



# Catalog

Summer 2026 –  
Spring 2027

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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, 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, research 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, Ed.D.,**

Academic Dean/Registrar

### **Chrissa Siampos, M.B.A.**

Financial Aid Director

### **Steven Asher, J.D.,**

Director of Career Services

### **Danielle Sullivan, B.S.**

Admissions Coordinator

## **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](mailto: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 modern 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 21<sup>st</sup> 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 Occupational 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.

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

- Business Administration (B.S)
- Fashion Development & Merchandising (B.A.)
- Interior Design (B.A.)

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

- Business Administration
- Fashion Development & Merchandising
- Interior Design
- Real Estate

## Philosophy

Siba believes that education and training beyond high school is 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 21<sup>st</sup> 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 22 students, the typical classroom/studio comfortably holds 12-16, and all three computer labs contain a maximum of 10-12 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

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). Upon receipt of a signed application, the applicant's records will be requested, and once they are received and reviewed by the admissions committee, a letter advising the applicant of admissions status will be mailed. A rolling-admissions policy enables the admissions committee to accept candidates as they apply and their paperwork is completed.

### **Associate of Applied Science (AAS) Degree Programs**

To qualify for an A.A.S. program at Siba, the applicant must be able to provide documentation that:

- 1) He/she/they graduated from a state-recognized high school; or
- 2) He/she/they successfully completed a General Educational Development (GED), HiSET, or other state-approved high school equivalency examination.

Siba recognizes that in rare instances an applicant may not be able to provide the above documentation due to issues beyond his/her/their control (e.g., loss of records due to fire or flood, inability to obtain records, homeschooled students in states that do not formally recognize homeschooling, etc.). In these rare cases, a student may be accepted into the institution by providing a **signed attestation** declaring that he or she in fact obtained a high school diploma or its equivalent; **AND** documentation of at least one of the following:

- 1) Completion of an SAT or ACT examination taken in preparation for college entry with a minimum composite score of 17 for the ACT and 900 for the SAT; **OR**
- 2) Completion of at least 12 semester credit hours (or the equivalent) with a grade of "C" or better of college-level courses at a post-secondary institution whose accreditation is recognized by the U.S. Department of Education. The coursework must be documented with an official transcript issued by the institution.

In addition to the above requirement(s), for his/her/their application for admission to be considered, an applicant 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 likely 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 President.

Siba is an equal opportunity institution of higher education and does not discriminate on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, national origin 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 have graduated from a state-recognized high-school with a minimum 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, *or* have achieved a minimum composite score of 17 on the ACT or 900 on the SAT, *or* have successfully completed at least 12 semester credit hours (or the equivalent) of college-level courses at a post-secondary institution whose accreditation is recognized by the U.S. Department of Education with a cumulative GPA of at least 2.5 on a 4.0 scale (the coursework must be documented with an official transcript issued by the institution).

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 45 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 45 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, Fashion Development & 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 Fashion Development & Merchandising program must have graduated from a state-recognized high-school with a minimum 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, *or* have achieved a minimum composite score of 17 on the ACT or 900 on the SAT, *or* have successfully completed at least 12 semester credit hours (or the equivalent) of college-level courses at a post-secondary institution whose accreditation is recognized by the U.S. Department of Education with a cumulative GPA of at least 2.5 on a 4.0 scale (the coursework must be documented with an official transcript issued by the institution).

Applicants who do not meet the above criteria, but meet existing A.A.S. admissions criteria may enroll in the Fashion Development & Merchandising A.A.S. program. If, after completing 45 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 45 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 have graduated from a state-recognized high-school with a minimum 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, *or* have achieved a minimum composite score of 17 on the ACT or 900 on the SAT, *or* have successfully completed at least 12 semester credit hours (or the equivalent) of college-level courses at a post-secondary institution whose accreditation is recognized by the U.S. Department of Education with a cumulative GPA of at least 2.5 on a 4.0 scale (the coursework must be documented with an official transcript issued by the institution).

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 45 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 45 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.

### **International Student Admissions**

International applicants must meet all the same admissions criteria stated for A.A.S. and Baccalaureate candidates. In addition,

international applicants must also provide the following: completed international application for admission, high school (or equivalent) transcript evaluated by an authorized international credential agency, completed confirmation of financial support worksheet and supplemental documentation, a copy of any current US visa, and copy of English proficiency test scores.

International applicants transferring from another US college or university must additionally provide permission to request transcripts from their transfer-out college. Upon acceptance, the applicant must also show they are in good standing with their prior college by providing the transfer-in form completed by a representative from the transfer-out college.

### 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; or AP credits in which the student earned a score of 3 or better on the AP examination (see next section).

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

Transfer credit (including AP credits) 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).

### Advanced Placement (AP) Credits

Stevens – The Institute of Business & Arts accepts Advanced Placement (AP) credit earned in many areas of study. If an applicant has AP credit(s) he/she would like to be considered for transfer, he/she should request scores to be sent to the Admissions Department for an evaluation. Credits will be awarded as follows for scores of 3 and above and approval of the Academic Dean.

AP Exam title	Siba Course# Equivalent	Siba Course Title	Credit Hours
Art History	G109	Art Appreciation	4.0
2-D Art and Design	GD105	Design Fundamentals	3.0
3-D Art and Design	GD104	Form & Space (3-D)	3.0
Drawing	GD110/G110	Drawing I	3.0
European History	G120	History of Western Civ I	4.0
Statistics	B306	Statistics I	4.0
English Language and Composition	G105	English Composition	4.0
English Literature and Composition	G208	English Composition II	4.0
Environmental Science	G311	Environmental Issues	4.0

### 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 40.0 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 90.0 Quarter credit hours (or their equivalent).

### Experiential Credit

Siba allows applicants the opportunity to earn 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 earned 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 AAS 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](http://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 30<sup>th</sup> 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](http://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 30<sup>th</sup> 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 are available, but must be initiated and requested by the student. Typical plans consist of 2 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 1/2 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

All on-campus classes are held Monday through Thursday between 8:00 a.m. and 4:00 p.m. Distance/online courses may be scheduled between 8:00am and 9:30p.m., Mon-Thurs. 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 72-73 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

Numerical 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	C = 2.00 points
A- = 3.67 points	C- = 1.67 points
B+ = 3.30 points	D+ = 1.30 points
B = 3.00 points	D = 1.00 points
B- = 2.67 points	D- = 0.67 points
C+ = 2.30 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 43-47 of the *Catalog*

### **Distance Education**

Although none of Siba's programs are offered completely online, a selection of general education and career classes, at the discretion of college administration, may be offered online

each term. Courses that may be taken online are indicated on each program page.

The course requirements, expected achievements and outcomes of online courses will be the same or significantly similar to the requirements of the on-campus version of that course. Individual projects, group projects, homework assignments, tests and quizzes that are expected in the on-campus version of the class will also be expected in the online version of the class.

