SAINT LEO UNIVERSITY | Courage to be more.

ACADEMIC CATALOG
2023-2024

GRADUATE

Contents

Catalog Home

Announcements contained in this publication are subject to change without notice and may not be regarded in the nature of binding obligations to the University. The University reserves the right to change any provisions or requirements.

When students matriculate with Saint Leo University, they come under the academic requirements of the edition of the University catalog at that time. Graduate students must complete their program within five years even though subsequent catalogs may change. Doctoral students must complete their degree program within seven years. Academic requirements include curriculum matters. Grading practices, tuition, fees, and other matters are subject to change at the discretion of the University and are not considered to be "academic requirements."

Should new changes be to their advantage, students may graduate under the conditions of the newer catalog. However, because academic programs are subject to requirements imposed by outside accrediting or certifying agencies, such outside requirements shall supersede prior conditions.

Saint Leo University is committed to policies that ensure that there is no discrimination on the basis of age, gender, race, color, creed, religion, national origin, or disability.

Saint Leo University complies with the Family Educational Rights and Privacy Act of 1974 (as amended).

Saint Leo University has a strong commitment to principles of equal employment opportunity and equal access to education. Saint Leo University does not discriminate on the basis of age, color, disability, ethnic origin, genetic information, sex, gender, nationality, race, religion, or veteran status, or any other category protected by federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other school administered programs.

The policy is enforced by Saint Leo University and by applicable laws such as Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act of 1975, and Florida Civil Rights Act of 1992.

The Title IX coordinator, Vanessa O'Connell, may be contacted at titleixcoordinator@saintleo.edu

Archived graduate catalogs are available in pdf format for the 2006-2007 academic year to the present at Academic Catalogs PDF Version.

The office of academic affairs handles requests for older catalogs and has access to both a hard copy archive and the electronic archive.

For earlier catalogs, students may contact Academic Affairs at catalog.academic@saintleo.edu.

President's Message

We are so pleased you are pursuing a Saint Leo University degree or program. Your decision to improve your knowledge, experience, values, and skills by completing one is a significant decision. The university catalog details the curriculum and academic policies and procedures developed over many years to ensure that our degree programs meet the standards of quality, integrity, fairness, and completeness that assure you a university degree that meets the highest standards of academic excellence.

I want to emphasize; however, Saint Leo University is not just about policies and procedures. While these are necessary, our university is—most of all—about people. We have a mission to educate and prepare people so they can make a good living and a better life for themselves and their communities. So please do not hesitate to speak with your student success coach, faculty, department chairs or deans if you have a creative academic idea or plan. I am certain they will do their best to help you achieve your goals.

Benedictine monks and sisters founded Saint Leo University more than 130 years ago. We continue to emphasize the Benedictine core values of community, respect for all, and responsible stewardship, along with the values of excellence, personal development, and integrity. My colleagues and I work diligently at our University Campus, education centers and in our online delivery to fulfill our mission and to make certain these values are upheld.

Saint Leo University is a larger and more complicated university than people generally realize. Indeed, enrollment ranks us as one of the largest Catholic universities in the United States in unduplicated student head counts. We serve more than 10,000 students at University Campus, online throughout the nation and the world, and at education centers in Florida and Georgia. We do so with the same commitment to our Catholic heritage; to the liberal arts as the basis of all learning; to student learning and development; and to our core values. The university —your university—and my colleagues work to put students first in all of our considerations. You have my assurance that the university promises a commitment to quality in all of its programs. We fully expect students to embrace our university values and commitment to our learning community.

Lastly, I know you will find that the catalog details many of the opportunities available to students within and outside the classroom that will make your experiences with us more impactful and enriching. Please review this catalog carefully with your faculty or student success coaches, who are critical components of our student-first practices.

Welcome to Saint Leo University! We are so very pleased you are here. May God bless you.

Edward Dadez, Ph.D.
President, Saint Leo University

The University

Mission Statement

Saint Leo is an inventive global Catholic liberal arts university that fosters a personal and inclusive community that educates, prepares, and develops students for success, and consists of diverse learners who boldly confront the challenges of our world through service to others.

Saint Leo Vision Statement

A Leading Catholic Teaching University of International Consequence for the Twenty-first Century:

1. A leading Catholic teaching university that attracts students, faculty, staff and philanthropic support
2. Internationally recognized as an innovative and challenging university of demonstrated quality
3. Alumni who are sought by employers and graduate schools and are prepared to live and work in a global society
4. One institution serving multiple populations through appropriate delivery systems in multiple locations
5. A values-driven culture that appreciates, supports and leverages our diverse programs and operations
6. An entrepreneurial organization connected to alumni, communities, and strategic partners
7. A financially strong university that invests in people, facilities and technology
8. Integrated learning environments with leadership at all levels and a shared vision that excites, motivates and inspires.

Catholic Identity Statement

Saint Leo University is a community rooted in the Catholic faith and in the spirit of our Benedictine founders. As a Catholic institution of higher learning, Saint Leo University supports what Ex Corde Ecclesiae terms the four essential characteristics of a Catholic University:

- Christian inspiration.
- Faith reflection.
- Fidelity to the Christian message.
- Service to church and humanity.

Saint Leo's identity is an outgrowth of Catholic social teaching, which insists that human institutions and relationships be based on a recognition of the dignity of all human beings and demands social and economic justice for all; and the Catholic intellectual tradition, which celebrates the compatibility of faith and reason which means that the university welcomes an open and free dialogue among persons of differing religious and intellectual traditions.

Core Values

Excellence—Saint Leo University is an educational enterprise. All of us, individually and collectively, work hard to ensure that our students develop the character, learn the skills, and assimilate the knowledge essential to become morally responsible leaders. The success of our University depends upon a conscientious commitment to our mission, vision, and goals.

Community—Saint Leo University develops hospitable Christian learning communities everywhere we serve. We foster a spirit of belonging, unity, and interdependence based on mutual trust and respect to create socially responsible environments that challenge all of us to listen, to learn, to change, and to serve.

Respect—Animated in the spirit of Jesus Christ, we value all individuals' unique talents, respect their dignity, and strive to foster their commitment to excellence in our work. Our community's strength depends on the unity and diversity of our people, on the free exchange of ideas, and on learning, living, and working harmoniously.

Personal Development—Saint Leo University stresses the development of every person's mind, spirit, and body for a balanced life. All members of the Saint Leo University community must demonstrate their commitment to personal development to help strengthen the character of our community.

Responsible Stewardship—Our Creator blesses us with an abundance of resources. We foster a spirit of service to employ our resources for University and community development. We must be resourceful. We must optimize and apply all of the resources of our community to fulfill Saint Leo University's mission and goals.

Integrity—The commitment of Saint Leo University to excellence demands that its members live its mission and deliver on its promise. The faculty, staff, and students pledge to be honest, just, and consistent in word and deed.

Diversity/Inclusion

Our community supports diversity, equity, inclusion, and justice (DEIJ). What this means is that we value and celebrate people who identify with a wide variety of social identity groups, including race, religion, gender, sexual orientation, physical ability, class, political beliefs, and more. It also means we strive to distribute all opportunities and resources evenly to our community.

Commitment to Academic Excellence

Academic excellence is an achievement of balance and growth in mind, body, and spirit that develops a more effective and creative culture for students, faculty, and staff. It promotes integrity, honesty, personal responsibility, fairness, and collaboration at all levels of the university. At the level of the university, excellence means offering courses of study in varied intellectual and practical disciplines which successfully encourage students to grow in understanding, skills, and virtue through a supportive learning environment that fosters student success. At the level of faculty, staff, and administration, excellence means establishing a community which is highly proficient in all the tasks associated with teaching, working, and living well together. At the level of students, excellence means achieving mastery of the specific intellectual content, critical thinking, and practical skills that develop reflective, globally conscious, and informed citizens ready to meet the challenges of a complex world. Academic excellence is clearly reflected in the university's assessment of its curriculum, development of its faculty, and execution of its policies, procedures, and practices.

History of the University

Saint Leo University is a Catholic, coeducational liberal arts university offering the associate, bachelor's, master's, and doctoral degrees.

The University was chartered on June 4, 1889, when the Florida legislature authorized the Order of Saint Benedict of Florida to "have and possess the right and power of conferring the usual academic and other degrees granted by any college in this state." Saint Leo University was the first Catholic college in Florida and opened with the dedication of its main building on September 14, 1890.

Established initially by monks from Saint Vincent Archabbey in Latrobe, Pennsylvania, the Benedictine mission in what was formerly called the "Catholic Colony of San Antonio, FL" was transferred to the jurisdiction of Mary Help of Christians Abbey (now called Belmont) in North Carolina in 1888. Saint Leo University and Abbey are named for their first abbot, Leo Haid, the principal founder and first president of the University.

There were 32 students in the pioneer year of 1890-1891. The basic curriculum was a mix of liberal arts and commercial courses leading to the degree of Master of Accounts. Periodically, the University went through a military phase, with uniforms and required drilling, to instill discipline and order. The first Master of Accounts degrees were conferred on the pioneer graduating class of five students on June 20, 1893.

In 1920 the college was phased out as the faculty decided to focus on becoming what one longtime Benedictine called "a serious English-style prep school." It was accredited by the Southern Educational Association in 1921. After a variety of name changes (including Saint Leo Academy and Benedictine High School), the institution settled on Saint Leo College Preparatory School in 1929 and continued as such until 1964.

Reaching for a larger mission, Saint Leo opened as a college again in 1959. Its efforts were assisted by the neighboring community of Benedictine sisters at Holy Name Priory. Operating first on the associate level, the college moved quickly to a four-year program and began to again confer bachelor's degrees on April 23, 1967. It was accredited by the Southern Association of Colleges and Schools on November 29, 1967, retroactive to include the charter bachelor of arts class. In 1969 the University was reorganized when the Order of Saint Benedict of Florida transferred title and control to an independent board of trustees.

In a noteworthy broadening of its purpose, which echoed its military roots, Saint Leo responded in 1974 to requests from the armed services to offer degree programs on military bases. In 1994 the University further expanded its service to working adults as it responded to the needs of Florida residents by taking its degree programs to the campuses of community colleges. More recently, in 1998, Saint Leo began offering degree programs via the Internet.

In December 1994, the University was accredited by the Southern Association of Colleges and Universities to offer the master's degree, retroactive to January 1, 1994. In August 1999, Saint Leo College changed its name to Saint Leo University. The eleventh change in the institution's name recognizes the broad reach of Saint Leo today.

Accreditation and Affiliation Statement

Saint Leo University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, specialist, and doctoral degrees. Saint Leo University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Saint Leo University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org). SACSCOC Status Update: https://www.saintleo.edu/about/status-update

Saint Leo University has received specialized accreditation for its business programs through ACBSP. ACBSP— located in Overland Park, Kansas— promotes continuous improvement and recognizes excellence in the accreditation of business education programs around the world. Its philosophy of accreditation is centered on institutional leadership, strategic planning processes, relationships with the community, quality of academic programs, faculty credentials and services, and educational support.

The following programs at Saint Leo University's Tapia College of Business are accredited by ACBSP: Associate of Arts: Business Administration, (AA.BA), Business Administration: Logistics (BA.BUSAD.LOG), Business Administration: Management (BA.BUSAD.MGT), Business Administration: Marketing (BA.BUSAD.MKT), Business Administration: Project Management (BA.BUSAD.PM), Business Administration: Technology Management (BA.BUSAD.TEC), Accounting (BA.ACC), Communication (BA.CMS), Human Resource Management (BA.HRA), Management (BA.MGT), Marketing (BA.MKT), Sport Business (BA.SPB), Computer Information System (BS.CIS), Health Care Administration (BS.HCA), Master of Business Administration (MBA), MBA: Accounting

Concentration, MBA: Health Care Management Concentration, MBA: Human Resource Management Concentration, MBA: Cybersecurity Management Concentration, MBA: Marketing Concentration, MBA: Project Management Concentration, and MBA: Sport Business Concentration. Saint Leo's undergraduate Sport Business program is accredited by the Commission on Sport Management Accreditation (COSMA).

Saint Leo University has Teacher Education Programs approval by the State of Florida Department of Education. Saint Leo University holds membership in the American Council on Education (ACE), the Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida (ICUF), the American Association of Adult and Continuing Education, the National Collegiate Honor Society, the National Association of Independent Colleges and Universities, the University Continuing Education Association (UCEA), the National Association of Institutions for Military Education Services (NAIMES), the National Catholic Education Association, and the Association of Catholic Colleges and Universities. The Master of Social Work (MSW) program is accredited by Council of Social Work Education (CSWE).

Saint Leo University is Authorized to operate in the state of Georgia by the Georgia Nonpublic Postsecondary Education Commission. Address: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305; telephone 770/414-3300.

Academic Organization and Locations

The Saint Leo University academic degree programs are organized under the Division for Academic Affairs, Vice President for Academic Affairs. The Deans for the College of Arts, Sciences, and Allied Services, Tapia College of Business, along with the Directors of Graduate Programs; Registrar Office; the Assistant Vice President of Learning Design, and the Library, report to the Vice President for Academic Affairs.

Saint Leo University's central campus is University College, located in Saint Leo, Florida, and serves traditional-age students.

The Online Learning Center provides adults an opportunity to earn associate and bachelor's degrees completely online.

