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Jurisdiction

The administration of Stevens-The Institute of Business & Arts (Siba) reserves the right to add, withdraw, or revise provisions or requirements pertaining to course offerings, programs of study, tuition, hours of classes, the college calendar, and other material listed in this publication without notice. However, the administration will notify students, staff, and faculty of all major changes.

Campus Facilities

Siba's 24,000+ square foot campus is located at 1521 Washington Avenue, in a 4-story historical building that was completely renovated in 2010. The campus is situated in the heart of the St. Louis Loft district, within walking distance of attractions such as the City Museum, the Central branch of the St. Louis Public Library, St. Louis University Law Library, and numerous parks, coffee shops, boutiques, and restaurants. The campus is accessible by public transportation, and there are a number of public parking lots close by. The interior of the building was designed specifically for Siba's needs, and provides ample space for instruction, study, and social interaction.

Administration/Ownership

Siba is an independent, proprietary institution owned and operated by BGB Associates, LLC, a registered Missouri corporation. The sole shareholder is Cynthia Musterman. The College is organized and authorized to conduct its operation in accordance with the laws of the State of Missouri.

Cynthia Musterman, J.D.,

President

Emilee Schnefke, EdD.,

Academic Dean/Registrar

Chrissa Siampos, M.B.A.

Financial Aid Director

Steven Asher, J.D.,

Director of Career Services

Sara Dorn, B.A.,

Director of Admissions

Additional Information

For additional information pertaining to admissions procedures, curriculum, or career services, please direct your inquiry to:

Office of Admissions

Stevens-The Institute of Business & Arts

1521 Washington Avenue

St. Louis, MO 63103

Telephone: (314) 421-0949 or (800) 871-0949

Facsimile: (314) 421-0304

E-mail: admissions@Siba.edu

Siba's Mission Statement

1. To enable students from a cross-section of socio-economic, ethnic, and academic backgrounds to obtain the education and develop the skills and attributes needed to be successful in their chosen fields of study.
2. To assist our graduates in obtaining meaningful employment related to their respective programs of study and career goals.

Siba endeavors to accomplish its mission by:

1. Providing state-of-the-art facilities and equipment, as well as current and relevant teaching resources;
2. Staffing the college with well-qualified, empathetic, professional staff and faculty who are dedicated to establishing the challenging academic standards, appropriate learning environments, necessary motivational atmosphere, and personal encouragement needed to promote student success;
3. Providing updated, relevant, and practical curricula in all programs offered, helping to assure that our graduates will be well prepared for the highly competitive workplace of the 21st century; and
4. Requiring students to participate in career orientation classes and discussion, thereby helping them to identify and implement their short-and long-term career goals, and by providing ongoing support by our Career Services Department.

Accreditation/Approvals

Accredited By:

Accrediting Commission of Career Schools and Colleges (ACCSC) to award Associate of Applied Science (A.A.S.), Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) degrees.

2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

Certified to Operate By:

Missouri Department of Higher Education

Courses Approved For:

Veteran's Education by the Missouri Department of Education

Eligible Institution for Title IV Funds:

- Federal Pell Grant Program
- Federal Family Education Loan Program
- Federal Direct Student Loan Program
- Federal Perkins Loan Program
- Federal Supplemental Educational Opportunity Grant Program
- Federal Work-Study Program
- Iraq & Afghanistan Service Grant

History

Siba was founded as Patricia Stevens College in 1947. Patricia Stevens College was a well-known St. Louis modeling and finishing school for women from 1947 until the 1960's when it was first accredited as a school of business. Since initial accreditation in 1967, the school has continued to evolve to meet the changing demands of the business community, and now offers both Associate's and Bachelor's degrees in a co-educational environment.

The name was changed from Patricia Stevens College to Stevens-The Institute of Business & Arts in 2010, to better reflect the changes in curriculum and degree offerings that have been made in the past 20 years. Siba is owned by Cynthia A. Musterman, who has been with the institution since 1995. Prior to assuming the role of President, Ms. Musterman served as faculty in the Paralegal Studies program, Dean of the

Evening School, and Director of Career Services.

Siba offers the following **Bachelor's Degrees:**

- Business Administration (B.S)
- Graphic Design (B.A)
- Interior Design (B.A.)
- Retail Management/Fashion Merchandising (B.A.)

Siba offers the following **Associate of Applied Science (A.A.S.)** degrees:

- Business Administration
- Graphic Design
- Interior Design
- Paralegal Studies
- Retail Management/Fashion Merchandising

Philosophy

Siba believes that education and training beyond high school are absolutely vital to the future security and ultimate success of an individual. To that end, all programs relate directly to the skills, knowledge, and attitudes demanded by today's work environments. Development of skills is supplemented by general education studies and supported by in-depth career planning and personal development training, thus enabling graduates to compete favorably in the employment-seeking process of the 21st century. Individual planning sessions are a scheduled part of each student's program.

Class Size

The average class size at Siba is 9 students. Although our largest classroom can accommodate a maximum of up to 26 students, the typical classroom/studio comfortably holds 12-16, and all three computer labs contain a maximum of 10-16 terminals each. These smaller rooms create an atmosphere that allows for easy interaction among classmates and the instructor, and experience has taught us that students thrive better in a smaller environment.

Admissions Criteria

Associate's Degree Programs

Following initial inquiry by the prospective student, a personal interview is arranged by the admissions staff. After that interview, a formal application may be submitted. Prospective students may apply for admission to a Baccalaureate or A.A.S program (See below for admissions criteria for each program). After appropriate credentials are received and reviewed by the admissions committee, a letter advising the applicant of admissions status is forwarded. A rolling-admissions policy enables the admissions committee to accept candidates as they apply and their paperwork is completed.

Siba reserves the right to screen applicants for admission and to make appropriate assessment of each student's potential ability to benefit from training. Siba also reserves the right to deny admission when an applicant's ability to benefit is questionable.

Before enrollment, an applicant must provide documentation to prove that he/she graduated from a state-recognized high school, or that he/she successfully completed a General Educational Development (GED), HiSET, or other state-approved high school equivalency examination. In order for his/her application for admission to be considered, all applicants to any AAS, BA, or BS program must consent to a criminal background check by signing a release form. Applicants will be denied admission for either misdemeanor or felony convictions that include the use of violence and/or weapons, and/or convictions that would be likely to bar them from employment in the field in which the degree program for which they are applying would otherwise qualify them.

The decision of whether to admit an applicant who has a history of one or more misdemeanor or felony convictions will be made by the Director of Admissions, the President, and the head of the academic department in which the applicant is seeking admission.

Siba is an equal opportunity institution and does not discriminate on the basis of age, sex, color, religion, national origin, citizenship, disability, or any other legally protected characteristic.

Bachelor's Degree Programs

Bachelor of Science, Business Administration

In addition to the requirements stated previously for the A.A.S. programs, all students wishing to enroll directly into the B.S. in Business Administration program must possess a minimum high school G.P.A. of 2.5 on a 4.0 scale *or* have achieved a score of least 75% correct on the GED, HiSET, or other state-approved high school equivalency examination.

Applicants who do not meet the above criteria, but meet existing A.A.S. admissions criteria may enroll in the Business Administration A.A.S. program. If, after completing 70 quarter credit hours in the A.A.S. program, the student's G.P.A. is at or above 2.75, the student, upon reapplication, may be admitted into the B.S. program.

If, after earning 70 credit hours, the student's GPA is below 2.75 but above 2.00, a committee comprised of the Department Head, Academic Dean and at least one additional faculty member will meet to determine whether the student is likely to succeed in the B.S. program. After that meeting, the student will either be invited to reapply for the B.S. program or counseled to complete the A.A.S. degree. No student with a G.P.A. of less than 2.0 will be admitted into the B.S. program.

Bachelor of Arts, Graphic Design

In addition to the requirements stated previously for the A.A.S. programs, all students wishing to enroll directly into the B.A. in Graphic Design program must possess a minimum high school G.P.A. of 2.5 on a 4.0 scale *or* have achieved a score of least 75% correct on the GED, HiSET, or other state-approved high school equivalency examination.

Applicants who do not meet the above criteria, but meet existing A.A.S. admissions criteria may enroll in the Graphic Design A.A.S. program. If, after completing 70 quarter credit hours in the A.A.S. program, the student's G.P.A. is at or above 2.75, the student, upon reapplication, may be admitted into the B.A. program.

If, after earning 70 credit hours, the student's GPA is below 2.75 but above 2.00, a committee comprised of the Department Head, Academic Dean and at least one additional faculty member will meet to determine whether the student is likely to succeed in the B.A. program. After that meeting, the student will either be invited to reapply for the B.A. program or counseled to complete the A.A.S. degree. No student with a G.P.A. of less than 2.0 will be admitted into the B.A. program.

Bachelor of Arts, Interior Design

In addition to the requirements stated previously for the A.A.S. programs, all students wishing to enroll directly into the B.A. in Interior Design program must possess a minimum high school G.P.A. of 2.5 on a 4.0 scale *or* have achieved a score of least 75% correct on the GED, HiSET, or other state-approved high school equivalency examination.

Applicants who do not meet the above criteria, but meet existing A.A.S. admissions criteria may enroll in the Interior Design A.A.S. program. If, after completing 70 quarter credit hours in the A.A.S. program, the student's G.P.A. is at or above 2.75, the student, upon reapplication, may be admitted into the B.A. program.

If, after earning 70 credit hours, the student's GPA is below 2.75 but above 2.00, a committee comprised of the Department Head, Academic Dean and at least one additional faculty member will meet to determine whether the student is likely to succeed in the B.A. program. After that meeting, the student will either be invited to reapply for the B.A. program or counseled to complete the A.A.S. degree. No student with a G.P.A. of less than 2.0 will be admitted into the B.A. program.

Bachelor of Arts, Retail Management/ Fashion Merchandising

In addition to the requirements stated previously for the A.A.S. programs, all students wishing to enroll directly into the B.A. in Retail Management/Fashion Merchandising program must possess a minimum high school G.P.A. of 2.5 on a 4.0 scale *or* have achieved a score of least 75% correct on the GED, HiSET, or other state-approved high school equivalency examination.

Applicants who do not meet the above criteria, but meet existing A.A.S. admissions criteria may enroll in the Retail Management/ Fashion Merchandising A.A.S. program. If, after completing 70 credit hours in the A.A.S. program, the student's G.P.A. is at or above 2.75, the student, upon reapplication, may be admitted into the B.A. program.

If, after earning 70 credit hours, the student's GPA is below 2.75 but above 2.00, a committee comprised of the Department Head, Academic Dean and at least one additional faculty member will meet to determine whether the student is likely to succeed in the B.A. program. After that meeting, the student will either be invited to reapply for the B.A. program or counseled to complete the A.A.S. degree. No student with a G.P.A. of less than 2.0 will be admitted into the B.A. program.

Credit Transfer to Stevens-The Institute of Business & Arts

During the admissions process, applicants may request that credits earned at another post-secondary educational institution be transferred to the degree program they wish to complete at Siba.

All requests for transfer of academic credit must be accompanied by official transcripts from institution(s) previously attended and those credits will be evaluated by the Academic Dean on an individualized basis to determine whether the coursework aligns with competencies Siba requires in the applicant's degree program.

Siba will only evaluate transfer credits that were earned at a post-secondary institution accredited by an agency recognized by the U.S. Department of Education, and only for classes in which the prospective student earned a grade "C" or better.

There are no fees associated with the acceptance of transfer credits from another institution, and tuition adjustments will be made for any transfer credits that are accepted.

Transfer credit will be added to the student's accumulated credit hours at Siba but **will not** be calculated in the student's grade point average (GPA).

Maximum Allowances of Transfer Credits

The maximum number of transfer credits earned at another institution that will be accepted toward an A.A.S. degree at Siba is 45.0 Quarter credit hours (or their equivalent), and the maximum number of transfer credits earned at another institution that will be accepted toward a B.A. or B.S. degree at Siba is 91.00 Quarter credit hours (or their equivalent).

Experiential Credit

Siba allows applicants the opportunity to earn experiential credit by testing out of the following courses:

- G101 College Mathematics
- B103 Intro to Windows/Word Processing
- B104 Spreadsheets
- B106 Database
- D113 CAD I

To be awarded experiential credit for any of the above classes, the applicant must pass a diagnostic test.

There will be a \$250 fee for each course in which an applicant is awarded experiential credit.

Any experiential credit awarded will be added to the student's accumulated credit hours, but will not be calculated in the student's grade point average (GPA).

Transfer of Siba credits to Another Institution

Some students decide at the time of graduation, or at another time, to further their education at another college or university. Course and degree transferability, regardless of the institutions involved, **is always determined by the accepting educational institution.**

Graduates or students who are considering transferring from Siba to another institution should inquire at the Admissions Office of the college or university to which they wish to transfer, and ask for an evaluation of their Siba transcripts (along with any other transcripts they may have) for the purpose of transferring those credits to that institution.

If a Siba student or graduate is interested in transferring credits or a degree to another institution, the Office of the President will supply the necessary information and documentation that may aid the student in receiving academic credit at another institution. Interested students should talk with the President, who is the designated staff person responsible for working with students in the transfer of credit earned at Siba to another institution.

Student Classification

Regular Students

A student who is enrolled in a Bachelor's or Associate's Degree program and has graduated from a secondary school or has earned a state high school equivalence certificate (GED, HiSET, etc.) is classified as a *regular student*. A student transferring from another institution may be admitted with advanced standing if credits to be transferred are applicable to the program being taken at Siba; such a student is also classified as a *regular student*.

Non-Regular Students

A person enrolled in individual courses within particular programs, but not registered for an entire program curriculum, is classified as a *non-regular student*. *Non-regular students* do not qualify for Title IV Funds.

Audit Student

A student may select to audit a course, which means that the student attends class but is not required to hand in assignments or take examinations and does not receive a grade or credit for the course. A student may register to audit a course providing space is available and he/she gets approval from the course instructor and the President's Office. There will be no tuition charge for the *regular student* who audits a course; tuition for a *non-regular student* who audits a class will be based on a credit-hour calculation. The *audit student* does not qualify to receive financial aid.

Financial Aid

Stevens-The Institute of Business & Arts welcomes applications from students who would be unable to attend college without financial

assistance. Complete details are available through the Financial Aid Office. Immediately following is a brief description of available financial aid for those who qualify.

Federal Pell Grants

Amounts vary depending upon need. These are grants and are not repaid.

Federal Direct Student Loan Program

Amounts of loans vary and are determined by required needs tests. Repayment of loans and assessment of any interest may or may not be deferred until six months after graduation or leaving school, depending on the type of loan.

Direct PLUS Loan Program

Parents may borrow up to the total cost of attending college, minus any financial aid the respective students receive. Repayment of principal and interest begins shortly after funds are disbursed.

Scholarships

Siba accepts all cash scholarships from schools, churches, civic groups, and other organizations. Created by community members who support Siba's mission and contributions to the community, Siba Scholarship Fund (SSF) is a 501(c)(3) non-profit organization operated by a Board of Directors independently from Stevens-The Institute of Business & Arts. SSF awards scholarships to Siba students based using academic achievement and/or financial need as criteria. Applications are available at the front desk or online at www.siba.edu, and can be submitted year-round.

Borrowing Extra Money

Students who wish to borrow money beyond the cost of tuition may do so for education-related expenses only. Approved uses include living expenses, transportation costs, learning materials, and school supplies. For first-time, first-quarter students, these extra funds will be available for disbursement after the 30th day of the quarter. For returning students, the extra funds will generally be available after the second week of each quarter, or, if the student applies for the funds during a quarter, approximately 30 days after the application is completed. These funds will be paid to students in the form of a

check, and will be made available in the Financial Aid Office.

To be considered for financial aid through any of these programs, the first step is to file a *Free Application for Federal Student Aid (FAFSA)*. This form, designed by the U.S. Department of Education, must be completed by the student and is available online at www.fafsa.ed.gov.

Siba Payment Policy

All students who plan on using Title IV Funds to help pay for tuition and/or fees must have their FAFSA completed prior to attending classes. Any new or returning student who does not have a complete FAFSA will not be issued textbooks.

All first time, first term students who are required to submit additional documentation to complete or supplement their FAFSA must provide that documentation to the financial aid office prior to the 30th calendar day of the quarter. Unless there are extenuating circumstances, if a student fails to provide the required documentation during that period, he/she will not convert to permanent enrollment status, and will be asked to re-apply for admission when the required documents can be submitted.

All private payments for tuition and fees are due in full on the first day of each academic term. Payment plans may be available, but must be initiated and requested by the student. Students who wish to take advantage of this benefit must do so by making an appointment with the financial aid director, at which time a formal agreement that includes the terms of the payment plan will be signed by the student. Typical plans consist of 3 equal payments of the total amount due, and each payment will be due on or before specific dates during the term. In every case, however, the first payment of at least 1/3 of the total amount due **MUST** be made prior to the student attending any classes.

Failure to make subsequent payments on time may result in one or more of the following:

- 1) The student's schedule for the next term will be put on hold;
- 2) The student's transcript will be put on hold;

- 3) The student will not be allowed to enroll the following term; and/or
- 4) The student may not be allowed to complete the current quarter for which there is an unpaid balance.

Any student who experiences hardship in paying their tuition charges under the terms of their payment plan is encouraged to speak to the Financial Aid office as soon as possible.

Class Hours/Credit Hours

Classes are scheduled Monday through Thursday from 8:00 a.m. to 9:30 p.m. All courses are measured in quarter credit hours, which are determined using a ratio of:

- 10 Didactic/Lecture class hours=1 quarter credit hour
- 20 Supervised Laboratory hours=1 quarter credit hour
- 30 internship/externship hours=1 quarter credit hour.

Student Records

Records maintained for each student include his/her application for admission, enrollment agreement, proof of high school graduation or its equivalent (GED, HiSET), official transcripts from any post-secondary schools previously attended, current Siba transcript, attendance records, academic awards/achievements, financial aid documents, and student account ledger. The college's records policy is in compliance with the *Family Educational Rights and Privacy Act of 1973* and its subsequent revisions.

Start Dates

A new term begins five times each calendar year: in January (Spring 1), March (Spring 2), May (Summer), August (Fall 1) and October (Fall 2). Students should refer to the Siba Academic Calendars on pages 68-69 of this *Catalog*.

