is a high degree of ability in evaluating, criticising and producing well-reasoned argument in defence of a point of view. Material will show evidence of a very good knowledge and critical use of a substantial range of sources that in coursework are properly referenced. There will be signs of creative originality and evidence of critical independent thinking.</td>
</tr>
<tr>
<td>50-59%</td>
<td>[Equivalent to an upper second in degree classification.]</td>
</tr>
<tr>
<td>40-49%</td>
<td>There is evidence in the work of a very good ability to evaluate, criticise and produce well-reasoned arguments in defence of a point of view. There is an analytical approach to relevant material that includes use of secondary material properly referenced in coursework. Work will show the ability to identify and engage in the relevant issues within a clear and very well organised structure. Presentation standards are high and the assessed task is completed with a high degree of competence.</td>
</tr>
<tr>
<td>30-39%</td>
<td>[Equivalent to a lower second in degree classification.]</td>
</tr>
<tr>
<td>20-29%</td>
<td>Work is mainly descriptive but demonstrates a good coverage of relevant issues with occasional references to secondary material. Evidence exists of an ability to produce arguments relative to the issues under focus but with only limited, if adequate, evidence of an analytical, critical or evaluative response.</td>
</tr>
<tr>
<td>Percentage</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>40-49%</td>
<td>Work is descriptive and covers some of the relevant material but lacks depth and offers little evidence of an analytical, critical or evaluative approach. Evidence exists of some ability to produce a limited range of arguments relative to the issues under focus. The work draws on only a very limited range of references to secondary material that in coursework is poorly referenced. Material is not particularly well presented or well-structured but there is an attempt at organisation. Although there is evidence of an adequate understanding, the interpretation of a topic is limited and pedestrian while remaining intelligible. [Equivalent to a third in degree classification.]</td>
</tr>
<tr>
<td>35-39%</td>
<td>Work offers a very limited coverage of relevant material and may contain much irrelevant and/or superfluous material. There is a limited ability to present arguments relative to the issues involved with little evidence that the student has identified and understood the matter to hand. References to secondary material are superficial, inaccurate or non-existent and in coursework not properly sourced. Although ideas expressed are intelligible, knowledge is minimal and intellectual argument weak. [Fail]</td>
</tr>
<tr>
<td>30-34%</td>
<td>Work is of unsatisfactory quality lacking in structure and organisation. The relevant issues are not identified or properly understood. Knowledge is superficial and sources uncited. Analysis and argument are very weak. Presentation is poor. [Fail]</td>
</tr>
<tr>
<td>20-29%</td>
<td>There has been a clear attempt at the work but the quality of material is below pass standard and the prescribed task has not been met. There is insufficient and/or inadequate learning, weak and/or inappropriate analysis and focus sometimes based on a partial understanding of the task. There is little sense of academic rigour. [Fail]</td>
</tr>
<tr>
<td>10–19%</td>
<td>There is only a tentative grasp of the prescribed task. The quality of material is clearly below pass standard. Failure is caused by lack of knowledge, no proper analysis or relevance, and is based on a significant misunderstanding of the task. There is only a trace sense of academic rigour. [Fail]</td>
</tr>
<tr>
<td>0–9%</td>
<td>There is a very short answer and a fundamental failure to address the prescribed task. There is insufficient material to assess understanding based on lack of material, unreadable material and material that is of no relevance or merit. There is no understanding of the task. There is no evidence of academic rigour. [Fail]</td>
</tr>
</tbody>
</table>
**GRADUATE GRADING SCALE- ROEHAMPTON**

*The grading scale used for the University of Roehampton awards is the following:*

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>An outstanding answer (80%+)</strong></td>
<td>You demonstrate an original and thorough understanding of key concepts and the relationships between different concepts, including addressing competing perspectives. You engage with relevant theories and models in a critical way. Your work draws on a comprehensive range of sources, including from the more challenging journals. Your assignment is written in very clear concise English. It is well structured with key arguments presented in a logical order; All references are correctly and consistently cited in Harvard format.</td>
</tr>
<tr>
<td><strong>An excellent answer (70%+)</strong></td>
<td>You have used a wide range of secondary sources, academic articles as well as textbooks. These are clearly relevant to the practical problem addressed and they are used to inform that practical problem. The ideas from the reading are clearly understood. You have engaged with the relevant models and theories in a critical manner. Where appropriate you have supplemented this with robust primary data, and demonstrated an understanding of the limitations of the data. You have clearly understood and addressed all the issues associated with the question. Your analysis of the data you have collected is rigorous and critical. You clearly understand the issues and dilemmas of your argument and its complexity. You have clearly related your data to the problem that you set yourself, all your arguments are well supported and you have brought together your arguments in a way that may be unusual or new. Your assignment is written in clear, concise English. It is well structured with the arguments presented in a logical order and making a coherent whole. All references are correctly and consistently cited in Harvard format. The work is presented to publishable standard.</td>
</tr>
<tr>
<td><strong>A good answer (60%+)</strong></td>
<td>The main ideas from the lectures and core reading have been supplemented by relevant articles. The literature is relevant to the problem addressed and has been related to it. The ideas from the reading are clearly understood and well expressed and you have demonstrated that you have understood and thought about the key models and theories. Where appropriate you have supplemented this by primary data that has been carefully collected using appropriate methodologies. Your assignment is clearly addressed to the question set. You have competently analyzed the data and clearly related it to the problem that you set yourself. Your arguments are generally well supported and defensible. Your assignment is written in clear English and is broadly well structured. There are only minor errors in referencing and expression, and few “typos”.</td>
</tr>
<tr>
<td><strong>An acceptable answer (50%+)</strong></td>
<td></td>
</tr>
</tbody>
</table>