In order to participate in online classes, students must take an assessment test to demonstrate that they possess the ability to log on to the internet, navigate the internet, log in to the educational software being used, and participate in an online/chat forum. Students must also have access to the requisite technology: computer (desktop or laptop) with camera, internet access, and software that will be used in the class. Some additional materials may be required for certain classes—students should inquire about the required materials prior to taking an online class.

Any student who wishes to take one or more of their classes online should discuss those preferences with the Academic Dean, and she will accommodate those requests when possible.

### 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 an “F” are Fashion 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 graduates.

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 53. Students who repeatedly fail to comply with the dress code will be subject to disciplinary action which may include suspension or even expulsion.

## **Graduation Requirements**

In addition to the academic requirements listed on pages 18-27 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.

### ***Bachelor of Arts Degree***

Awarded for completion of the baccalaureate

program in Fashion Development & Merchandising or Interior Design.

### ***Associate of Applied Science Degree***

Awarded for completion of an A.A.S program in Business Administration, Fashion Development & Merchandising, Interior Design, or Real Estate

## **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 3.8-3.99.

***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.

#### **A.A.S. Degrees:**

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

#### **Bachelor's Degrees:**

<b><u>Credits Attempted</u></b>	<b><u>Required Rate of Progress</u></b>	<b><u>Required CGPA</u></b>
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 ensure 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 18-23 of the *Catalog*). The length of Associate of Applied Science degrees at Siba ranges from 90-94 quarter credit hours (See pages 24-27 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 7). 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 30<sup>th</sup> day of the term in question, and directed to:  
  
Cynthia Musterman, President  
1521 Washington Avenue  
St. Louis, MO 63103  
[CMusterman@siba.edu](mailto:CMusterman@siba.edu)
- (4) When a first-term student withdraws from classes in his/her initial term of attendance after the 30<sup>th</sup> 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 16 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](mailto:CSiampos@siba.edu).

Revised 07/19

## Baccalaureate Programs

### ***Business Administration Bachelor of Science***

Siba's Associate of Applied Science in Business Administration program is designed to prepare graduates for diverse roles in management, finance, marketing, HR, and operations across nearly any industry (tech, healthcare, non-profit, etc.) by providing foundational skills in leadership, strategy, and technical business functions, leading to careers like Project Manager, Financial Analyst, Marketing Manager, Operations Manager, or HR Specialist, with potential for further growth and advancement. (Internship/externship options providing real-world experience are highly recommended.)

#### ***Academic Requirements:***

<b>Course #</b>	<b>Subject</b>	<b>Credit Hrs.</b>	<b>Clock Hrs.</b>
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
G119	Digital Art Studio	3.0	40
G140	Introduction to AI Literacy	4.0	40
B201	Introduction to Business	4.0	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
B403	Statistics II	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:***

<b>Course #</b>	<b>Subject</b>	<b>Credit Hrs.</b>	<b>Clock Hrs.</b>
C100*	Professional Protocol	2.0	20
C101*	Career Orientation	2.0	20
C104*	Thriving in the Workplace	2.0	20

\* Courses may be taken online or on campus

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.
RE101	Real Estate I: Buying, Selling & Leasing	4.0	40
B209	Payroll Accounting	4.0	40
B225	Contract Law	4.0	40
B230	Property Law	4.0	40
B235	Corporate Law	4.0	40
B309	Business Law II	4.0	40
B250	Entrepreneurship	4.0	40
B290	Business Industry Tour Workshop	2.0	20
B312	Accounting III	4.0	40
B315	Financial Accounting	4.0	40
B408	Operations Management	4.0	40
B430	Facilities Management	4.0	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

\* Courses may be taken online or on campus

**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 43-47 of the <i>Catalog</i> .	12.0	120

To meet the additional 4.0 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.

	Credit Hours	Clock Hours
	4.0	40

**Graduation Requirements:**

Full-time—36 months (15 terms)	182.0	2100
¾ time—48 months (20 terms)		
½ time—72 months (30 terms)		

## ***Fashion Development & Merchandising Bachelor of Arts***

Siba's Bachelor of Arts in Fashion Development & Merchandising program is designed to provide graduates with a comprehensive education that includes fashion, management, computer skills, general business, communication, and art, as well as the general studies 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 experience in the fashion industry are highly recommended).

### ***Academic Requirements:***

<b>Course #</b>	<b>Subject</b>	<b>Credits</b>	<b>Clock Hrs.</b>
F101	Introduction to the Fashion Industry	4.0	40
F104	Textiles I	4.0	40
F105	Designer Studies	2.0	20
F106	Non-Textiles	2.0	20
F107	Design Principles for Merchandising	4.0	40
F110	History of 20 <sup>th</sup> and 21 <sup>st</sup> Century Costume	4.0	40
F113	Visual Merchandising	3.0	40
F115	Fashion Styling Fundamentals	4.0	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
G140	Introduction to AI Literacy	4.0	40
F203	Retail Buying	4.0	40
F205	Textiles II	4.0	40
F215	Intro to Apparel Production Terms, Processes & Eval.	4.0	40
B208	Social Media Marketing	4.0	40
B212	Human Resources Management	4.0	40
B250	Entrepreneurship	4.0	40
F308	Fashion Forecasting	4.0	40
F310	Fashion Promotion & Production	3.0	40
F315	Store Planning & Design or F320 Apparel Design & Merch	3.0	40
F330	Sourcing I	4.0	40
F350	Sourcing II	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 Fashion Dev & Merch/Portfolio Development	4.0	40

Continued on next page...

**Fashion Development & Merchandising B.A., continued**

**Required General Education Courses:**

<b>Course #</b>	<b>Subject</b>	<b>Credit Hrs.</b>	<b>Clock Hrs.</b>
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
G119	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

\* Courses may be taken online or on campus

**Required Career Education Courses:**

<b>Course #</b>	<b>Subject</b>	<b>Credit Hrs.</b>	<b>Clock Hrs.</b>
C100*	Professional Protocol	2.0	20
C101*	Career Orientation	2.0	20
C104*	Thriving in the Workplace	2.0	20

\* Courses may be taken online or on campus

**Additional General Education and Other Elective Requirements:**

	<b>Credit Hours</b>	<b>Clock Hours</b>
In addition to the above, students must complete 12.0 credit hours of general education courses described on pages 43-47 of the <i>Catalog</i> .	12.0	120

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	310
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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	2140

## **Interior Design Bachelor of Arts**

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. (Internship/externship options providing interior design experience are highly recommended).