Orientation

Orientation for new students is held prior to the beginning of each term, and orientation activities continue in *G100 Student Success Seminar*. All new students are required to attend orientation and take G100 during their first term of

enrollment. Orientation allows students to begin to bond with each other as they learn about the opportunities, expectations, and responsibilities of being a student at Siba. They will meet administrators and faculty members, review the *Catalog*, become familiar with the campus, be introduced to college policies and protocols, share the challenges of attending college with other new students, take a tour of the library and learn about the various resources available for research, discuss effective study habits, discover different learning styles, and be introduced to community resources they may seek out for help in overcoming various barriers they may face while completing their degrees.

Grading System

Grades are issued at the end of each academic term and become a part of each student's permanent transcript. Grades are based on individual student performance as determined by the respective instructors. Grades are used to evaluate a student's academic progress. Letter grades are used and represent the following class performance or credit awarded:

- A = Distinguished Achievement
- B = Superior Achievement
- C = Average Achievement
- D = Marginal Passing Grade
- F = Failure
- EC = Experiential Credit
- P = Pass
- W = Withdrawal
- TR = Transfer Credit
- R = Repeat

Numeral values, called "grade points," are assigned to each grade. Siba uses the 4.0 grade point system. Each student's Grade Point Average (GPA) is calculated by using the following conversion of grade points to letter grades:

- A = 4.00 points
- A- = 3.67 points
- B+ = 3.30 points
- B = 3.00 points
- B- = 2.67 points
- C+ = 2.30 points
- C = 2.00 points
- C- = 1.67 points
- D+ = 1.30 points
- D = 1.00 points
- D- = 0.67 points
- F = 0.00 points.

No grade points are awarded for EC, P, W, or TR grades or credits.

Course Failure

Any student who fails a *required* course must repeat that course; a passing grade is required before a degree will be awarded. Any *non-required* course that is failed may not have to be repeated; however, the student should be certain to take and pass the courses necessary to maintain satisfactory academic progress and to meet graduation requirements. Students will be charged tuition on a per-credit-hour basis for classes that they must or choose to repeat.

Erroneously Reported Grades

If proof exists that a grade reported on a permanent record is in error, the faculty member responsible shall submit a *Change of Grade Form* containing justification for the change to the Academic Dean. If sufficient cause for the change is found, the change will be reported in writing and the appropriate grade change made in the permanent record. Any student who wishes to dispute a grade must do so, *in writing*, no later than 45 days after the disputed grade was entered on the student's transcript.

Independent Study

Taking courses by independent study is seldom permitted at Siba. If, for some very unusual reason, administration and/or faculty members believe that a student's interests can best be served by taking a particular class by independent study, the instructor must prepare a proposed course of study, including attendance expectations and grading criteria, for approval by the President or Academic Dean.

Academic Dishonesty

Plagiarism consists of passing off the ideas and words of another as one's own and is a serious form of academic dishonesty. Members of the faculty expect that essays, research papers, graded assignments, and examinations of students be the product of the student whose name appears on the work. Every written assignment must credit the source(s) from which information is obtained and all direct quotations must clearly credit their author or source. Students should consult faculty members when particular questions arise as to when and how properly to acknowledge the work of others within a student's own oral or written expression.

Cheating is defined as the use of notes, slips, copying, or any other illegal means to give or receive answers during examinations. Any student who gives or receives help in a quiz or exam or is involved in unethical practices or academic dishonesty in fulfilling the required assignments of a course will receive an "F" for that exam or assignment.

Any form of academic dishonesty is considered to be a serious form of student misconduct that may be punishable by expulsion from the college.

Dropping/Adding Classes

Permission to drop or add a class must be secured from the Academic Dean not later than 11:59 p.m. on the first Thursday of instruction each term. Such a change will not appear on the student's transcript. Students who drop classes prior to the deadline will not be charged tuition for the dropped class(es).

Withdrawal from Classes

If a student withdraws from a class after the last day of the first week, but before end of the last day that the class is scheduled to meet, the student's transcript will reflect a "W" (withdrawal) for that particular class. If a student fails to attend a class for three weeks in a row, he/she will be administratively withdrawn from the class, and his/her transcript will reflect a "W" (withdrawal) for that particular class. Students who do not withdraw from a class prior to the last class meeting (and do not qualify for administrative withdrawal) will receive a grade of "A," "B," "C," "D," or "F." Students will be charged tuition for all classes from which they are voluntarily or administratively withdrawn.

Students changing their schedules need to be very careful about maintaining satisfactory academic progress, meeting required graduation criteria, and carrying the required number of courses to qualify for federal financial aid. Any student wishing to drop, add, or withdraw from a class should contact his/her Academic Dean.

General Education

Siba's curriculum is specifically designed to provide students with the skills and the

knowledge needed for meaningful employment in the respective fields of their choice. General education courses are an integral part of the well-rounded individual and provide the foundation for productive careers and continuing education after graduation. The courses are offered to give students a selection of classes that will enhance their communication and critical thinking skills, their ability to work effectively with others, their consciousness for ethical behavior, and a greater sensitivity for the concerns of a diverse society. A description of each of these classes is found on pages 53-57 of the *Catalog*

Course Numbering System

- All Freshman & Sophomore courses are identified as 100 and 200 level courses, respectively.
- All Junior and Senior courses are identified as 300 and 400 level courses, respectively.
- Courses preceded with a “B” are Business courses.
- Courses preceded with a “D” are Interior Design courses.
- Courses preceded with a “GD” are Graphic Design courses.
- Courses preceded with an “F” are Retail Management/Fashion courses.
- Courses preceded with “LEG” are Paralegal Studies courses.
- Courses preceded with a “G” are General Education courses
- Courses preceded with a “C” are Career Planning courses.

Student Services

Career Services

Stevens-The Institute of Business & Arts offers all graduates a full range of career services, including:

1. Career planning and training to assist with objective and intelligent decision-making during the job-seeking process, including interviewing techniques;
2. Development of written materials associated with seeking employment;
3. Assistance with scheduling interviews with potential employers; and

4. Lifetime career services for alumni.

To be eligible for assistance, students must meet established academic guidelines (minimum 2.0 GPA). Student records will be released in association with the employment process only with the written permission of the student. **It must be understood that, while career services are offered, the college cannot guarantee employment or salary levels.**

Temporary and part-time career services assistance is also offered to students of the college who are in good standing and desire to work while attending school. The college will also assist students who need help in obtaining an approved internship/externship program.

Mentoring

The low student/faculty ratio provides the opportunity for extensive communication between faculty/staff and students. As an on-going part of their educational experience, students will receive guidance in career planning; direction in developing study skills and appropriate workplace attitudes; and when appropriate or requested, referrals to qualified professionals in the community for help with addressing personal and family concerns.

Extra-Curricular Activities

Life beyond the classroom is important. The college administration and Siba Student Government plan a variety of events available to students, including social, charitable, and cultural activities.

Wardrobe/Dress Code

Siba believes that it is important for our students to appear well-groomed and professionally dressed at all times while on campus. Siba has general dress-code guidelines for all students, which are published on [page 65](#). Students who fail to comply with the dress code may be dismissed from that day’s classes and/or sent home to change into proper attire. Repeat offenders will be considered “insubordinate” under the Student Code of Conduct (See [page 62](#) of the *Catalog*) and thus be subject to disciplinary action which may include suspension or even expulsion.

Graduation Requirements

In addition to the academic requirements listed on pages 13-14 and 17-30 of the *Catalog*, students must complete the following to be eligible for graduation:

1. An exit interview with the Financial Aid Director;
2. The *Graduate Survey* included in the graduation packet issued by the Academic Dean or her designee in the student's final quarter prior to graduation; and
3. An exit interview, placement information and release form(s) issued by the Career Services Director.

Graduate Credentials

Bachelor of Science Degree

Awarded for completion of the baccalaureate program in Business Administration. Qualifies student for career services assistance

Bachelor of Arts Degree

Awarded for completion of the baccalaureate programs in Graphic Design, Interior Design, and Retail Management /Fashion Merchandising. Qualifies student for career services assistance.

Associate in Applied Science Degree

Awarded for completion of an A.A.S program. Qualifies student for career services assistance.

Graduate Honors/Distinctions

Cum Laude

Awarded to graduates of a baccalaureate program with a cumulative G.P.A. of 3.5-3.79.

Magna Cum Laude

Awarded to graduates of a baccalaureate program with a cumulative G.P.A. of 3.8-3.9.

Summa Cum Laude

Awarded to graduates of a baccalaureate program with a cumulative G.P.A. of 4.0.

Academic Term Honors

President's List

Recognizes students achieving a GPA of 3.65 or better with no more than two days absent in the academic term.

Dean's List

Recognizes students achieving a GPA of 3.00 or better with no more than three days absent in the academic term.

4.0 Award

Recognizes students achieving a perfect GPA for all classes in an academic term.

Perfect Attendance

Recognizes students achieving a perfect attendance record for all classes in an academic term.

Federal Aid Eligibility Requirements/Satisfactory Academic Progress

Federal regulations require Siba to establish a satisfactory academic progress (SAP) policy to ensure all students are making reasonable progress toward completing their degree. In determining whether a student is making satisfactory academic progress, there are two categories of minimum requirements that must be met: (1) the percentage of classes successfully completed in relation to the number of classes attempted (Rate of Progress), and (2) cumulative grade point average (CGPA).

SAP Review

The academic records of each student will be reviewed at the end of each academic year (one academic year equals three 10-week terms) of enrollment to determine if the student is in compliance with Siba's SAP policy.

SAP Requirements

The chart immediately following identifies in three columns the specific checkpoints during the student's program that minimum GPA requirements and minimum percentage of courses successfully completed compared to those attempted, must be met, in order for a student to be in compliance with Siba's SAP policy.

Associate Degrees:

<u>Credits Attempted</u>	<u>Required Rate of Progress</u>	<u>Required CGPA</u>
0-45	55%	1.7
46+	66.67%	2.0

Bachelor Degrees:

<u>Credits Attempted</u>	<u>Required Rate of Progress</u>	<u>Required CGPA</u>
0-45	55%	1.7
46-90	65%	1.85
91+	66.67%	2.0

Failure to Maintain SAP

Students failing to meet the established minimum requirements must file an appeal to his/her Academic Dean. The appeal must be based on one of the following: student injury or illness, the death of a relative, or similar special circumstance. The appeal must explain why SAP standards were failed and what has changed that will allow the student to make SAP at the next evaluation. The Academic Dean will make the determination whether to grant or deny the appeal.

If the appeal is granted, the Academic Dean will develop an academic plan that, when followed, will insure that the student will meet the standards by a specific time. Students who fail the SAP check after the end of the probationary payment period may not continue to receive aid, and will be dismissed from the college.

Maximum Time Frame

The length of a Bachelor's degree at Siba is 182 quarter credit hours (See pages 17-25 of the *Catalog*). The length of Associate of Applied Science degrees at Siba ranges from 90-94 quarter credit hours (See pages 26-30 of the *Catalog*). The maximum time frame permitted for completing a program is determined

by multiplying the number of credit hours in the degree by 1.5 or 150%. Students who exceed their maximum timeframe of 150% of the credit hours in their degree before completing that degree will no longer be eligible for federal financial aid.

If a student changes his/her program of study or increases the credential of his/her program (e.g. enrolls in a B.A. or B.S. after being enrolled in an AAS program), the maximum time frame of the new program or increased credential will be calculated by using the number of credits required to complete the new program or increased credential. The credit hours required to complete the new program or credential will be adjusted (and accordingly, so will the maximum time frame to complete) by any credit hours that are being transferred into the new program or increased credential, whether they be from Siba or another institution (See Transfer of Credits policy on page 6). All attempted credit hours from the previous Siba program or credential that are required by the new program or increased credential will be used to calculate whether the student is making SAP.

Transfer Hours

Credit hours accepted from another institution will be used in the student's rate of progress and maximum timeframe calculations, but not their cumulative grade point average.

Failed Courses

Failed courses must be repeated until required competencies are met. When a failed course is repeated and passed, the passing grade will be used in calculating CGPA, replacing the previous 0.0 or "F" calculation. However, all credits attempted will be used in the student's rate of progress and maximum timeframe calculations. Students will be charged additional tuition when they fail a course and are required to repeat it. Students who have passed a course but wish to repeat it may do so free of charge, provided there is an open seat in the class. The highest grade earned in repeated courses will be the grade used in the CGPA calculation.

Course Withdrawal

When a student withdraws from a course after the 1-week drop/add period, the credits from that course will be included in the student's rate of progress and maximum timeframe calculations. The "W" grade will not affect the student's CGPA calculation.

Graduation requirements include a minimum GPA of 2.00 and earning the required credits for the respective program of study.

Siba's Refund Policy

Applicants who are not accepted by Siba will receive a complete refund of the application fee.

Buyer's right to cancel:

- (1) When written notice of cancellation is given within seven business days of the date on which the application was submitted, regardless of whether the course of instruction has started, all fees and any tuition paid will be refunded.
- (2) When notice of cancellation is given after the seventh day on which the application was submitted but before the close of business on the first day of instruction, the College will retain the application fee. All other money received by the College from the student will be returned to the student.
- (3) When a first-term student gives written notice of withdrawal within 30 calendar days of the first day of their initial term of attendance, all tuition and fees except the application fee will be refunded. Such notice of withdrawal must be in written form, postmarked, hand-delivered, or emailed on or before the 30th day of the term in question, and directed to:

Cynthia Musterman, President
1521 Washington Avenue
St. Louis, MO 63103
CMusterman@siba.edu
- (4) When a first-term student withdraws from classes in his/her initial term of attendance after the 30th calendar day, but before completing 50% of the term, Siba will retain the application fee and textbook rental fee, and 70% of the stated tuition. For students terminating training after completing more than 50% of their initial term, the college will retain 100% of the stated tuition, the application fee, and the textbook rental fee. Notice of withdrawal must be in written form, postmarked, hand-delivered, or emailed, and directed to the President or Academic Dean.
- (5) **After the initial term** of attendance, the following refund policy applies:
 - When withdrawal occurs within the first 10% of the term, the College will retain 20% of the

stated tuition and 100% of the textbook rental fee.

- When withdrawal occurs after 10% of the term has passed but before 30% of the term has passed, the College will retain 45% of the stated tuition and 100% of the textbook rental fee.
- When withdrawal occurs after 30% of the term has passed, but before 50% of the term has passed, the College will retain 70% of the stated tuition and 100% of the textbook rental fee.
- When withdrawal occurs after 50% of the term has passed, the College will retain 100% of the stated tuition and the textbook rental fee.

Note: Tuition is charged by the term. Tuition refunds are calculated by the number of weeks in the term, minus the number of calendar weeks a student attended classes. Any class hours attended during a calendar week constitutes an entire calendar week for refund calculation purposes.

After the first day of class, students of legal majority, parents, or legal guardians are asked to submit written notice of cancellation or withdrawal via email or hand-delivery to their Academic Dean or the Financial Aid Director. The last date of recorded attendance will be used in determining the refund, if any. The cost of books loaned to the student will be considered excludable charges in refund calculations if books have not been returned in good condition within 20 calendar days of the student's last day of attendance.

Unofficial Withdrawals: In lieu of written notice, an unexplained absence for more than fifteen (15) business days (Mon-Fri) constitutes constructive notice of cancellation to the College. Refunds, if due, will be made to the student within 45 calendar days of official withdrawal or 45 calendar days of the date of determination of withdrawal if the student does not officially withdraw in writing. If the student cannot be contacted, the refund will be returned to the appropriate financial aid program.

When a student drops a class under the drop/add guidelines of the *Catalog* during the first week of the term, the student will not be charged for the dropped class. If any student withdraws from a class after the first week of the term, he/she will be charged the full amount of tuition for that class, and financial aid will not be adjusted.

Revised 07/2019

Return to Title IV Funds Policy

Siba is required by the U.S. Department of Education to perform a return to Title IV funds calculation when a student who is participating in the Title IV Program withdraws, officially or unofficially, from the college.

The procedure for a student to officially withdraw from classes prior to the start of the term, or during the term, is to notify the President, Academic Dean or Financial Aid Director in writing, via standard mail, email or hand-delivery. If a student withdraws prior to the start of the term, either via written notification or failure to attend any classes, all Title IV funds will be returned on their behalf to the Direct Loan and/or PELL program. There will be no tuition owed to Siba for that term or any unattended academic term thereafter.

If a student withdraws after attending classes in a particular academic term, his/her unearned Title IV funds will be returned on a pro-rata basis, using the U.S. Department of Education's required calculation system, which is based on the number of days the student attended classes during the term in question.

In lieu of written notice, an unexplained absence for more than fifteen (15) business days after at least one day of attendance in a particular term constitutes constructive notice of cancellation to the College. The last date of recorded attendance will be used in determining the refund, if any. Refunds, if due, will be made within 45 calendar days of official withdrawal or 45 calendar days of the date of determination of withdrawal if the student does not officially withdraw.

If a student officially withdraws from the College or the Financial Aid Department is notified by the Registrar's Office that a student has been administratively withdrawn after an unexplained absence of more than fifteen (15) business days, the Financial Aid Director will determine the student's last date of attendance and/or date of notification of withdrawal. The Financial Aid Director will then use the U.S. Department of Education's required calculation database to determine how much of the student's Title IV funds will be returned. That calculation system is based on the number of days in the quarter and the number of days the student attended classes. For example, a typical term at Siba has 71 days. If a student withdraws on the 21st day, thus earning 30% of his/her Federal aid, Siba must return the unearned 70% of the funds.

The order in which Title IV program funds are returned is as follows: (1) Unsubsidized loans; (2) Subsidized loans; (3) PLUS loans; (4) PELL Grants.

Federal funds may not cover all unpaid institutional charges due to the institution upon withdrawal. In other words, the student will still owe the college the difference between the tuition charges incurred under Siba's institutional refund policy (see page 15 of the Catalog) and the tuition that Siba was entitled to retain after implementing the Return to Title IV Funds policy.

The condition under which a student would be eligible for a disbursement of Title IV funds upon withdrawal from Siba is known as a post-withdrawal disbursement. If the student is eligible for a disbursement, but withdraws before the disbursement is posted to his/her account, the student will be notified by the College that he/she is eligible for a post-withdrawal disbursement. The student then has the opportunity to accept or decline the post-withdrawal disbursement. If no response is received by the student within a reasonable amount of time, the post-withdrawal disbursement would not be made. Students who have any questions about this policy should contact the Siba Financial Aid Director, Chrissa Siampos, at 314.421.0949 or CSiampos@siba.edu.