Degree programs are offered to adult students through the Center for Online Learning at the following regional Education Centers and *Affiliated Teaching Locations:

Florida

Center for Adult Learning at University Campus

- Hernando County school District
- Pasco county Sheriff's Office

Key West Education Center

Tampa Education Center

- MacDill AFB Education Center

Georgia

Savannah Education Center

These education centers may offer programs through both live instruction and Internet-based learning opportunities at times and locations convenient to adults. In addition to classes at each site, many Centers also offer instruction in affiliated teaching locations. See Directory for Correspondence for a directory of address, telephone, and e-mail information.

Graduate Degree Programs

Tapia College of Business

Graduate Studies in Business

Master

- Master of Business (MBA) On Ground and Online

  - Data Analytics Specialization (Online Only)

  - Cybersecurity Management Specialization (Online Only)

  - Marketing Specialization (Online Only)

  - Social Media Marketing Specialization

  - Project Management

Undergraduate Degree Programs

For more information on undergraduate degree programs, please see the Undergraduate Academic Catalog.

Course Levels

Graduate course work is considered advanced level course work. The characteristics below represent general and minimal standards for all graduate courses. The diversity of programs and courses may necessitate specific criteria outside of the general attributes below due to the unique standards of a specific discipline.

Graduate level coursework should expand the student's knowledge base beyond the undergraduate degree. Courses must place emphasis on the analysis and synthesis of information. Students completing these courses must possess a thorough knowledge of scholarly writing techniques and of research methodologies appropriate to the discipline. Graduate course work content should generally build on knowledge or experience previously gained and is mindful of program admission prerequisites. The higher standards set for graduate students are generally reflective of the advanced level of instruction in a graduate course.

500-599 level:

- Requires students to demonstrate an increased depth of knowledge beyond the undergraduate degree
- Requires students to demonstrate advanced methodology/application of new skills and information to significant tasks or issues in the discipline
- Requires students to demonstrate higher-order synthesis and analysis in the discipline
- Maintains a strong emphasis on the literature of the discipline and/or active engagement with the latest research and scholarly activity of the discipline

600-699 Level:

- Focuses on theory, intellectual rigor, and a high level of critical thinking
- Requires integration of information
- Requires sustained, independent inquiry and analysis
- Requires advanced scholarly writing skills
- Requires thorough knowledge of major research methodologies of the discipline
- Builds on the most important historical and current research available in the discipline

700-801:

- Graduate courses limited to doctoral students
- Requires advanced scholarly writing skills needed to complete a dissertation
- Requires advanced oral communication skills
- Requires thorough knowledge of major research methodologies of the discipline
- Requires students to apply advanced or specialized knowledge and theoretical concepts

Educational and Learning Goals

1. We expect students to demonstrate **intellectual growth:**
   - Think critically and independently
   - Make informed decisions
   - Commit to lifelong learning
   - Engage in problem solving
   - Exercise reasoned judgment
   - Develop quantitative skills
   - Learn experientially
   - Understand how living things and physical systems operate
   - Prepare for graduate study

2. We expect students to demonstrate **effective communication skills**:
   - Speak thoughtfully and respectfully
   - Listen carefully
   - Read critically
   - Write clearly
   - Present information well

3. We expect students to demonstrate **deepened spiritual values**:
   - Understand Catholic and Benedictine values and traditions
   - Commit to act in concert with one's values
   - Respect differences in belief systems and values
   - Show compassion and empathy
   - Understand the relationships among humans, living things, the universe, and God
   - Balance one's life

4. We expect students to **respond aesthetically**:
   - Appreciate the beauty and balance in nature
   - Develop creativity
   - Demonstrate sensitivity
   - Visualize creative potential

5. We expect students to **prepare for an occupation**:
   o Strive for excellence
   o Develop an international perspective
   o Become competent in managing people/tasks, responding to change, planning innovation, collaborating, applying technology, and acting fiscally responsible

6. We expect students to demonstrate **social responsibility:**
   o Act with integrity
   o Exercise personal responsibility
   o Respect all living things
   o Work for diversity both locally and globally
   o Build community
   o Commit to resource stewardship

7. We expect students to demonstrate **personal growth and development:**
   o Develop self-understanding
   o Learn to manage self
   o Deal with ambiguity
   o Exercise flexibility
   o Strengthen confidence and self-esteem
   o Learn persistence
   o Care for self and physical and spiritual well-being
   o Develop leadership
   o Foster a work ethic

8. We expect students to demonstrate **effective interpersonal skills:**
   o Value successful relationships
   o Participate effectively in group work
   o Cooperate
   o Engage in philanthropy
   o Volunteer

Academic Freedom Policy for Students

Academic freedom is the right of reasonable exercise of civil liberties and responsibilities in an academic setting.

It is the policy of Saint Leo University to give its students the freedom, within the bounds of collegial behavior, to pursue what seems to them productive avenues of inquiry, to learn unhindered by external or nonacademic constraints, and to engage in full and unrestricted consideration of any opinion. All members of the University must recognize this fundamental principle and must share responsibility for supporting, safeguarding, and preserving this freedom.

In order to preserve the rights and freedoms of the students, the University has a formal process for adjudication of student grievances and cases of violations of the Academic Honor Code.

Academic Honor Code

Saint Leo University holds all students to the highest standards of honesty and personal integrity in every phase of their academic life. All students have a responsibility to uphold the Academic Honor Code by refraining from any form of academic misconduct, presenting only work that is genuinely their own, and reporting any observed instance of academic dishonesty to a faculty member.

ACADEMIC MISCONDUCT

Academic misconduct includes but is not limited to the following categories:

A. Cheating:

- Providing or receiving academic work to or from another student without the permission of the instructor/professor.
- Buying or selling academic work.
- Violating test conditions.
- Forging academic documents.
- Copying computer programs.

B. Plagiarism:

- Stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source whether that source is authored by a professional or a peer.
- Submitting an article or quoted material from a periodical or the internet as one's own.
- Retyping or re-titling another student's paper and handing it in as one's own.
- **Intentionally or unintentionally failing to cite a source.**

C. Artificial Intelligence (AI):

- Unauthorized student use of AI-powered tools or services to enhance performance on exams, tests, quizzes, discussion posts, papers, projects, or other assignments, without the permission of the instructor/professor.

D. Complicity:

- Helping another student commit an act of academic dishonesty.

E. Misrepresentation:

- **Re**submitting previous work, in whole or in part, for a current assignment without the written consent of the current instructor(s).
- Having another student complete one's own assignments, quizzes, or exams.
- Lying to a professor.
- Fabricating a source.

ADJUDICATION

It is the responsibility of every member of the faculty and student body to cooperate in supporting the honor system. Any member of the University community suspecting an Academic Honor Code violation should immediately refer the matter directly to the faculty member teaching the course in which the possible violation took place. For any suspected violation that occurs within a course, the faculty member must discuss the evidence in private with the student and tell the student to continue in the class. If, during the course of an Academic Honor Code violation investigation, the

committee determines that other violations of the Academic Honor Code have potentially occurred, the committee may pursue investigating the new violations.

All faculty teaching courses at University Campus, any education center, and online including Online Learning Center, and Graduate Programs must follow the procedure below to report either an in-class sanction or to request a hearing.

REPORTING PROCESS

Faculty must report any in-class sanction issued to a student using the Academic Honor Code Reporting System in eLion. Sanctions should be levied according to the seriousness of the offense. An instructor may issue an in-class sanction of either 1) assigning a zero for the assignment or 2) allowing a resubmission of the assignment with a reduced grade. An instructor may not issue an F for the course. If the instructor believes the violation warrants a sanction of failure for the course, the appropriate Academic Standards Committee will hold a hearing.

The student will have the opportunity to appeal the allegation and/or the in-class sanction within 5 days of receipt of the notification. If the student appeals the allegation and/or sanction, a hearing will be scheduled with the appropriate Academic Standards Committee.

Once a faculty member submits the report to the Academic Honor Code Reporting System, the system will automatically send a notice to the student, the faculty member and the Registrar. If a submission to the Online Academic Honor Code Reporting System results in a second offense for a student, the appropriate Academic Standards Committee will be notified and a hearing will be scheduled.

If the instructor of record would prefer to have the committee hear the case instead of imposing an in-class sanction, a request for a hearing must be submitted using the Online Academic Honor Code Reporting System in eLion (See Required Documentation for a Hearing).

REQUIRED DOCUMENTATION FOR A HEARING

If a faculty member wants to request a hearing, the faculty member must provide the following information to either the current Chair of the Undergraduate Academic Standards Committee, the Chair of the Graduate Academic Standards Committee (emailed to gasc@saintleo.edu), or the appropriate Center or COL Director/Assistant Director:

1. The faculty member's charge against the student.
2. A copy of the course syllabus.
3. The dates of the events as they occurred.
4. Any supporting evidence such as a copy of the assignment or exam in question as well as a copy of the Turnitin.com originality report associated with the assignment or exam.
5. A summary of the discussion or copies of emails between the student and the faculty member, including any admission or denial of guilt by the student.
6. Statement from another student to corroborate suspected violation and other evidence if necessary.
7. A statement addressing the extent to which the Academic Honor Code policy is covered in class.

Upon receipt of the faculty member's report, the Academic Standards Committee or an ad hoc committee appointed by the Center Director will schedule a hearing and inform the student, in writing, of the date and time of the hearing and include a copy of the faculty member's report. A student cannot avoid a sanction by withdrawing from the course and is not permitted to withdraw from a course while the allegation is under investigation. The Committee will hold the hearing whether or not the student chooses to attend. After reviewing the evidence, the Committee will render a decision on the charge and determine any sanctions that are appropriate.

The student may bring an approved representative (faculty member, advisor or administrator) to attend the hearing. This person is not allowed to address the committee but may assist the student. Legal counsel is not permitted to be present during the hearing.

The student may appeal the Committee's decision to the Office of Academic Affairs within 5 days of receipt of the notification of the official report, who may issue an appellate decision on behalf of the University. The final authority rests with the Office of Academic Affairs.

SANCTIONS

The sanction for a first violation of the Academic Honor Code could range from zero for the assignment to dismissal from the university, depending on the nature of the violation, but the usual sanction is failure of the course. The minimum sanction for a subsequent offense is failure of the course, but the usual sanction is suspension or dismissal from the university.

For additional information, faculty members should contact either the Committee Chair or the appropriate Center or OL Director/Assistant Director.

Appellate Process

One of the five key elements of Saint Leo University's mission statement is a commitment to practice a student-centered philosophy of service. The University's objective is to courteously and consistently respond to students' questions and appeals in a timely manner.

Generally, the most effective resolution of a student's question will come from the University administrator or staff member most directly involved in the area of the student's concern. Thus, the first step in answering the student's question is to contact the appropriate office and individual. A departmental listing of individuals to contact regarding specific concerns may be obtained in the School offices, Education Center offices, the Division of Student Affairs, or the Office of Finance and Accounting. Students attending Education Centers make their initial contact with their Student Advisor or the Center Director, who will provide any needed coordination with the Assistant/Associate Vice President and/or University Campus offices.

The University's first objective is to accommodate a student's request if so doing does not violate University policy or undermine academic or disciplinary standards. If this is not possible, the next objective is to provide the student enough information so that the student understands the reason for the decision. If the student wishes to appeal the decision, the student must do so **in writing** to the next level of appeal as shown on the departmental listing.

Appeals that are not resolved or explained to the student's satisfaction after the initial appeal(s) must be appealed in writing to the Vice President or their designee identified in each area within 15 days of the last contact with a University employee. The Vice President or their designee will review the student's appeal and render a final decision **in writing** within 10 days.

Should a student file a complaint with a state or accrediting body, the student will not be subjected to adverse actions by any school official as a result of initiating a complaint.

Grade Point Average

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

Course   Hours AttemptedGradeQualityPointsTotal Quality Points

Course	Hours Attempted	Grade	QualityPoints	Total Quality Points
FAS 101	3	A	(4.00)	12.00 (3×4)
SPA 111	3	B-	(2.67)	8.01 (3×2.67)
CHE 121	3	D	(1.00)	3.00 (3×1)
HTY 121	3	F	(0.00)	0.00 (3×0)

ENG 1213	C+	(2.33)	6.99	(3 × 2.33)
15			30.00	

Grade Point Average: 30.00/15 = 2.0 GPA.

Note: Quality points are awarded only for courses taken in residence

Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in grades are permitted only when a computational or input error has been made. A grade change will not be made when a student turns in missing or late work after the last day of the semester/term unless an Incomplete was arranged. When a student elects to appeal a course grade that he or she believes to be improper, the student shall notify the course instructor within thirty (30) calendar days from the date that the grade is recorded. All grades are final three months after they are posted unless a grade appeal, as determined by the appropriate College Dean or the Division for Academic Affairs, is still in process.