### **Academic Requirements:**

D101	Foundations of Interior Design	3.0	40
D105	History of Architecture & Design I	4.0	40
D106	History of Architecture & Design II	4.0	40
D111	Lighting Design	3.0	40
D110	Form & Space (3-D)	3.0	40
D130	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
D140	Residential Design	3.0	40
F104	Textiles I	4.0	40
B103	Introduction to Windows/Word Processing	3.0	40
G119	Digital Art Studio	3.0	40
G140	Introduction to AI Literacy	4.0	40
D200	Commercial Design	3.0	40
D201	Design Business Practice & Marketing	4.0	40
D221	Workplace Design	3.0	40
D206	Modern & Contemporary Architecture & Design	4.0	40
D240	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 (AutoCAD)	3.0	40
D318	BIM III (REVIT)	3.0	40
D319	Advanced Commercial Design	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
D150	Intro to Sewing Construction	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
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
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
G280	Studio Painting	3.0	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
C104*	Thriving in the Workplace	2.0	20

\* Courses may be taken online or on campus

**Additional General Education and Other Elective Requirements:**

In addition to the above, the student must complete 8.0 credit hours of general education courses described on pages 43-47 of the *Catalog*.

Credit Hours	Clock Hours
8.0	80

To meet the additional 7.0 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.

7.0	330
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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	2280
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## Occupational Associate Degree Programs

### ***Business Administration Associate of Applied Science***

Siba's AAS degree in Business Administration is designed to provide graduates with a comprehensive business education that includes management, marketing, economics, accounting, and computer skills, as well as general education topics that broaden perspective. Employment opportunities for graduates include entry- to mid-level positions in marketing, advertising, accounting, customer relations, human resources, management, sales, and event planning.

#### ***Academic Requirements:***

<b>Course #</b>	<b>Subject</b>	<b>Credit Hrs.</b>	<b>Clock Hrs.</b>
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
G119	Digital Art Studio	3.0	40
B120	Introduction to Marketing	4.0	40
G140	Introduction to AI Literacy	4.0	40
B201	Introduction to Business	4.0	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
C104*	Thriving in the Workplace	2.0	20

\* Courses may be taken online or on campus

#### ***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

1020

## ***Fashion Development & Merchandising Associate of Applied Science***

Siba's Fashion Development & Merchandising AAS program is designed to prepare qualified students for entry-level positions in the fashion industry, including fashion marketing, retail management, assistant buying, visual merchandising, fashion styling, and product development.

### **Academic Requirements:**

<b>Course #</b>	<b>Subject</b>	<b>Credit Hrs.</b>	<b>Clock Hrs.</b>
F101	Introduction to the Fashion Industry	4.0	40
F104	Textiles I	4.0	40
F105	Designer Studies	2.0	20
F106	Non-Textiles	2.0	20
F107	Design Principles for Merchandising	4.0	40
F110	History of 20 <sup>th</sup> & 21 <sup>st</sup> Century Costume	4.0	40
F113	Visual Merchandising I	3.0	40
F115	Fashion Styling Fundamentals	4.0	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
G140	Introduction to AI Literacy	4.0	40
F203	Retail Buying	4.0	40
F207	Fashion Promotion & Production	3.0	40
F215	Intro to Apparel Terms, Production Processes & Eval.	4.0	40
B205	Advanced Graphics	3.0	40
B208	Social Media Marketing	4.0	40
B212	Human Resources Management	4.0	40
G100*	Student Success Seminar	1.0	10
G105*	English Composition I	4.0	40
G101*	College Mathematics	4.0	40
G109*	Art Appreciation	4.0	40
G202	Public Speaking	4.0	40
C100*	Professional Protocol	2.0	20
C101*	Career Orientation	2.0	20
C104*	Thriving in the Workplace	2.0	20

\* Courses may be taken online or on campus

### ***Graduation Requirements:***

Full-time—18 months (7 terms);

¾ time—24 months (10 terms)

½ time—36 months (14 terms)

94.0

1060

## ***Interior Design Associate of Applied Science***

Siba's Interior Design AAS program is structured to prepare graduates 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.

### **Academic Requirements:**

<b>Course #</b>	<b>Subject</b>	<b>Credit Hrs.</b>	<b>Clock Hrs.</b>
D101	Foundations of Interior Design	3.0	40
D105	History of Architecture & Design I	4.0	40
D106	History of Architecture & Design II	4.0	40
D111	Lighting Design	3.0	40
D104	Form & Space (3-D)	3.0	40
D130	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
D140	Residential Design	3.0	40
F104	Textiles I	4.0	40
B103	Introduction to Windows/Word Processing	3.0	40
G140	Introduction to AI Literacy	4.0	40
D200	Commercial Design	3.0	40
D201	Design Business Practice & Marketing	4.0	40
D206	Modern & Contemporary Architecture & Design	4.0	40
D211	Presentation Techniques II	3.0	40
D213	BIM I (Intro to Building Information Modeling)	3.0	40
D240	Advanced Residential Design	3.0	40
G100*	Student Success Seminar	1.0	10
G101*	College Mathematics	4.0	40
G112	Perspective Drawing	3.0	40
G202	Public Speaking	4.0	40
G280	Studio Painting	3.0	40
C100*	Professional Protocol	2.0	20
C101*	Career Orientation	2.0	20
C104*	Thriving in the Workplace	2.0	20

\* Courses may be taken online or on campus

### ***Graduation Requirements:***

Full-time—18 months (7 terms);

¾ time—24 months (10 terms)

½ time—36 months (15 terms)

93.0

1110

## **Real Estate Associate of Applied Science**

Siba's Associate of Applied Science in Real Estate program includes instruction in the topics of residential and commercial real estate sales, marketing, communication, photography, technology, legal considerations, property management, agency management, brokerage, financing, property inspection and appraisal, real estate investing, and entrepreneurship. It is designed to prepare individuals for careers in buying, selling, managing and developing real estate.

### **Academic Requirements:**

<b>Course #</b>	<b>Subject</b>	<b>Credit Hrs.</b>	<b>Clock Hrs.</b>
RE101	Real Estate I: Buying, Selling & Leasing	4.0	40
RE110	Introduction to Property Management	4.0	40
RE112	Marketing & Staging	4.0	40
B112	Business Communications	4.0	40
D115	Construction Documents, Building Tech & Codes	4.0	40
RE115	Real Estate Technology & Databases	3.0	40
G119	Digital Art Studio	3.0	40
G190	Fundamentals of Digital Photography	3.0	40
RE191	Advanced Real Estate Photography/Videography	3.0	40
RE201	Real Estate II: Legal & Regulatory Issues	4.0	40
RE214	Real Estate III: From Contract to Close	4.0	40
RE215	Renovations for Resale (aka "Flipping")	4.0	40
RE216	Mortgages & Finance	4.0	40
RE220	Real Estate Appraising	4.0	40
RE225	Principles of Commercial Real Estate	4.0	40
RE240	Advanced Property Management	4.0	40
B103	Intro to Windows/Word Processing	3.0	40
B104	Spreadsheets	3.0	40
B220	Meeting & Event Planning	4.0	40
B250	Entrepreneurship	4.0	40
G100	Student Success Seminar	1.0	10
G101	College Mathematics	4.0	40
G202	Public Speaking	4.0	40
G205	Diversity Studies	4.0	40
G204	Contemporary Moral Problems (Ethics)	4.0	40
C100	Professional Protocol	2.0	20
C101	Career Orientation	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 (15 terms)

95.0

1010

## 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.

#### **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.

**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.

**B225 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.

**B230 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.

**B235 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.

**B250 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.

**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.

**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. Prerequisites: B104, B106, B201.

### **B430 Facilities Management**

(4.0 credit hrs., 40 clock hrs.) In this course, students will learn how to strategically plan, manage, and optimize the physical workplace, integrating people, processes, and technology for organizational efficiency, comfort, safety, and cost-effectiveness, covering operations, maintenance, space utilization, sustainability, security, project management, and budgeting, essential for ensuring a business runs smoothly. Prerequisites: B104, B106, B201.