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*Version update November 2020 Volume XX*  
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Secondary sources may be limited or sources may be used that are not relevant to the problem: however, ideas from the literature are broadly understood and accurately described. Where appropriate secondary sources are supplemented by primary data there may be some flaws and limitations to that data.

Your assignment broadly answers the question set (although there may be some irrelevant material) and you have analyzed your data (although perhaps somewhat superficially) and related it to the problem. Generally, your arguments are sound (although not always fully supported).

Your English is comprehensible (although there may be some errors). Your assignment has a clear “beginning”, “middle” and an “end”. Arguments are referenced although the formatting of those references may be incorrect.

You will fail if

You use few or inappropriate secondary sources and cannot demonstrate that you have understood what you have read. You use primary sources that have not been systematically collected.

You do not answer the question set. You merely reproduce rather than analyze your data.

The different parts of your assignment do not relate to each other. Your English cannot be understood. You do not reference your sources.

UNDERGRADUATE ACADEMIC PROGRAMS FOR UNIVERSITY OF ROEHAMPTON AWARDS- FOR VALIDATION ONLY

To obtain the UoR award a thesis is required. The thesis is a substantial piece of written work. The thesis has to be an empirical research in one or several real organizations. This must be addressed by critically examining existing material and carrying out a relevant literature review which informs the research questions/hypotheses of the primary research. The primary research methodology may involve surveys, face-to-face, in-depth interviews, semi-structured interviews, focus groups or any combination. It can be started once the students have completed 20 Schiller courses or 60 credits.

BSC (HONORS) IN GLOBAL BUSINESS - ROEHAMPTON

The following curriculum leads to the Roehampton BSc (H) in GB Award

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>90 Credits</th>
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<tbody>
<tr>
<td>ACG 2001 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011 Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BA 261 Principles of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 322 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BA 341 Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>BA 369 Introduction to Sustainable Development</td>
<td>3</td>
</tr>
<tr>
<td>BA 370 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BA 374 Statistics</td>
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</tr>
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<td>Course Code</td>
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</tr>
<tr>
<td>BA 384</td>
<td>Behavioral Aspects</td>
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<td>BA 401</td>
<td>Human Resources Management</td>
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<td>BA 427</td>
<td>Marketing Management</td>
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<tr>
<td>BA 437</td>
<td>Multinational Enterprise</td>
</tr>
<tr>
<td>BA 439</td>
<td>International Business Policy</td>
</tr>
<tr>
<td>BA 469</td>
<td>Entrepreneurship &amp; New Venture</td>
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<tr>
<td>CA 497</td>
<td>Capstone</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>EN 112</td>
<td>English: Research and Writing</td>
</tr>
<tr>
<td>EN 200</td>
<td>Cross-Cultural Communication</td>
</tr>
<tr>
<td>GEB 1350</td>
<td>Introduction to International Business</td>
</tr>
<tr>
<td>IR 221</td>
<td>Introduction to International Relations</td>
</tr>
<tr>
<td>MA 172</td>
<td>Applied Mathematics</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
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<td>MGF 1107</td>
<td>College Mathematics</td>
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<td>PSY 376</td>
<td>Organizational Psychology</td>
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<td>BA 599</td>
<td>Thesis</td>
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**Total Credits Required:** 90