Grade Appellate Process

The following procedures shall be adhered to reference grade appeals:

1. When a student elects to appeal a course grade that he or she believes to be improper, the student shall notify the course instructor within thirty (30) days from the date that the grade is recorded. If the issue is not resolved between the student and the instructor, the student may proceed to the next step.
2. The appeal must be submitted in writing to the instructor's Dean for a University Campus student or to the Center or Graduate Director for an off-campus, online student, or a graduate student. The written appeal shall include all originals or copies of the work upon which the grade was based, a syllabus for the course, and a listing of all materials that were to have been graded for the course. The written appeal must also include the course grade the student believes he or she earned and the basis for such belief.
3. Upon receipt of the written appeal and corresponding materials upon which the grade was based, the following action will be taken:
   1. For appeals filed by University Campus students, the instructor's Dean will assign a full-time faculty member in the appropriate discipline to conduct an assessment of the appeal.
   2. For appeals filed by off-campus and online students, the student's Center Director will forward the appeal packet to the University Campus Dean who is responsible for the course discipline. The Dean will handle the appeal as noted in sub-section a above.
4. The assigned full-time faculty member will conduct a thorough assessment of the appeal, including communication with the student if deemed necessary. The list of all materials that were to have been graded for the course must be submitted to the original faculty member for review. If the reviewing faculty member determines there is clear and convincing evidence to support a grade change, the recommendation will be forwarded to the Division for Academic Affairs. Although the student filed the appeal for the purpose of being awarded a higher grade, the reviewing faculty member could determine that the instructor's original grade was in fact liberal; therefore, the recommendation would be to lower the grade. Should the reviewing faculty member find no clear and convincing evidence to support a grade change, he or she will forward the finding to the Dean, who will in turn notify the student in writing with copies to the Division for Academic Affairs and the Dean or Center Director who initiated the faculty review.
5. Upon receipt of a recommendation for a grade change from a reviewing faculty member, the Division for Academic Affairs will evaluate the recommendation and make a final determination concerning the student's grade. The student and the instructor will be notified in writing. **Once a final decision has been made at this level, the student shall not have any further appeals**. Any change of grade will be initiated by the Division for Academic Affairs through the Registrar's office. All written grade appeals will be completed within sixty days from the date of receipt unless the Division for Academic Affairs grants an extension.

6. In those cases where the reviewing faculty finds no evidence to justify a change in grade, the student may appeal to the Division for Academic Affairs. Upon reviewing the appeal and faculty review, the Division for Academic Affairs will make a final, non-appealable decision. The student and instructor will be notified of the decision in writing.
7. All grades are final **three months after they are posted** unless a grade appeal, as determined by the appropriate College Dean, or the Vice President of Academic Affairs, is still in process.

Academic Suspension Appeal Process

Academic Suspension is the result of sub-standard academic performance or violation of academic regulations. Academic suspension is a difficult but necessary process that allows students time to re-evaluate their level of commitment toward earning a degree, and to come back stronger, after having taken time off from their studies.

Students have the opportunity to appeal the suspension. Suspension appeals must be **Emailed** to the Division for Academic Affairs at **(academic.appeals@saintleo.edu).** As a minimum, the written appeals should include:

- What circumstances or actions led to the suspension
- What actions were taken during the suspension period to improve academic standing
- Why the student believes these actions were sufficient
- Any additional information the student feels supports their argument

Appeals filed by off-campus and online students, the student's Center Director will forward the appeal packet to the appropriate office within the Division for Academic Affairs.

The Division for Academic Affairs will review the student's appeal and render a final, non-appealable decision in writing within 10 business days. The student will be notified of the decision in writing.

External Complaint Procedures by State

Students should attempt to resolve complaints with the university itself. Applicable university policies usually describe the appropriate procedures such as contacting your academic advisor or dean. Policies can be found in the Code of Conduct. Should a student file a complaint with a state or accrediting body, the student will not be subjected to adverse actions by any school official as a result of initiating a complaint.

Filing a complaint with the State of Florida, or an accrediting body does not excuse a student from following any applicable university policies for appeals or challenges to actions taken or toll any time frames for the filing of such internal appeals.

SARA Procedures for Complaints

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the Florida SARA PRDEC Council. For additional information on the complaint process, please visit the Florida SARA Complaint Process page: (https://www.fldoe.org/sara/complaint-process.stml) or the website at https://www.fldoe.org/sara/

State Procedures for Complaints

Florida

The Florida Department of Education (FDOE) serves as the single repository of education data from school districts, community colleges, universities, and independent postsecondary institutions. While the FDOE's Commission for Independent Education has statutory responsibilities in matters relating to nonpublic, postsecondary, educational institutions, Saint Leo University is not under the jurisdiction or purview of the Commission except as otherwise provided in law, and is not required to obtain licensure. See §1005.06, Florida Statutes. The FDOE Office of Articulation is the office available to assist students with complaints. For information on how to file a complaint with the Florida Department of Education, Office of Articulation, please call 850/245-0427 or send an email to articulation@fldoe.org.

Grade Reports and Permanent Records

All official grade reports are available on the University's online student information system, known as eLion.

Permanent academic records of all students are maintained by the Registrar. Disciplinary records of are maintained by the Division of Student Affairs. Disciplinary records of Graduate Program students are maintained by Graduate Programs.

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law which requires that the University maintain the confidentiality of students' educational records and establish a policy for annually notifying students of their rights under the law and how they may exercise those rights.

In accordance with FERPA, Saint Leo University allows access to a student's educational records to all University officials who have a legitimate educational interest in the student's records. The University does not disclose or allow access to any information from students' educational records to anyone outside the University except (a) to officials of another institution in which the student intends to enroll; (b) to authorized representatives of the comptroller general of the United States, the secretary of the United States, or state educational authorities; (c) to determine eligibility or for enforcement of financial aid programs; (d) to state agencies which require disclosure under state laws existing before November 19, 1974; (e) to organizations conducting certain studies for or on behalf of the University; (f) to accrediting organizations to carry out their functions; (g) to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954; (h) to comply with a judicial order or lawful subpoena; (i) to appropriate parties in a health or safety emergency; (j) directory information as designated by the University; (k) as otherwise allowed by law; or (l) when the student has provided written consent.

For all outside disclosures of information that are made without the written consent of the student, the University maintains a record in the student's file of the name of the party who obtained the information and the legitimate interest which the person had in obtaining the information.

The University has designated the following as directory information: student name, address, telephone number, e-mail address, date and place of birth, major, minor, dates of attendance, degrees, awards and honors received, the most recent educational institution attended, participation in recognized activities, and height and weight of members of athletic teams. As stated above, directory information may be released without the student's prior written consent unless the student has requested that directory information be withheld by completing a Request to Withhold Directory Information Form, which may be obtained in the Office of the Registrar or in the Regional Education Center office. The request will remain on file until withdrawn by the student.

Students are notified of their rights under the act by accessing the FERPA information on the eLion online system. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is not satisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing is unsatisfactory. Students wishing to

review their educational records must make written requests to the Registrar listing the items of interest. The records will be provided within 30 days of the request. Students may request that copies be made of their records, with charges being assessed at the prevailing rate set by the Registrar.

Educational records do not include records of instructional, administrative, and staff personnel, which are the sole possession of the maker and are not accessible or revealed to any individual; records of the security department as they pertain to law enforcement; student health or psychological records; and employment records or alumni records that do not relate to the person as a student. A licensed physician selected by the student may review health records. In addition, students do not have the right to inspect or review the financial information submitted by their parents, confidential letters and recommendations to which the right of inspection has been waived, and educational records containing information about more than one student, in which case students will be permitted access only to the parts of the record that pertain to them.

Students who believe that their educational records as maintained by the University contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights may request that the Registrar amend the records. The Registrar will review the request and render a written decision within 30 days of the request. If the student's request is denied, the student may request a formal hearing in writing. The hearing panel will be designated by the Division for Academic Affairs and will schedule a hearing within 30 days of the student's request. The student will be provided with a reasonable notice of the date, place, and time of the hearing. At the hearing, the student may present evidence relevant to the issues and may be assisted by persons of his or her choice, including attorneys, but at his or her own expense. The decision of the hearing panel is final and will be based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision and will be forwarded to the student and all interested parties. If the decision requires that the student's record be amended, the appropriate University official responsible for maintaining the record will correct the record. If the student is dissatisfied with the decision of the panel, he or she may place a statement in his or her educational record commenting on the information in the record. Such statement will be released whenever the record is disclosed.

Transcript Requests

Official Transcripts

The Registrar maintains student's academic records and provides all official transcripts. Requests must include the student's signature (required by the *Family Educational Rights and Privacy Act of 1974*).

The University will not provide a transcript of transfer credit until you have successfully completed course work at Saint Leo University. Students have a choice of ordering a **transcript in paper form** to be mailed or a secure digital transcript to be sent via email.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. California residents are exempt, in accordance with Assembly Bill 1313. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days. If a student is financially cleared at the time the request is received, processing will be completed within two working days. The student is responsible for verifying financial clearance prior to submitting a transcript request.

Transcript requests may be held until degree conferral has been completed or current semester/term grades have been posted only if indicated on the request.

Ordering eTranscripts

Saint Leo University has authorized **Parchment** to manage the ordering, processing, and secure delivery of your official Saint Leo University transcript. This process provides:

- Secure on-line access to request your transcript 24/7
- Email notification when transcripts are processed and received
- On-line tracking ability

It is the responsibility of the transcript requester to verify that the recipient will accept delivery of an Electronic PDF transcript before placing the order.

The link below will take you to the Saint Leo University Transcript ordering system where you will create your self-service account. The site will walk you through setting up your account for the first time and placing an order. The cost of an eTranscript is $10.00.

Order an eTranscript link: http://www.parchment.com/u/registration/33155/account

Paper Transcripts

Paper transcripts will cost $15 per copy. There is a $32.00 additional fee for overnight delivery within the United States. For express delivery overseas there will be an additional fee based on the carrier's service rate for the country the transcript is being sent to. Overnight delivery is available Monday through Thursday. Normal processing is typically completed within two days.

Mail, Fax, or Email our **transcript request form.**
Send requests along with a check, money order or credit card information. When using a credit card, the following information is required: name, card number, type of card, expiration date, 3 digit security code and signature.

Email to: transcripts@saintleo.edu

Fax to: (352) 588-8656

Mail to: Saint Leo University, Registrar
PO Box 6665, MC2278
Saint Leo, FL 33574-6665

Order Online at my.saintleo.edu Portal in eLion.

Request transcripts in Person at University Campus' Student Financial Services Center:

To request a copy of your transcript in person you must complete and sign a transcript request form available in the Student Financial Support Center in St. Edward's Hall. The Student Financial Support Center hours are 8:00 a.m. until 4:30 p.m. daily.

Request a Transcript by Fax: Faxed requests must include: credit card information, social security number and a signature. The fax number is (352) 588-8656.

Unofficial Transcripts:
Current students may access an unofficial copy of their transcript by logging in to their eLion account. If you do not have an active eLion account then you must request an Official transcript and submit the processing fee.

Third Party Ordering:

Colleges, universities, or businesses who are requesting official Saint Leo University transcripts on behalf of a student may request transcripts electronically via Parchment. All third party requests must include a records release or consent

form signed by the student (electronic and/or typed signatures are not accepted). The release must include the student's name, previous names, dates of attendance, date of birth, and last 4 digits of the SSN (optional).

To request a student's transcript, go to Parchment Third Party Ordering (https://www.parchment.com/u/registration/33155/institution)

New users should complete the requester information to create an account. Returning users should log in to their existing account.

To complete a Third Party Order: enter the Learner's (student's) information, select Order, then select Continue. Upload the signed records release form (this may be a Saint Leo University form, the Learner Consent form from Parchment, or another release/consent form, as long as it is signed by the student and provides the information listed above). Finally, provide payment information and submit the order.

When the transcript is ready, an email with download instructions will be sent to the requester email address. If an order cannot be fulfilled, an email notice will be sent to the requestor.
Third party transcript requests are sent as pdf eTranscripts and cost $10 per transcript. If an eTranscript cannot be accepted, please follow the instructions above to order a paper transcript.

Questions about transcripts? Email transcripts@saintleo.edu

Academic Residence Requirements

Academic residence requirements are the number of institutional credits required to earn a degree. To satisfy academic residence requirements for a Master, Post-Graduate or Doctoral degree, refer to the Degree Requirement section for each program's residency requirements.

Accessibility Services

Saint Leo University is committed to a policy that provides an equal opportunity for full participation of all qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). The University prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate academic accommodations and services are coordinated through the Office of Accessibility Services, which is located in the Student Activities Building. In accordance with federal regulations, the Office of Accessibility Services is the only authority in the University that may determine and approve accommodations under ADA. Students with disabilities who require accommodations should contact the office as soon as possible. Students seeking accommodations are responsible for providing the Office of Accessibility Services with recent documentation of their disabilities at the time they are requesting services. Students may access the Policy and Procedure Manual through contacting the office. The Office of Accessibility Services can be reached by phone: 352-588-8464 or email: adaoffice@saintleo.edu

Equal Employment Opportunity (EEO) Statement

Saint Leo University has a strong commitment to principles of equal employment opportunity and equal access to education. Saint Leo University does not discriminate on the basis of age, color, disability, ethic origin, genetic information, gender, national origin, race, religion, sex, veteran status, or any other category protected by federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other school administered programs.

The policy is enforced by Saint Leo University and by applicable laws such as Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act of 1975, and Florida Civil Rights Act of 1992.

The Title IX coordinator may be contacted at titleixcoordinator@saintleo.edu or vanessa.oconnell@saintleo.edu.

The Director of Accessibility Services and the Section 504 Coordinator, Michael Bailey, may be contacted at michael.bailey02@saintleo.edu

University Library Services

University Library Services provides instruction, information resources, and services needed by students pursuing their education and seeking an understanding of themselves, their world, and their Creator. The Daniel A. Cannon Memorial Library faculty and support staff offer direct personal assistance to all our students and faculty, at all locations and online. Library acquisitions are carefully selected to support the curriculum and to provide information resources in a variety of formats.