## ***Interior Design Courses***

### **D101 Foundations of Interior Design**

(3.0 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. There will also be a section on hand drafting where 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. Prerequisite: 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.

**D110 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

**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.) 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 Fashion 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: D101, D103.

**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: D101, F104.

### **D130 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

### **D140 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: D111, D112, D113, D115, D116, D130.

### **D150 Introduction to Sewing Construction**

(3.0 credit hrs., 40 clock hrs.) Students develop an understanding of the basic procedures and terminology, of sewing construction for projects. The students will explore basic sewing techniques: measuring, cutting, tools of the trade, and operating a sewing machine. Students will develop skills used in the production of a chosen sewing project. Prereq: None

### **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: D111, D112, D113, D115, D116, D130.

### **D201 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.

### **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.

### **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

### **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: D240.

### **D221 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: D112, D115 D116, D213.

### **D240 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: D140.

### **D250 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: D240.

### **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: D140, D200, D116, G311.

### **D315 Computerized Construction Documents (AutoCAD)**

(3.0 credit hrs., 40 clock hrs.) Students will explore the methodologies for turning an architectural design 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. 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 (REVIT)**

(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. 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.

### **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, D213, D214, D221, 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, D322

#### **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

### ***Fashion Development & Merchandising Courses***

#### **F101 Introduction to the Fashion Industry**

(4.0 credit hrs., 40 clock hrs.) Students will gain a foundation and language for understanding how the current fashion industry works. Includes the exploration of fundamental fashion theories, the consumer, organization and operation of the producers, developers and retailers that impact the fashion business on a global scale. 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 Design Principles for Merchandising**

(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.

**F108 Introduction to Clothing Construction**

(4.0 credit hrs., 40 clock hrs.) This course introduces students to the process of developing a design concept to create a finished prototype. The course will cover techniques used in apparel manufacturing, including fabrication, industrial equipment, and fundamental construction methods. Students will have hands-on experience in an industrial education center. Prerequisite: None.

**F110 History of 20<sup>th</sup> and 21<sup>st</sup> Century Costume**

(4 credit hrs. 40 clock hrs.) Study of periods of fashion from the turn of the Century through the early 21<sup>st</sup> Century. Students study the effects of the socio-cultural, economic, technological, political, and religious environment on apparel changes. Prerequisite: None.

**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.

**F115 Fashion Styling Fundamentals**

(4.0 credit hrs., 40 clock hrs.) This introductory course studies basic principles and techniques in fashion styling. Through a combination of theoretical knowledge and practical exercises students will develop the skills necessary to create visually effective and conceptually cohesive fashion looks. 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: F101, G101

**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.

**F215 Introduction to Apparel Production Terms, Processes and Evaluation**

(4.0 credit hrs. 40 clock hrs.) Students develop an understanding of the procedures, terminology, and materials used in the mass production of apparel products, including garment construction, garment details, patternmaking, apparel testing, quality control, finishing operations, and packaging. Prerequisites: F104.

**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.

**F308 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

**F310 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: F101.

**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.

**F320 Apparel Design and Merchandising**

(4.0 Credit hrs. 40 clock hours) Through demonstrations and exercises using CAD, students will prepare to meet the demands of employer's requirements for digital presentations in technical design and the merchandising and marketing of apparel products. Prerequisites: F215, D113

**F330 Sourcing I**

(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: F101, F104.

**F350 Sourcing II**

(4.0 credit hrs. 40 clock hours) A continuation of Sourcing I with emphasis placed on the sourcing destination country's macro and micro environmental factors, cost structures, law, and regulations. Students will examine future trends and sustainability in global sourcing. Prerequisite: F330.

**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: None.

**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: F101, 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 Fashion Development & 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.

## ***Real Estate Courses***

### **RE101 Real Estate I: Buying, Selling & Leasing**

(4.0 credit hours, 40 clock hours) This course is designed to provide students with an overview of the real estate industry, including topics such as the types of real property, forms of real estate ownership, functions of real estate agents and brokers, leases for real estate, and client representation agreements. Prerequisite: None.

### **RE110 Introduction to Property Management**

(4.0 credit hours, 40 clock hours) This course examines the different roles of the property manager, including landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance issues, reports, habitability laws, and the Fair Housing Act. Prerequisite: None.

### **RE112 Marketing & Staging Properties for Sale**

(4.0 credit hours, 40 clock hours) This course introduces students to various marketing strategies that can be used to enhance real estate listings and make properties more attractive to buyers. The viability of pursuing a career in home staging will also be explored and discussed. Prerequisite: None.

### **RE115 Real Estate Technology & Databases**

(3.0 credit hours, 40 clock hours) Students will be introduced to and instructed on the use of various real-world software and databases specific to the Real Estate industry such as MLS/MARIS, AppFolio and Yardi. Prerequisite: B103.

### **RE191 Advanced Real Estate Photography/Videography**

(3.0 credit hours, 40 clock hours) This advanced-level digital photography and videography course examines photographic processes within the context of real estate. Students will learn about lighting, perspective, techniques and ethical parameters when showcasing properties through digital photography and videography. Prereq: G190

### **RE201 Real Estate II: Legal & Regulatory Issues**

(4.0 credit hours, 40 clock hours) This course includes the study of brokerage and agency law, real estate contract law, land use/zoning regulations, Fair Housing laws, liability and insurance issues, and environmental laws. Prereq: RE101.

### **RE214 Real Estate III: From Contract to Close**

(4.0 credit hours, 40 clock hours) This course focuses on the challenges and procedures that can arise from the time an offer is accepted until the transaction is completed at closing. Strategies and case studies will be presented to help the student foresee and successfully navigate the potential pitfalls that can terminate a sales contract. Prereq: RE101.

### **RE215 Renovations for Resale (aka “Flipping”)**

(4.0 credit hours, 40 clock hours) Students will learn practical information about choosing the right property, financing the purchase, budgeting, hiring and working with contractors, applying for permits, passing inspections, and selling renovated properties for a profit. Prereqs: RE101, RE201, D115.