**BA (HONORS) IN INTERNATIONAL ECONOMICS - ROEHAMPTON**

The following curriculum leads to the Roehampton BA (H) in IE Award

**Required Courses**

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<td>BA 369</td>
<td>Introduction to Sustainable Development</td>
<td>3</td>
</tr>
<tr>
<td>BA 370</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>BA 374</td>
<td>Statistics</td>
<td>3</td>
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<tr>
<td>BA 437</td>
<td>Multinational Enterprise</td>
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<td>CA 497</td>
<td>Capstone</td>
<td>3</td>
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<td>EC 310</td>
<td>Intermediate Economic Theory</td>
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<td>EC 352</td>
<td>Economic Geography</td>
<td>3</td>
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<tr>
<td>EC 452</td>
<td>Resources and the Environment</td>
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<tr>
<td>EC 454</td>
<td>Monetary Theory and Comparative Banking Systems</td>
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<tr>
<td>EC 457</td>
<td>Economics of Developing Countries</td>
<td>3</td>
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<tr>
<td>ECO 2013</td>
<td>Principles of Microeconomics</td>
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<td>Principles of Macroeconomics</td>
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<tr>
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<td>English: Research and Writing</td>
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<td>IR 221</td>
<td>Introduction to International Relations</td>
<td>3</td>
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<tr>
<td>IR 331</td>
<td>Modern Diplomacy</td>
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<tr>
<td>IR 335</td>
<td>American Foreign Policy</td>
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### BSC (HONORS) IN INTERNATIONAL HOSPITALITY AND TOURISM MANAGEMENT - ROEHAMPTON

The following curriculum leads to the Roehampton BSc (H) in IHTM Award

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<tr>
<th>Required Courses</th>
<th>90 Credits</th>
</tr>
</thead>
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<td>ACG 2001</td>
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<tr>
<td>ACG 2011</td>
<td>Accounting II</td>
</tr>
<tr>
<td>BA 322</td>
<td>International Marketing</td>
</tr>
<tr>
<td>BA 341</td>
<td>Business Finance</td>
</tr>
<tr>
<td>BA 369</td>
<td>Introduction to Sustainable Development</td>
</tr>
<tr>
<td>BA 370</td>
<td>Business Communication</td>
</tr>
<tr>
<td>BA 374</td>
<td>Statistics</td>
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<tr>
<td>BA 401</td>
<td>Human Resources Management</td>
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<tr>
<td>BA 439</td>
<td>International Business Policy</td>
</tr>
<tr>
<td>BA 469</td>
<td>Entrepreneurship &amp; New Ventures</td>
</tr>
<tr>
<td>CA 497</td>
<td>Capstone</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>EN 112</td>
<td>English: Research and Writing</td>
</tr>
<tr>
<td>EN 200</td>
<td>Cross Cultural Communications</td>
</tr>
<tr>
<td>GEB 1350</td>
<td>Introduction to International Business</td>
</tr>
<tr>
<td>HM 103</td>
<td>Introduction to Tourism &amp; Hospitality</td>
</tr>
<tr>
<td>HM 187</td>
<td>Front Office Management</td>
</tr>
<tr>
<td>HM 210</td>
<td>Food &amp; Beverage Management</td>
</tr>
<tr>
<td>HM 423</td>
<td>Convention &amp; Event Management</td>
</tr>
<tr>
<td>HM 451</td>
<td>Leadership &amp; Management in Hospitality &amp; Tourism</td>
</tr>
<tr>
<td>IR 221</td>
<td>Introduction to International Relations</td>
</tr>
<tr>
<td>MA 172</td>
<td>Applied Mathematics</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>College Mathematics</td>
</tr>
</tbody>
</table>

Total Credits Required: 90
Total Credits Required: 90

**BA (HONORS) IN INTERNATIONAL RELATIONS AND DIPLOMACY**

The following curriculum leads to the Roehampton BA (H) in IRD Award

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 261</td>
<td>Principles of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 374</td>
<td>Statistics</td>
<td>3</td>
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<tr>
<td>CA 497</td>
<td>Capstone</td>
<td>3</td>
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<tr>
<td>EC 452</td>
<td>Resources &amp; the Environment</td>
<td>3</td>
</tr>
<tr>
<td>EC 454</td>
<td>Monetary Theory and Comparative Banking Systems</td>
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<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
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<td>3</td>
</tr>
<tr>
<td>EN 112</td>
<td>English: Research and Writing</td>
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</tr>
<tr>
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<td>Cross Cultural Communications</td>
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<tr>
<td>GEB 1350</td>
<td>Introduction to International Business</td>
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</tr>
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<td>IR 221</td>
<td>Introduction to International Relations</td>
<td>3</td>
</tr>
<tr>
<td>IR 331</td>
<td>Modern Diplomacy</td>
<td>3</td>
</tr>
<tr>
<td>IR 335</td>
<td>American Foreign Policy</td>
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<tr>
<td>IR 341</td>
<td>Concepts of International Relations</td>
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<td>IR 353</td>
<td>The Political Economy of North-South Relations</td>
<td>3</td>
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<td>IR 356</td>
<td>International Relations of the Pacific Rim Region</td>
<td>3</td>
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<tr>
<td>IR 370</td>
<td>Writing for Foreign Affairs</td>
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<tr>
<td>IR 450</td>
<td>Practical Diplomacy</td>
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<tr>
<td>IR 456</td>
<td>European Union</td>
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<td>IR 470</td>
<td>International Economic Policies &amp; Institutions</td>
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<td>IR 481</td>
<td>Selected Topics in International Relations</td>
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<td>MGF 1107</td>
<td>College Mathematics</td>
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<td>PS 221</td>
<td>Introduction to Political Science</td>
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<tr>
<td>PS 370</td>
<td>American Political System</td>
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<td>BA 599</td>
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</table>