Extensive information resources are available in the Daniel A. Cannon Memorial Library. Call (800) 359-5945 for library hours, or visit the library website at https://slulibrary.saintleo.edu.The Hugh Culverhouse Computer Instruction Center classroom 1 is equipped for collaboration and seminars, while the Hugh Culverhouse Computer Instruction Center 2 (CCIC1 and CCIC2), is equipped with computers and resources that can be used for whole class instruction, They are located on the lower level of the library, as is also a Video Teleconferencing Classroom. For University Campus and online graduate students, the library is designed to aid academic research through remote access at https://slulibrary.saintleo.edu

Library faculty regularly conduct classes in information retrieval and library research skills to promote Information Literacy and lifelong learning online and in person. Because many students will use the library's resources from a distance, an online orientation to the library and its resources, as well as a large selection of help videos are is available to all students wherever they are located. The online orientation includes tutorials on the use of OCLC discovery search, research databases, Internet search engines, and other selected reference sources, as well as general information literacy topics.

The library web page offers remote access to the library's resources and services no matter your location, along with a chat feature for anyone requiring assistance. For off-campus students enrolled at Saint Leo University Worldwide Education Centers, the website provides easy access to the library's resources and services, including reference and research help, writing assistance, the information retrieval system, approximately 500,000 eBooks, and multiple research databases that include many thousands of full-text journal, newspaper, and magazine articles.

The library is dedicated to serving all students and faculty, at all locations. There are also two writing faculty available in the library to assist students as they work on their courses, and their major papers, as well as their thesis and dissertation; they work with the faculty librarians as well as other writing support personnel to providing assistance with all aspects of the writing process, from the first idea to the bibliography.

Application for Graduation

Students must complete a formal application for graduation in their College office, the Graduate Studies office, or the Regional Education Center office. A fee is required for graduation, even if the student chooses not to participate in the graduation exercises.

In order to provide time for a thorough research of the applicant's record, the application must be submitted two semesters/terms prior to the anticipated graduation date in order to allow a degree audit.

The conferral date is determined upon completion of all requirements listed under Degree Requirements, including the completion of all incomplete work and receipt and posting of all transfer credit. The conferral date will be one day after the last day that all requirements are completed.

Textbooks and Materials Fees

Saint Leo uses **Barnes and Noble College** as its book vendor. Financial aid students are able to buy their books using their anticipated financial aid credit (if their financial aid award exceeds tuition charges for the term). Financial aid students who wish to buy their books using their financial aid credit must wait until after they receive their book vouchers to purchase their books. Financial aid students will receive, via their Saint Leo e-mail account, a voucher number with the subject of the e-mail being "Use your STUDENT ALLOCATION to order your books online." Students who are purchasing their books by credit card can do so when registration opens.

The University offers an equitable access program for course materials through Barnes and Noble College called the Course Materials Connection Program or CMC. Students participating in the program are charged $26.00 per credit hour for the course materials required in each course they are enrolled in. Students who choose not to participate can opt out of the program and purchase from the bookstore off the opt out term textbook list. (Financial Aid can be used to cover the fees both in the program and if opted out of it.) Online students can access the textbook website at https://saintleo.bncollege.com/shop/saint-leo/home . All students are initially enrolled in the program, unless they complete the form to opt Out.

Commencement Exercises

Each year at the completion of the spring semester, the university holds commencement ceremonies with academic regalia at University Campus and select Education Centers.

University Campus and WorldWide students who have met all the requirements of Saint Leo University for receipt of the doctorate, master's, bachelor's, or associate's degree and have met all financial obligations may participate in a commencement ceremony.

Master's, bachelor's, or associate's degree students who have a maximum of two courses left for degree completion at the end of the spring semester may request permission from their College Dean or Center Director to participate in the commencement ceremonies if they can provide evidence that all remaining coursework will be completed by September 1 following graduation exercises.

Doctoral students must have all program requirements satisfied, including successful dissertation defense, by the set deadline within the Spring semester.

Application is required for consideration. Applications must be submitted through the student portal - eForm - Commencement Application system. The system displays the dates of the commencement events and the deadlines to apply to be able to participate. The application for commencement is separate from the Degree Conferral Application (noted above).

Admissions Policies and Procedures

Saint Leo University is committed to policies that ensure there is no discrimination on the basis of age, gender, race, color, creed, religion, national origin, or disability. The University prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities.

Students with disabilities requiring special services should identify themselves and their needs to the Office of Accessibility Services and University Enrollment Management - University Campus Enrollment, Center for Online

Learning Enrollment, and Education Center Enrollment as soon as possible after receiving notification of their admission to the University.

Appeal of Admission Decision

Applicants denied admission to Saint Leo University may appeal the decision by filing a written request for review to the Assistant Vice President for Enrollment within 30 days of the decision. The applicant may submit additional documentation, which will be reviewed along with all previously submitted credentials. The applicant will be informed of the decision within 30 days of the receipt of the request for review.

Student Financial Assistance

For information about financial assistance, see Financial Information.

Student Affairs

The office of the Vice President for Student Affairs is located in the Student Activities Building. The Division of Student Affairs serves all University students- campus, Centers, and online in addition to family members and the community. In addition to the wide variety of departments that focus on particular parts of the student experience, the Division specializes in assisting students with issues, concerns, and those students in distress or crisis. Student Affairs staff practice a student-centered education and student-first philosophy of service. The Division of Student Affairs includes: Accessibility Services, Career Services, Counseling and Prevention Services, Dining Services, Health Center, Office of Military Affairs and Services, Residence Life, Student and Family Engagement (student activities, student organizations, student government, Greek Life, community service), specialized groups and teams including the Esports Competitive Team, the Sporting Clays Competitive Team, the Radio Station, GoldRush Dance Team and the Roaring Lions spirit section, and University Safety.

Enrollment in the institution or completion of a program does not guarantee employment. Saint Leo University does provide career counseling, job search advising, and career management support to all Saint Leo University students and alumni.

Student Life

As active members of the University community, students are encouraged, individually and collectively, to express their views on institutional policy and matters of general interest to the student body. University College students can participate in the formulation and application of institutional policy, affecting both academic affairs and affairs, through standing committees, the Student Government Union, and numerous ad hoc committees and organizations. Any students concerned with an academic issue should contact the department director, College Dean, or Center Director. All issues concerning student life should be directed to the Vice President for Student Affairs.

Code of Conduct

Students' Rights and Responsibilities

As members of the Saint Leo University community, students can expect to be afforded certain basic rights and can also expect to be held accountable for certain basic responsibilities. Therefore, to maintain standards that contribute to the intellectual, spiritual, and moral development of students and ensure the welfare of the University community, Saint Leo University has established its Code of Conduct, part of which appears below.

Saint Leo University is an educational environment dedicated to fostering intellectual achievement, personal development, and social responsibility. The disciplinary system is an integral part of our educational process. While a university education is primarily academic and intellectual in nature, it also includes the development of Core Values that translate into responsible behavior. Students are expected to display respect for individuals and their rights within the Saint Leo University community setting. Persons at Saint Leo University locations are expected to express themselves through conduct which does not deny other individuals the freedom to express their own individuality socially, emotionally, intellectually, and spiritually, and does not deny other individuals their rights. Saint Leo University maintains the right to dismiss or suspend or otherwise take action related to any student for reasons that the administration deems to be in the best interest of the University.

For the full text of the Code of Conduct, please go to http://www.saintleo.edu/sites/default/files/2022-08/22-23-Saint-Leo-University-Code-of-Conduct_Final.pdf

Admission to Class

Faculty are required to admit to class only those students with appropriate documentation as directed by the Registrar.

Student Misconduct

As members of our community, Saint Leo University students are expected to conduct themselves at all times in accord with good taste and respect for others. In addition, they must observe the regulations of the University and all local, state, and federal laws. All University community members—faculty, staff, employees, students—have the right and obligation to report violations of civil or University regulations to the appropriate University Vice President or Associate Vice President. Special note on Center Students: Center Directors serve as designees of the Associate Vice President for Student Affairs with respect to Center students.

Should a University community member encounter a disruptive student, the student shall be asked politely, but firmly, asked to leave the classroom (or wherever the locus of disruption). A University community member has the authority to do this if the student is acting in a disruptive manner. If the student refuses, the appropriate office shall be notified.

Additionally, if a student demonstrates a lack of respect for a faculty or staff member by raising his/her voice, using profanity, and/or being aggressively argumentative, the student may be found in violation of the University's core values and brought through the conduct process which may result in conduct probation, suspension, or dismissal from the University.

Personal Abuse

All members of the University community and guests are entitled to be free from harassment, coercion, sexual harassment, threat, disrespect, and intimidation. Any statement or action that damages or threatens the personal and/or psychological well-being of a person will not be tolerated.

Personal abuse not only occurs when directed to the individual but can also occur in the presence of the individual.

Students who feel that they have been subject to personal abuse by a faculty member, staff member, or another student should report the incident online to the Division of Student Affairs, College Dean, or Center Director.

Office of University Ministry

Mission and Purpose

University Ministry serves the religious and spiritual development, as well as the personal and social justice concerns, of all the students, faculty, and staff of Saint Leo University. From the wisdom tradition of our Benedictine-inspired heritage, we emphasize the spiritual and religious importance of learning and learning well. From the world-engaging spirit of the Second Vatican Council, we encourage a spirituality where people claim and develop their natural and human gifts for the service of others, especially for the poor and forgotten. Because we are a Catholic university, we give special attention to nurturing the Catholic identity and self-understanding of Catholics in our community, as well as offering joyful and meaningful worship.

All members of the Saint Leo Community are always welcome to join any specifically "Catholic" activity that University Ministry offers. In actual fact, the majority of our activities, such as retreats, and mission/ service trips, are open to all—that is, open and welcoming to all other Christians as well as to our brothers and sisters of the Jewish, Muslim, and other faith traditions.

As part of the larger mission of Saint Leo University, University Ministry supports and educates our core Benedictine-inspired values of excellence, community, respect, personal development, responsible stewardship, and integrity. University Ministry especially promotes the Benedictine-inspired values of community building and hospitality on campus and in our residence halls. We emphasize in a positive way wherever we can that we truly are "our brothers' and sisters' keepers" (Genesis 5). We are called to hold one another in sacred trust and never to violate that sacred bond. Thus, we affirm and call forth the best of one another as well as challenge any behavior or attitudes that destroy human dignity and community and our sense of joy of being part of the Saint Leo family.

This spirit of community building and cooperation leads University Ministry, Student Services, and Residence Life to share programs and to support one another's endeavors. University Ministry works with the President's Office and Academic Affairs in introducing new faculty and staff to our Catholic and Benedictine heritage. In terms of outreach to the larger community, University Ministry works very closely with our own Center for Catholic-Jewish Studies and with University Advancement and Alumni Relations to involve our friends and neighbors in the mission and activities of Saint Leo University.

University Ministry Services

- Ensures the worship and ritual life for the University Community with Catholic Mass, memorials, and special events of a religious and patriotic nature.
- Trains and mentors young adults for lay leadership in the Catholic Church or in other Christian communities through the Ministry Mentor Program.
- Offers retreats and other experientially based opportunities for spiritual and personal growth—deeper awareness of God, self, and others and integrating the mind-body-spirit connection.
- Provides and encourages Bible study, lectio divina, prayer groups, and faith communities.
- Trains and educates liturgical ministers (readers, Eucharistic ministers, ministers of hospitality) to take an active role in Sunday Liturgy and at other schools' Masses.
- Trains and educates student singers and musicians through student choir and band to make Campus Liturgies and "Praise and Worship Nights" a joyful expression of faith.

- Invites speakers to talk about contemporary issues in religion and/or in social justice.
- Offers sacramental confession, spiritual direction, and pastoral counseling.
- Provides sacramental preparation for marriage and for the other sacraments through the Rite of Christian Initiation for Adults (RCIA), including Baptism, Confirmation, and First Holy Communion.
- Offers pastoral care in cases such as times of illness (including hospital visits), during personal crises and other traumatic events, on the occasion of a divorce or death in the family, and in the case of serious illness or death of a friend.
- Offers the Invocation at all home athletic events and provides special retreats and prayers for the various athletic teams.
- Supports efforts to affirm and protect life from conception to natural death with our pro-life Imago Dei group.
- Through Project Rachel provides support and guidance for those who are suffering remorse after having had an abortion.
- Collaborates with Counseling Services, to provide emotional support to students as needed.

Center for Catholic-Jewish Studies

It is the mission of the Center for Catholic-Jewish Studies to build mutual respect, understanding, and appreciation among Jews, Catholics, and all people of good will by providing opportunities for interfaith education and dialogue.

Established at Saint Leo University in 1998, the Center concentrates its efforts to promote interfaith dialogue on contemporary problems and to address historical conflicts, as well as to educate the wider communities on the philosophical and theological understandings for the two faiths and their impact on modern society. The Center is open to all members of the community.