**RE216 Mortgages & Finance**

(4.0 credit hours, 40 clock hours) This course familiarizes students with various sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, and the Community Reinvestment Act. Prereqs: RE101, RE201, RE214

**RE220 Real Estate Appraising**

(4.0 credit hours, 40 clock hours) This course provides foundational knowledge for valuing real estate, covering property characteristics, market analysis, legal, and economic principles. Students will learn the basics of the three approaches to value (cost, income, sales comparison), and ethical standards. Prereqs: RE101, RE201, RE214

**RE225 Principles of Commercial Real Estate**

(4.0 credit hours, 40 clock hours) This course provides a foundational understanding of property types (office, retail, industrial, multifamily) and introduces students to commercial real estate concepts including market analysis, leasing fundamentals, investor behavior, asset performance, and valuation techniques. Prereqs: RE110.

**RE240 Advanced Property Management**

(4.0 credit hours, 40 clock hours) This course is designed to provide a more in-depth study of the following areas of property management: legal considerations such as fair housing, antitrust and fair credit reporting; property maintenance, construction and development; risk and environmental concerns; understanding the needs of different property types, and safety and security issues for property managers and staff. Prereqs: RE101, RE201

***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. Prerequisite: None.

**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 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 various internet sources, and educational databases. Prerequisite: G105.

**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

**G119 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

**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.

**G140 Introduction to Artificial Intelligence Literacy**

(4.0 credit hrs., 40 clock hrs.) This course provides a foundational understanding of artificial intelligence (AI) and its impact on society, academics, and the workplace. It covers the basics of machine learning, data analytics, and generative AI tools. Students will learn to evaluate AI outputs for bias and accuracy, explore ethical implications, and develop strategies for responsible, effective, and productive AI use in their daily lives. Prerequisite: None

**G190 Fundamentals of Digital Photography**

(3.0 credit hours, 40 clock hours) Introduces students to creative photography as a method of visual communication, along with exploring the settings and controls of the camera. Students will learn digital darkroom techniques, as well as strategies for approaching a variety of subjects and improving photographic compositions. Prereq: None.

**G191 Advanced Digital Photography**

(3.0 credit hours, 40 clock hours) This advanced-level digital photography course facilitates examining photographic processes within the more extensive context of photography, fine art, and digital media. The context of the approach will introduce lighting for various applications with coherent work based on a concept, theme, or chosen topics. In addition, in this course, students will focus on finding an individual voice, refining a working process, and considering methods for the presentation/distribution of photographs. Prereq: G190

**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

sylogistic 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 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. 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. Prerequisite: None.

### **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. Prerequisite: None.

### **C104 Thriving 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. Prerequisite: None.

### **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 for any academic term.

### **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 for any academic term.

## 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 in less structured environments (e.g. field trips). 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 behaviors 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 personal space 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 plagiarism and other forms of academic dishonesty. It is also 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.

### **Physical or Psychological Coercion, Disrespect, or Property Damage**

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.

### **Human Sexuality/Sexual Harassment**

Siba stresses respect for human sexuality, and students are expected to use discretion in their human relations on campus. Discretion is defined here as restraint in the presence of others and precludes public displays of affection in public areas.

The sexual harassment of fellow students and college personnel is strictly prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. See also “Siba’s Policy Against Sex-Based Discrimination” on pp. 56-68 of this *Catalog*.

### **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.

### **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:

## **ACCSC Student Complaint Procedure**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>

## **State of Missouri**

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](mailto: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 page 50 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 have a zero balance due to the college.
- 3) 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.
- 4) 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.
- 5) The LoA may not exceed two (2) academic terms in any 12-month period.
- 6) 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 12 & 16-17 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 12 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.

**Veterans Benefits and Transition Act of 2018**

In compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, Siba will not impose a penalty on any student using veterans education benefits under Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post 9/11 GI Bill®) because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs (VA).

Siba will not:

- Prevent the student from attending or participating in the course of education during periods in which there is a delayed disbursement;
- Assess late payment fees;
- Require the student to secure alternative or additional funding for delayed disbursements; or
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce their VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified; or
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

This provision will be in place for 90 days after the date that Siba certified tuition and fees to the VA following the receipt of the Certificate of Eligibility. After 90 days, Siba will review each student on a case by case basis. The student is responsible for payment of any tuition balance not covered by their VA education benefit by the appropriate deadlines.

## Siba's Policy Against Sex-Based Discrimination

Title IX prohibits the all colleges and universities from discriminating on the basis of sex in the administration of the college's programs and activities, including admissions and employment. Stevens—The Institute of Business & Arts (Siba) does not discriminate on the basis of sex in its educational programs or activities.

Sex-based harassment and sexual violence are also types of prohibited sex-based discrimination, which can also include sexual assault, dating violence, domestic violence, and stalking. Siba's prohibition of sex-based discrimination also includes discrimination based on gender identity or expression, gender stereotypes, transgender status, gender characteristics, pregnancy or related conditions, and parental status. Siba reaffirms its commitment to compliance with the stipulations contained in the Violence Against Women Act (VAWA) to maintain a campus environment emphasizing the dignity and worth of all members of our Siba community. Any inquiries or complaints regarding any of the above issues should be directed toward Siba's Title IX Coordinator:

Cynthia Musterman, JD  
314-421-0949 x 1402  
[CMusterman@siba.edu](mailto:CMusterman@siba.edu)

The policy as outlined below is designed to meet Siba's responsibilities under Title IX of the Education Amendments of 1972, the Violence Against Women Act, the Campus SaVE Act and 34 CFR part 106. This process is designed to respond to reports of sex discrimination including sex-based harassment, sexual assault, domestic violence, dating violence, and stalking. The policy and procedures outlined below apply to all Siba students, employees, volunteers, independent contractors, and other third parties participating in college programs and activities, including admissions and employment, both on and off campus.

### Definitions

The terms contained in Siba's policy and procedures are defined as:

**Complainant:** Individual who is alleged to be the victim of conduct that could constitute sex-based harassment.

**Respondent:** Individual who has been reported to be the perpetrator of conduct that could constitute sex-based harassment.

**Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Siba's educational programs or activities without unreasonably burdening the other party. This includes measures designed to protect the safety of all parties, the college's educational environment and to deter sex-based harassment.

Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus safety escort services, mutual restrictions on contact between the parties, leaves of absence, increased monitoring of certain areas of campus and other similar measures. Any supportive measures provided to the complainant or respondent will remain confidential to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures.

**Education Program or Activity:** Includes locations, events or circumstances over which the Siba exercises substantial control over both the Respondent and the context in which the sex-based harassment occurred, even when not on Siba's campus.