Total Credits Required: 90
GRADUATE ACADEMIC PROGRAMS FOR UNIVERSITY OF ROEHAMPTON AWARDS- FOR VALIDATION ONLY

To obtain the UoR award a thesis is required. The thesis is a substantial piece of written work. The thesis must provide a clear link to important and interesting business, strategic, managerial and economic applications. A range of approaches may be adopted, like a business plan, the analysis of a current situation or problem faced by the company where the student is working or doing a placement, or a research paper. The thesis can be started after having taken BA 589. In addition three programs, the MBA Masters in Business, MIM Master of International Management, MA Master in International Relations and Diplomacy require three additional courses that are not in the Schiller programs that must be taken to be eligible to receive the degree award from the University of Roehampton.

MASTER IN BUSINESS ADMINISTRATION (MBA)

Any of the following three curriculums lead to the Roehampton MBA Award

Additional Coursework for the University of Roehampton (UoR) degree must be taken to earn the UoR degree for the MBA Business Administration. For those eligible to receive Title IV Financial Aid (Eligible US Citizens only), financial aid does not cover these three courses, therefore, arrangement must be made to pay for them upon enrollment.

- BA523 Marketing Management
- BA541 International Corporate Finance
- IR545 International Economic Problems

**Option 1**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA 510 Business Economics</td>
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<tr>
<td>BA 512 Managerial Accounting</td>
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<td>BA 542 Comprehensive Business Management Seminar</td>
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<td>BA 544 Human Resources Management</td>
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<td>BA 560 International Business Law</td>
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</tr>
<tr>
<td>BA 589 Methods of Research and Analysis</td>
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<tr>
<td>IT 500 Management Information Systems</td>
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<td>BA 599 Thesis</td>
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### Total Credits Required: 45

#### Option 2

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>BA 522</td>
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<td>BA 523</td>
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<td>BA 544</td>
<td>Human Resources Management</td>
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<td>BA 560</td>
<td>International Business Law</td>
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<tr>
<td>BA 589</td>
<td>Methods of Research and Analysis</td>
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<tr>
<td>IT 500</td>
<td>Management Information Systems</td>
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<td>HM 541</td>
<td>Tourism Planning and Marketing</td>
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**Total Credits Required: 45**

#### Option 3

**Required Courses**

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<td>IT 530</td>
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<td>IT 576</td>
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Total Credits Required: 45

**MSC IN INTERNATIONAL MANAGEMENT**

The following curriculum leads to the Roehampton MSC in IM Award

Additional Coursework for the University of Roehampton (UoR) degree must be taken to earn the UoR degree for the MIM Master of International Management. For those eligible to receive Title IV Financial Aid (Eligible US Citizens only), financial aid does not cover these three courses, therefore, arrangement must be made to pay for them upon enrollment.

- BA523 Marketing Management
- BA542 Comprehensive Business Management Seminar
- IR545 International Economic Problems

<table>
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<tr>
<th>Required Courses</th>
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<td>BA 510 Business Economics</td>
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<td>BA 513 Managerial and Financial Accounting</td>
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<td>BA 560 International Business Law</td>
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<td>BA 575 Statistics</td>
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<td>BA 599 Thesis</td>
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</table>

Total Credits Required: 45

**MA IN INTERNATIONAL RELATIONS AND DIPLOMACY**

The following curriculum leads to the Roehampton MA in IR Award

Additional Coursework for the University of Roehampton (UoR) degree must be taken to earn the UoR degree for the MA International Relations and Diplomacy. For those eligible to receive Title IV Financial Aid (Eligible US Citizens only), financial aid does not cover these three courses, therefore, arrangement must be made to pay for them upon enrollment.
- IR502 Workshop in Diplomacy: International Negotiation
- IR512 Current Issues in IR: Historical Context
- IR567 International Management of Resources