WorldWide Student Life

Online and education center students are invited to get involved and join clubs and associations without ever having to leave the comfort of their home. Meetings are 100% virtual and facilitated by advisors, faculty members, guest professionals, and students. All activities have a professional, educational, or personal development focus and provide you with the opportunity to interact conveniently in a live virtual setting. Current students can access the list of remote clubs available, membership applications, news, meeting recordings, and events through EngageLeo, found in OKTA. Questions? Email: wwstudentlife@saintleo.edu

Alumni Association

The mission of the Saint Leo University Alumni Association is to foster a mutually beneficial relationship between Saint Leo University and its alumni by promoting active alumni participation and involvement through on-campus and regional programs; serving as an advocate for the University's mission, plans, and purpose; identifying and encouraging the enrollment of quality and diverse students; assisting in gathering philanthropic support; and recognizing University alumni and friends who are distinguished by their loyalty, professional achievement, and community service. In fulfilling this mission, the Saint Leo University Alumni Association will ensure that all of its efforts and activities are consistent with the University's values, strategic objectives, policies, and procedures.

Graduate Policies and Procedures

What's inside...

- Admission Requirements
    - Master of Business Administration—Weekend and Online Programs

- Degree Requirements
    - Master of Business Administration—Weekend and Online Programs
- Academic Policies
    - Grading
    - Library
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- Academic Term
    - Weekend Classes
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    - Non-Weekend Classes
    - Course Load

- Financial Information
    - Financial Assistance
    - Fees and Costs
    - Refunds of Tuition and Course Fees

Admission Requirements

Applicants wishing to pursue graduate studies at Saint Leo University must have a bachelor's degree from a regionally accredited institution. Admission decisions are competitive and based on consideration of all criteria. Candidates who, in the judgment of the University, clearly show the potential for success in graduate work will be accepted for admission. Each graduate program has special admission requirements. Applicants are evaluated individually. The candidate's motivation, maturity, work experience, and leadership qualities are carefully considered along with academic records and test scores. Applications should be submitted 60 days prior to the beginning of the term in which the applicant wishes to enroll.

Master of Business Administration—Online Programs

1. Applicants must submit the following documents:
   1. Application form.
   2. Official transcripts from all postsecondary institutions previously attended, foreign and/or U.S. institutions, directly to the Graduate Admissions Office. Transcripts from foreign institutions must be either evaluated by the Graduate Admissions Office or a National Association of Credential Evaluation Services (**NACES**) approved evaluation service. Graduates or former students of Saint Leo University do not need to submit transcripts if they have been previously submitted and are on file at the University.
   3. Current résumé that shows two years of professional work experience.
   4. Two (2) Letters of Recommendation required if GPA below 3.0
   5. A personal statement of professional goals that includes a minimum of 500 words that address the following areas:
      1. What are your professional goals and how will a Graduate degree from Saint Leo University assist you in reaching those goals?
      2. Based on your previous collegiate, professional, and life experiences, why do you think now is the right time for you to enroll into this graduate program?
2. Applicants must meet the following requirements:
   1. A bachelor's degree from a regionally accredited college or university.
   2. A minimum of two years of professional work experience.
   3. A minimum 3.0/4.0 GPA in last 60 hours of coursework from a regionally accredited college or university.
   4. If the applicant has less than 3.0/4.0 GPA, a minimum GMAT score of 500 can be used to meet this criteria. Official GMAT test results should be mailed directly to the Graduate Admissions Office. Test scores more than five years old are not accepted.
   5. Applicants who do not meet the admission requirements may be evaluated by the MBA Director, who may recommend admission to the Office of Graduate Admission. If accepted, the student will be given a provisional admission that allows the student to take only one course during his or her first enrolled term, and the student must earn a grade of B or higher to continue in the program.
3. All international candidates for admission must prove English language proficiency in at least one of the following:

   1. Test of English as a Foreign Language (TOEFL) - minimum score of 79 iBT
   2. International English Language Testing system (IELTS) - minimum score of 6.5
   3. Pearson Test of English Academics (PTE A) - minimum score of 53
   4. Duolingo Test- minimum score of 120
   5. For students who received their Bachelor's in the US, two semesters with grades of B or higher in English composition courses at regionally accredited post-secondary institutions in the United States
   6. Successful completion of a NAFSA or CEA-recognized ESL program

4. Contingent admission as non-degree-seeking students may be granted only for up to six credit hours of graduate work. After the application has been processed, the Graduate Admissions Office may
    contact the applicant for a personal interview.

Readmission Policy

Saint Leo University students who have been previously accepted but never enrolled or who have not taken courses for one year (3 semesters or 6 terms consecutively) must be readmitted to the university. This policy is applicable to students who voluntary and involuntary withdraw, regardless of the reason for the withdraw.

Students who wish to return must apply for readmission at least one month prior to the intended date of return. The MSW program requires readmission application at least one semester before the intended return date to accommodate internships. Students will be evaluated on current admissions requirements. Readmitted students will follow the catalog and curricular policies and requirements in effect at the time of return. If their original program requirements have changed, they will have to meet any additional program requirements. If their original program no longer exists, they will have to select a different program and satisfy the requirements of that program. Students must submit all transcripts from schools attended during their absence from the university. Students who have been suspended for academic deficiencies or disciplinary reasons must meet the requirements given at the time of suspension before readmission can be considered and are required to submit a written appeal as part of the readmission process. Conditions for readmission may be specified.

Students should contact the Office of Admissions reentry services at admissions@saintleo.edu to resume their program at Saint Leo.

Military service members and reservists out for three or more consecutive semesters or more than seven terms because of military service are required to submit a new application and official transcripts. The university will readmit service members and reservists after their short absence due to service requirements/obligations, pursuant with the guidelines of section 484C [20 U.S.C 1091c] of the Higher Education Act of 1965, as amended. For further information on the Department of Education's policy on re-admission for service members, please see www2.ed.gov/policy/highered/guid/readmission.html. Students should contact the Office of Admissions reentry services at admissions@saintleo.edu or their advisor to resume their program at Saint Leo.

Degree Requirements

Students come under the academic requirements of the University catalog in effect at the time of matriculation. Normally, these requirements must be completed within five years for graduate students and seven years for doctoral students from the date of first attendance. A student may choose to fulfill graduation requirements of a newer catalog but may not revert to the original catalog once the change is made.

Coursework at the graduate level is held to a higher caliber than undergraduate work. Graduate work requires more research skills, more in-depth and applied knowledge, and mastery of a field or discipline. Therefore, Saint Leo University will not apply undergraduate coursework towards graduate coursework. In addition, to be admitted into a graduate degree program, a student must have earned a four-year bachelor's degree; therefore, no graduate-level work may be applied toward an undergraduate degree.

In addition to time spent in class, Saint Leo University courses are designed to require at least 30 hours of work to be completed outside of class time per credit hour earned. This work includes reading, homework, and completing papers and other assignments. For a three credit hour course students should expect to commit 90 hours of time outside of class in order to be prepared and meet course expectations.

For graduate degrees, students may seek concurrently up to two majors/specializations with a minimum of 15 non-duplicated credit. After conferral of a Saint Leo University graduate degree, a student may take courses at Saint Leo

University to earn a different degree, second major, or second specialization. For example, if a student earns a Master of Arts degree, he or she may return and earn a Master of Science degree. A student may apply to obtain a second degree in a major different from that of the first degree. If a student has already earned a graduate degree and wishes to obtain a second degree, he or she must meet the admission criteria for that second degree and go through the admission process.

In order to earn a second master's degree, specialization or credential a minimum of 15 additional credit hours in residence are required.

If the student returns and pursues a new major under his or her existing degree program, he or she does not earn another degree and is not degree-seeking. Financial Aid is only available to students that are active in a degree-seeking program.

The following are the requirements that students must complete to earn a degree in their discipline.

The conferral or completion date is based on the completion of all required items listed below.   Saint Leo University will not release a diploma, transcript or confirm completion of a degree until all financial obligations are paid in full.

Master of Business Administration 33-36 total credits

1. Successfully complete all required courses/credits.
2. Complete a minimum of 33 required credits with Saint Leo University.
3. Attain a minimum cumulative grade point average of 3.00 with no more than two grades of C in any graduate course.
4. Demonstrate competence in reading, writing, oral communication, and computational skills.
5. Apply for degree conferral.

Academic Policies

Academic Advising

All graduate students are assigned an academic advisor who will assist in course scheduling. Although the advisor will assist, the student is personally responsible for meeting all degree requirements for graduation.

Registration

Students register for courses during the registration period before the beginning of each semester or term. Registration may be completed in person, by mail, by fax, or online. Registration should be completed 15 days prior to the first class meeting.

The Saint Leo University Master of Arts in Creative Writing Program follows a cohort model of student matriculation. Students are automatically registered in their semester courses by enrollment staff in consultation with the program director.

The Saint Leo University Master of Social Work Program (MSW) is based on a cohort model of student matriculation. The program follows a planned course sequence. The course schedule is predetermined to assist students in building increasing levels of proficiency. Students entering the program are expected to follow the specific course sequence laid out by the faculty. Student petitions to be exempt from the required sequence are considered on a case-by-case basis. No exemptions are made in the Master of Social Work Program.

Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the University catalog or other relevant University documents.

The University also reserves the right to cancel a course for which there are insufficient enrollments. Students will be notified via e-mail or telephone, and any tuition and fees paid for a course that has been canceled will be refunded if the student does not register in a replacement course.

Pre-assignments

Most graduate courses have a pre-assignment that must be completed before the first class session.

Graduate Orientation

Those students enrolled in the Master of Arts in Theology and Master of Social Work degree programs are required to satisfactorily complete a mandatory student orientation program. The required, not-for-credit course must be completed by the end of the first term. Tuition fees will not be assessed. The orientation course information will be provided by Graduate Admissions upon acceptance into the program.

Class Attendance

An educational program centered upon classroom instruction is predicated on the concept of regular class attendance. In support of this concept, the following principles and procedures are practiced:

1. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings.
2. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance are informed by their instructor and may be dropped from the course.
3. Minor children of a faculty member or student are not permitted in the classroom during regularly scheduled class meetings.

Final Examinations

Weekend Programs

Final examinations are scheduled during the last class period of the semester. Students are not permitted to take final examinations before that time.

Grading

Grading

Course grades are assigned based on the degree to which the student fulfilled the objectives of the course and are evaluated as follows:

Quality Points per Semester Hour

A   95%-100% Exceptional4.0

A-	90%-94%	Excellent	3.67
B+	86%-89%	Very Good	3.33
B	83%-85%	Good	3.0
B-	80%-82%	Fair	2.67
C	75%-79%	Marginal	2.0
F	Below 75%	Failure	0.0
FA*	Failure - Absences		0.0
I	Incomplete		0.0
W	Withdrawal		0.0
WE	Withdrawal Excused		0.0

Unless approved by the appropriate College Dean, incomplete work (I) is counted as a failure (F) if the work is not completed by the end of the following term. An incomplete grade (I), once completed, will reflect the same term date the course was originally taken; however, a degree conferral date will be determined by the actual date the incomplete work was completed.

The grade of C is marginally acceptable for graduate work. Students may earn a C in only two courses during their graduate career at Saint Leo University. Any additional graduate course in which a student earns a grade of C or lower must be retaken, and a grade higher than a C must be earned before the end of the program. It is the student's responsibility to have a minimum GPA of 3.0 at the time of graduation and to ensure that no more than two classes are passed with only a grade of C. Students who do not meet these requirements will not be eligible for graduation.

A student who receives a grade of F in a class for any reason and wishes to continue in the program must retake that course in the next term in which the student is enrolled and the course is available, unless otherwise approved by the director of that particular program. The course should be the only class in which the student is enrolled. Transferring credit into Saint Leo University from another school to replace the F grade is not permitted. An additional F grade for any reason shall result in the student being suspended from the respective program due to academic deficiencies.

Students in the Master of Social Work program must maintain a cumulative GPA of 3.0 each semester to remain in the program, will be terminated if three grades of C are earned during the program, and will be terminated for any grade of F earned during the program.

Students in the Master of Science in Psychology program must maintain a cumulative GPA of 3.25 with no more than one grade of a C in required coursework.

Students in the Master of Science in Human Services Administration program, will be terminated from the program if three F grades are earned during the program.

Students in the Master of Science in Criminal Justice program, will be terminated from the program if three F grades are earned during the program.

Doctoral students may earn a C grade in only one course during their doctorate career at Saint Leo University. Any additional doctorate course in which a student earns a grade of C or lower must be retaken, and a grade higher than a C must be earned before the end of the program. It is the student's responsibility to achieve the minimum program GPA at the time of graduation and to ensure that they have no more than one grade of C. The minimum program GPA for the

Doctor of Business Administration, Doctor of Criminal Justice, and Doctor of Education, and Doctoral of Theology is 3.25. Students who do not meet these requirements will not be eligible for graduation.

Any doctoral student who receives a grade of F in a class and wishes to continue in the program, must sit out for one term. The failed course must be repeated in the next term the student is enrolled and the course is available, unless otherwise approved by the program director. The course should be the only class the student is enrolled for that term.

Receiving a second F grade for any reason shall result in the student being suspended from the respective program for one year due to academic deficiencies.

If a student is terminated or suspended from a degree program and wishes to apply to a different degree program, it will be the decision of the graduate director of the new degree program whether he or she can be conditionally admitted into the program and what the conditional requirements would be.   Re-admission applications would be handled on a case-by-case basis. Options for the student may include repeating the course/s prior to starting the new program as a non-degree seeking student, or, if the course/s is not available for the student to repeat, the student may be provisionally admitted into the new program and given a certain number of terms to raise the GPA to the minimum 3.0.