**Consent:** An informed, affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

- Consent must be voluntary, clear and knowing, and given without coercion, force, threats, or intimidation. Consent requires positive cooperation, through words and actions, in a particular sexual act, or expression of intent to engage in that sexual act through the exercise of free will. Lack of protest or resistance does not mean consent is present, nor does silence mean consent is present.
- Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
- Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts).
- Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion.
- The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity.
- The complainant's request for the respondent to use a condom or birth control does not, in and of itself, constitute consent.
- It shall not be a valid excuse that the respondent believed that the complainant affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the complainant was unable to consent to the sexual activity due to incapacitation. Consent cannot be given by a person who is incapacitated. For example, a person cannot give consent if they are asleep, unconscious or coming in and out of consciousness. A person is incapacitated if they lack the physical and/or mental ability to make informed, rational judgments. Whether an intoxicated person (as a result of using alcohol, medication or other drugs) is incapacitated depends on the extent to which the

alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments.

- A person with a medical, physical or mental disability may also lack the capacity to give consent. Factors to be considered include whether the person knew, or whether a reasonable person in the accused's position should have known, that the other party did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.

**Remedies:** Remedies may include making supportive measures more permanent, and/or suspension of the Respondent, and/or expulsion of the Respondent per the guidelines of Siba's *Student Code of Conduct*. Remedies will be designed to restore or preserve equal access to Siba's education programs or activities.

## Prohibited Conduct

Any individual engaging in the following types of conduct may be subject to discipline, up to and including termination or dismissal from the college.

Sex-based Harassment: Conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo);

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education programs or activities; or

(3) Sexual assault, dating violence, domestic violence or stalking as defined below:

**Sexual Assault:** An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sex offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** A form of sexual assault. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental capacity.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in Missouri and in Illinois is 17 years old.

**Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner. Factors that may determine whether persons are cohabiting include, but are not limited to:

- (1) sexual relations between the parties while sharing the same living quarters;
- (2) sharing of income or expenses;
- (3) joint use or ownership of property;
- (4) whether the parties hold themselves out as spouses or domestic partners;
- (5) the continuity of the relationship; and
- (6) the length of the relationship.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant and respondent's statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking:** Engaging in a course of conduct directed at a specific person (when based on gender or sex) that would cause a reasonable person to (a) fear for their own safety or the safety of others; or (b) Suffer substantial emotional distress.

A reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling. A course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

**Retaliation:** No person may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding or hearing under this part. If the college has evidence to prove that a party made a materially false statement in bad faith and takes disciplinary action against that party, that will not constitute retaliation for purposes of this section. Retaliation includes, but is not limited to, threats, reprisals, intimidation and/or adverse educational actions against a person based on their report of sexual misconduct or participation in an investigation, report or disciplinary process.

## Making a Title IX Report

If a report of sex-based misconduct is made to the college, the procedures outlined below will be followed. Any person may report sex-based misconduct to the Title IX Coordinator in person, by mail, phone, or email ([CMusterman@siba.edu](mailto:CMusterman@siba.edu)). Reports may be made at any time, including during nonbusiness hours.

The college will generally not notify parents or legal guardians of a sexual violence report unless the complainant provides the college with written permission and requests that the college do so. If there is a health and safety issue (e.g., immediate threat to self or others), the college may notify parents or legal guardians, regardless of the complainant's age, as allowed under the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g). The procedures set forth below are intended to afford all complainants and respondents a prompt, fair and impartial process for resolving a report of sex-based harassment, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions and remedies as required.

### Reporting Options

**Report to a Responsible Employee:** If a “responsible employee” learns of behavior that may constitute a violation of this policy, they have a duty to report the possible violation to the Title IX Coordinator. “Responsible employees” at Siba includes all faculty and staff who are employed by the college, either full-time or part-time. Responsible employees must report to the Title IX Coordinator all relevant details about the alleged sex-based misconduct that were shared by the reporting party, including the names of the alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident. This obligation to report applies to information about sex-based discrimination affecting students, employees, or third parties participating or attempting to participate in the institution's programs or activities.

**Report to the Title IX Coordinator:** A Title IX report can be made directly to the Title IX Coordinator. Once the Title IX Coordinator receives a report alleging sex-based harassment, she will meet with the Complainant to discuss available supportive measures that can be taken until the matter is fully resolved. The Title IX Coordinator will consider the Complainant's wishes with respect to implementing the supportive measures and will inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint. The Title IX Coordinator will also inform the complainant of their option to file a Formal Complaint and will explain the Formal Complaint process.

**Formal Complaint:** A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sex-based harassment against a respondent.

Formal Complaints can only be made by complainants who are participating (or attempting to participate) in a Siba education program or activity or by the Title IX Coordinator.

Formal Complaints can be filed with the Title IX Coordinator by mail, by email that contains the complainant's digital or physical signature (or otherwise indicates the complainant is the person filing the formal complaint), or by meeting in person. Formal Complaints may be consolidated when there are allegations of sex-based harassment against more than one respondent or by more than one complainant against one or more respondents. Formal Complaints can also be consolidated where the allegations of sex-based harassment arise out of the same facts or circumstances. The Title IX Coordinator may move forward with a Formal Complaint, despite the Complainant's wishes, if the Title IX Coordinator finds that the investigation is necessary under the particular circumstances or is necessary to protect Siba's educational community.

**Reports to Local Law Enforcement:** Any student who has experienced domestic violence, dating violence, sexual assault or stalking may make also file a report with local law enforcement. After an incident of sexual assault, dating violence and/or domestic violence, the complainant should consider seeking medical attention as soon as possible at a medical facility. Although the college strongly encourages all members of its community to report these types of matters to law enforcement, it is the student's choice whether to make such a report. Students have the right to decline involvement with the police. Reporting to local law enforcement directly will not provide the college with actual knowledge unless a complaint is also filed with Siba's Title IX Coordinator.

Siba's Title IX Coordinator can assist with no contact orders on Siba's campus and will assist with the enforcement of those orders on campus and at affiliated Siba activities, but does not have the legal authority to issue orders of protection such as a restraining order. Violations of no contact orders issued by the college against a respondent will constitute related violations that may lead to disciplinary action.

**Timeline for Reports:** Reports of domestic violence, dating violence, sexual assault, sex discrimination or stalking should be made as soon as possible. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution by local authorities, disciplinary proceedings, or obtaining protective orders related to the incident more difficult.

### **Confidentiality**

Unless a formal complaint is filed, the Title IX Coordinator does not need to notify the respondent of the name of the complainant for the purposes of providing supportive measures, unless the particular supportive measures affect the respondent in a way that requires the respondent to know the identity of a complainant (i.e. mutual no contact order). Any supportive measures provided to the complainant or respondent will be kept confidential to the extent it will not impair the ability of the College to provide such measures. In some cases, the Title IX Coordinator may need to disclose some information about a complainant to another College employee in order to provide the necessary supportive measures. The Title IX Coordinator will make this determination and will explain to the complainant what information will be shared, who the information will be shared with and the reason(s) for sharing that information.