Revised 07/19

Baccalaureate Programs

Business Administration Bachelor of Science. (Day and Evening Classes)

Siba's Bachelor of Science in Business Administration program is designed to provide graduates with a comprehensive business education that includes management, marketing, finance, international transactions, accounting, economics and computer skills, as well as the social science, communication, liberal arts, and humanities courses that broaden perspective. Employment opportunities for graduates include entry to mid-level positions in marketing, advertising, accounting/bookkeeping, customer relations, operations, human resources, management, sales, and event planning.

Academic Requirements:

Course #	Subject	Credit Hrs.	Clock Hrs.
B103	Introduction to Windows/Word Processing	3.0	40
B104	Spreadsheets	3.0	40
B105	Presentation Graphics	3.0	40
B106	Database	3.0	40
B108	Advertising I	4.0	40
B110	Business Law I	4.0	40
B112	Business Communications	4.0	40
B113	Accounting I	4.0	40
B120	Introduction to Marketing	4.0	40
B201	Introduction to Business	4.0	40
B203	Integrated Software Applications	3.0	40
B205	Advanced Graphics	3.0	40
B208	Social Media Marketing	4.0	40
B210	Organizational Behavior	4.0	40
B212	Human Resource Management	4.0	40
B214	Accounting II	4.0	40
B215	Principles of Economics	4.0	40
B220	Meeting & Event Planning	4.0	40
B301	Principles of Management	4.0	40
B306	Statistics I	4.0	40
B307	International Business	4.0	40
B310	Marketing Management	4.0	40
B317	Finance I	4.0	40
B405	Strategic Management	4.0	40
B410	Advanced Human Resource Management	4.0	40
B417	Finance II	4.0	40
B420	Project Management	4.0	40

Required Career Education Courses:

Course #	Subject	Credit Hrs.	Clock Hrs.
C100	Professional Protocol	2.0	20
C101	Career Orientation	2.0	20

Continued on next page....

Business Electives: In addition to the above, all students must choose at least 12 credit hours from the following business electives:

Course #	Subject	Credit Hrs.	Clock Hrs.
B107	Real Estate	4.0	40
B209	Payroll Accounting	4.0	40
LEG212	Contract Law	4.0	40
LEG215	Property Law	4.0	40
LEG220	Corporate Law	4.0	40
B309	Business Law II	4.0	40
B290	Business Industry Tour Workshop	2.0	20
B312	Accounting III	4.0	40
B315	Financial Accounting	4.0	40
B403	Statistics II	4.0	40
B406	Entrepreneurship	4.0	40
B408	Operations Management	4.0	40
B425	Integrated Software Applications	3.0	40

Required General Education Courses:

Course #	Subject	Credit Hrs.	Clock Hrs.
G100	Student Success Seminar	1.0	10
G101	College Mathematics	4.0	40
G102	Personal Development	4.0	40
G105	English Composition I	4.0	40
G111	Research Methods	4.0	40
G202	Public Speaking	4.0	40
G204	Contemporary Moral Problems (Ethics)	4.0	40
G205	Diversity Studies	4.0	40
G208	English Composition II	4.0	40
G216	Psychology of Consumer Behavior	4.0	40
G320	Modern Social Problems	4.0	40

Additional General Education and Other Elective Requirements:

	Credit Hours	Clock Hours
In addition to the above, the student must complete 12.0 credit hours of general education courses described on pages 53-57 of the <i>Catalog</i> .	12.0	120

To meet the additional 11.0 credit hours of other elective requirements beyond the general education criteria, students are encouraged to participate in an internship or externship, and may select, in consultation with the Academic Dean, from any other courses being offered to complete graduation requirements.

11.0 110

Graduation Requirements:

Full-time—36 months (15 terms)	182.0	1920
¾ time—48 months (20 terms)		
½ time—72 months (30 terms)		

Graphic Design Bachelor of Arts. (Day and Evening Classes)

Siba's Bachelor of Arts in Graphic Design is designed to provide graduates with a comprehensive education that includes the principles of design, visual communication, color, typography, illustration and problem-solving, as well as the social science, communication, liberal arts, and humanities courses that broaden perspective. Opportunities for employment include entry to mid-level graphic design positions in print, animation, art direction, illustration, and multimedia. (Internship/externship options providing real-world experience are highly recommended.)

Academic Requirements:

Course #	Course Name	Credit Hrs.	Clock Hrs.
GD104	Form & Space (3-D)	3.0	40
GD105	Design Fundamentals (2-D)	3.0	40
GD110	Drawing I	3.0	40
GD111	Drawing II	3.0	40
GD112	Perspective Drawing	3.0	40
GD115	Figure Drawing I	3.0	40
GD116	Figure Drawing II	3.0	40
GD120	Image Manipulation	3.0	40
GD130	Color Theory	3.0	40
GD150	History of Graphic Design & Illustration I	4.0	40
GD151	History of Graphic Design & Illustration II	4.0	40
GD175	Digital Art Studio	3.0	40
GD180	Typography Traditional	3.0	40
GD181	Typography Hierarchy	3.0	40
GD200	Graphic Symbolism I	3.0	40
GD210	Package Design I	3.0	40
GD220	Corporate Identity I	3.0	40
GD230	Publication Design I	3.0	40
GD240	Mixed Media I	3.0	40
GD242	Black & White Illustration	3.0	40
GD250	Advertising Design I	3.0	40
GD260	Digital Illustration I	3.0	40
GD270	Editorial Illustration I	3.0	40
GD280	Studio Painting I	3.0	40
GD290	Portfolio I	3.0	40
GD315	Business of Graphic Design & Illus.	4.0	40
GD300	Publication Design II	3.0	40
GD380	Studio Painting II	3.0	40
GD390	Conceptual Design I	3.0	40
GD460	Graphic Design Capstone	3.0	40
GD490	Portfolio II	3.0	40

Required Career Education Courses:

Course #	Course Name	Credit Hrs.	Clock Hrs.
C100	Professional Protocol	2.0	20
C101	Career Orientation	2.0	20

Graphic Design B.A., continued

Graphic Design Electives: In addition to the above, all students must successfully complete seven (7) classes from the following list of electives:

Course #	Course Name	Credit Hrs.	Clock Hrs.
GD300	Production & Specialty Printing	3.0	40
GD301	Promotional Design	3.0	40
GD310	Package Design II	3.0	40
GD317	3-D Rendering	3.0	40
GD318	3-D Animation	3.0	40
GD320	Corporate Identity II	3.0	40
GD325	Graphics & Animation I	3.0	40
GD330	Publication Design II	3.0	40
GD350	Advertising Design II	3.0	40
GD360	Character Design	3.0	40
GD361	Storyboard & Composition	3.0	40
GD363	Background & Environmental Illustration	3.0	40
GD364	Sequential Illustration I	3.0	40
GD365	Picture Book Illustration	3.0	40
GD371	Visual Journalism	3.0	40
GD375	Technical Illustration	3.0	40
GD391	Conceptual Design II	3.0	40
GD392	SciFi & Fantasy Illustration	3.0	40
GD400	Art Direction	3.0	40
GD450	Workshop with the Pros	3.0	40
GD464	Sequential Illustration II	3.0	40

Required General Education Courses:

Course #	Subject	Credit Hrs.	Clock Hrs.
G100	Student Success Seminar	1.0	10
G101	College Mathematics	4.0	40
G105	English Composition I	4.0	40
G109	Art Appreciation	4.0	40
G111	Research Methods	4.0	40
G202	Public Speaking	4.0	40
G205	Diversity Studies	4.0	40
G208	English Composition II	4.0	40
G210	Logic	4.0	40
G216	Psychology of Consumer Behavior	4.0	40
G311	Environmental Issues	4.0	40
G320	Modern Social Problems	4.0	40

Graphic Design B.A., continued

Additional General Education and Other Elective Requirements:

Credit Hours **Clock Hours**

In addition to the above, the student must complete 8.0 credit hours of general education courses described on pages 53-57 of the *Catalog*.

8.0 80

To meet the additional 8.0 credit hours of other elective requirements beyond the general education criteria, students are encouraged to participate in an internship or externship, and may select, in consultation with the Academic Dean, from any other courses being offered to complete graduation requirements.

8.0 80

Graduation Requirements:

Full-time—36 months (15 terms)

$\frac{3}{4}$ time—48 months (20 terms)

$\frac{1}{2}$ time—72 months (30 terms)

182.0 2170

Interior Design B.A. (Day Classes)

Siba's Bachelor of Arts in Interior Design program is structured to prepare qualified students for future careers in all sectors of the interior design industry. Opportunities include entry to mid-level positions in interior design firms, architectural firms, corporate design departments, manufacturing, retail and wholesale providers of design goods & materials, educational institutions, and self-employment in the areas of residential, commercial, hospitality, health care, institutional and environmental design.

Academic Requirements:

D103	Architectural Graphics	3.0	40
D105	History of Architecture & Design I	4.0	40
D106	History of Architecture & Design II	4.0	40
D107	Residential Design	3.0	40
D111	Lighting Design	3.0	40
GD104	Form & Space (3-D)	3.0	40
GD130	Color Theory	3.0	40
D112	Presentation Techniques I	3.0	40
D113	CAD I	3.0	40
D114	Universal Design & Aging in Place	4.0	40
D115	Construction Documents, Building Tech. & Codes	4.0	40
D116	Materials & Resources of Interior Design	4.0	40
F104	Textiles I	4.0	40
B103	Introduction to Windows/Word Processing	3.0	40
GD175	Digital Art Studio	3.0	40
D200	Commercial Design	3.0	40
D201	Design Business Practice & Marketing	4.0	40
D204	Workplace Design	3.0	40
D206	Modern & Contemporary Architecture & Design	4.0	40
D207	Advanced Residential Design	3.0	40
D211	Presentation Techniques II	3.0	40
D213	BIM I (Intro to Building Information Modeling)	3.0	40
D214	BIM II	3.0	40
D300	Environmental Design	3.0	40
D315	Computerized Construction Documents	3.0	40
D319	Advanced Commercial Design	3.0	40
D318	BIM III (3-D Modeling & Rendering)	3.0	40
D321	Advanced Workplace Design	3.0	40
D322	Healthcare Facilities I-Issues	4.0	40
D405	Portfolio Design	3.0	40
D410	Design Thesis I	3.0	40
D415	Design Thesis II	3.0	40

Continued on next page...

Interior Design Electives: In addition to the above, all students must choose three (3) classes from the following list of electives:

Course #	Subject	Credit Hrs.	Clock Hrs.
D104	Furniture Marketing	3.0	40
D120	Window Treatment Design	3.0	40
F113	Visual Merchandising	3.0	40
D215	Interior Renovation	3.0	40
D217	Kitchen & Bath Design	3.0	40
D317	Advanced Kitchen & Bath Design	3.0	40
D320	Advanced Window Treatment Design	3.0	40
D412	Healthcare Facilities II-Design	3.0	40

Required General Education Courses:

Course #	Subject	Credit Hrs.	Clock Hrs.
G100	Student Success Seminar	1.0	10
G101	College Mathematics	4.0	40
G105	English Composition I	4.0	40
G109	Art Appreciation	4.0	40
G111	Research Methods	4.0	40
G112	Perspective Drawing	3.0	40
G115	Figure Drawing I	3.0	40
G202	Public Speaking	4.0	40
G205	Diversity Studies	4.0	40
G208	English Composition II	4.0	40
G216	Psychology of Consumer Behavior	4.0	40
G311	Environmental Issues	4.0	40

Required Career Education Courses:

Course #	Subject	Credit Hrs.	Clock Hrs.
C100	Professional Protocol	2.0	20
C101	Career Orientation	2.0	20

Additional General Education and Other Elective Requirements:

	Credit Hours	Clock Hours
In addition to the above, the student must complete 8.0 credit hours of general education courses described on pages 53-57 of the <i>Catalog</i> .	8.0	80
To meet the additional 9.0 credit hours of other elective requirements beyond the general education criteria, students are encouraged to participate in an internship or externship, and may select, in consultation with the Academic Dean, from any other courses being offered to complete graduation requirements.	9.0	110

Graduation Requirements:

Full-time—36 months (15 terms)		
¾ time—48 months (20 terms)		
½ time—72 months (30 terms)	182.0	2120

Retail Management/Fashion Merchandising B.A. (Day and Evening Classes)

Siba's Bachelor of Arts in Retail Management/Fashion Merchandising program is designed to provide graduates with a comprehensive education that includes fashion, management, computer skills, general business, and art, as well as the liberal arts and humanities courses that broaden perspective...an education vital to succeed in today's global economy. Employment opportunities include entry to mid-level positions in sales, management, buying, visual merchandising, fashion promotion, and product development. (Internship/externship options providing actual retail experience are highly recommended.)

Academic Requirements:

Course #	Subject	Credit Hrs.	Clock Hrs.
F101	Introduction to the Fashion Industry I	4.0	40
F102	Introduction to the Fashion Industry II	4.0	40
F103	Merchandising Math	4.0	40
F104	Textiles I	4.0	40
F105	Designer Studies	2.0	20
F106	Non-Textiles	2.0	20
F107	Clothing & Design	4.0	40
F110	History of Costume I	4.0	40
F111	History of Costume II	4.0	40
F113	Visual Merchandising	3.0	40
B103	Introduction to Windows/Word Processing	3.0	40
B104	Spreadsheets	3.0	40
B105	Presentation Graphics	3.0	40
B113	Accounting I	4.0	40
B120	Introduction to Marketing	4.0	40
D113	CAD I	3.0	40
F203	Retail Buying	4.0	40
F205	Textiles II	4.0	40
F207	Fashion Promotion & Production	3.0	40
F208	Fashion Forecasting	4.0	40
B205	Advanced Graphics	3.0	40
B208	Social Media Marketing	4.0	40
B212	Human Resources Management	4.0	40
F300	Understanding Dress in Contemporary Society	4.0	40
F315	Store Planning & Design	3.0	40
F330	Sourcing	4.0	40
B307	International Business	4.0	40
F405	Social Constructs of Dress	4.0	40
F410	Advanced Retail Profitability & Analysis	4.0	40
F415	Apparel Product Development	4.0	40
F425	Apparel Product Development II	4.0	40
F430	Careers in RM/FM and Portfolio Development	4.0	40

Continued on next page...

Retail Management/Fashion Merchandising B.A., continued

Required General Education Courses:

Course #	Subject	Credit Hrs.	Clock Hrs.
G100	Student Success Seminar	1.0	10
G101	College Mathematics	4.0	40
G102	Personal Development	4.0	40
G105	English Composition I	4.0	40
G109	Art Appreciation	4.0	40
G110	Drawing I	3.0	40
G111	Research Methods	4.0	40
G175	Digital Art Studio	3.0	40
G202	Public Speaking	4.0	40
G205	Diversity Studies	4.0	40
G216	Psychology of Consumer Behavior	4.0	40

Required Career Education Courses:

Course #	Subject	Credit Hrs.	Clock Hrs.
C100	Professional Protocol	2.0	20
C101	Career Orientation	2.0	20

Additional General Education and Other Elective Requirements:

	Credit Hours	Clock Hours
In addition to the above, the student must complete 12.0 credit hours of general education courses described on pages 53-57 of the <i>Catalog</i> .	12.0	120

To meet the additional 11.0 credit hours of other elective requirements beyond the general education criteria, students are encouraged to participate in an internship or externship, and may select, in consultation with the Academic Dean, from any other courses being offered to complete graduation requirements.

11.0	110
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Graduation Requirements:

Full-time—36 months (15 terms)		
¾ time—48 months (20 terms)		
½ time—72 months (30 terms)	182.0	1920

Associate Degree Programs

Business Administration A.A.S. (Day and Evening Classes)

Siba's Associate of Applied Science in Business Administration program is designed to prepare qualified students for future support positions in virtually every aspect of business. Entry-level positions include customer service professional, sales/support assistant, marketing/advertising assistant, event planner, front desk/receptionist, and executive/administrative assistant. Typical growth opportunities include customer service manager, office manager, and sales manager. (Internship/externship options providing actual business experience are highly recommended).

Academic Requirements:

Course #	Subject	Credit Hrs.	Clock Hrs.
G100	Student Success Seminar	1.0	10
B103	Introduction to Windows/Word Processing	3.0	40
B104	Spreadsheets	3.0	40
B105	Presentation Graphics	3.0	40
B106	Database	3.0	40
B108	Advertising I	4.0	40
B110	Business Law I	4.0	40
B112	Business Communications	4.0	40
B113	Accounting I	4.0	40
B120	Introduction to Marketing	4.0	40
B201	Introduction to Business	4.0	40
B203	Integrated Software Applications	3.0	40
B205	Advanced Graphics	3.0	40
B208	Social Media Marketing	4.0	40
B210	Organizational Behavior	4.0	40
B212	Human Resource Management	4.0	40
B214	Accounting II	4.0	40
B215	Principles of Economics	4.0	40
B220	Meeting & Event Planning	4.0	40
G105	English Composition I	4.0	40
G202	Public Speaking	4.0	40
G204	Contemporary Moral Problems (Ethics)	4.0	40
G205	Diversity Studies	4.0	40
C100	Professional Protocol	2.0	20
C101	Career Orientation	2.0	20

Elective Requirements: To meet the additional 3.0 credit hours of elective requirements, students are encouraged to participate in an internship or externship, and may select, in consultation with the Academic Dean, from any other 100 or 200 level courses being offered to complete graduation requirements.

3.0 30

Graduation Requirements:

Full-time—18 months (7 terms);

$\frac{3}{4}$ time—24 months (10 terms)

$\frac{1}{2}$ time—36 months (15 terms)

90.0 960

Graphic Design A.A.S. (Day and Evening Classes)

Siba's Associate of Applied Science degree is designed to provide graduates with an education that includes the principles of graphic design, visual communication, color, typography, illustration and problem-solving. Opportunities for employment include entry-level graphic design positions in print, animation, art direction, illustration, and multimedia. (Internship/externship options providing real-world experience are highly recommended.)