Students who wish to request an incomplete (I) grade in any graduate course must do so in writing. The written request must be sent to the course instructor before the end of the term. If the instructor believes that the request is justified, the written request shall be forwarded with the instructor's approval to the appropriate graduate program director. This documentation will be kept in the student's permanent record. It is recommended that the student keep a hard copy of the request and the instructor's agreement.

*The FA grade is issued to students who did not complete the course, did not officially withdraw, and failed to participate in the course activities through the end of the enrollment period. The FA grade earns no credit and counts in the same manner as a F in tabulating the student's grade point average.

Reinstatement

Suspended graduate-level students may apply for reinstatement after one year. The petition for reinstatement must be submitted to the director of the relevant graduate program at least one month before the intended date of reentry to the University. The petition must include a written statement from the student identifying the factors that led to the suspension and the actions that have been or will be taken to improve future academic performance. In addition to this statement, with the exception of the Master of Science in Criminal Justice, the student must obtain a written recommendation from at least one faculty member teaching in the graduate program. The MSW program requires readmission application at least one semester before the intended return date to accommodate internships.

The director of the graduate program will approve or disapprove the petition for reinstatement and will determine the conditions of reinstatement. Such conditions may include remedial courses at the undergraduate level and/or enrollment in only one graduate course per term.

Students suspended from a doctorate program may petition the program director for reinstatement. The petition should include a written statement identifying the factors that led to the suspension and the actions that have been or will be taken to improve future academic performance along with a letter of support from at least one doctorate faculty member. The program director will review the reinstatement petition to render a determination. If the reinstatement petition is approved, the 7-year completion timeline would not be extended. Refer to the Readmission policy for further information.

Academic Dismissal

Graduate students whose academic standing is so poor that, in the judgment of the Vice President of Academic Affairs, improvement is unlikely, will be academically dismissed. Dismissal is permanent termination of student status from Saint Leo University. Students who have been dismissed may not be readmitted to the institution under any circumstances.

Receiving a third F grade for any reason in a doctorate program will result in academic dismissal.

Transferring credit into Saint Leo University from another school to replace the F grade is not permitted.

Library

Extensive information resources are available in the Daniel A. Cannon Memorial Library. Call 352/588-8258 for library hours, or visit the library website at **www.saintleo.edu/library**. The Hugh Culverhouse Computer Instruction Center has three large, state-of-the-art microcomputer classrooms for use by graduate students. They are located on the lower level of the library, as is also a Video Teleconferencing Classroom. For University Campus and online graduate students, the library is designed to aid academic research through remote access at **www.saintleo.edu/library**.

Computer Specifications

Saint Leo University highly recommends that all students have the following minimum configuration for personal laptops:

Hardware Requirements

- Dual Core or higher processor
- 8 GB of RAM or higher
- 256 GB of hard drive disc space or higher
- WiFi Enabled
- Ethernet network port

Software Requirements

- Windows 10 or higher or Mac OSX version 10.8.5 Mountain Lion
- Office 365 (students are eligible to have a free Office 365 Account) this includes Word, Excel, PowerPoint, OneDrive with 1TB of cloud storage and Access*.
  *Access is only available to be installed on Window based computers.
- Adobe PDF 9.0
- Alternate web browser in addition to Internet Explorer, such as Firefox

Please note that there may be software components accompanying textbook materials that are not MAC compatible. Students may experience problems using these tools as a result. Saint Leo University cannot be held responsible for students experiencing difficulty with software components that are not MAC compatible.

Students must use only Microsoft Word, PowerPoint, or Excel for submitting their papers, projects, etc. All other types of programs are not permitted unless otherwise specified and approved by the professor.

Research Reference Requirements

Those students enrolled in the Doctor of Business Administration, Master of Business Administration, the One Year and International Experiential MBA; the Doctor of Criminal Justice, the Master of Science in Criminal Justice, the Master of Science in Cybersecurity, the Master of Accounting, the Master of Education, Instructional Design, Education Specialist, and Master of Social Work programs are permitted to use only the American Psychological

Association (APA) format for referencing material. All other formats—e.g., Chicago or MLA—will not be permitted unless specified by the professor.

Transfer Credit

Saint Leo University recognizes credit only from regionally accredited institutions. Up to six credit hours of graduate, post-graduate, or doctoral coursework completed at other institutions may be accepted toward the graduate, post-graduate or doctoral degree requirements if such coursework is determined to be content equivalent to one or two of the required courses in the curriculum. Only graduate work in which the student earned a grade of B or higher will be transferred to fulfill degree requirements. No quality points are awarded for transfer credit. Credit that was earned five or more years ago will be considered on a course-by-course, case-by-case basis at the time the transfer evaluation is prepared. The student must make a written request for the evaluation of transfer credits and must provide official transcripts and other supporting information requested. Evaluation of transfer credits will be made only after the student has applied for admission and paid the application fee.

The EDD / EDS program will accept up to nine credit hours of course work for students who have completed the NISL program.

The MSW Program will accept up to nine credit hours of foundation social work courses from a CSWE-accredited MSW program as transfer credit for the two- or three-year programs.

No transfer credits from another institution will be accepted once the student has been accepted unless approved in writing by the director of the relevant program.

Independent and Directed Study

No independent study coursework will be accepted for transfer credit. However, students are strongly encouraged to conduct and publish scholarly work while enrolled in the program. Students may request a faculty member to serve as their research mentor.

Academic Term

Saint Leo University provides small class sizes (averaging 16 students on University Campus, 10 in education centers, and 17 in the Center for Online Learning).

Online Classes

Classes are offered in eight-week terms. The course sequencing is relatively flexible, with the exception of a few prerequisites. Check the individual course descriptions for those prerequisites. There is some choice in course selection, and students should consult with their assigned academic advisor to best select the courses to fit their career goals. Students must complete the program within five years of their initial enrollment. Some programs are offered in sixteen-week terms. Students need to take the required courses per semester to progress successfully through the program.

Master of Business Administration

Accounting Specialization
Cybersecurity Management Specialization
Data Analytics

Health Care Management Specialization
Human Resource Management Specialization
Marketing Specialization
Project Management Specialization
Social Media Marketing Specialization
Sport Business Specialization
Supply Chain Global Integration Management Specialization

Course Load

Master of Business Administration

The online programs: The course load that a student may take and still be considered full time is three semester credit hours per eight-week term. An absolute maximum of three courses per term is allowed with director's permission. Following a two-per-term pattern, the students can complete the Master of Business Administration, Master of Education, or Master of Science in Cybersecurity program in one year or six terms. The course load for a full-time student in the MSW program is six credit hours per sixteen-week semester. Students need to take and pass all required courses per semester to progress successfully through the program.

The academic program director or department chair has sole authority and approval in academic matters including, but not limited to, transfer credit approval, course load and sequence, directed studies, and course substitutions. Academic matters are considered on a case-by-case basis. Students who fail to register for a minimum of one course in two consecutive sixteen-week semesters will be considered inactive. Readmission to the program will require director's approval, including reapplication.

Policies Common to the Graduate Degree Programs

A complete listing of Saint Leo University tuition and fees can be found on Saint Leo's Tuition & Costs webpage at www.saintleo.edu/tuition-costs.

Tuition and fees for the 2023-2024 academic year are effective as of July 1, 2023.

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 GI Bill® (Ch. 33) or Veteran Readiness & Employment benefits, while payment to the institution is pending from the VA. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill)

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

Students wishing to participate in the educational assistance programs of the Department of Veteran Affairs (CH 30, 31, 33, 35, 1606) must submit a Request for Certification of Enrollment via eForm in order for Saint Leo to certify their course enrollment to the VA. Students can access eForm by logging into login.saintleo.edu. Requests for Certification of Enrollment should be submitted at least 30 days prior to term start to allow time for processing and timely receipt of benefits.

Graduate students in the Master of Business Administration (MBA) and Master of Science in Cybersecurity (MS Cyber) programs who are active duty, reserve, and guard service members are eligible for the Saint Leo military rate. Spouses of active duty, reserve, and guard service members are also eligible for the military rate, when enrolled in the Master of Business Administration (MBA), Master of Science in Accounting (MSA), and Master of Science in Cybersecurity (MS Cyber) programs. To qualify for the discounted tuition rate, the student must be an eligible military status type, enrolled in a participating program and submit the below required document(s).

Payment Policy

Students who agree to and participate in educational services provided by Saint Leo University incur a financial obligation to the University. Financial obligations may include but are not limited to tuition, fees, housing, meal plans, and any other additional costs. Payment is due prior to the start of a semester/term unless specifically deferred by tuition assistance, tuition remission, or authorized payment options. Students should be financially prepared to meet University expenses at the start of the term.

It is the responsibility of the student to apply for and utilize eligible financial aid to assist with covering the charges of educational services received. Financial aid includes but is not limited to, federal financial aid, state financial aid, or loan funding. Additional funding that will appear as a credit on the student account statement includes but is not limited to employer tuition assistance, federal tuition assistance or Veteran's Administration benefits. It is the responsibility of the student to review account charges, understanding that once all financial aid and/or additional funding is applied, it is the responsibility of the student to pay any charges still outstanding and any new charges by the due date.

Financial Responsibility

No grade reports, transcripts, diplomas, or certain other official documents will be released if a student has financial indebtedness to the University. If a student leaves the University with an unpaid balance, the University will have no other choice but to hold the student responsible for any legal and/or collection fees incurred by the University in collecting the unpaid balance.

By enrolling in and attending University courses, students acknowledge and agree that they are responsible for all charges incurred as a result of their matriculation and enrollment in the University. This includes late charges, collection agency fees, and attorney's fees imposed on delinquent student accounts. In many instances, some of the charges may be settled by a student's sponsor, employer, or other interested party; however, the student is ultimately responsible for his or her account.

Withdrawing from Classes

Each student has the prerogative of dropping a course(s) during the drop/add period as published for each term. After the drop/add period and until the published last date for withdrawal, a letter grade of W will be assigned for each course that is dropped. **Caution:** Students who fall below full-time status, as defined by their program and course of study, will be considered part time and may cause their financial aid status to be reexamined. Failure to attend class or merely giving notice to a faculty member will not be regarded as an official notice of withdrawal. Failure to properly withdraw will result in a grade of FA. Deadlines for withdrawal from courses are reflected on the published schedule. Course withdrawal does not cancel any student indebtedness to the University.

Refunds of Tuition and Course Fees

Refunds for Saint Leo University students who withdraw before 25 percent of the term/semester has been completed shall be calculated on a pro rata basis as defined by federal regulations.

Refunds of tuition for withdrawal from courses are given according to the following schedule. *Note that if you are enrolled at a Saint Leo University WorldWide Education Center and/or online program in Georgia, Maryland, South Carolina, or Wisconsin, please proceed to the applicable schedule.*

100% tuition refund if course withdrawal occurs by the end of the add/drop period.

75% tuition refund if course withdrawal occurs after add/drop and before the end of week two.

No refund for any course with withdrawal after the end of week two.*

*Policy does not apply to students enrolled at a Saint Leo University WorldWide Education Center and/or online programs in Georgia, Maryland, South Carolina, and Wisconsin.

Laboratory and special course fees are 100% refundable if course is dropped before the end of the drop/add period. After the drop/add period, laboratory and special course fees are nonrefundable.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days. Questions regarding refunds should be directed to Student Accounts at studentaccounts@saintleo.edu or 352-588-6600.

Graduate Degree Programs

Saint Leo University

Tapia College of Business

Graduate Studies in Business

Master of Business Administration

Saint Leo University offers a Master of Business Administration degree program to meet the needs of graduate students and working professionals. The program encourages students to expand their professional competencies within and beyond the classroom. In the Saint Leo University MBA program, students will gain an in-depth understanding of the key functional areas of business. Courses focus on managing complex interactions while defining and solving real-world business challenges. In addition to mastering analytical tools and technology necessary to solving complex management problems, emphasis is placed on leadership skills and technologies within the rich values and traditions of the University.

Expected Program Outcomes

As a result of successfully completing a course of study within Graduate Business Studies, the graduate will be expected to:

1. Exhibit key knowledge of core business management functions
2. Be proficient in analyzing and resolving complex business problems so as to enable an organization to thrive in a dynamic marketplace
3. Demonstrate facility in oral and written business communication

4. Serve as an effective team member and leader in work partnerships and cross-functional collaborative efforts
5. Make ethical business decisions within the context of a diverse set of stakeholders and in an economically responsible manner
6. Understand the business implications of the new economy and apply widely used Internet and PC-based computer technologies to management issues.

Note the following:

1. For the master's degree, students may pursue up to two concentrations concurrently. A student must receive prior approval from the program director.
2. After conferral of a master's degree, a student may take courses as a non-degree seeking student to earn an additional concentration under his or her existing degree program. A student does not earn the same degree twice.
3. If a student wishes to return to pursue a different degree program, he or she must reapply for admission to that program.
4. A student may not use courses for which credit has been given within their program towards a certificate. Students pursuing a master's degree are not eligible to receive a certificate if those courses are part of their degree program.

Master

Cybersecurity Management Specialization (Online Only)

The importance of information systems security and the need to protect the resources in a company's information system are the basis for the Master of Business Administration with a specialization in Cybersecurity management. This degree will ensure that graduates have sound technical skills and business knowledge.