**Formal Complaints:** If a formal complaint alleging sex-based harassment is filed, each party's identity will need to be disclosed to the other so both parties may meaningfully participate in the grievance process. This information will be shared between the parties in the written notice of allegations. No further personally identifiable information, such as addresses or student identification numbers will be included in the written notice. Personal identifiable information about the complainant and respondent will only be shared with persons with a specified need to know or who are investigating/adjudicating the complaint or delivering resources or support services to the complainant and respondent. The College will not publish the name of either party.

The College is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. While the College will report the type of incident in the annual crime statistics report known as the Annual Security Report, the parties' names or other personally identifying information will NOT be revealed.

### **Emergency Removal**

A respondent (whether they are an employee, student, or third party) may be removed from the college on an emergency basis. Prior to removing a respondent, the college will undertake an individualized safety and risk analysis. If the college determines that an immediate threat to the physical health or safety of any student or other individual (arising from the allegations of sex-based harassment) justifies removal, the college will provide the respondent with notice and an opportunity to appeal the decision immediately following the removal through a virtual meeting with the President or her designee. Non-student employee respondents may also be placed on administrative leave pending the outcome of the grievance process outlined below.

### **Informal Resolution Process**

When a Formal Complaint is filed, the parties may be offered the opportunity to engage in an informal resolution process which includes the opportunity for mediation. The informal resolution process can be used at any time after a formal complaint is filed and prior to reaching a determination regarding responsibility. The informal resolution process is never an option to resolve allegations that an employee sexually harassed a student.

Parties will not be required to participate in the informal resolution process. The parties will be provided a written notice that includes information regarding the allegations as well as the requirements of the process. The college will also obtain the parties' voluntary, written consent to the informal process. An alternative resolution process is only an option if both the complainant and respondent agree to participate, after receiving a full disclosure of the allegations and their options to follow the grievance process, as described below. Once both parties agree to the informal resolution process in writing, a mediation meeting with the Title IX Coordinator will be scheduled within 10 days. The complainant and respondent each have the right to withdraw from the informal resolution process and to proceed with a formal grievance process at any time prior to resolution.

The alternative resolution process will result in a letter confirming the outcome of the resolution process, whether an agreement is reached or not. This letter will be sent within 3 calendar days of the mediation meeting. If no agreement is reached, the matter will proceed through the formal grievance process. If applicable, any remedies, supportive measures and/or disciplinary sanctions agreed to during the resolution will have the same force and effect as though they were imposed following a formal investigation and hearing. If both parties jointly agree on an outcome after the informal resolution process neither party is permitted to resume a formal complaint arising from the same incident nor can the matter be appealed. Records will be maintained by the Title IX Coordinator only and will only be shared with other college personnel as needed to carry out the terms of the agreement.

### **Formal Grievance Process to Address Formal Complaints**

The formal grievance process consists of a prompt, fair and impartial process to address formal complaints filed with the Title IX Coordinator. The grievance process will treat respondents and complainants equitably by providing remedies to a complainant where a determination of responsibility for sex-based harassment has been made against the respondent. This grievance process will be followed after a Formal Complaint has been filed and before any disciplinary sanctions are taken against the respondent.

The grievance process requires an objective evaluation of all relevant evidence including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent or witness. The Title IX Coordinator, investigator and any decision-makers will not have a conflict of interest or bias for or against complainants or respondents, in general or on an individual basis.

Siba will make every effort to complete all investigations and decisions regarding appropriate remedies and sanctions within 60 days of receipt of a formal Title IX Complaint. In the event of a temporary delay of the grievance process or an extension of time frames for good cause, the college will provide the complainant and respondent with written notice of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; or other possible considerations.

For students, sex-based harassment is a violation of both the Student Code of Conduct and this policy, and may result in disciplinary action. Employees who violate this policy may also be subject to discipline, up to and including termination of employment. Acts constituting sexual assault, domestic violence, dating violence, and stalking may also subject the respondent to criminal and civil penalties under federal and state law.

**Formal Investigation:** If a formal complaint is filed with the Title IX Coordinator, she will initiate an investigation of that complaint. The parties will have an equal opportunity to present witnesses (including experts) and evidence (both exculpatory and inculpatory). Parties will not be restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence. Both parties will be permitted to have an advisor present during the

investigation. **Advisors attending investigations may not speak on behalf of their advisee but may only consult and advise the party they are attending with.**

**Notice of Allegations:** Both parties will be notified of their rights and responsibilities throughout the formal investigation process. Upon the receipt of a Formal Complaint, an explanation of rights and responsibilities will be provided to both the complainant and the respondent and will include information or statements regarding the following:

- A copy of the Siba's policy outlining both the formal grievance process and the informal resolution process.
- Information regarding the conduct allegedly constituting sex-based harassment including sufficient details known at the time, such as the identities of the parties involved in the incident, if known, and the date and location of the alleged incident, if known. Both parties will be provided with reasonable time to prepare a response before an initial interview.
- Written notice of the date, time, location, participants and purpose of the investigative interview with sufficient time for the party to prepare to participate.
- A statement that the respondent is presumed "not responsible" for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process.
- The responsibility of both the complainant and respondent to be truthful in the investigation. Parties are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process.
- The right to participate in the investigation by providing additional relevant information or potential witnesses.
- The right to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the college does not intend to rely upon in reaching a determination of responsibility.
- Information regarding possible sanctions or protective measures the college may impose following the final determination.
- The right of either the complainant or respondent to decline to give a statement about the allegations.
- The responsibility not to retaliate against or intimidate any individual who has filed a Title IX complaint or who has participated in the investigation process.

- The right of participants to be reasonably protected from intimidation or harassment.
- Notice that the parties may have an advisor of their choice who may be present during each step in the grievance process.

**Dismissal of a Formal Complaint:** If the conduct alleged in the Formal Complaint, even if proven, would not constitute sex-based harassment as defined in this policy, then the college must dismiss the formal complaint as not being governed by Title IX. The complaint may however, be pursued through the Student Code of Conduct for students and the Employee Handbook for employees.

A formal complaint may also be dismissed if a complainant notifies the Title IX Coordinator, at any time during the investigation or hearing, that they would like to withdraw the formal complaint or any allegations contained therein; if the respondent is no longer enrolled or employed by the college; or specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the formal complaint or the allegations contained in the complaint.

Any dismissal of a formal complaint will be communicated simultaneously to both the complainant and respondent in writing and will outline the reasons for dismissal.

**Standard of Review:** All determinations in the investigation and hearing process for respondents, shall be based on a “preponderance of the evidence” standard (i.e. whether it is more likely than not the alleged misconduct occurred).