### Required Courses

<table>
<thead>
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<td>BA 589</td>
<td>Methods of Research and Analysis</td>
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<td>IR 501</td>
<td>Diplomacy Workshop: Practical and Historical</td>
<td>3</td>
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<td>IR 505</td>
<td>Relations and Diplomacy Workshop</td>
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<tr>
<td>IR 542</td>
<td>International Organizations</td>
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<tr>
<td>IR 544</td>
<td>Conflict and Peace Strategies</td>
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<td>IR 545</td>
<td>International Economic Problems</td>
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<tr>
<td>IR 546</td>
<td>International Law</td>
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<td>IR 550</td>
<td>Economic Influences on International Relations</td>
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<td>IR 571</td>
<td>Human Rights</td>
<td>3</td>
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<tr>
<td>BA 599</td>
<td>Thesis</td>
<td>15</td>
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</tbody>
</table>

**Total Credits Required:** 45
SCHOLARSHIPS

Alumni Scholarship - Undergraduate

Initial Eligibility: This scholarship is available to all Alumni of the University and their dependents enrolling/re-enrolling in an Undergraduate (Associates to Bachelors) degree program. Applicants must have and maintain a CGPA at or above 2.5 (on a scale of 4.0 or equivalent).

Students can only apply for the Alumni Scholarship during the initial enrollment process.

Documentation Required: Scholarship Application, Essay and Proof of Alumni status.

Amount of Scholarship Award: Up to $1,770/€1,350 per semester (up to $147.50/ €112.50 per credit hour).

Reapplication:

Undergraduate students are not required to re-apply for this scholarship once it has been awarded unless the student fails to maintain the required CGPA.

This scholarship will be awarded at the start of the student’s first semester automatically.

After the student’s first semester, continued eligibility for the scholarship award will be assessed after the completion of each Semester or Parent Term.

If the student’s CGPA falls below the minimum CGPA required for the scholarship, the following terms will apply:

- Student will not receive the scholarship for their next semester.
- Student can only re-apply for the scholarship when the required CGPA has been reestablished.
- The granting of a new scholarship is not guaranteed.

If the student needs to reapply after losing eligibility, the student has seven (7) days in which to reapply from when grades are posted.

Schiller International University is not responsible for notifying a student when they have regained eligibility.
Alumni Scholarship - Graduate

**Initial Eligibility:** This scholarship is available to all Alumni of the University and their dependents enrolling/re-enrolling in a Graduate (Bachelors to Masters) degree program. Applicants must have and maintain a CGPA at or above 3.0 (on a scale of 4.0 or equivalent).

Students can only apply for the Alumni Scholarship during the initial enrollment process.

**Documentation Required:** Scholarship Application, Essay and Proof of Alumni status.

**Amount of Scholarship Award:** Up to $2,300.00/€1700.00 per semester (up to $191.66/€141.66 per credit hour).

**Reapplication:**

Graduate students are not required to re-apply for this scholarship once it has been awarded unless the student fails to maintain the required CGPA.

This scholarship will be awarded at the start of the student’s first semester automatically.

After the student’s first semester, continued eligibility for the scholarship award will be assessed after the completion of each Semester or Parent Term.

If the student’s CGPA falls below the minimum CGPA required for the scholarship, the following terms will apply:

- Student will not receive the scholarship for their next semester.
- Student can only re-apply for the scholarship when the required CGPA has been reestablished.
- The granting of a new scholarship is not guaranteed.

If the student needs to reapply after losing eligibility, the student has seven (7) days in which to reapply from when grades are posted.

Schiller International University is not responsible for notifying a student when they have regained eligibility.

Diplomatic Scholarship - Undergraduate

**Eligibility:** This scholarship is available to all employees of Embassies and Diplomatic Missions around the world and their dependents. Students need to have and maintain a cumulative GPA at or above 2.50 for an Undergraduate program.

**Documentation Required:** Scholarship Application, Essay, Official Transcripts, and Proof of Diplomatic status.

**Amount of Scholarship Award:** Up to $1,770/€1350 per semester (up to $147.50/€112.50 per credit hour).
Reapplication:
Undergraduate students are not required to re-apply for this scholarship once it has been awarded unless the student fails to maintain the required CGPA.

This scholarship will be awarded at the start of the student’s first semester automatically.

After the student’s first semester, continued eligibility for the scholarship award will be assessed after the completion of each Semester or Parent Term.

If the student’s CGPA falls below the minimum CGPA required for the scholarship, the following terms will apply:

- Student will not receive the scholarship for their next semester.
- Student can only re-apply for the scholarship when the required CGPA has been reestablished.
- The granting of a new scholarship is not guaranteed.

If the student needs to reapply after losing eligibility, the student has seven (7) days in which to reapply from when grades are posted.