Academic Requirements:

Course #	Subject	Credit Hrs.	Clock Hrs.
G100	Student Success Seminar	1.0	10
GD104	Form & Space (3-D)	3.0	40
GD105	Design Fundamentals (2-D)	3.0	40
GD110	Drawing I	3.0	40
GD112	Perspective Drawing	3.0	40
GD115	Figure Drawing I	3.0	40
GD116	Figure Drawing II	3.0	40
GD120	Image Manipulation I	3.0	40
GD130	Color Theory	3.0	40
GD150	History of Graphic Design & Illustration I	4.0	40
GD151	History of Graphic Design & Illustration II	4.0	40
GD175	Digital Art Studio	3.0	40
GD180	Typography Traditional	3.0	40
GD181	Typography Hierarchy	3.0	40
GD200	Graphic Symbolism I	3.0	40
GD210	Package Design I	3.0	40
GD200	Corporate Identity I	3.0	40
GD230	Publication Design I	3.0	40
GD240	Mixed Media I	3.0	40
GD242	Black & White Illustration	3.0	40
GD250	Advertising Design I	3.0	40
GD270	Editorial Illustration I	3.0	40
GD280	Studio Painting I	3.0	40
GD290	Portfolio I	3.0	40
G101	College Mathematics	4.0	40
G109	Art Appreciation	4.0	40
G202	Public Speaking	4.0	40
G205	Diversity Studies	4.0	40
C100	Professional Protocol	2.0	20
C101	Career Orientation	2.0	20

Elective Requirements: To meet the additional 2.0 credit hours of elective requirements, students are encouraged to participate in an intern/externship, and may select, in consultation with the Academic Dean, from any other 100 or 200 level courses being offered to complete graduation requirements.

2.0 30

Graduation Requirements:

Full-time—18 months (7 terms)

¾ time—24 months (10 terms)

½ time—36 months (15 terms)

94.0 1160

Interior Design A.A.S. (Day Classes)

Siba's Interior Design program is structured to prepare qualified students for future positions in many areas of the design industry. Opportunities include entry-level design positions in residential, commercial, retail, hospitality and architectural design environments. (Internship/externship options providing actual design-related experience are highly recommended.)

Academic Requirements:

Course #	Subject	Credit Hrs.	Clock Hrs.
G100	Student Success Seminar	1.0	10
D101	Foundations of Interior Design	4.0	40
D103	Architectural Graphics	3.0	40
D105	History of Architecture & Design I	4.0	40
D106	History of Architecture & Design II	4.0	40
D107	Residential Design	3.0	40
D111	Lighting Design	3.0	40
GD104	Form & Space (3-D)	3.0	40
GD130	Color Theory	3.0	40
D112	Presentation Techniques I	3.0	40
D113	CAD I	3.0	40
D114	Universal Design & Aging in Place	4.0	40
D115	Construction Documents, Building Tech. & Codes	4.0	40
D116	Materials & Resources of Interior Design	4.0	40
F104	Textiles I	4.0	40
B103	Introduction to Windows/Word Processing	3.0	40
D200	Commercial Design	3.0	40
D201	Design Business Practice & Marketing	4.0	40
D206	Modern & Contemporary Architecture & Design	4.0	40
D207	Advanced Residential Design	3.0	40
D211	Presentation Techniques II	3.0	40
D213	BIM I (Intro to Building Information Modeling)	3.0	40
G101	College Mathematics	4.0	40
G112	Perspective Drawing	3.0	40
G115	Figure Drawing	3.0	40
G202	Public Speaking	4.0	40
C100	Professional Protocol	2.0	20
C101	Career Orientation	2.0	20

Elective Requirements: To meet the additional 2.0 credit hours of elective requirements, students are encouraged to participate in an intern/externship, and may select, in consultation with the Academic Dean, from any other 100 or 200 level courses being offered to complete graduation requirements.

2.0 30

Graduation Requirements:

Full-time—18 months (7 terms);

$\frac{3}{4}$ time—24 months (10 terms)

$\frac{1}{2}$ time—36 months (15 terms)

93.0 1160

Paralegal Studies A.A.S. (Evening Classes)

The Paralegal Studies program is designed to enable the student to learn to integrate the separate functions required to manage a legal office and to conduct related legal research in support of the legal environment. Employment opportunities include Paralegal, Legal Assistant, Law Office Manager, Corporate Research Assistant, and Investigator. (Internships/externships are highly recommended in this program).

Academic Requirements:

Course #	Subject	Credit Hrs.	Clock Hrs.
G100	Student Success Seminar	1.0	10
B103	Introduction to Windows/Word Processing	3.0	40
B104	Spreadsheets	3.0	40
B105	Presentation Graphics	3.0	40
B106	Database	3.0	40
B112	Business Communications	4.0	40
B113	Accounting I	4.0	40
B120	Introduction to Marketing	4.0	40
B205	Advanced Graphics	3.0	40
B212	Human Resource Management	4.0	40
B220	Meeting & Event Planning	4.0	40
LEG200	Legal Research & Writing	3.0	40
LEG203	Civil Litigation	4.0	40
LEG204	Wills/Trusts/Estates	4.0	40
LEG207	Legal Ethics	4.0	40
LEG209	Personal Injury/Torts	4.0	40
LEG210	Criminal Law	4.0	40
LEG212	Contract Law	4.0	40
LEG215	Property Law	4.0	40
LEG220	Corporate Law	4.0	40
G101	College Mathematics	4.0	40
G105	English Composition I	4.0	40
G202	Public Speaking	4.0	40
G205	Diversity Studies	4.0	40
C100	Professional Protocol	2.0	20
C101	Career Orientation	2.0	20

Elective Requirements: To meet the additional 3.0 credit hours of elective requirements, students are encouraged to participate in an internship or externship, and may select, in consultation with the Academic Dean, from any other 100 or 200 level courses being offered to complete graduation requirements.

2.0 20

Graduation Requirements:

Full-time—18 months (7 terms)

$\frac{3}{4}$ time—24 months (10 terms)

$\frac{1}{2}$ time—36 months (14 terms)

93.0 1000

Retail Management/Fashion Merchandising A.A.S. (Day and Evening Classes)

Siba's Retail Management/Fashion Merchandising program is designed to prepare qualified students for entry-level positions in the fashion/retail industry, including sales, management, assistant buying, visual merchandising, fashion promotion, and product development. (Internship/externship options providing actual retail experience are highly recommended.)

Academic Requirements:

Course #	Subject	Credit Hrs.	Clock Hrs.
G100	Student Success Seminar	1.0	10
F101	Introduction to the Fashion Industry I	4.0	40
F102	Introduction to the Fashion Industry II	4.0	40
F103	Merchandising Math	4.0	40
F104	Textiles I	4.0	40
F105	Designer Studies	2.0	20
F106	Non-Textiles	2.0	20
F107	Clothing & Design	4.0	40
F110	History of Costume I	4.0	40
F111	History of Costume II	4.0	40
F113	Visual Merchandising I	3.0	40
B103	Introduction to Windows/Word Processing	3.0	40
B104	Spreadsheets	3.0	40
B105	Presentation Graphics	3.0	40
B113	Accounting I	4.0	40
B120	Introduction to Marketing	4.0	40
F203	Retail Buying	4.0	40
F207	Fashion Promotion & Production	3.0	40
B205	Advanced Windows Graphics	3.0	40
B208	Social Media Marketing	4.0	40
B212	Human Resources Management	4.0	40
G105	English Composition I	4.0	40
G109	Art Appreciation	4.0	40
G202	Public Speaking	4.0	40
G205	Diversity Studies	4.0	40
C100	Professional Protocol	2.0	20
C101	Career Orientation	2.0	20

Elective Requirements: To meet the additional 3.0 credit hours of elective requirements, students are encouraged to participate in an internship or externship, and may select, in consultation with the Academic Dean, from any other 100 or 200 level courses being offered to complete graduation requirements.

3.0 30

Graduation Requirements:

Full-time—18 months (7 terms);

¾ time—24 months (10 terms)

½ time—36 months (14 terms)

94.0 1000

Course Descriptions

Business Courses

B103 Introduction to Windows/Word Processing

(3.0 credit hrs., 40 clock hrs.) This course introduces students to the basic components of the windows interface, how to manage files and folders, and how to use the common tools and programs available in Windows. Using Microsoft Word, students will learn to process text, edit text, use writing tools, format characters, place and align text, format paragraphs and set tabs, use draw, print documents and envelopes and manage files. Students learn to create footnotes and endnotes, charts, forms, graphics and special characters, macros, mail merge, and reference documents. Classroom projects will include comprehensive use of word processing skills in creation and development of various forms of documents. Prerequisite: None.

B104 Spreadsheets

(3.0 credit hrs., 40 clock hrs.) Students will learn to create spreadsheets for many business applications such as budgets, marketing and sales reports, expense reports, invoices and purchase orders, basic financial statements, and spreadsheet information for use in intranet/internet. Students will receive hands-on instruction on how to use spreadsheets for accounting/financial statements, data analysis, statistical tables, amortization schedules, forecasts, personnel records, and lists. Prerequisite: None.

B105 Presentation Graphics

(3.0 credit hrs., 40 clock hrs.) Students learn to create professional looking presentations and administrative documents with specific text content and design criteria. Through the use of *Microsoft Publisher* and *Microsoft PowerPoint*, students will develop the skills to produce camera-ready copy for simple publications and students will receive instruction in processing of words (keying in of data), outlining, graphing, drawing tools, clip art, and delivery of presentation. Prerequisite: None.

B106 Database

(3.0 credit hrs., 40 clock hrs.) Students learn to plan and design databases for storing information on the computer, how to query a table and find and display information, and how to generate simple forms and reports to view or print out the information needed. Prerequisite: None .

B107 Real Estate

(4.0 credit hrs., 40 clock hrs.) Students develop an understanding of the real estate business. Includes study of regulations, legal aspects, ownership of real property, transfer, evidence of assurance of title, landlord/tenant relationships, mortgages, and responsibilities. Prerequisite: None.

B108 Advertising I

(4.0 credit hrs., 40 clock hrs.) This class is oriented toward practical experience in analyzing, understanding, and creating advertising based on real world examples. Students will be expected to observe and report on advertising they encounter day-to-day in order to relate it to the textbook and handout materials. Upon completion of the course, students will be familiar with

the basic terminology relating to advertising strategies, development, and production.
Prerequisite: None.

B109 Advertising II

(4.0 credit hrs., 40 clock hrs.) Emphasis on uses of major advertising media including television, radio, newspapers, and magazines. Prerequisite: B108.

B110 Business Law I

(4.0 credit hrs., 40 clock hrs.) Familiarizes students with the various legal concepts applicable to businesses in general. Presents an overview of the U.S. legal system and legislative systems, criminal law, torts, contracts, UCC sales, commercial paper, and negotiable instruments.
Prerequisite: None.

B112 Business Communications

(4.0 credit hrs., 40 clock hrs.) This course examines the principles of communication in the workplace. It introduces students to common formats such as the memo, letters, and reports, and helps students improve writing skills to gain greater mastery of grammar, mechanics and style.
Prerequisite: B103 .

B113 Accounting I

(4.0 credit hrs., 40 clock hrs.) Students learn accounting principles for a professional organization through an accounting cycle, including financial reporting. Prerequisite: None.

B120 Introduction to Marketing

(4.0 credit hrs., 40 clock hrs.) Overview of marketing strategy, the marketing environment, consumer buying behavior, research, public relations, and the differences in marketing services and products. Prerequisite: None.

B201 Introduction to Business

(4.0 credit hrs., 40 clock hrs.) This course introduces concepts, methods, activities and philosophy of business in the world today. It covers contemporary trends in business, while introducing the student to the language, principles, and environment of business. Prerequisite: None.

B203 Integrated Software Applications

(3.0 credit hrs., 40 clock hrs.) Simulation of a working environment where all the application software packages will be used and integrated. Emphasis will also be placed on communication in both written and oral presentations. Prerequisites: B103, B104, B105, B106.

B205 Advanced Graphics

(3.0 credit hrs., 40 clock hrs.) In this course, the student will learn presentation techniques in *Adobe Photoshop*. They will gain experience in using the various tools in producing graphic presentations. Emphasis is on creating compelling and innovative graphic design solutions, compositional organization, mechanics and effective presentations. Prerequisite: None.

B208 Social Media Marketing

(4.0 credit hours; 40 clock hours) Examines how social media has changed the way businesses promote products, services, ideas and people. Students will gain the necessary knowledge and skills to create and execute effective social media marketing strategies across multiple social media based platforms. Prerequisite: None.

B209 Payroll Accounting

(4.0 credit hrs., 40 clock hrs.) Emphasis is on all aspects of payroll procedures, including wage and salaries, Social Security taxes and benefits, Medicare, federal and state employment insurance and taxes, payroll accounting systems and records, and reporting requirements. Prerequisite: None.

B210 Organizational Behavior

(4.0 credit hrs., 40 clock hrs.) The course focuses on the importance of human dynamics in modern organizations. Instructor and students will explore individual behavior, group processes and organizational dynamics from management and employee perspectives. Prerequisites: B201.

B212 Human Resource Management

(4.0 credit hrs., 40 clock hrs.) The course is designed to introduce students to human resource management theory and principles, beginning with traditional/classical thinking and leading up to the latest trends and future approaches. Prerequisite: None.

B214 Accounting II

(4.0 credit hrs., 40 clock hrs.) Preview of the accounting cycle, accounting for merchandising company, and use of special journals for accounts receivable and payable. Students will complete a simulated merchandising practice set. Prerequisite: B113.

B215 Principles of Economics

(4.0 credit hrs., 40 clock hrs.) Students will explore the practical value of economic analysis as it relates to supply and demand, the theory of the firm, taxation, inflation, unemployment, national income determination, fiscal and monetary policy, economic growth, and international trade and finance. Prerequisite: B201.

B220 Meeting & Event Planning

(4.0 credit hrs., 40 clock hrs.) Students learn a practical approach to the science of planning effective meetings and events. Includes a review of personnel, financial planning, site location, marketing, and program design. Prerequisite: None.

B290 Business Industry Tour Workshop (Chicago, IL)

(1.0-2.0 credit hrs., 10-20 clock hours). This study tour is to provide students with experiential learning opportunities as they explore the different facets of business in professional industries. The students will meet with professionals that work in the areas of Finance, Economics, Marketing and Entrepreneurship. In addition to paying tuition expenses for course credit, students are also responsible for travel expenses. Prerequisite: Permission of Instructor.

B301 Principles of Management

(4.0 credit hrs., 40 clock hrs.) This course introduces students to contemporary principles of management. Course focus and emphasis is on the practical considerations of planning, organizing, decision making, leading and controlling in modern organizations. The course covers each managerial function in detail, while illustrating historic perspectives and today's systematic approach to management. Prerequisite: B201.

B306 Statistics I

(4.0 credit hrs., 40 clock hrs.) This course demonstrates the applicability of statistics in the real world through guided exercises, practical real-world problems, and group projects. Prerequisites: G101 or F103.

B307 International Business

(4.0 credit hrs., 40 clock hrs.) Involves the study of any business transaction between parties from more than one country. Students will examine such activities as buying and selling raw materials, inputs or finished products across borders, operating plants in other countries to take advantage of local resources, and borrowing money in one country to finance operations in a second. International Business is influenced by cultural considerations. Prerequisites: B201 or F101.

B309 Business Law II

(4.0 credit hrs., 40 clock hrs.) Continues the study of the U.S. legal system and legislative systems, employment and agency law, real estate law, bailments, insurance, and consumer and creditor protection. Prerequisite: B110.

B310 Marketing Management

(4.0 credit hrs., 40 clock hrs.) This course examines the marketing system, relationship with the socioeconomic system and reciprocal influences affecting the management of marketing. It studies the trends in the structure of marketing institutions, processes, and practices. Consideration will be given to customer attributes, behavioral characteristics, and how a marketing manager responds to these factors in the design of marketing strategies using research, product development, pricing, distribution structure, and promotion. Prerequisites: B120, and B201 or F102.

B312 Accounting III

(4.0 credit hrs., 40 clock hrs.) The students will learn manufacturing accounting, corporations and partnerships, with emphasis on financial analysis and decision-making. Prerequisite: B214.

B315 Financial Accounting

(4.0 credit hrs., 40 clock hrs.) Students will discover the uses and limitations of financial statements and related information and apply analytical tools in making both business and financial decisions. Topics examined include those related to corporate financial position, operating results, cash flows, and financial strength. Prerequisite: B214.

B317 Finance I

(4.0 credit hrs., 40 clock hrs.) This course is an introduction to the role of financial management in today's business world. Course topics emphasize an understanding of financial statement analysis and ratio analysis to evaluate financial performance, and allocation of resources over time. Prerequisite: B113.

B403 Statistics II

(4.0 credit hrs., 40 clock hrs.) This course covers the concepts and techniques concerning exploratory data analysis, frequency distributions, central tendency and variation, probability, sampling, inference, regression, and correlation. Students will be exposed to these topics and how each applies to and can be used in the business environment. Students will master problem solving using both manual computations and statistical software. Prerequisites: B104, B306.

B405 Strategic Management

(4.0 credit hrs., 40 clock hrs.) This course will enable the student to understand high-level business decisions based on competitive pressures, global marketplace concepts, and availability of resources such as personnel, finances, plant and equipment capabilities and raw materials. The course will also focus on corporate structures and management decision-making. Students will bring together all of their learned functional skills (e.g. accounting, finance, marketing, etc.) and use them to study organizational problems within the context of real-world business case studies. Prerequisites: B301, B310, B317.

B406 Entrepreneurship

(4.0 credit hrs., 40 clock hrs.) This course provides a background in business entrepreneurship. It examines the characteristics necessary to become a successful entrepreneur and covers the information needed to develop a comprehensive effective business plan. Prerequisites: B104, B120.

B408 Operations Management

(4.0 credit hrs., 40 clock hrs.) This course provides students with concepts, techniques and tools to design, analyze, and improve core operational capabilities, and apply them to a broad range of industries. It emphasizes the effect of uncertainty in decision-making, as well as the relationship between high-level financial objectives and operational capabilities. Topics covered include production control, risk pooling, quality management, process design, and revenue management. Also included are case studies, and a simulation exercise which demonstrates fundamental concepts. Prerequisites: B212, B301, B317.