Managers who have knowledge in both the technical areas and management are needed to lead the technically qualified individuals who are in the forefront of the war against those who would prey upon us via electronic media. This is where the need arises for graduate information security management education. Information security management educates managers to locate the information resources and knowledge in a company and find ways to protect that knowledge as it is acquired, distributed, and stored.

Expected Program Outcomes

As a result of successfully completing the Cybersecurity Management Specialization, the graduate will be expected to:

- Assess information security needs of an organization.
- Develop a tactical and strategic information security plan.

Program Components

- MBA 501 - Management Essentials **3 credit hours**
- MBA 525 - Professional Development **3 credit hours**
- MBA 531 - Human Capital for Organizational Performance **3 credit hours**
- MBA 540 - Managerial Economics **3 credit hours**
- MBA 560 - Financial and Managerial Accounting **3 credit hours**
- MBA 565 - Marketing **3 credit hours**
- MBA 599 - Strategic Management **3 credit hours**
- COM 510 - Principles of Cybersecurity Management **3 credit hours**
- COM 520 - Systems Security Management **3 credit hours**

- COM 530 - Network Security Management **3 credit hours**
- COM 590 - Strategic Planning for Cybersecurity **3 credit hours**

Select one of the following two courses:

- COM 545 - Web Services Security **3 credit hours**

Total Credit Hours: 33 - 36

Optional Elective

- MBA 625 - Internship **3 credit hours**

Prerequisite Knowledge Requirements

The requirement for technical knowledge and skills in order to be successful in an information security management curriculum dictates that students should have some prior knowledge of computer operations, networking, and other areas in the computer field. Students who do not have such experience may experience difficulty in being successful in the concentration. Students may have taken the requisite academic credits at the undergraduate level, demonstrate the knowledge through comprehensive testing or previous experience in the field, or take courses that are offered by Saint Leo University or another accredited institution.

Recommended Background Classes (these classes or equivalent would be taken at the undergraduate level):

Network Theory and Design (COM 309)

An introduction to the theory, design, and application of networks, the course will include the creation or simulation of a computer network.

Information Technology and Project Management (COM 424)

The rapidly changing field of information technology requires a solid knowledge foundation. This course reviews contemporary information technology management and the relevant issues of effective management of the information service activities.

Management Information Systems (MGT 327)

A study of important uses of information technology in organizations. Issues studied include information requirements and flow, system design and analysis methodologies, the generation and accumulation of data for decision making, and the implementation and control of information systems.

Data Analytics Specialization (Online Only)

The Data Analytics specialization will prepare students for placement in career-track jobs in the high-demand area of data analytics. Students will be educated in the core subject areas of statistics, data analytics and business intelligence.

Business Core

- MBA 501 - Management Essentials **3 credit hours**
- MBA 525 - Professional Development **3 credit hours**
- MBA 531 - Human Capital for Organizational Performance **3 credit hours**
- MBA 540 - Managerial Economics **3 credit hours**
- MBA 560 - Financial and Managerial Accounting **3 credit hours**
- MBA 565 - Marketing **3 credit hours**
- MBA 599 - Strategic Management **3 credit hours**

Data Analytics Concentration

- MBA 581 - Data Analytics **3 credit hours**
- MBA 582 - Advanced Data Analytics **3 credits credit hours**
- MBA 586 - Business Intelligence **3 credits credit hours**
- MBA 598 - Statistics **3 credit hours**
- MKT 575 - Web Analytics **3 credit hours**

Total Credit Hours: 33 - 36

Marketing Specialization (Online Only)

The curriculum is designed to support students who are either working or would like to pursue careers in marketing-related fields such as sales, promotions, brand management, marketing research, and e-marketing. The concentration is designed to provide an understanding of business fundamentals as well as a complete set of marketing concepts and theories used in business.

Expected Program Outcomes

As a result of successfully completing the Marketing Specialization, the graduate will be expected to:

- Analyze the economic, cultural and legal environment, and select the best product, promotion, price, and distribution decisions as part of the entry strategy onto a new market.
- Assess the threats and opportunities that originate from competitors, and apply strategies that lead to a sustainable competitive advantage.

Program Components

- MBA 501 - Management Essentials **3 credit hours**
- MBA 525 - Professional Development **3 credit hours**
- MBA 531 - Human Capital for Organizational Performance **3 credit hours**
- MBA 540 - Managerial Economics **3 credit hours**
- MBA 560 - Financial and Managerial Accounting **3 credit hours**
- MBA 565 - Marketing **3 credit hours**
- MBA 599 - Strategic Management **3 credit hours**
- MKT 564 - Global Marketing **3 credit hours**
- MKT 566 - Sales Management **3 credit hours**
- MKT 568 - Advertising and Promotion **3 credit hours**
- MKT 569 - Marketing Innovations and New Product Development **3 credit hours**

Plus, select one of the following three courses:

- MKT 562 - Brand Management **3 credit hours or**
- MKT 563 - E-Marketing **3 credit hours or**
- MKT 567 - Marketing Research **3 credit hours**

Optional Elective

- MBA 625 - Internship **3 credit hours**

Total Credit Hours: 33 - 36

Project Management Specialization (Online Only)

Corporations across the globe in industries such as telecommunications, construction, information technology, entertainment, healthcare, and defense are becoming increasingly project-based and project-team oriented. An MBA with a concentration in Project Management provides students with the skills necessary to lead complex projects for mid to large-size corporations. The program focuses on best practices for selecting, initiating, planning, executing, monitoring/controlling, and closing projects. Students engage in the practical application of project principles through team exercises and the use of current industry software. All project management courses at the MBA level follow the Project Management Body of Knowledge (PMBOK®) Fifth Edition standards set by the Project Management Institute (PMI®).

Expected Program Outcomes

As a result of successfully completing the Project Management Specialization, the graduate will be expected to:

• Attain comprehensive knowledge in the principles, practices and procedures of project management that are applicable in any domain and/or industry and will be prepared to successfully complete the Project Management Institute's Project Management Professional (PMP®) Certification Exam.
• Acquire the knowledge and abilities required to manage the Project Management Body of Knowledge's (PMBOK®s) ten key project management knowledge areas of integration, scope, time, cost, quality, human resources, communications, risk, stakeholders, and procurement while integrating a global perspective throughout the five project management process groups.
• Develop a solid foundation of project theory and methods and through problem solving, critical and systems thinking, communication and team building. Manage a relevant project management with knowledge, practices, tools and methods to integrate project performance, project risks, change control, quality, and cost, scope, schedule baselines.
• Demonstrate the knowledge and abilities required to make complex business and project management decisions through Praxis using a real world project scenario and an existing project information system (PMIS) called Microsoft Project.
• Develop skills based on The Project Management Institute's Project Management Body Of Knowledge® which enables

Program Requirements

- MBA 501 - Management Essentials **3 credit hours**
- MBA 525 - Professional Development **3 credit hours**
- MBA 531 - Human Capital for Organizational Performance **3 credit hours**

- MBA 540 - Managerial Economics **3 credit hours**
- MBA 560 - Financial and Managerial Accounting **3 credit hours**
- MBA 565 - Marketing **3 credit hours**
- PRM 516 - Project Process Groups and Project/Product Life Cycles **3 credit hours**
- PRM 518 - Initiating, Planning and Executing a Project **3 credit hours**
- PRM 520 - Monitoring, Controlling and Closing Projects **3 credit hours**
- PRM 522 - Best Practices in Project Management **3 credit hours**
- PRM 524 - Applied Project Management Case **3 credit hours**
- MBA 599 - Strategic Management **3 credit hours**

Total Credit Hours: 33 - 36

Social Media Marketing Specialization (Online Only)

The Social Media Marketing MBA specialization offers marketing students an opportunity to improve their knowledge in a rapidly emerging field where marketing managers utilize traditional marketing research as well as cutting-edge web analytics techniques to understand their markets and to design marketing strategies. It focuses on how to apply analytical techniques correctly, how to assess the effectiveness of social media and multichannel campaigns, how to optimize success by leveraging experimentation, and how to employ the proper tools and tactics for listening to your customers.

Expected Program Outcomes

As a result of successfully completing the Specialization, the graduate will be expected to:

- Critique a company's social media and online marketing strategies.
- Design online marketing strategies, including gamification, social media, and web design decision.
- Select the appropriate web analytics metrics to measure variables critical to a brand's success.
- Identify the appropriate web analytics tools and methods to capture online the appropriate metrics for assessing the effectiveness and efficiency of marketing activities.
- Apply the appropriate traditional marketing research methods to measure variables critical to a brand's success.

Select the appropriate traditional marketing research methods to measure variables critical to a brand's success.

Program Requirements

- MBA 501 - Management Essentials **3 credit hours**
- MBA 525 - Professional Development **3 credit hours**
- MBA 531 - Human Capital for Organizational Performance **3 credit hours**
- MBA 540 - Managerial Economics **3 credit hours**
- MBA 560 - Financial and Managerial Accounting **3 credit hours**
- MBA 565 - Marketing **3 credit hours**
- MBA 599 - Strategic Management **3 credit hours**
- MKT 567 - Marketing Research **3 credit hours**
- MKT 570 - Gamification Applications in Marketing **3 credit hours**
- MKT 571 - Digital Storytelling and Crisis Management **3 credit hours**
- MKT 575 - Web Analytics **3 credit hours**
- MKT 580 - Social Media Marketing **3 credit hours**

Total Credit Hours: 33 - 36

Courses of Instruction

Business Administration

MBA 501 - Management Essentials

3 credit hours This course focuses on the basics of management by introducing students to business environments in which they focus on the big picture, identify internal and external opportunities for growth, and manage resources. The course will also present students with management techniques to help them stay current and apply creative solutions to problems. Students will be introduced to the programmatic themes of globalization, leadership, teamwork, and ethics.

MBA 525 - Professional Development

3 credit hours *Corequisites: MBA ORI*
This course is designed to give MBA students a tangible head start in acquiring and honing numerous core skills essential for success in the MBA program and the business world. The emphasis will be on the development of professional skills and perspectives, such as business writing, coaching and counseling, conflict resolution, effective business protocol, interviewing, intercultural awareness and sensitivity, negotiating agreement, and public speaking.

MBA 527 - Successful Leadership Through Emotional Intelligence

3 credit hours *Prerequisites: MBA ORI*
This course is designed so students can discover their base level of emotional intelligence (EQ) and provide them with specific techniques to develop their emotional intelligence skills. The first portion of the class will be an in-depth examination of leadership, with a focus on understanding the seven dimensions of emotionally intelligent leaders. Next, the class will turn to emotional intelligence, with the focus of getting the students to actively practice and apply techniques to improve their EQ. Finally, this class will turn to contemporary issues faced by today's organizational leaders and will examine those issues by applying emotional intelligence techniques.

MBA 530 - Organizational Behavior

3 credit hours *Corequisites: MBA ORI* .
This course is an advanced introduction to the major theories and issues in the study of human behavior in work organizations. Included are the topics of perception, motivation, leadership, job satisfaction, group dynamics, stress, organizational climate, and communication processes. Organization theory and design concepts are also incorporated to give the student a more complex framework for managerial decision making.

MBA 531 - Human Capital for Organizational Performance

3 credit hours

This course is an advanced introduction to the major theories and issues in the study of human behavior in work organizations. This course will provide students with a strategic and analytical approach to complex behavioral problems within organizations. In addition, the design and implementation of management practices for aligning human resource practices and the strategic intent of the organization are also incorporated to give the student a more complex framework for managerial decision making. The course also integrates an overview of commercial law as it affects day-to-day business decisions. Topics include: perception, motivation, leadership, job satisfaction, group dynamics, stress,

organizational climate, and communication processes, staffing, employee training and development, compensation and benefits, legal issues, union versus non-union issues, safety and health issues, and cross-cultural and expatriate issues.

MBA 533 - Human Resource in Management

3 credit hours *Prerequisites: MBA 525.*
Corequisites: MBA ORI
This course is designed to focus on an in-depth analysis of the major functions of a manager dealing with human resource issues. Issues to be covered include, but are not specifically limited to, staffing, employee training and development, compensation and benefits, legal issues, union versus non-union issues, safety and health issues, and cross-cultural and expatriate issues.

MBA 535 - The Legal Environment of Business

3 credit hours *Prerequisites: MBA ORI*
This course is a comprehensive study of commercial law as it affects day-to-day business management. Emphasis is placed on development of a manager's ability to recognize the circumstances under which a legal professional should be contacted for advice and/or assistance.

MBA 540 - Managerial Economics

3 credit hours *Prerequisites: Undergraduate course in microeconomics strongly recommended.*
This course explores the concepts of economic optimization, the estimation of demand, and cost and pricing analysis. An introduction to economic forecasting and decision making under conditions of risk and uncertainty is also included.

MBA 550 - Decision Support Systems

3 credit hours *Prerequisites: MBA ORI and undergraduate course in microcomputer applications or equivalent skills. Basic literacy regarding Windows and Microsoft Office (particularly Excel) is expected.*
This course considers the study of decision science and its application in the business environment through the use of computers. This course is designed to provide the student with the theoretical knowledge and practical skills necessary to understand and use computerized decision support methodology in support of business requirements. The student will use commercial software packages (Microsoft Excel) to develop and use graphical and numerical outputs in business presentations for enhanced decision making.