Schiller International University is not responsible for notifying a student when they have regained eligibility.

Diplomatic Scholarship – Graduate

Eligibility: This scholarship is available to all employees of Embassies and Diplomatic Missions around the world and their dependents. Students need to have and maintain a cumulative GPA at or above 3.00 for a Graduate program.


Amount of Scholarship Award: Up to 2,300.00 / €1700 per semester (up to 191.67/€ Up to 141.67 per credit hour).

Reapplication:
Graduate students are not required to re-apply for this scholarship once it has been awarded unless the student fails to maintain the required CGPA.

This scholarship will be awarded at the start of the student’s first semester automatically.

After the student’s first semester, continued eligibility for the scholarship award will be assessed after the completion of each Semester or Parent Term.

If the student’s CGPA falls below the minimum CGPA required for the scholarship, the following terms will apply:

- Student will not receive the scholarship for their next semester.
- Student can only re-apply for the scholarship when the required CGPA has been reestablished.
- The granting of a new scholarship is not guaranteed.

If the student needs to reapply after losing eligibility, the student has seven (7) days in which to
reapply from when grades are posted.

Schiller International University is not responsible for notifying a student when they have regained eligibility.

**Employer Reimbursement Matching Scholarship - Undergraduate**

**Eligibility:** Students may apply for this scholarship if they are eligible for tuition reimbursement through an employer. This scholarship is available to applicants who have and maintain a CGPA of 2.00 or higher on a 4.0 scale. Required CGPA must be maintained for continued eligibility.

**Documentation Required:** Scholarship Application, Essay, and documentation regarding the employer’s tuition reimbursement program or policy.

**Amount of Scholarship Award:** Up to $4,000/€3,000 maximum per calendar year. (January 1 – December 31).

**Application**

The Employer Reimbursement Scholarship is applied to the student’s account only upon receipt of the employer contribution.

**Employer Reimbursement Matching Scholarship - Graduate**

**Eligibility:** Students may apply for this scholarship if they are eligible for tuition reimbursement through an employer. This scholarship is available to applicants who have and maintain a CGPA of 3.00 or higher on a 4.0 scale. Required CGPA must be maintained for continued eligibility.

**Documentation Required:** Scholarship Application, Essay, and documentation regarding the employer’s tuition reimbursement program or policy.

**Amount of Scholarship Award:** Up to $4,000/€3,000 maximum per calendar year. (January 1 – December 31).

**Application**

The Employer Reimbursement Scholarship is applied to the student’s account only upon receipt of the employer contribution.

**Golden Key Scholarship - Undergraduate**

**Initial Eligibility:** This scholarship is available to all Schiller International University students who have been accepted through invitation into the Golden Key Honor Society. This scholarship applies to the top 15% of all University students in all fields based solely on their academic achievements. This scholarship is available to GKHS accepted applicants who have and maintain a CGPA of 3.65 or higher on a 4.0 scale (or equivalent).

**Documentation Required:** Scholarship Application, Essay, Golden Key Membership Certificate or Golden Key Letter of Acceptance.
You can apply for GKHS membership with the following link: https://www.goldenkey.org

**Amount of Scholarship Award:** Up to $2,280 / €1,800 per semester (up to $190.00 / €150.00 per credit hour).

**Reapplication:**
Undergraduate students are not required to re-apply for this scholarship once it has been awarded **unless the student fails to maintain the required CGPA.**

This scholarship will be awarded at the start of the student’s first semester automatically.

After the student’s first semester, continued eligibility for the scholarship award will be assessed after the completion of each Semester or Parent Term.

If the student’s CGPA falls below the minimum CGPA required for the scholarship, the following terms will apply:

- Student will not receive the scholarship for their next semester.
- Student can only re-apply for the scholarship when the required CGPA has been reestablished.
- The granting of a new scholarship is not guaranteed.

If the student needs to reapply after losing eligibility, the student has seven (7) days in which to reapply from when grades are posted.

Schiller International University is not responsible for notifying a student when they have regained eligibility.

**Golden Key Scholarship - Graduate**

**Initial Eligibility:** This scholarship is available to all Schiller International University students who have been accepted through invitation into the Golden Key Honor Society. This scholarship applies to the top 15% of all University students in all fields based solely on their academic achievements. This scholarship is available to GKHS accepted applicants who have and maintain a CGPA of 3.85 or higher on a 4.0 scale (or equivalent).

**Documentation Required:** Scholarship Application, Essay, Golden Key Membership Certificate or Golden Key Letter of Acceptance.