B410 Advanced Human Resources Management: Application Theory and Practice

(4.0 credit hrs., 40 clock hrs.) This course addresses the behavioral and legal approaches to the management of human resources in organizations. Students study and examine various aspects of Human Resource Management via application of technical and legal aspects of human resource management from a strategic business perspective. The course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently constraining organizations. Among the topics included are: formulation and implementation of human resource strategy, job analysis, methods of recruitment and selection, techniques for training and development, performance appraisal, compensation and benefits, and the evaluation

of the effectiveness of HRM systems. Emphasis is placed on integrating human resource management with the overall business strategy. Prerequisite: B212.

B417 Finance II

(4.0 credit hrs., 40 clock hrs.) This course is a continuation of Finance I. Students will utilize Financial Analysis to Value Assets and Investments, assess risk and make sound financial business decisions. Prerequisite: B317.

B420 Project Management

(4.0 credit hrs., 40 clock hrs.) This course examines various aspects of managing projects in a business environment. The course will include in-depth study of the following project components: project scope definition, time management, cost estimating, quality assurance, resource management, communication modeling, risk assessment, and materials procurement. Students will learn state-of-the-art project management tools and techniques while completing classroom projects. Prerequisite: B104, B106, B201.

Interior Design Courses

D101 Foundations of Interior Design

(4.0 credit hrs., 40 clock hrs.) In this introductory course students will discover concepts of design and the role of the designer, and will examine the basic design principles and elements, concepts of design process, spatial relationships, and design as a profession. Students will apply their understanding of these concepts to investigate fully the tools of their trade: floors, walls, ceilings, windows, doors and their materials; wall composition; furniture placement; and the use of accessories. Prerequisite: None.

D103 Architectural Graphics

(3.0 credit hrs., 40 clock hrs.) An introductory course in hand drafting. Emphasis will be placed on drafting tools, line quality, lettering, and visualizing three dimensions in 2-d drawings. Students will complete orthographic drawings and simple house plans and elevations. Prerequisites: None

D104 Furniture Marketing

(3.0 credit hrs., 40 clock hrs.) Students will learn how furniture is designed, constructed, distributed, and retailed to the public. This course will focus on the Interior Designer and the role he/she plays in the marketing and specifying of furnishings for residential and contract markets. Students will create a model of a piece of furniture and develop a marketing plan. Prerequisite: None.

D105 History of Architecture and Design I

(4.0 credit hrs., 40 clock hrs.) Comprehensive study of the progress of architecture and the accompanying evolution of interior spaces from ancient times through the Italian Renaissance. Particular emphasis will be placed on technological, cultural, social, and aesthetic developments, giving context to the specific stylistic differences that distinguish each period. Prerequisite: None.

D106 History of Architecture and Design II

(4.0 credit hrs., 40 clock hrs.) A continuation of D105, topics studied in this course include French Stylistic development, Renaissance through Empire, and the concurrent English periods of Renaissance Tudor through Victorian and the birth of the Industrial Revolution. Emphasis will be placed on technological, cultural, social, and aesthetic developments, giving context to the specific stylistic differences that distinguish each period. Prerequisite: D105.

D107 Residential Design

(3.0 credit hrs., 40 clock hrs.) A project-oriented course, designed to develop the students' knowledge and ability to create residential design projects including floor plans, color schemes, and presentation boards. Prerequisites: D101, D103.

D111 Lighting Design

(3.0 credit hrs., 40 clock hrs.) In this course students will develop an awareness of the aesthetics and functional applications of lighting for residential and non-residential spaces and how to produce lighting schedules, calculate lighting loads, and draw reflected ceiling plans. Prerequisite: D103

D112 Presentation Techniques I

(3.0 credit hrs., 40 clock hrs.) This course will concentrate on developing the student's capabilities in presenting his/her work visually and verbally. Students will focus on communicating their ideas through sketching to scale on and off campus. Students will also learn different presentation graphic skills using various media including but not limited to marker, pen & ink, colored pencil, model building, and digital media. Prerequisite: D103

D113 CAD I

(3.0 credit hrs., 40 clock hrs.) This is a foundation for the use of computer technology as a tool in drafting and design. This is a hands on course that will offer the student a basic introduction to AutoCAD (Computer Aided Design). Focus will be placed on learning the basic commands and editing/modification tools. Prerequisite: B103 (for RM/FM students) B103 & D103 for Interior Design students.

D114 Universal Design and Aging in Place

(4.0 credit hrs., 40 clock hrs.) This course teaches the relevant codes and standards, common barriers in the health care and home, and demonstrates how to redesign living areas for safety and comfort for older adults with physical limitations that would normally force them from their homes into a health care facility. Prerequisites: None.

D115 Construction Documents, Building Technology, & Codes

(4.0 credit hrs., 40 clock hrs.) Students will learn how to format and read a set of construction documents. They will learn about floor plans, reflected ceiling plans, elevations, sections, and details, and they will become familiar with basic residential and commercial construction: electrical, plumbing, and HVAC systems, and interior finish and materials installation. Students will learn concepts and strategies for addressing public welfare and safety, including the Americans with Disabilities Act and its impact on interior design. Prerequisite: None.

D116 Materials & Resources of Interior Design

(4.0 credit hrs., 40 clock hrs.) An introduction and examination of a variety of finishes and materials for design, including fabrics, wall covering, hard and resilient floor covering, carpet and rugs, wood and plastics, marble and granite, solid surface, tile and more. Students will also learn how to identify the appropriate trade sources for these materials with the possibility of field trips to the sources. Measuring, specifying, and estimating will be emphasized. Prerequisite: None.

D120 Window Treatment Design

(3.0 credit hrs., 40 clock hrs.) The business of custom window treatments encompasses measuring, calculating, designing, construction and installation. Students will learn all of these processes, as well as about products, trends and designs. Students will also learn how to communicate with custom workrooms. Prerequisite: G101.

D200 Commercial Design

(3.0 credit hrs., 40 clock hours) Introduces students to the fundamentals of designing non-residential spaces. Students will be taught the process of planning a restaurant space beginning with client interviews and data collection through research with the goal of developing a working program. Students will be asked to begin the space planning process making use of current information on codes, circulation patterns, appropriate materials selections, and the ADA. Prerequisites: D101, D113.

D201 to Design Business Practice & Marketing

(4.0 credit hrs., 40 clock hrs.) A study of the practice of interior design as a business, using business procedures, contract documents, projects, pricing, billing, handling complaints, compensation and fees, and public relations. Social Media Marketing will be included. Prerequisite: D101.

D204 Workplace Design

(3.0 credit hrs., 40 clock hours) An introduction to the concepts on which Facilities Planning and Workplace Design relies. Students will be taught the process of data gathering through analysis of client interview material with the goal of creating a set of beginning working documents: program, adjacency matrix and bubble diagrams to fully comprehend the design problem. Students will also be introduced to systems furniture, working with a professional from the field. From this a preliminary set of office typicals will be developed. Prerequisites: D101, D113.

D206 Modern & Contemporary Architecture and Design

(4.0 credit hrs., 40 clock hrs.) This course is an in-depth look at the major figures in architecture of the Modern movement and after. Special attention will be paid to the Bauhaus and Cranbrook communities, as well as individuals of merit that have formed the horizon of architecture in the world today. Prerequisite: None.

D207 Advanced Residential Design

(3.0 credit hrs., 40 clock hrs.) Content will focus on residential establishments, both new and renovated. Students will thoroughly plan the utilization of the interior of each of these types of construction. Prerequisites: D107, D112, D115, D116.

D211 Presentation Techniques II

(3.0 credit hrs., 40 clock hrs.) Concepts in design presentations will be refined and expanded to include the use of electronic media, i.e.: Adobe Design Suite Software Photoshop, Illustrator, InDesign, Behance, and AutoCAD. Skills taught will include the rendering of floor plans, perspectives, elevations, logos, creative writing, and portfolio graphics. Prerequisites: GD175, D112, D113

D213 BIM I (Introduction to Business Information Modeling)

(3.0 credit hrs., 40 clock hrs.) This course will hone the students CAD skills and take them into 3D modeling via Revit. Assignments will focus on more elaborate CAD drawings and converting them into 3D models as well as generating working drawings associated with professional practice. Prerequisite: D113

D214 BIM II

(3.0 credit hrs., 40 clock hrs.) This course will expand the student's knowledge of the Revit program and 3D modeling/rendering. The student will explore more in depth design concepts, forms, and modification techniques completed within a highly detailed course long project. The creation and use of views for professional practice will be explored. Prerequisite: D213

D215 Interior Renovation

(3.0 credit hrs., 40 clock hrs.) A study of the elements to be considered in updating a structure with historical significance. Space planning sensitive to existing infrastructure, code requirements and materials selection is addressed. Particular emphasis will be placed on synthesizing design solutions with knowledge of historical periods. Prerequisites: D107, D115, D116, GD175.

D217 Kitchen and Bath Design

(3.0 credit hrs., 40 clock hrs.) Students will learn the basics of residential kitchen and bath design, including how to work with standard cabinet nomenclature, plumbing basics and fixture layout, appliance selection and the latest trends with accessories. Students will develop drawings by hand and using 20/20 according to NKBA guidelines. This course may include field trips to showrooms and job sites. Prerequisite: D107.

D300 Environmental Design

(3.0 credit hrs., 40 clock hrs.) An advanced class where students will explore the principles of "green" design. Topics covered will include defining green design, evaluating source materials and products, and preparing a plan for identifying and researching potential green clients. Prerequisites: D107, D200, D116, G311.

D315 Computerized Construction Documents

(3.0 credit hrs., 40 clock hrs.) Students will explore the methodologies for turning an architectural designs into construction documents that can be used in the building industry, apply workflow strategies for efficient use of a BIM models and label building components using annotative elements to create sheet views. Students will produce a set of working drawings with annotations, detail callouts, and general notes using AutoCAD and REVIT. Prerequisites: D105, D115, D214

D317 Advanced Kitchen & Bath Design

(3.0 credit hrs., 40 clock hrs.) A continuation of D217, this course emphasizes more intricate designs with custom cabinetry and high-end fixtures. Students will develop drawings by hand and computer according to NKBA guidelines. This course will include application and installation of cabinetry, integration of fixtures and appliances, countertop and material options, and graphically detailed drawings including elevations, orthographics/isometrics and/or perspectives. Prerequisites: D213, D217.

D318 BIM III (3-D Modeling & Rendering)

(3.0 credit hrs., 40 clock hrs.) This course will continue to explore the Revit program as a main tool in the Interior Design field; however the student will also learn how to integrate other 3D modeling software such as SketchUP into Revit for highly detailed, custom designs. This course will also explore the rendering options associated with the Revit program as a base as well as higher quality rendering and presentation options with Photoshop and other photo editing software. Prerequisite: D214

D319 Advanced Commercial Design

(3.0 credit hrs., 40 clock hrs.) This class is a continuation of D108 Commercial Design. In this class students will complete their restaurant plan, incorporating information gleaned from the project critique at the end of D108. Students will finalize materials selections, develop support documents: elevations, perspectives, axonometrics. Students will then complete the course with a presentation that utilizes all the information collected and developed throughout the two sections. Prerequisites: D112, D115, D116, D200, D213, D214, D318.

D320 Advanced Window Treatment Design

(3.0 credit hrs., 40 clock hrs.) The course will advance students in the field of custom window treatments with design, calculations and construction techniques. Students will develop their knowledge of specialty window treatments, business skills and professional installation techniques. Prerequisite: D120

D321 Advanced Workplace Design

(3.0 credit hrs., 40 clock hrs.) This class is a continuation of D204 Workplace Design. In this class students will complete the design development of the project begun in D204 incorporating information gleaned from the project critique at the end of D204. Students will finalize the layout, materials selections, and develop support documents: elevations, perspectives, axonometrics. Students will then complete the course with a presentation that utilizes all the information collected and developed throughout the two sections. Prerequisites: D112, D115, D116, D204, D213, D214, D318.

D322 Healthcare Facilities I—Issues

(4.0 credit hrs., 40 clock hrs.) As an introduction to the fundamental details and issues in designing for the healthcare environment, this class addresses the impact design has on the quality and efficacy of care. Students will interact on issues related to long-term care, assisted living, ambulatory care, and the hospital environment and compare other countries' approaches to healthcare facilities and those of the United States. Prerequisite: D319 or Permission of Instructor.

D405 Portfolio Design

(3.0 credit hrs., 40 clock hrs.) This course will address the finer details of developing and presenting an advanced professional portfolio. Analog (paper) and digital (electronic) media, such as Adobe Suite will be considered. A focused and cohesive message is essential for a student's professional image development. Prerequisite: Senior status or permission of the instructor.

D410 Design Thesis I

(3.0 credit hrs., 40 clock hrs.) The student will develop a completed working program and completed floor plan of his/her selected thesis project. Extensive effort will be placed on developing a relevant and comprehensive program that the student will ultimately use during the course and into Design Thesis II. Conceptual considerations will also be considered during this course and will ultimately develop into how the student's work will look and be perceived. Prerequisite: Senior status or permission of the instructor.

D412 Healthcare Facilities II—Design

(3.0 credit hrs., 40 clock hrs.) A continuation of Healthcare Facilities I, in which students will create designs based on the principles learned in *Issues* and insuring that the needs of the industry: better mobility, privacy, safety, and comfort for patients, staff, and visitors, are met. Prerequisites: D319, D320

D415 Design Thesis II

(3.0 credit hrs., 40 clock hrs.) This course will continue with the development of Design Thesis I. The student will come into this course with a completed working program and completed floor plan. The student will use all of his or her design skills to develop the design program and plans into an extensive visual and verbal presentation. The final presentation will be observed and critiqued by several knowledgeable industry professionals. Prerequisite: D410

Retail Management/Fashion Merchandising Courses**F101 Introduction to the Fashion Industry I**

(4.0 credit hrs., 40 clock hrs.) Students will gain a foundation and language for understanding how the current fashion industry works. Includes exploration of fundamental fashion theories, the consumer, the organization and operation of textiles, apparel, and accessories industries. Prerequisite: None.

F102 Introduction to the Fashion Industry II

(4.0 credit hrs., 40 clock hrs.) A study of the materials, producers, development processes, and retailers that impact the fashion business on a global level. Discussion of technologies, the importance of Omnichannel retailing, corporate social responsibility, and sustainable practices. Prerequisite: F101.

F103 Merchandising Math

(4.0 credit hrs., 40 clock hrs.) Develops fundamentals of merchandising math, beginning with the basic skills of fractions, decimals, base, rate, and portion. The principles of markups and markdowns and the application of those to purchase orders, invoices and order forms. Prerequisite: None.

F104 Textiles I

(4.0 credit hrs., 40 clock hrs.) A study of the textiles industry, including its component parts and terminology. Students will be introduced to fibers, yarns, fabric characteristics, and properties that influence textile product performance and appearance. Prerequisite: None.

F105 Designer Studies

(2.0 credit hrs., 20 clock hrs.) The study of important historic and contemporary fashion designers and the contributions these individuals have made to the fashion industry. Prerequisite: None.

F106 Non-Textiles

(2.0 credit hrs., 20 clock hrs.) A survey course of leather, fur, gems, footwear, millinery, handbags, fine and costume jewelry, etc., with an emphasis on construction methods, quality, design and care. Prerequisite: None.

F107 Clothing and Design

(4.0 credit hrs., 40 clock hrs.) Students will learn to apply the principles and elements of design and understand their effect on apparel, the consumer, retail environment, promotional material, and packaging. Prerequisite: None.

F110 History of Costume I

(4.0 credit hrs., 40 clock hrs.) Study of all periods of fashion from Egyptian and Classic eras through the Renaissance time period. Students study the effects of economic, social, political, and religious changes on apparel. Prerequisite: None.

F111 History of Costume II

(4.0 credit hrs., 40 clock hrs.) A continuation of History of Costume I. The study of periods of fashion from Baroque through the early twentieth century. Prerequisite: F110.

F113 Visual Merchandising

(3.0 credit hrs., 40 clock hrs.) Studies basic principles and techniques used in visual merchandising and display. Includes practical experience through the execution of various types of display. Utilizes problem solving techniques, principles and elements of design, fixtures, props, signage, lighting, and mannequins. Prerequisite: None.

F114 Menswear

(2.0 credit hrs., 20 clock hrs.) Examines the unique aspects of the production, merchandising, and selling of menswear. Students study the various menswear markets, production, sizing, promotion, and retailing. Prerequisite: None.

F203 Retail Buying

(4.0 credit hrs., 40 clock hrs.) A practical analysis of the role of the buyer in department, specialty, chain, and discount stores. Course includes planning stocks; merchandise control systems, resource planning, import buying, advertising, and promotion. Course stresses analysis and application activities to sharpen retail decision-making and problem-solving skills. Prerequisites: F102, F103.

F205 Textiles II

(4.0 credit hrs., 40 clock hrs.) Studies textile coloration, print design, finishing, quality, performance, and care of textiles. Students learn about textile industry standards, legislation, and laws. Includes issues of sustainability in the production, use, and disposal of textile products. Prerequisite: F104.

F207 Fashion Promotion & Production

(3.0 credit hrs., 40 clock hrs.) Examination of integrated promotional activities utilized by a fashion promotion or special event coordinator. Fashion shows, advertising and promotions, in-store events. Includes the impact of social media communities and blogs on promotional activities. Prerequisite: F102.

F208 Fashion Forecasting

(4.0 credit hrs., 40 clock hrs.) Examines the social, psychological, economic, and communicative factors influencing consumers' fashion preferences and buying decisions. Analyzes principles and methods used to forecast fashion preferences and trends. Prerequisite: F102

F250 WWD MAGIC Convention (Las Vegas, NV)

(1.0-3.0 credit hrs., 10-30 clock hrs.) Students will travel to the MAGIC apparel and accessories convention for 2-3 days of seminars and presentations covering every aspect of the fashion industry. Students may take this course as an elective for 1.0-3.0 credit hours and course requirements will vary depending upon how many credit hours the student wishes to earn. Travel expenses will be incurred in addition to tuition costs. Students who do not need the elective hours may take the trip for the cost of travel expenses. Prerequisite: Permission from instructor.

F300 Understanding Dress in Contemporary Society

(4.0 credit hrs., 40 clock hrs.) Basic concepts and theories of social psychology and consumer behavior will be used to study how dress reflects self-identity, establishes social identities, and affects interpersonal interactions. Examines cognitive factors that influence the management and perception of personal appearance. Prerequisite: F102.