MBA 551 - Business Analytics

3 credit hours This course will utilize data analysis techniques and software tools to model and solve business related problems. Students will solve problems related to a variety of functional areas in business that include, but are not limited to forecasting, waiting line analysis, linear programming, inventory management, and decision analysis.

MBA 560 - Financial and Managerial Accounting

3 credit hours *Prerequisites: MBA ORI plus undergraduate course in financial accounting and managerial accounting is strongly recommended.*
This course focuses on the study of accounting concepts and standards applicable to presentation of financial information to interested users, structure, uses and limitations of financial statements, and measurement systems related to income determination and asset valuation. The course also considers the discussion of internal and external influences on accounting decisions.

MBA 565 - Marketing

3 credit hours *Prerequisites: MBA 525.*
This course considers the operational and strategic planning issues confronting managers in marketing. Topics include buyer behavior, market segmentation, product selection and development, pricing, distribution, promotion, market research, and international and multicultural marketing. Additional fee applies for marketing computer simulation.

MBA 570 - Corporate Finance

3 credit hours *Prerequisites: MBA 540 and MBA 560 or ACC 504.*
This course considers the financial management decision-making role within the organization. Subjects include valuation concepts, including financial ratio analysis; short-term financial management, including the management of current assets and liabilities; management of long-term investments, including capital budgeting techniques; a discussion of leverage and its relationship to the capital structure; and an introduction to financial markets and financial institutions.

MBA 575 - Global Business Management

3 credit hours *Prerequisites: MBA 525.*
The student will develop an understanding of international/multinational management by examining the challenges and opportunities of operating globally. Emphasis will be on developing an understanding of the complexities of dealing with diverse social, cultural, economic, and legal systems. The role of business in this dynamic world environment will be analyzed.

MBA 594 - Enterprise Resource Planning

3 credit hours *Prerequisites:* MBA 533 - Human Resource in Management, MBA 560 - Financial and Managerial Accounting and MBA 565 - Marketing
The primary objective of the course is to analyze, design and propose IT solutions for the integration of business process throughout the enterprise. The emphasis will be on re-engineering, integration, standardization, and methodologies of ERP systems. The course will cover fundamentals of ERP systems, business functions, processes, data requirements, development, and management of ERP systems for sales, marketing, accounting, finance, production, supply chain, and customer relationship management.

MBA 595 - Current Issues in Leadership

3 credit hours *Prerequisites: MBA 525 and MBA 533.*
This course is an advanced overview of more traditional approaches to understanding the leadership process and an in-depth look at recently developed perspectives on leadership of the future. Ethical issues pertaining to leadership are also incorporated.

MBA 597 - Entrepreneurship

3 credit hours *Prerequisites:* MBA 540 - Managerial Economics, MBA 560 - Financial and Managerial Accounting, MBA 565 - Marketing, and MBA 570 - Corporate Finance
Entrepreneurship and the entrepreneurial process are now, and will continue to be, the major economic force driving the national economies around the world. At the heart of this movement are men and women who demonstrate the courage to undertake the creation and management of new business ventures. Across the globe millions of new businesses are formed each year. Those individuals who possess the spirit of entrepreneurial leadership will lead the economic revolution that has proven to repeatedly raise the standard of living for people everywhere. In this class,

students will be introduced to the essential components of entrepreneurship and the critical knowledge needed to start and manage a new business venture.

MBA 598 - Statistics

3 credit hours Descriptive and inferential statistical techniques are applied to practical business problems, while understanding the theoretical underpinning and real-world application of these techniques. Techniques include: central tendency, variability, correlation, hypothesis testing, probability, discrete and continuous distributions, two-sample analysis, sampling, ANOVA, and Linear Regression. SPSS or Excel will be used for analysis.

MBA 599 - Strategic Management

3 credit hours *Prerequisites:* Complete MBA 525 , MBA 540 and MBA 575; Complete MBA 531 or HRA 545; Complete MBA 560 or ACC 504; Complete MBA 565 or SPB 565
This capstone course integrates knowledge gained in previous graduate business courses. It centers on the theme that organizations achieve sustained success when their managers have astute, timely strategic game plans and they implement these plans with proficiency. Strategic management theory is used in the analysis of case studies of companies operating in the domestic and global marketplace. This course is to be taken in the student's last term, unless otherwise approved by the Director of the MBA Program.

MBA 625 - Internship

3 credit hours *Prerequisites: MBA 525, successful completion of 12 credit hours in the MBA program with minimum 3.0 GPA.*
This three-credit elective course allows students to arrange full- or part-time employment in fields related to their MBA curriculum to give them an experiential learning opportunity at the graduate level. Students are responsible for choosing a faculty member ("faculty supervisor") to coordinate the academic portion of the internship and a supervisor at the employment site ("site supervisor") to oversee the job duties and responsibilities. One hour of internship experience is granted for every 40 hours of documented employment. Students must complete a minimum of 120 work hours to earn three academic credits for the internship. Prior to registering for this course, students must arrange both supervisors, and secure an affiliation agreement from the organization.

Business Administration: Data Analytics

MBA 581 - Data Analytics

3 credit hours *Prerequisites:* MBA 598
This course will examine core statistical and data analysis techniques that can be used for decision making. Upon completion of this course students will understand data retrieval, analysis, and mining; and decision modeling to effectively persuade in the project-oriented world of data-driven decisions.

MBA 582 - Advanced Data Analytics

3 credits credit hours *Prerequisites:* MBA 581
This course will examine advanced data analytics that can be used for decision making. Upon completion of this course, students will understand data analysis and decision making modeling using methods such as time series analysis, predictive data mining, optimization models, and Monte Carlo simulation.

MBA 586 - Business Intelligence

3 credits credit hours *Prerequisites:* MBA 582

This course provides an overview to the field of business intelligence, which has been defined as the extensive use of data, statistical and quantitative analysis, exploratory and predictive models and fact-based management to drive decisions and actions. The development and use of data warehouses and data marts to support business analytics is discussed. The use of key performance indicators, dashboards and scorecards for performance management and opportunity assessment are addressed. Text and web mining are discussed, and the application of selected data mining techniques to business decision making situations is illustrated.

Business Administration: Marketing

MKT 562 - Brand Management

3 credit hours *Prerequisites: MBA 565.*

This course covers the basics of how to manage a brand and create brand equity. The purpose of the course is to provide detailed information regarding the design and implementation of marketing activities to create, enhance, sustain, measure, and leverage brand equity. In addition, the course links the process of creating and managing brand equity to the firm's other marketing activities and to the overall marketing strategy. Additional fee applies for marketing computer simulation.

MKT 563 - E-Marketing

3 credit hours *Prerequisites: MBA 565.*

This course covers the basics of how to integrate Internet tools into a company's marketing strategy. The purpose of the course is to provide detailed information regarding the design and implementation of Internet-based marketing activities to create, enhance, sustain, and leverage customer relations by increasing customer value. In addition, performance metrics measuring these activities are covered in detail.

MKT 564 - Global Marketing

3 credit hours *Prerequisites: MBA 565.*

This course focuses on the marketing of goods, services, and ideas including planning, pricing, promotion, and distribution. Attention is directed to international marketing, marketing ethics, and managing the marketing function. Additional fee applies for marketing computer simulation.

MKT 566 - Sales Management

3 credit hours *Prerequisites: MBA 565.*

The course is designed to teach students the basic functions, techniques, and methods of sales force management and the ability to manage the sales force in such a way as to maximize the efficiency and effectiveness of the firm's resources invested in this critical function. Key topics include sales force effectiveness, deployment, motivation, organizational design, compensation, and evaluation. Special emphasis is given in linking sales management decisions to the overall marketing strategy as well as to the legal and ethical issues that exist in the practice of sales management.

MKT 567 - Marketing Research

3 credit hours *Prerequisites: MBA 565.*

Marketing research is the way companies obtain critical information about their customers, competitors, and the environment. This course provides a rigorous experience in the key marketing research methods with the purpose of helping students to ask relevant marketing questions, search for the appropriate methodology, and make effective

decisions based on the research output. Techniques of data collection, evaluation of alternative sources of information, methods for analyzing data and being aware of its limitations, and presenting the results are covered.

MKT 568 - Advertising and Promotion

3 credit hours *Prerequisites: MBA 565.*
The course is designed to provide the student with the tools to apply the latest techniques in advertising and promotional activities to maximize the effectiveness and leverage of the firm's communication strategy. The objective is to make students aware of the variety of communication management problems, and to generate the necessary knowledge and experience to select the best possible methods to deal with them. Special emphasis is given to linking advertising and promotion decisions to the overall marketing strategy as well as to the legal and ethical issues that have risen due to the new media and communication technologies.

MKT 569 - Marketing Innovations and New Product Development

3 credit hours *Prerequisites: MBA 565.*
This course covers the basics of how to develop, manage, and market new products and services with an emphasis on innovation management. The course covers all steps in the process of developing and successfully introducing new products, from the initial idea generation, concept development, design, production, target market selection, test marketing, positioning, promotion, and product launching

Business Administration: Social Media Marketing

MKT 570 - Gamification Applications in Marketing

3 credit hours *Prerequisites:* MBA 565 - Marketing and COM 515 - Data Mining
The course provides a comprehensive training into gamification, a technique based on insights from games to make marketing exchanges more efficient. The students will learn how to use gamification concepts to increase customer involvement, purchases and loyalty. They will also be able to apply gamification concepts to increase salespeople and employee motivation, performance, and job satisfaction, as well as to increase employee involvement and learning.

MKT 571 - Digital Storytelling and Crisis Management

3 credit hours *Prerequisites:* MBA 565
The course focuses on how storytelling using social media can enhance and maintain brand image and support marketing strategies. The course also explores the best techniques using social media communications for reputation and crisis management online.

MKT 575 - Web Analytics

3 credit hours *Prerequisites:* MBA 565 - Marketing
The course explains what web analytics is, and provides key instructions on how to design a comprehensive web analytics strategy. It focuses on how to apply analytical techniques correctly, how to assess the effectiveness of social media and multichannel campaigns, how to optimize success by leveraging experimentation, and how to employ the proper tools and tactics for listening to your customers.

MKT 580 - Social Media Marketing

3 credit hours *Prerequisites:* MBA 565 - Marketing, MKT 570 - Gamification Applications in Marketing and MKT 575 - Web Analytics

This course covers the key techniques and methods on how to design and manage marketing operations online. It focuses on presenting cutting-edge business strategies that generate value by applying and adjusting marketing techniques in the online environment and utilizing social media. Besides traditional social media, the course incorporates web analytic techniques as well as ideas from gamification as key components of the student skill set. The purpose of the course is to prepare the students to design, implement, and assess comprehensive social media marketing strategies in a way that maximizes a company's long-term competitive advantage.

Business Administration: Project Management

PRM 516 - Project Process Groups and Project/Product Life Cycles

3 credit hours This course provides students with a comprehensive introduction to the five process groups of initiating, planning, executing, monitoring/controlling, and closing a project. Students will participate in activities associated with project selection and initiation principally. In addition, students will learn how the project life cycle (established phases to move a project from start to completion) can intersect with a product lifecycle at various stages of development from concept to retirement.

PRM 518 - Initiating, Planning and Executing a Project

3 credit hours

Prerequisites: PRM 516 - Project Process Groups and Project/Product Life Cycles

This course builds upon prior student development in initiating and planning a project by concentrating on project execution/control. Students will acquire skills necessary to execute the planned project tasks/procedures aimed at producing the deliverable: a product or service. In addition, students will employ procedures to manage, measure, and control project performance associated with risks/changes to cost, scope, schedule, and quality.

PRM 520 - Monitoring, Controlling and Closing Projects

3 credit hours

Prerequisites: PRM 518 - Initiating, Planning and Executing a Project

Students learn how to monitor, control, and close a project. Students are taught how to use tools and techniques to oversee the successful implementation and follow-through of the project management plan and its sub-plans, which include the communications plan, risk management plan, quality management plan, human resources plan, and procurement plan. In addition, students will learn how to effectively monitor and control the "triple constraint" which is measured in the scope, costs, and time/schedule baselines.

PRM 522 - Best Practices in Project Management

3 credit hours

Prerequisites: PRM 520 - Monitoring, Controlling and Closing Projects

This course introduces the nine project management knowledge areas which include integration, scope, time, cost, quality, human resources, communications, risk, and procurement. Students will apply the nine knowledge areas within a best practices project framework to manage the project and product life cycle. Students will attain a thorough understanding in how to use the various tools to manage the "triple constraint" for effective and efficient project completion. Lastly, the student will learn to apply a global perspective during the project's initiation, implementation, execution, monitoring, controlling, and closing activities.

PRM 524 - Applied Project Management Case

3 credit hours *Prerequisites:* PRM 522 - Best Practices in Project Management

A project management capstone course which requires that students use the project management skills and abilities acquired in their previous courses to initiate, plan, execute, monitor, control, and close a successful project with the use of the project management information system (PMIS) called Microsoft Project. Project information is supplied to students throughout the course based on real-world scenarios in which the student must deal with all aspects of project management. The student is given a specific project with specified stakeholders and faces problematic issues including schedule delays, costs increases, human resource shortages, and equipment failure to name a few. The student must demonstrate his or her competency by using the skills and abilities attained throughout the course to lead the project to a successful completion. Upon completion of this course, the student will be prepared to successfully manage a complete project.