You can apply for GKHS membership with the following link: https://www.goldenkey.org

**Amount of Scholarship Award:** Up to $3,000 / € 2,400 per semester (up to $250.00 / €200.00 per credit hour).

**Reapplication:**
Graduate students are not required to re-apply for this scholarship once it has been awarded **unless the student fails to maintain the required CGPA.**

This scholarship will be awarded at the start of the student’s first semester automatically.

After the student’s first semester, continued eligibility for the scholarship award will be assessed after the completion of each Semester or Parent Term.

If the student’s CGPA falls below the minimum CGPA required for the scholarship, the following terms will apply:

- Student will not receive the scholarship for their next semester.
- Student can only re-apply for the scholarship when the required CGPA has been reestablished.
- The granting of a new scholarship is not guaranteed.
If the student needs to reapply after losing eligibility, the student has seven (7) days in which to reapply from when grades are posted. Schiller International University is not responsible for notifying a student when they have regained eligibility.

**ICT (Inter Campus Transfer) Scholarship Undergraduate**

**Eligibility:** This scholarship is available to all Schiller International University undergraduate students who are willing to transfer to another Schiller International University geographic campus location.

Undergraduate students need to have and maintain a CGPA at or above 2.75 for this scholarship.

**Terms:**
1. ICT must be approved by departing campus.
2. Scholarship application must be submitted to the receiving campus.
3. 

**Documentation Required:** Scholarship Application, Essay.

**Amount of Scholarship Award:** Up to $1,680/€1,320 per semester (up to $140.00/€110.00 per credit hour). This scholarship is only awarded for a maximum of two semesters per campus location. This scholarship may not be renewed after the second semester per transfer location.

**Reapplication:**

Should the student wish to transfer to another campus location, the student must re-apply for this scholarship each transfer.

If the student’s CGPA falls below the minimum CGPA required for this scholarship, the student will not receive the scholarship for the second semester.

**ICT (Inter Campus Transfer) Scholarship Graduate**

**Eligibility:** This scholarship is available to all Schiller International University graduate students who are willing to transfer to another Schiller International University geographic campus location.

Graduate students need to have and maintain a CGPA at or above 3.25 for this scholarship.

**Terms:**
4. ICT must be approved by departing campus.
5. Scholarship application must be submitted to the receiving campus.

**Documentation Required:** Scholarship Application, Essay.

**Amount of Scholarship Award:** Up to $2,280/€1,680 per semester (up to $190.00/€140.00 per credit hour). This scholarship is only awarded for a maximum of two semesters per campus location. This scholarship may not be renewed after the second semester per transfer location.

**Reapplication:**

Should the student wish to transfer to another campus location, the student must re-apply for this scholarship each transfer.

If the student’s CGPA falls below the minimum CGPA required for this scholarship, the student will not...
receive the scholarship for the second semester.

**International Scholarship - Undergraduate**

**Initial Eligibility:** This scholarship is available to all Undergraduate applicants who have and maintain a CGPA of 3.0 or higher on a 4.0 scale (or equivalent).

**Documentation Required:** Scholarship Application, Essay. High School or College/University transcript. Additional supporting documentation may be requested.

**Amount of Scholarship Award:**
Undergraduate: Up to $1,000/€800 per semester (up to $83.34 / €66.67 per credit hour).

**Reapplication:**
Undergraduate students are not required to re-apply for this scholarship once it has been awarded unless the student fails to maintain the required CGPA. This scholarship will be awarded at the start of the student’s first semester automatically. After the student’s first semester, continued eligibility for the scholarship award will be assessed after the completion of each Semester or Parent Term. If the student’s CGPA falls below the minimum CGPA required for the scholarship, the following terms will apply:
- Student will not receive the scholarship for their next semester.
- Student will only be able to re-apply for the scholarship, when the required CGPA has been reacquired.
- The granting of a new scholarship is not guaranteed.

If the student needs to reapply after losing eligibility, the student has seven (7) days in which to reapply from when grades are posted. Schiller International University is not responsible for notifying a student when they have regained eligibility.

**International Scholarship - Graduate**

**Initial Eligibility:** This scholarship is available to all Graduate applicants who have and maintain a CGPA from their Bachelor Degree of 3.30 or higher on a 4.0 scale (or equivalent).

**Documentation Required:** Scholarship Application, Essay, Original Undergraduate or High School Official Transcripts. Committee may require additional documentation.

**Amount of Scholarship Award:**
Graduate: $1,300/€1,040 semester (Up to $108.33 / €86.66 per credit hour) per semester.

**Reapplication:**
Graduate students are not required to re-apply for this scholarship once it has been awarded unless the student fails to maintain the required CGPA. This scholarship will be awarded at the start of the student’s first semester automatically. After the student’s first semester, continued eligibility for the scholarship award will be assessed after the
completion of each Semester or Parent Term.
If the student’s CGPA falls below the minimum CGPA required for the scholarship, the following terms will apply:

- Student will not receive the scholarship for their next semester.
- Student can only re-apply for the scholarship when the required CGPA has been reestablished.
- The granting of a new scholarship is not guaranteed.