F315 Store Planning & Design

(3.0 credit hrs., 40 clock hrs.) An advanced course for the Retail Management/Fashion Merchandising students which provides an overview of store planning and design. The course will familiarize the student with basic skills in AUTOCAD. Critical to this process is an understanding of basic space planning issues, such as; allocation for fixtures, service areas, stock and non-selling activities. Prerequisite: F113, D113.

F330 Sourcing

(4.0 credit hrs., 40 clock hrs.) Examines the crucial function of global sourcing in the textile and apparel industries. Students will gain practical insight into both how and why global sourcing is pursued. A real-world approach using current examples will emphasize how sourcing tasks are completed in the fashion industry. Prerequisites: F102, F104.

F405 Social Constructs of Dress

(4.0 credit hrs., 40 clock hrs.) Explores the sociological, psychological and anthropological aspects of dress and adornment. Emphasis on the impact of fashion in the human process of defining individuals and cultures. Provides a framework for interpreting the meaning and use of dress. Prerequisite: F300.

F410 Advanced Retail Profitability and Analysis

(4.0 credit hrs., 40 clock hrs.) This course will teach students how to negotiate agreements and how to analyze each element presented in profitability reports. In the competitive retail environment these skills are essential. Prerequisite: F203.

F415 Apparel Product Development

(4.0 credit hrs., 40 clock hrs.) Examines the pre-production processes of apparel product development. Includes planning through forecasting, fabricating, developing silhouettes, specifications, and pricing to sourcing. Prerequisites: F102, F205.

F425 Apparel Product Development II

(4.0 credit hrs., 40 clock hrs.) A continuation of Apparel Product Development I, with emphasis is on the manufacturing and sourcing component of product development how to locate and source all components of a garment. Students will simulate the production of a fashion product from inception to finished product utilizing industry resources. Prerequisite: F415.

F430 Careers in Retail Management/Fashion Merchandising & Portfolio Development

(4.0 credit hrs., 40 clock hrs.) Examines the wide range of possible career choices and how each job relates to the industry as a whole. Students will learn the education and training required for various positions in the fashion retailing industry. A comprehensive approach to creating and updating portfolios specific to the fashion retail industry will be emphasized. Prerequisite: Senior status and retail experience or permission from instructor.

Graphic Design Courses**GD104 Form & Space (3-D)**

(3.0 credit hours, 40 clock hours) Form and Space involves the formal understanding and manipulation of the basic organizing principles of the three dimensional world. Point, line, plane, mass, volume, density and form are discussed. Students learn to create and discuss 3-D situations using basic hand tools and readily available materials. Form and Space also involves the relationship of perceptual issues to manipulate the 3-D situation. Prereq: None

GD105 Design Fundamentals (2-D)

(3.0 credit hours, 40 clock hours) The creative process is introduced using the visual elements of art to provide the student with a firm, workable foundation in design. This class is fundamental in learning how to make appropriate design decisions while organizing visual space. A variety of concepts, materials, and techniques are used to investigate the aesthetic, scientific, and psychological properties of design. Prereq: None

GD110/G110 Drawing I

(3.0 credit hours, 40 clock hours) Visual awareness is expanded through the observation and translation of three-dimensional forms into two-dimensional drawings. Starting with simple forms and progressing to more complex organic forms, students will increase their skill levels in construction techniques, composition, and line quality. Prereq: None

GD111 Drawing II

(3.0 credit hours, 40 clock hours) This course introduces the philosophy behind illustration, emphasizing conceptual visual problem solving and quick sketching methods to portray ideas. It also highlights the uses of illustration in the graphic design and advertising industries. Assignments will focus on black and white and color techniques, using contrast, values, composition and function. Prereq: GD110

GD112/G112 Perspective Drawing

(3.0 credit hours, 40 clock hours) Creating environments that are in perspective and understood by the viewer is one of the building blocks for creating great design & illustration. Starting with simple forms and progressing to more complex structured forms, students will increase their skill levels in techniques, composition, and line quality. Prereq: None

GD115/G115 Figure Drawing I

(3.0 credit hours, 40 clock hours) This course is a drawing class that builds on the basic drawing skills and concepts. Anatomical and proportional relationships of figure drawing will be covered. The general goals of this course are threefold: to give a firm grounding in the study of the 3-D human figure; to further develop drawing skills, techniques, and design concepts; and to use perspective as a tool for understanding complicated forms. Prereq: None

GD116 Figure Drawing II

(3.0 credit hours, 40 clock hours) This course continues figure drawing class that builds on the basic drawing skills and concepts. Anatomical and proportional relationships of figure drawing will be covered. The general goals of this course are threefold: to give a firm grounding in the study of the 3-D human figure; to further develop drawing skills, techniques, and design concepts; and to use perspective as a tool for understanding complicated forms. Prereq: GD115

GD120 Image Manipulation

(3.0 credit hours, 40 clock hours) This course is designed to examine photo-retouching and image manipulation using computers. Employing software applications to scan original artwork, photos, or public domain images. Students will use filtering capabilities, interactive brightness and contrast controls, and other image manipulation tools to enhance and retouch the images. Prereq: None

GD130 Color Theory

(3.0 credit hours, 40 clock hours) The creative process is introduced using the visual elements of both additive and subtractive color and the basic principles of design. The psychological and cultural aspects of color will be examined in making appropriate design decisions. Color concepts used in a variety of disciplines will be explored. Students will be able to utilize the basic principles and elements of design theory as they apply to assigned projects. Prereq: None

GD150 History of Graphic Design & Illustration I

(4.0 credit hours, 40 clock hours) Examines the places, people, events; historical and cultural factors; and technological innovations that have influenced the development of graphic design & illustration as practiced from the beginning of time until the 21st century. Prereq: None

GD151 History of Graphic Design & Illustration II

(4.0 credit hours, 40 clock hours) Continues the examination of the places, people, events; historical and cultural factors; and technological innovations that have influenced the development of graphic design & illustration as practiced from the beginning of time until the 21st century. Prereq: GD150

GD175/G175 Digital Art Studio

(3.0 credit hours, 40 clock hours) Digital Art Studio introduces students to the most common graphic & illustration software programs and the hardware necessary. Students will learn to navigate through the operating system and will gain basic experience with drawing, photo-imaging and page-layout applications. This course concentrates on how to use various graphic software programs, techniques, and tools. Additional lab hours required. Prereq: None

GD180 Typography Traditional

(3.0 credit hours, 40 clock hours) Students are introduced to the history of type & the letterform. Relationships of letters, space, fonts, and type systems will be studied and applied. Students will style text and letterforms and incorporate type in compositions. This class is fundamental in learning how to make appropriate type and design decisions when organizing visual space. Prereq: None

GD181 Typography Hierarchy

(3.0 credit hours, 40 clock hours) Students will continue to work with computer-generated type in design applications. Creating typefaces, type arrangements, and typographic trends are used in the realization of these design solutions. Prereq: GD180

GD200 Graphic Symbolism I

(3.0 credit hours, 40 clock hours) This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images. Prereq: GD175

GD210 Package Design I

(3.0 credit hours, 40 clock hours) Exploration of the design process in package design and the challenges of adapting 2D designs to 3D forms, both simple and complex. Projects will explore materials, structure, aesthetics & production methods. Prereq: GD175

GD220 Corporate Identity I

(3.0 credit hours, 40 clock hours) Development of comprehensive corporate identity systems, graphic stands manuals as well as additional business collateral. Prereq: GD175

GD230 Publication Design I

(3.0 credit hours, 40 clock hours) Focus on creating publications: with emphasis on hierarchy, grid, page sequence and spreads. The publication will integrate images, color, texture and typography relative to the subject of the publication. Prereq: GD175

GD240 Mixed Media I

(3.0 credit hours, 40 clock hours) In this course, students translate narrative content into visual imagery through illustrative solutions that explore various mediums. Prereq: None

GD242 Black & White Illustration

(3.0 credit hours, 40 clock hours) Students will experiment with methods and materials used to create striking black and white illustrations, Making use of materials such as ink with brush, dip pen, washes, and eye-dropper; stipple with technical pen; acrylic and gouache painting; blockprints; scratchboard & beyond. Prereq: GD110

GD250 Advertising Design I

(3.0 credit hours, 40 clock hours) This course is the basic introduction to advertising, its history, potential, and limitations. Students examine various definitions of advertising and different methods of communication, as well as promotional, business to business, business to consumer and even guerrilla techniques employed by the hero of the advertising industry. Prereq: GD120, GD175, GD220.

GD260 Digital Illustration I

(3.0 credit hours, 40 clock hours) This course advances the student's understanding of the computer as an artist tool. Building on previous courses in drawing, concept development and introductory computer aided design, students will be asked to generate a number of expressive solutions that address specific illustrative problems, both technical and creative. As part of this course, students will be given the opportunity to develop their digital illustration skills by exploring numerous tools and techniques to obtain desired results. Prereq: GD175

GD270 Editorial Illustration I

(3.0 credit hours, 40 clock hours) In this course, students translate narrative content into visual conceptual imagery through illustrative solutions. These illustrations are then incorporated into page layouts, and other publication design formats. Students research visual solutions and explore appropriate media, imagery, and style—to interpret the author's point-of-view. Prereq: GD175

GD280 Studio Painting I

(3.0 credit hours, 40 clock hours) An introduction to oil & acrylic painting from still-life objects, with emphasis on technique and the effective use of color. Composition and drawing will be stressed as they relate to painting. Additional studio hours required. Prereq: None

GD290 Portfolio I

(3.0 credit hours, 40 clock hours) This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio that is both digital and traditional in its presentation. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short-term and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prereq: GD175

GD300 Production & Specialty Printing

(3.0 credit hours, 40 clock hours) This course prepares students in the electronic preparation of simple designs. Image reproduction, color specification, file preparation procedures, and binding and finishing techniques will be explored. Discussion of various printing processes and paper selections are covered in this class. Prereq: None

GD301 Promotional Design

(3.0 credit hours, 40 clock hours) The role of graphic design in collateral materials, such as brochures, billboards, posters, point of sale materials, direct mail pieces, sales promotion materials, etc., will be introduced and explored. Prereq: GD175

GD310 Package Design II

(3.0 credit hours, 40 clock hours) Students will continue the exploration of the design process in creating the packages necessary to contain and sell a product. Package design and the challenges of adapting 2D designs to 3D forms, both simple and complex. Prereq: GD210

GD315 Business of Graphic Design & Illustration

(4.0 credit hours, 40 clock hours) This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing students as they transition into a media and design profession. Concepts of professionalism, expected business needs, an understanding of self-marketing, proposals and project management, and intellectual property and contractual issues will be addressed. Prereq: GD 120, GD175, GD220, GD260

GD317 3-D Rendering

(3.0 credit hours, 40 clock hours) This course focuses on the development of three-dimensional models for use in multimedia, industrial design, and character development. Creation of 3D objects and spatial environments will be studied, in addition to photorealistic rendering, texture mapping and lighting techniques. Additional studio lab hours required. Prereq: GD175

GD318 3-D Animation

(3.0 credit hours, 40 clock hours) This course teaches the basic principles of animation and how to apply them to create the convincing illusion of motion. They will explore the concepts of acting, staging, and storytelling through the creation of a number of short animated projects. Additional lab hours required. Prereq: GD317

GD320 Corporate Identity II

(3.0 credit hours, 40 clock hours) Continued research and development of comprehensive corporate identity systems, additional business collateral, and the creation of graphic standards manuals. Prereq: GD200

GD325 Graphics & Animation I

(3.0 credit hours, 40 clock hours) Use timeline animation in the development of graphics and the interactive interfaces and user experiences. Concept development and storyboarding will be essential. This course provides instruction in the use of still imagery, typography, sound, special effects, video and other digital media to create animated, motion graphic sequences. Additional lab hours required. Prereq: GD175

GD330 Publication Design II

(3.0 credit hours, 40 clock hours) This course will continue to focus on creating publications with the emphasis on interactivity. Prereq: GD230

GD350 Advertising Design II

(3.0 credit hours, 40 clock hours) Students will be working side-by-side with local advertising, graphic design and promotional agencies to create real projects. Advertising strategies, concepts, and designs are developed in this continued study of the sales-driven marketplace. Print layouts and TV storyboards will be created based on market research. Prereq: GD250

GD360 Character Design

(3.0 credit hours, 40 clock hours) In this course students will explore the process of designing characters as well as the objects they possess. Through a series of projects that emphasize conceptual thinking and functional design, students will learn the problem solving skills used in design as a means of supporting a narrative. Full color works in variety of media will be critiqued on their clarity of vision and strength of presentation. Prereq: GD111, GD175

GD361 Storyboard & Composition

(3.0 credit hours, 40 clock hours) This course focuses on storytelling skills for time-based media. These include storyboarding conventions and techniques, the visual and auditory language of time-based media, design development, concept development, animatic, and story development. Storytelling is explored first with a traditional, "continuity style" approach, and subsequently with more experimental approaches. The principles and issues presented are relevant for animation, live-action, film, and video. The application of these principles to short animations is especially emphasized. Prereq: GD111, GD175

GD363 Background & Environment Illustration

(3.0 credit hours, 40 clock hours) Theory and practice of digital matte painting; exploration of creativity with emphasis on color, atmosphere and application of digital effects used for the creation of landscapes both real and imagined. Matte Painting concentrates on the aspect of background elements for visual effects and students will learn how to make realistic and dynamic backgrounds using photo references and digital painting techniques. Prereq: GD111, GD175

GD364 Sequential Illustration I

(3.0 credit hours, 40 clock hours) This course will focus on developing familiarity with the various forms of narrative and sequential illustration to include basic storyboarding, single and multi-panel comic strips, comic books, graphic novels, and web comics. Coursework will explore the design process, working methods, and creation of sequential and narrative illustrations. Discussions will focus on the historical development and current trends of visual storytelling as well as touch upon professional practices for cartoonists. Prereq: GD111, GD116, GD175

GD365 Picture Book Illustration

(3.0 credit hours, 40 clock hours) Students research illustrative trends and explore media for creating appropriate imagery that interprets an author's point-of-view. In this course, students translate narrative content into visually consistent imagery used to tell a story. Character studies are created to give the student a three-dimensional understanding of each of the various subjects—allowing each character to be drawn at any angle. Character consistency is required. Illustrative solutions are produced to be consistent throughout the book. These illustrative solutions are combined with the narrative into a page layout—book design—format. Prereq: GD111, GD175

GD370 Editorial Illustration II

(3.0 credit hours, 40 clock hours) Students will continue to expand their knowledge, refine and translate narrative content into visual conceptual imagery through illustrative solutions. These illustrations are then incorporated into page layouts, and other publication design formats. Students research visual solutions and explore appropriate media, imagery, and style—to interpret the author's point-of-view. Prereq: GD270

GD371 Visual Journalism

(3.0 credit hours, 40 clock hours) Observational drawing is the foundation for all work and study in visual journalism. In the tradition of the best visual reportage, students travel off campus and recording its people, music, social fabric, and urban landscape. This class blends experiences like musical assembly ensemble sessions, market and courtroom scenes. Students fill sketchbooks, expand to more finished pieces, and learn how to create art that literally moves. Prereq: GD175, G105

GD375 Technical Illustration

(3.0 credit hours, 40 clock hours) This course covers technical illustration as it applies to the technical publications industry. Emphasis is placed on visualization skills, technical document analysis, and illustration development. Projects progress from simple technical cut-away illustrations to organic medical subject matter. Prereq: None.

GD380 Studio Painting II

(3.0 credit hours, 40 clock hours) A continuation of GD280 with emphasis on concept development, then composition and color. Knowledge will be developed for future individual study. Additional studio hours required. Prereq: GD280

GD390 Conceptual Design I

(3.0 credit hours, 40 clock hours) This course will emphasize the conceptualization process of design and its function in solving given problems. The student will use creative problem solving and research techniques, specifically: problem identification, analysis, brainstorming and idea refinement. Prereq: GD175

GD391 Conceptual Design II

(3.0 credit hours, 40 clock hours) Through hands-on implementation of professional concepts, students continue to understand the designer's role in visualizing complex projects across multiple media. Students build upon professional design methods and strategies of problem solving as they learn to visualize dynamic ideas. Prereq: GD390

GD392 SciFi and Fantasy Illustration

(3.0 credit hours, 40 clock hours) This course will be a short introduction to Science Fiction and Fantasy illustration in the form they are most frequently seen--book covers. Subjects will include (besides the usual aliens, futuristic looking machinery, and dragons) materials and techniques, reference gathering, working with a manuscript, working with the paperback format, etc . . . The goal of the course is to familiarize the interested student with the means and methods of producing a realistic illustration of an unreal scene. Prereq: GD116

GD400 Art Direction

(3.0 credit hours, 40 clock hours) This course will examine the role of the art director in producing multi-faceted design projects. Working in teams, students will coordinate their creative efforts, from concept to finished output. By encouraging a team approach, the course will further enhance students' leadership, communications and negotiation skills. Prereq: GD390

GD450 Workshop with the Pros in Los Angeles, CA

(3.0 credit hours, 40 clock hours) Students will embark upon a journey to Los Angeles, California where they will work side-by-side with artisans who are creating working that is being produced for a full week. Many companies such as Mattel Toys, Rhythm & Hues, Dreamworks will inspire and highlight their visit. They will be given projects by the mentors to be reviewed upon a follow-up skype/facetime meeting. **Note: There will be additional fees for travel and lodging (approximately \$1200-1600) associated with this course that are NOT included in the course tuition.** Actual amounts will vary, depending upon cost of airline flights and lodging when the course is offered and students will be notified of the actual cost prior to enrollment in the course. Prereq: Senior status or permission of Department head.

GD460 Graphic Design Capstone

(3.0 credit hours, 40 clock hours) The goal of this course is to provide an opportunity to define, design, and execute a project of your own choosing, but approved by your professor. Evaluation is based on your ability to select an interesting topic, communicate your objectives in writing and presentations, to accurately gauge what resources are required to complete your chosen task, and your ability to execute your plan. Prereq: GD175, Senior status.