If the student needs to reapply after losing eligibility, the student has seven (7) days in which to reapply from when grades are posted.
Schiller International University is not responsible for notifying a student when they have regained eligibility.

Presidents’ Undergraduate Scholarship

Initial Eligibility: This scholarship is available to all undergraduate applicants who have and maintain a CGPA of 3.30 or higher on a 4.0 scale (or equivalent).

Documentation Required: Scholarship Application, Essay, Original High School or Undergraduate Official Transcripts

Amount of Scholarship Award: Up to $1,740/€1,350 semester (up to $145/€112.5 per credit hour).

Reaplication:
Undergraduate students are not required to re-apply for this scholarship once it has been awarded unless the student fails to maintain the required CGPA.
This scholarship will be awarded at the start of the student’s first semester automatically.
After the student’s first semester, continued eligibility for the scholarship award will be assessed after the completion of each Semester or Parent Term.
If the student’s CGPA falls below the minimum CGPA required for the scholarship, the following terms will apply:

- Student will not receive the scholarship for their next semester.
- Student can only re-apply for the scholarship when the required CGPA has been reestablished.
- The granting of a new scholarship is not guaranteed.

If the student needs to reapply after losing eligibility, the student has seven (7) days in which to reapply from when grades are posted.
Schiller International University is not responsible for notifying a student when they have regained eligibility.

Presidents’ Graduate Scholarship

Initial Eligibility: This scholarship is available to all Graduate applicants who have and maintain a CGPA from their Bachelor Degree of 3.50 or higher on a 4.0 scale (or equivalent).

Documentation Required: Scholarship Application, Essay, Undergraduate Official Transcripts.

Amount of Scholarship Award: Up to $2,300/€1,700 semester (up to $191.67 /€141.67 per credit hour).
Reapplication:
Graduate students are not required to re-apply for this scholarship once it has been awarded unless the student fails to maintain the required CGPA.
This scholarship will be awarded at the start of the student’s first semester automatically.
After the student’s first semester, continued eligibility for the scholarship award will be assessed after the completion of each Semester or Parent Term.
If the student’s CGPA falls below the minimum CGPA required for the scholarship, the following terms will apply:

- Student will not receive the scholarship for their next semester.
- Student can only re-apply for the scholarship when the required CGPA has been reestablished.
- The granting of a new scholarship is not guaranteed.

If the student needs to reapply after losing eligibility, the student has seven (7) days in which to reapply from when grades are posted.
Schiller International University is not responsible for notifying a student when they have regained eligibility.
## ACADEMIC CALENDAR
### PARIS, FRANCE

### 2021

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# MADRID, SPAIN

## 2021

### Schiller International University - Madrid Campus

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<th>School Holidays</th>
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<tr>
<td>1-6 January - Epiphany</td>
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<tr>
<td>3 May - May Day</td>
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<tr>
<td>16 May - San Isidro TBC</td>
</tr>
<tr>
<td>26 July - Santiago TBC</td>
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<td>15 August</td>
</tr>
<tr>
<td>9 September - 12 October - Hispanidad</td>
</tr>
<tr>
<td>2 - November - All Saints</td>
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<tr>
<td>9 - November - Almudena</td>
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<th>Class Start Dates</th>
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<tr>
<th>Student Class Breaks</th>
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<tr>
<td>Spring Break: March 29-April 2</td>
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<tr>
<td>Summer Break: June 28-July 2</td>
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<td>Winter Break: December 20-31</td>
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# 2021

## Schiller International University - Heidelberg Campus

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## School Holidays
- January 1 - New Year's Day
- January 6 - Epiphany
- April 2 - Good Friday
- April 5 - Easter
- May 13 - Ascension Day
- May 24 - Whit Monday
- June 3 - Corpus Christi
- November 1 - All Saint's Day
- December 24 - Christmas Eve

## Class Start Dates
- January 4, 2021
- February 1, 2021
- March 1, 2021
- April 5, 2021
- May 3, 2021
- May 31, 2021
- July 5, 2021
- August 2, 2021
- August 30, 2021
- September 27, 2021
- October 25, 2021
- November 22, 2021

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## Yearly Calendar

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## Student/Class Breaks
- Spring Break: March 29-April 2
- Summer Break: June 26-July 2
- Winter Break: December 20-31

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TAMPA

### 2021

#### Schiller International University - Florida Campus

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