GD464 Sequential Illustration II

(3.0 credit hours, 40 clock hours) Sequential illustration is a mandatory prerequisite for advance Sequential. Students are expected to demonstrate knowledge of all the basic facets of visual

storytelling. This class explores advanced aspects of drawing one's own narratives in long-form sequential art. The focus is on perfecting individual approaches to media, color, lettering and formats. The students will explore current trends in the publishing marketplace relative to comics and graphic novels, develop and present professional portfolios and/or book proposals geared to the format, and synthesize various exercises and assignments into a final long-form project. Prereq: GD364

GD490 Portfolio II

(3.0 credit hours, 40 clock hours) This course continues to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas such as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short-term and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prereq: GD175, GD290.

Paralegal Studies Courses

LEG200 Legal Research and Writing

(3.0 credit hrs., 40 clock hrs.) Introduction to the legal process and the function of research and writing. Techniques and methodology of research will be stressed. Students will learn to use the traditional law library to research both primary and secondary sources of law, to research and draft legal office memoranda, memoranda of law. Students will also be introduced to electronic legal research. Prerequisites: G105 or B112.

LEG203 Civil Litigation

(4.0 credit hrs., 40 clock hrs.) Provides the student with comprehensive coverage of the procedures in civil litigation from the beginning of legal action to its final resolution. Students are required to draft various pleadings such as Complaints, Answers, and Interrogatories. Prerequisite: None.

LEG204 Wills/Trusts/Estates

(4.0 credit hrs., 40 clock hrs.) An introduction to the law of wills/trusts/estates with an overview of the tasks performed by lawyers and legal assistants in such representation. Students are required to draft various documents associated with this area of legal practice. Prerequisite: None.

LEG207 Legal Ethics

(4.0 credit hrs., 40 clock hrs.) A study of the ethical issues and considerations related to legal professionals. Prerequisite: None.

LEG209 Personal Injury/Torts

(4.0 credit hrs., 40 clock hrs.) Includes the survey of the law of torts and the role of the paralegal in preparation and trial of a personal injury action, both as defendant and plaintiff. Prerequisite: None.

LEG210 Criminal Law

(4.0 credit hrs., 40 clock hrs.) An overview of the American Criminal Law system with coverage of current criminal statutes regarding specific crimes as well as the common defenses to those crimes. Emphasis is put on the elements necessary to prove the crimes. Prerequisite: None.

LEG212 Contract Law

(4.0 credit hrs., 40 clock hrs.) This course examines contract law by focusing on procedural as well as substantive aspects of the common law and the Uniform Commercial Code. Prerequisite: None.

LEG215 Property Law

(4.0 credit hrs., 40 clock hrs.) This course acquaints students with the forms of real and personal property and the rights and duties associated with the ownership of each. It includes a study of estates and future interests as well as an overview of the process for conveyance of real estate. Prerequisite: None.

LEG220 Corporate Law

(4.0 credit hrs., 40 clock hrs.) Introduces the student to the law of various business forms, agency, corporate structure, bankruptcy, taxation, and related corporate legal issues. Prerequisite: None.

General Studies Courses**G100 Student Success Seminar**

(1.0 credit hrs., 10 clock hrs.) This course is designed to help first-year students successfully transition to all aspects of college life and to establish skills that will support educational success throughout students' college years. The course approaches student success via personal and academic development of the whole person.

G101 College Mathematics

(4.0 credit hrs., 40 clock hrs.) Students will learn mathematical skills such as solving simple equations, working with whole numbers, fractions, decimals, basic algebra, ratios, proportions and percentages. Prerequisite: None.

G102 Personal Development

(4.0 credit hrs., 40 clock hrs.) Emphasizes the principles of effective human behavior as they relate to the demands of everyday life. Includes the study of interpersonal relationships, stress and time management, personality traits, critical thinking, and problem solving. Students will take the *Myers-Briggs Type Indicator* personality test, fully analyze their results, and learn how different personality types interact most effectively. Prerequisite: None.

G105 English Composition

(4.0 credit hrs., 40 clock hrs.) Students will review grammar rules, sentence structure, syntax, and vocabulary through the production of college-level essays, compositions, and research papers. Proper citation of research sources will also be emphasized. Prerequisite: None.

G106 Contemporary Studies

(4.0 credit hrs., 40 clock hrs.) An investigation of global issues affecting our lives today. Financial, political, health, ethical, scientific, and cultural influences are explored and evaluated. Prerequisite: None.

G107 World Geography I: North & South America

(4.0 credit hrs., 40 clock hrs.) A survey of North and South America, including the Caribbean. Students will study the physical geography, culture and demographics of these regions. Major cities and topographical highlights will be emphasized. Prerequisite: None.

G108 World Geography II: Europe & Asia

(4.0 credit hrs., 40 clock hrs.) A survey of Europe and Asia. Students will study the physical geography, culture and demographics of these regions. Major cities and topographical highlights will be emphasized. Prerequisite: None.

G109 Art Appreciation

(4.0 credit hrs., 40 clock hrs.) An overview of popular works of art from Stone Age through the present. The meaning, purpose, and style of art are identified through lecture, discussion, and field trips. Prerequisite: None.

G110/GD110 Drawing I

(3.0 credit hours, 40 clock hours) Visual awareness is expanded through the observation and translation of three-dimensional forms into two-dimensional drawings. Starting with simple forms and progressing to more complex organic forms, students will increase their skill levels in construction techniques, composition, and line quality. Prereq: None

G111 Research Methods

(4.0 credit hrs., 40 clock hrs.) The student will engage in the research process by utilizing appropriate scholarly, peer reviewed literary sources. An emphasis will be placed on synthesizing materials, documenting sources, and appropriate citation styles. The course will also introduce several research methodologies including library work internet sources, and educational data bases. Prerequisite: G105.

G112/GD112 Perspective Drawing

(3.0 credit hours, 40 clock hours) Creating environments that are in perspective and understood by the viewer is one of the building blocks for creating great design & illustration. Starting with simple forms and progressing to more complex structured forms, students will increase their skill levels in techniques, composition, and line quality. Students in all majors other than Graphic Design may take it as a General Studies course (G112).Prereq: None

G115/GD115 Figure Drawing I

(3.0 credit hours, 40 clock hours) This course is a drawing class that builds on the basic drawing skills and concepts. Anatomical and proportional relationships of figure drawing will be covered. The general goals of this course are threefold: to give a firm grounding in the study of the 3-D human figure; to further develop drawing skills, techniques, and design concepts; and to use

perspective as a tool for understanding complicated forms. Students in all majors other than Graphic Design may take it as a General Studies course (G115).Prereq: None

G120 History of Western Civilization I

(4.0 credit hrs., 40 clock hrs.) This course is a survey that will concentrate on the major historical, political, cultural and sociological movements that have formed the basis of Western Civilization from its origins in Mesopotamia, its further development in the civilizations of Egypt and Greece and the founding and flowering of the Roman Empire. Prerequisite: None.

G121 History of Western Civilization II

(4.0 credit hrs., 40 clock hrs.) This course is a survey that will concentrate on the major historical, political, cultural and sociological movements that have formed the basis of Western Civilization from the founding of the Eastern Roman/Byzantine Empire, the decline and ultimate collapse of the Western Roman Empire, to the development of Western Europe in the Medieval/Feudal paradigm and the Renaissance. Prerequisite: None.

G130 Physical Science

(4.0 credit hrs., 40 clock hrs.) A survey course of the physical sciences--physics, chemistry, astronomy, meteorology, and geology. Prerequisite: None.

G175/GD175 Digital Art Studio

(3.0 credit hours, 40 clock hours) Digital Art Studio introduces students to the most common graphic & illustration software programs and the hardware necessary. Students will learn to navigate through the operating system and will gain basic experience with drawing, photo-imaging and page-layout applications. This course concentrates on how to use various graphic software programs, techniques, and tools. Additional lab hours required. Students in all majors other than Graphic Design and Interior Design may take it as a General Studies course (G175).Prereq: None

G201 Introduction to Philosophy

(4.0 credit hrs., 40 clock hrs.) This course is a comprehensive introduction to philosophy with emphasis on development of philosophical thinking skills. This course explores the major, traditional areas and topics of philosophy including logic, free will/determinism, ethics, political obligation, the nature of reality, knowledge, the existence of God, the meaning of life. Prerequisite: None.

G202 Public Speaking

(4.0 credit hrs., 40 clock hrs.) Students will research, prepare, and orally present topics for various audiences, including business meetings, humorous occasions, instructional settings, inspirational addresses, and persuasive techniques. Prerequisite: None.

G204 Contemporary Moral Problems (Ethics)

(4.0 credit hrs., 40 clock hrs.) Surveys the major types of ethical theories, such as consequentialist, non-consequentialist, and virtue-based theories, and applies these to a number of contemporary moral controversies such as abortion, euthanasia, capital punishment, healthcare, marriage and family, professional and business ethics, and the environment. Development of critical thinking skills is stressed. Prerequisite: None.

G205 Diversity Studies

(4.0 credit hrs., 40 clock hrs.) This course will explore the impact of “different” people in American society and how they can interact productively. Case studies will illustrate typical problems and search for solutions among a wide range of diversity: race, gender, age, disability, social cultures, religious beliefs, and lifestyles. Prerequisite: None.

G206 Human Sexuality

(4.0 credit hrs., 40 clock hrs.) An overview of topics such as sexual and reproductive anatomy, hormones and sexuality, sexually transmitted diseases, birth control, pregnancy and childbirth, gender identity and gender roles, sexual problems and therapy, and sexuality as a social concept. Prerequisite: None.

G207 World Geography III: Africa, Middle East and South Pacific

(4.0 credit hrs., 40 clock hrs.) A survey of Africa, the Middle East, Asia and the South Pacific. Students will study the physical geography, culture and demographics of these regions. Major cities and topographical highlights will be emphasized. Prerequisite: None.

G208 English Composition II

(4.0 credit hrs., 40 clock hrs.) This course further instructs students how to write by having them analyze writing samples, both professional and student models. Topics will include the elements of narration, description, example, definition, comparison/contrast, process, classification/division, causal analysis, and argumentation. Researching and documenting research papers will be emphasized. Prerequisite: G105.

G210 Logic

(4.0 credit hrs., 40 clock hrs.) An introduction to methods for critically evaluating, reasoning and constructing valid arguments with an emphasis on understanding, recognizing and applying syllogistic logic and modern symbolic logic. Course will also emphasize critical analysis through reading and interpreting argumentative essays. Prerequisite: None.

G215 Introduction to Literature

(4.0 credit hrs., 40 clock hrs.) A survey course in literature encompassing fiction, poetry, and drama. Stories range from classics to contemporary works from around the globe. Poems blend the old masters with newer voices. A rich array of plays will also be studied. Prerequisite: None.

G216 Psychology of Consumer Behavior

(4.0 credit hrs., 40 clock hrs.) This course investigates everyday economic and consumer behavior from mainly a psychological and social psychological perspective. The topics it covers encompass three core aspects: the ‘rationality’ or ‘irrationality’ of consumers and economic actors, the specific aspects of economic and consumer life, including managing personal finances, material possessions and shopping (ordinary and ‘compulsive’), and the social and cultural influences, including materialistic values, money and happiness, and advertising. Prerequisite: None.

G305/LEG305 History of the United States Constitution

(4.0 credit hrs., 40 clock hrs.) This course concentrates on the history of the Constitution and the amendments to the constitution with emphasis on the application of the Bill of Rights to early American and modern society. The course may be taken by Paralegal Studies students as a legal elective (LEG305), but it does NOT qualify as a General Studies (G305) elective. Students in all majors other than Paralegal Studies may take it as a General Studies elective (G305).

Prerequisite: None.

G311 Environmental Issues

(4.0 credit hrs., 40 clock hrs.) This course will cover topics that affect everyday living in the general population as well as the planet we inhabit. The resources that we use to survive will be discussed and the impending dangers facing these resources, such as pollution, toxins, diseases and so on will be analyzed. Methods for resolution to these dangers, control of them and management will be topics of discussion. Finally, how the government, world economic situation, and technology can and will effect these issues will be defined. Prerequisite: None.

G315 Psychology of Women

(4.0 credit hrs., 40 clock hrs.) This course examines the balance of cultural and biological similarities (and differences) between the genders, noting how these characteristics may affect issues of equality, and also how men and women behave towards one another. Prerequisite: None.

G320 Modern Social Problems

(4.0 credit hrs., 40 clock hrs.) This course examines how social structure and culture contribute to societal problems and their consequences. Students will analyze the forces that contribute to social problems and study strategies for action through programs, policies and other interventions. Topics will include global health and well-being concerns, issues in human diversity, problems of inequality and power, and problems of the modernization of society. Prerequisite: None.

Career Planning Courses**C100 Professional Protocol**

(2.0 credit hrs., 20 clock hrs.) Designed to help students understand and demonstrate social and business etiquette in the following areas: introductions, handshakes, body language, technical etiquette and the use of e-mail, cellular telephones, and social media. Also covered is dining etiquette, the importance of “thank you” notes, and dress code.

C101 Career Orientation

(2.0 credit hrs., 20 clock hrs.) A preparation for professional employment. The course will focus on resume-building techniques, interviewing skills, and employer expectations.

C104 Surviving in the Workplace

(2.0 credit hrs., 20 clock hrs.) Introduction to important workplace issues and skills such as conflict management, team building communication, leadership, and decision-making. The course will strengthen professional effectiveness and personal satisfaction on the job.

C105 Internship/Externship (AAS students)

All students are encouraged to have either an internship or externship work experience. An *internship* is a program of on-the-job work experience *without remuneration*; an *externship* is a program of on-the-job work experience *with remuneration*. Each 30 working hours earns 1 credit hour. Students participating in an internship or externship must record a minimum of 30 working hours/1 credit hour and a maximum of 210 working hours/7 credit hours for any given quarter. Total intern/extern hours for any A.A.S. program may not exceed 7 credit hours.

C400 Internship/Externship (Bachelor's Degree students)

All students are encouraged to have either an internship or externship work experience. An *internship* is a program of on-the-job work experience *without remuneration*; an *externship* is a program of on-the-job work experience *with remuneration*. Each 30 working hours earns 1 credit hour. Students participating in an internship or externship must record a minimum of 30 working hours/1 credit hours and a maximum of 420 working hours/14 credit hours for any given quarter. Total intern/extern hours for any bachelor's degree program may not exceed 14 credit hours.

Student Rights & Responsibilities

Preface

Siba students have certain rights and responsibilities to themselves and the campus community.

A student's first responsibility is to learn. The college will do its best to provide relevant educational and career opportunities in the formal classroom setting and also in less structured environments. It is the student's responsibility to make good use of these opportunities.

The student's second responsibility is that of citizenship in the Siba community. In many ways this responsibility is similar to the concept of citizenship in society at large, with the additional expectation that societal rights and responsibilities are reinforced through educational development. Of course, students are not exempt from federal, state, and local laws.

A student automatically accepts these rights and responsibilities as an agreement when he/she enrolls, and it is very important that everyone fully understands their meaning. If higher education is to be successful, it is necessary for both parties directly involved in the educational and developmental process—students and institution—to be familiar with the rights and responsibilities of and to one another. That is what this section of the *Catalog* is all about.

Attendance

The primary goal of the College is for a Siba graduate to be accepted into a professional environment where career advancement is likely. Many prospective employers will inquire about the student's attendance and on-time record prior to offering a position. Therefore, the following policies are established in order to promote responsible attendance and on-time habits:

- Daily attendance and on-time statistics are recorded for each student on a class-

by-class basis and are monitored and evaluated on a weekly basis.

- Excessive absences may lead to dismissal or failure to graduate from the College. Details of probationary procedures will be discussed with any student placed on academic probation.
- Faculty members have the discretion to implement their own attendance policies which may be stricter than the college's. If that is the case, the policy will be included in the course syllabus.

If a student fails to attend a class for three weeks in a row, he/she will be administratively withdrawn from the class, notified in writing via his or her siba.edu email address, and his/her transcript will reflect a "W" (withdrawal) for that particular class. If a student fails to attend all classes for three consecutive weeks of instruction, he/she will be administratively withdrawn from the college, notified in writing via his or her siba.edu email address, and his/her transcript will reflect a "W" (withdrawal) for all classes he/she was enrolled in. In that event, the college's Refund Policy will apply.

Make-Up Work

Each instructor will include his/her policy regarding make-up work in the course syllabus. Generally speaking, it is the college's philosophy to assist students in making up missed work when justified. Students are responsible, however, with communicating their need to complete missed work with both instructors and the Academic Dean, and for completing the work in a timely manner.

Student Rights

No student shall be denied any educational or social opportunities at Siba because of age, gender, color, religion, national origin, citizenship, disability, sexual orientation, or any other legally protected characteristic.

All students have the right to receive adequate and competent instruction, advisement and career services, and access

to classroom and laboratory facilities. To this end, the college shall provide appropriate learning opportunities on campus and, when applicable, through internships/externships, field trips, and special projects off campus, as outlined in the curriculum offered by the college.

Governance and Discipline

The governance and discipline of students is ultimately administered by the President. Stevens-The Institute of Business & Arts maintains the right to dismiss or suspend students for reasons that the President deems to be in the best interests of the college. Students or student organizations whose conduct on or off campus is damaging to the special interests of the college and its students may expect disciplinary action.

In the development of responsible student conduct, disciplinary proceedings play a role secondary to example and guidance. At the same time, however, the college has the duty and corollary disciplinary powers to protect its educational environment. When disciplinary action must be taken, adequate procedures and safeguards are followed both to protect the individual student and to serve the best interests of the college community as a whole.

No disciplinary action shall be taken against a student without due process and notification. Procedural fairness is basic to the proper enforcement of the college's disciplinary codes. No disciplinary action shall be imposed unless the accused student has the opportunity to know fully the nature of the evidence against him/her and to present evidence in his/her own defense. Students may not, however, be represented by legal counsel in a disciplinary action since the system itself is not a court of law.

Any student who believes that his/her rights as outlined have been violated should submit this assertion in writing, with any supporting documentation, to the President. Due process shall be observed and will result in a conference with the President or her

designee (see below, *Appeals/Grievance Procedures*).

Student Code of Conduct

It is not expected that these policies will cover every situation that may arise on campus or between students. Therefore, should situations arise that are not covered in this *Catalog*, investigative and disciplinary action will be handled on an individual basis at the direction of the President or her designee.

The following sixteen areas of behavior are considered to be breaches of responsibility (violations of the Student Code of Conduct) for which a student may be held accountable and disciplinary action may be taken, up to and including expulsion.

Use of Alcoholic Beverages or Illegal Drugs

The possession or use of alcoholic beverages and/or illegal drugs on campus or at college-sponsored activities is prohibited. This also includes any occasion when students are representing the college. Students on any school-related trip are considered to be representing the college from the time they leave the campus until they return to the campus.

Arson, False Fire Alarm, or Endangering the Safety of Others

Setting a fire or attempting to do so, setting off a false alarm, discharging or misusing fire-fighting equipment, participation in the unauthorized use of fire exits, or other actions on campus that endanger the safety of others are all breaches of responsibility.

Blocking Access

Sitting in stairwells inside buildings and on outside sidewalks or entrance areas in an attempt to block pedestrian traffic are violations of acceptable student behavior.

Disruption of Privacy/Trespassing

Entering the room, office, or cubicle of another person without proper authorization is a violation.

Dishonesty

Any dishonesty, cheating, forgery, lying, or willfully taking advantage of another person are breaches of acceptable student conduct. This includes all violations relating to the wrongful use of credit cards and the writing of insufficient fund checks. Plagiarism and other forms of academic dishonesty are included. It is a violation to falsify records, documents, or ID cards.

Illegal Possession and/or Sale of Drugs

The illegal possession, use, dispensing, selling, or manufacture of narcotics, dangerous drugs, hallucinogens, or marijuana by students are violations of the Student Code of Conduct.

Commission of a Felony

Students who are formally charged with a felony by an off-campus law enforcement agency are subject to action by the college pending a review of the case by the President or such disciplinary committee as she may appoint.

Firearms, Weapons, and Explosives

No person is allowed to possess or discharge firearms or explosives of any kind on campus at any time. No person is allowed to possess weapons of any kind on campus. This includes but is not limited to firearms (both functional and antique), other lethal weapons, knives with blades over 3" long, bows and arrows, pellet or BB guns, or any hazardous projectile.

Gambling

Illegal gambling of any form on campus or at college-sponsored activities is unacceptable behavior.

Harassment, Physical or Psychological Coercion, Disrespect, or Personal Theft

All of the following constitute breaches of responsibility: harassment, coercion, personal threat, or disrespectful behavior directed toward students, faculty, or any other college personnel; deliberate injury to a person or the property of another person; any willful damage to the reputation or psychological well-being of another person; and encouragement of or participation in confrontations that result in fighting or physical violence.

Hazing

Hazing is strictly prohibited. Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of students for the purpose of initiation or admission into, affiliation with, or acceptance by any formal organization or informal group of people operating with or without the sanction of the college. Enforcement of this code is not limited to on-campus incidents.

Human Sexuality

Siba stresses positive moral development and respect for human sexuality. Students are expected to use discretion in their human relations. Discretion is defined here as restraint in the presence of others and precludes public displays of affection and requires limited bodily contact in public areas.

Insubordination

Insubordination is the failure to comply with specific directives or notices of authorized Siba personnel acting within the scope of their employment responsibilities. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other college activities are also referred to. Abusive behavior or language directed at college personnel or others responsible for a specific activity or concern are also considered to be acts of insubordination.

Stealing

Taking or attempting to take the property of another person, or of the college, is prohibited.

Vandalism

Deliberate or negligent destruction of, damage to, misuse of, or abuse or behavior that results in the damage or the destruction of the property of others or the college is considered to be an act of vandalism.

Violations Off-Campus

Behavior off-campus that places the good name of the college in jeopardy or behavior off-campus that causes situations of discord to occur on campus are considered violations of responsible student behavior.

Appeals/Grievance Procedures

If a student feels that he or she received an inappropriate grade, was wrongly placed on attendance or academic probation, was administratively withdrawn for no valid reason, was dropped from a class for excessive absences where extenuating circumstances exist, or was unfairly treated in any other way, an appeal or grievance may be filed as follows:

The student must submit a written appeal to the President within ten working days of the student's notification of the determination being appealed. The appeal should include the reasons the student believes the action being appealed was wrong or inappropriate. Within ten (10) working days of the receipt of a written appeal, the President (or her designee) will convene an Appeals Committee comprised of at least three of the following: the President, the Academic Dean, the Department Head of the program in which the complainant is enrolled, and one or more faculty members who are not personally involved with the issue on appeal. Once the committee is formed, they will convene within another five (5) working days to:

- Review and assess the written appeal, at which time they may also interview the student, and will then determine whether the student's appeal should be granted.
- The Committee or the student may ask for input from other members of the faculty or staff or from other students.
- The Appeals Committee has the authority and responsibility for confirming, rejecting, or modifying the original action taken. The decision of the Appeals Committee is final and cannot be appealed.
- The student will be notified in writing of the outcome of the appeal by the President or her designee within five (5) working days of the appeals committee meeting.
- Students not satisfied with results of the Siba Appeal Process may pursue further resolution of complaints through the following agencies:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
www.accsc.org

Coordinating Board of Higher Education
Attention: Mr. Leroy Wade
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
Phone: (573) 751-2361
Toll-free: (800) 473-6757
Fax: (573) 751-6635
Email: info@dhe.mo.gov

Siba Dress Code

Siba believes that it is essential for the fulfillment of our mission that our students be noticed in a positive and professional manner, and that it is important for our students to appear well-groomed and appropriately dressed at all times while on campus and while participating in field trips and college-related community events.

Faculty and administration are here to help you develop specific dress habits that enable you to express your individuality while staying within the general guidelines, and to advise or admonish you when you fail to comply with the Dress Code.

Students who fail to comply with the dress code may be dismissed from that day's classes and/or sent home to change into proper attire. Repeat offenders will be considered "insubordinate" under the Student Code of Conduct (See pages 60-62 of the *Catalog*) and thus be subject to disciplinary action which may include suspension or even expulsion.

Footwear:

- No bedroom slippers are allowed.

Clothing:

- No sleepwear, pajama bottoms, or anything that looks like pajama bottoms are allowed.
- Pants need to be worn at the waist/hips—saggy pants that display underwear are prohibited.
- Midriffs, cleavage and buttocks should be covered.
- Sheer clothing should only be worn with proper foundation garments.
- Any clothing or accessory that contains a symbol, picture, or language that would likely be offensive to someone of a particular race, religion, gender, sexual orientation, ethnicity, age, or body type is prohibited. Also prohibited are any garments that contain depictions or language that could be construed as profane, vulgar, and/or sexually explicit.
- If you have doubts about a garment or outfit, DON'T WEAR IT! Remember you are here to make the best impression possible on all of your instructors, administrators, and classmates. The people who make the best impression get the best jobs, and how you present your appearance plays a part in the impression you make.

Revised 7/2019

Leave of Absence Policy

Students who wish to temporarily discontinue their enrollment at Siba may formally request an approved leave of absence by completing a *Leave of Absence Form*, which can be obtained from the Office of the Academic Dean. Students who receive Title IV financial aid (Pell Grants and/or Direct Loans) must also meet with the Office of Financial Aid to learn whether there are consequences of a leave of absence (LoA) on their financial aid eligibility or loan repayment.

Students placed on academic probation for failure to make Satisfactory Academic Progress (SAP) are eligible to apply for an LoA, but their academic status will remain in effect upon their resumption of studies at Siba.

In order to qualify as an approved LoA, the following criteria must be met:

- 1) The student requesting the LoA must have completed at least one full academic term and earned a minimum of 6 credit hours at Siba prior to the start of the LoA.
- 2) The student must submit the completed LoA form to the Office of the Academic Dean. Approval of the LoA is at the discretion of the Academic Dean.
- 3) The student must provide the reason(s) why he/she is requesting the LoA, and provide his/her anticipated return date to classes. Approved reasons will include (but are not necessarily limited to) medical/health issues, military duty, family issues, financial issues, and/or work conflicts.
- 4) The LoA may not exceed two (2) academic terms in any 12-month period.
- 5) Leaves of absence will only be approved for future academic term(s). In other words, a student may not begin an LoA in an academic term in which they are currently enrolled and have attended classes. In cases where students cannot complete any classes in which they are currently enrolled, the college's Refund Policy, Return to Title IV policy, and withdrawal policy will apply (See pages 10 & 13-14 of the *Catalog*).

A student may request that the LoA be either one (1) or two (2) academic terms per 12-month period. An approved LoA that is one (1) academic term in length may be extended to two (2) academic terms, but the extension must be requested by the student prior to the expiration of the approved LoA on file.

If a student on an approved LoA does resume classes in the academic term directly following the term of the LoA, the student will not be required to complete any re-enrollment or re-admission paperwork. A student who does not return as expected, however, will be retroactively withdrawn from the college based on his/her last date of attendance prior to the start of the LoA. Students who receive Title IV funds must make an appointment with the Financial Aid Director prior to submitting the request for the LoA so they can be made fully aware of the impact the LoA may have on the student's loan repayment terms, including the expiration of the student's grace period.

A student who returns to classes according to the terms of an approved LoA will experience the following benefits:

- 1) The student will not have to pay an admission fee or fill out an application for admission in order to return;
- 2) Neither the tuition nor the program cost will increase, even if there has been an increase in tuition or fees that became effective while the student was on an approved LoA;
- 3) The student will return under the same program requirements that were in place when the LoA commenced, even if there have been program changes that took effect during the LoA.

Absence without Leave

A student who discontinues enrollment without following the leave of absence procedures described above will be withdrawn from Siba per the college's Withdrawal policy (See page 10 of the *Catalog*) and will be required to reapply for admission if they wish to return. If a student does re-apply and his/her application is accepted, the student will be subject to any increases in tuition or fees that took effect during the period of withdrawal, and he/she will also be subject to any changes in his/her program that became effective during the withdrawal.

LOCATION/FACILITIES/CAMPUS**COMMONS**

The Commons area on the first floor is a place where students are encouraged to socialize, eat, and study. It is for the exclusive use of Siba students, faculty and staff. Loud and/or unprofessional conversation are not appropriate. Those watching video or listening to music from their personal devices should use ear buds/headphones. Students are expected to dispose of their own trash and leave the tables and chairs they have used clean and free of spills or food.

FOOD

Various local restaurants provide convenient, reasonable dining options for students. Vending machines, located in the Basement near the elevator, are accessible during all hours that the campus is open. A wide range of snacks and drinks are available.

Foods and drinks are not allowed in the library or computer labs.

CAMPUS

We take pride in our building and the equipment provided for students, and we appreciate the cooperation of students in keeping classrooms, common areas, and equipment in the best condition possible. Please report any noticed waste, spills, damage, destruction, or theft to college personnel. The campus is defined as 1521 Washington Avenue.

LIBRARY

There are three (3) library/resource areas on campus: 1) The main library in on the 4th floor; 2) The interior design resource library is located on the 3rd floor; and 3) The graphic design resource area on Level B. All periodicals and reference materials are to be used on campus, unless special arrangements are made between the student and the librarian or a department head to check-out a particular resource. All students are given a password to conduct online research with ProQuest, an extensive database of newspapers, periodicals and scholarly journals that they may use on or off campus, 24 hours per day.

Located three blocks from the Siba campus is the main branch of the St. Louis Public Library. This library, with over 3.9 million books and reference materials, provides substance and environment for enhancing academic research as well as personal enrichment. All Siba students are eligible for membership and all Siba students are required to obtain a membership card. Siba will assist all students in obtaining a library card at new student orientation. Membership includes the use of more than 25 research databases that students can log into from any computer or device that can access the internet. Students will be solely responsible for any materials checked out and for observing all library rules.

PARKING

Daily and monthly parking rates are available in several lots close to the College. Students are expected to abide by the parking regulations of the various lots.

SECURITY

Security should be a concern of everyone's no matter where they are. The Siba administration assigns a very high priority to the safety of students, staff and faculty. The college's downtown location is exciting, heavily trafficked, and offers easy access to endless cultural, sports and recreational activities. Students are encouraged to exercise caution and good judgment at all times, and to report anything out of the ordinary to a staff or faculty member.

VISITORS

Guest speakers, potential employers, members of the professional community, and prospective students and their families frequently visit the Siba campus. We enjoy and encourage visitors to see our facilities and meet faculty and staff. However, all visitors need to be registered and issued a *Visitor's Pass*. A *Visitor's Pass* should be arranged through the Office of the President or the Front Desk, preferably before the arrival of the visitor.

EMERGENCIES

In an emergency, the President, Academic Dean, Financial Aid Director, or Operations Administrator should be notified immediately. In the event the police or fire departments must be notified, the President or her designee will make the decision.

The following guidelines are to be used for the emergency at hand.

Bomb Threats

The person receiving a bomb threat should report it immediately to the President or Academic Dean. If it is decided to evacuate the building and notify the police, the fire alarm for the building will be activated. Normal fire evacuation procedures and routes will be followed as posted at appropriate exits.

Armed Intruder

If you ever hear gunshots in the building but can safely exit the building, that should always be your first choice. If you are in a classroom or office and hear shots fired close by, turn out the lights, lock and/or barricade the door, and silence all mobile devices. If you are in an open area, take cover where you can (e.g. behind furniture or file cabinets). If you are able, quickly dial 911. Try to remain quiet and calm, and wait for police to instruct you to evacuate. When evacuating the building, make sure your hands are visible at all times.

Earthquakes

Earthquakes and their aftershocks most often occur without warning. If earth tremors are felt, do not wait to be escorted to a protected area. If possible go to an inside hallway or get under a desk, table, or doorway. Kneel to the ground protecting the back of your head with your arms. If outside, lie down or crouch to the ground protecting your head with your arms, and stay clear of all buildings and power lines. Most importantly, do not move around until the "all clear" is announced.

Fires

If flames or smoke are observed, pull the fire alarm. Extinguish the fire only if you can do so safely and quickly. The President or Academic Dean should be notified immediately. The building should be evacuated using the stairs any time the alarm is activated. All occupants are to proceed to the designated meeting area: the northeast corner of Lucas and 16th Street. The President or Academic Dean is responsible for clearing the building and checking each floor to assure that no one is still in the building. Evacuation will proceed as posted at the nearest appropriate exit. After the fire alarm is turned off, the occupants will be escorted back into the building by the President or Academic Dean. Any student who leaves the area is to notify the President or Academic Dean prior to leaving.

Injuries/Medical Emergencies

If any person in the campus community is seriously injured or has a medical emergency, call 911, and then notify the front desk, if possible. Emergency contacts will be notified by the President or Academic Dean.

Tornadoes

When a tornado warning is issued, and after consultation with the President, the following procedures are to be used. Campus personnel will be notified by the President or her designee that a tornado warning is in effect and that a tornado has been seen in the area. Using the stairs, all occupants should report to the designated areas in the basement and wait until the crisis has passed.

If a tornado hits without warning and it is not possible to get to the basement, all occupants should go to rooms and corridors in the innermost part of the building. Close all doors, crouch near the floor, head down, protecting the back of your head with your arms. Occupants should stay away from any windows. The President or her designee will be responsible for notifying Siba occupants when the crisis has passed and they are permitted to return to their regular area of the building.

Academic Calendars

Fall 2019

Monday, September 30	Day and evening classes begin
Thursday, October 3	Last Day to Drop/Add Classes
Mon., Nov. 25-Thurs., Nov. 28	Thanksgiving Break (no classes)
Thursday, December 12	Last day of the quarter
Mon., Dec 16-Wed., Dec 18	Bad weather make up days (if necessary)
Thursday, December 19	Graduation

2020 Academic Calendar

Spring 1 Term

Monday, January 6	Day and evening classes begin
Thursday, January 9	Last Day to Drop/Add Classes
Monday, January 20	Martin Luther King's Birthday (no classes)
Monday, February 17	President's Day (no classes)
Thursday, March 12	Last day of the term

Spring 2 Term

Monday, March 16	Day and evening classes begin
Thursday, March 19	Last Day to Drop/Add Classes
Thurs, April 9-Mon, April 13	Spring Break (no classes)
Thursday, May 21	Last Day of the term

Summer Term

Tuesday, May 26	Day and evening classes begin
Thursday, May 28	Last Day to Drop/Add Classes
Thur., July 2-Mon, Jul 6	Independence Day (no classes)
Thursday, July 30	Last Day of the term

Fall 1 Term

Monday, August 3	Day and evening classes begin
Thursday, August 6	Last Day to Drop/Add Classes
Thur., Sept 3-Mon, Sept. 7	Labor Day (no classes)
Thursday, October 8	Last Day of the term

Fall 2 Term

Monday, October 13	Day and evening classes begin
Thursday, October 17	Last Day to Drop/Add Classes
Wednesday, November 11	Veteran's Day (no classes)
Wed. Nov. 25-Mon, Nov. 30	Thanksgiving Break (no classes)
Thursday, December 17	Last day of the term

2020 Graduation Ceremonies

Thursday, June 11 (Spring classes)
Thursday, December 17 (Summer and Fall classes)

2021 Academic Calendar

Spring 1 Term

Monday, January 4	Day and evening classes begin
Thursday, January 7	Last Day to Drop/Add Classes
Monday, January 18	Martin Luther King's Birthday (no classes)
Monday, February 15	President's Day (no classes)
Thursday, March 11	Last day of the term

Spring 2 Term

Monday, March 15	Day and evening classes begin
Thursday, March 18	Last Day to Drop/Add Classes
Thurs, April 8-Mon, April 12	Spring Break (no classes)
Thursday, May 20	Last Day of the term

Summer Term

Monday, May 24	Day and evening classes begin
Thursday, May 27	Last Day to Drop/Add Classes
Monday, May 31	Memorial Day (no classes)
Thur., July 1-Mon, Jul 5	Independence Day (no classes)
Thursday, July 29	Last Day of the term

Fall 1 Term

Monday, August 2	Day and evening classes begin
Thursday, August 5	Last Day to Drop/Add Classes
Thur., Sept 2-Mon, Sept. 6	Labor Day (no classes)
Thursday, October 7	Last Day of the term

Fall 2 Term

Monday, October 11	Day and evening classes begin
Thursday, October 14	Last Day to Drop/Add Classes
Wed. Nov. 24-Mon Nov. 29	Thanksgiving Break (no classes)
Thursday, December 16	Last day of the term

Graduation Ceremonies

Thursday, June 10 (Spring classes)
Thursday, December 16 (Summer and Fall classes)