**Privileged Communications:** Siba will not allow, rely upon or otherwise use questions or evidence that constitute or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Decision Making Processes**

The Title IX Coordinator has the discretion to conduct a live hearing as part of the grievance process if she deems that doing so is required or permitted by Missouri law or by other college policies or is in the best interest of arriving at a just outcome such as when witness credibility is particularly material and disputed. The hearing may be conducted with parties in the same location or, at the Title IX Coordinator’s discretion, virtually with technology enabling the parties to see and hear each other simultaneously.

**Hearing Panel:** The decision-maker in the Title IX process will be a panel of three (3) Siba employees, representing various departments. Each member of the Hearing Panel will be trained on the definition of sex-based misconduct, the scope of the the college’s education program or activity, how to conduct a hearing and how to serve impartially. Decision-makers will be trained on avoiding pre-judgment of the facts at issue, conflicts of interest, bias and issues of relevance related to questions and evidence submitted during the hearing. Decision-makers will also receive training on any technology to be used at a live hearing. The Title IX Coordinator will select members to serve on the Hearing Panel based on availability and impartiality, and will

inform the parties of the names and position of each panel member. Each party will have the opportunity to object to the selection of hearing officers on the panel. Any such objection shall be submitted in writing to the Title IX Coordinator within 3 business days of the date the parties were made aware of the Hearing Panel members. The Title IX Coordinator will review any such objections, and has the authority to replace one or more panel members if there is reasonable evidence that the panel member(s) may not have the ability to be impartial. Once the Hearing Panel is selected, the Panel will be provided with copies of the any evidence accumulated during the investigation.

The Title IX Coordinator shall serve as the hearing coordinator and may also participate in the decision-making process following the hearing.

**Hearing Logistics:** The complainant and the respondent shall each have the opportunity to attend the hearing. The hearing will be closed to the general student population and public.

Live hearings may be conducted with all parties physically present in the same location or any or all parties, witnesses, and other participants may appear at the live hearing virtually with technology enabling participants to simultaneously see and hear each other. An audio recording will be made of the hearing and will be available to the parties for inspection and review.

The Hearing Panel will decide the format for the hearing and will determine the relevancy of any proffered witnesses. The hearing may allow for brief opening and closing statements. Each party will be able to present relevant evidence and witnesses. Any individual appearing as a witness will be present only while providing a statement and responding to questions. The Hearing Panel may exclude any witnesses, such as character witnesses, who are deemed irrelevant to deciding the outcome of the matter. Formal rules of evidence will not apply.

Evidence, such as prior disciplinary sanctions that demonstrate of a pattern of misconduct by the Respondent that is similar in nature, may be deemed relevant when determining the appropriate sanction.

**Advisors:** The complainant and the respondent each have the opportunity to be advised by a support person/personal advisor at any stage of the process and to be accompanied by that advisor at any meeting or hearing. A party can choose their own advisor, at their expense.

During the hearing, the Hearing Panel will permit each party and/or their advisor to ask the other party and any witnesses questions that are relevant to the complaint, including those challenging credibility. Questions and answers will be conducted directly, orally, and in real time by the party and/or their advisor. Members of the Hearing Panel may also ask questions of the witnesses and/or the parties.

**Scope of Questions:** Only questions that are relevant to the formal complaint may be asked of a party or witness. The Hearing Panel or the Title IX Coordinator may intervene and stop the question from being answered if the question is outside the scope of relevance. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are, in general, not relevant. Questions and evidence about the complainant's prior sexual behavior may be

permitted if: (1) They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or (2) If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are being offered to prove consent.

**Refusal to Answer Questions/Failure to Appear at the Hearing:** If a party or witness does not submit to live questioning at the hearing, the panel must not rely on any statement of that party or witness in reaching a determination regarding responsibility.

The Hearing Panel cannot assume that a party or witness's absence or refusal to answer questions indicates a party's admission of responsibility or lack thereof.

### **Findings by Hearing Panel**

The Hearing Panel will review the information presented and will make a determination regarding responsibility. The written determination will include the following:

1. Identification of the allegations constituting sex-based misconduct.
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination. This will include any notification to parties, interviews with the parties and witnesses, site visits or other methods used to gather evidence as well as any hearings held.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of the provisions of this policy to the facts.
5. A statement of, or rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the college is imposing on the respondent and whether any remedies designed to restore or preserve equal access to the college's education program or activity will be provided to the complainant.
6. The college's procedures and bases for the complainant and respondent to appeal.

The complainant and the respondent will be notified simultaneously in writing of the decision and any sanctions and remedies issued. If an appeal is filed, the sanctions or remedies will be final on the date the parties receive a written determination regarding the outcome of the appeal. If no appeal is filed, the sanctions and remedies will become final the date on which an appeal would no longer be considered timely. The Title IX Coordinator will be responsible for implementing any remedies issued by the hearing panel.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provision Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

**Possible Sanctions/Remedies:** The goal of sanctions is to eliminate a hostile environment, prevent the reoccurrence of the misconduct and to address any effects of the misconduct while considering the impact of separating a student from their education. The Title IX Coordinator will work with college personnel to implement any sanctions or remedies. Such sanctions and remedies could include, but are not limited to, the following: An order for no contact between the parties, formal warnings, conduct probation, alternate class arrangements, limitations for the respondent to attend on-campus classes or enter Siba's campus, suspension, or expulsion.

### **Appeal Process**

Either party may file an appeal from a determination regarding responsibility or from the college's dismissal of a Formal Complaint, or any allegations contained therein, on the following bases:

- (1) Procedural irregularity that affected the outcome of the matter;
- (2) New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
- (3) The Title IX Coordinator, investigator(s) or hearing panel member(s) had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter.

The request for an appeal should be filed in writing and should be received by the Title IX Coordinator within 10 calendar days after the date both parties received notice of the outcome. The request should also state and explain the basis for challenging the decision. The Title IX Coordinator will forward the request to the Academic Dean for review. Once the Academic Dean receives the appeal request, she will notify both parties that an appeal has been received and give both parties 10 calendar days to submit a written statement in support of, or challenging, the outcome. The Academic Dean will consider the information submitted and provide a written decision, which includes the result of the appeal and the rationale for the result, simultaneously to both parties. The decision of the Academic Dean will be a final determination of the appeal.

## **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.

### ***Dining/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.

### ***Libraries/Resource Areas***

There are two (2) library/resource areas on campus: 1) The main library in on the 4<sup>th</sup> floor; and 2) The interior design resource library is located on the 3<sup>rd</sup> floor. 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.

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, none of which are owned or operated by Siba or in any way affiliated with Siba. There is also metered parking on the streets adjacent to Siba—students using those are encouraged to download and use the “Parkmobile” app for convenience in making their metered payments.

### ***Security***

Security should be a concern of everyone, 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 approved in advance and check in with the front desk when they arrive and exit the building.

## **EMERGENCY PREPAREDNESS PLAN**

There is one entrance and two exits to our campus building, both located on the first/main floor, and both are locked from the outside at all times. All students and visitors should use the front entrance on Washington Avenue to enter the building, which is monitored by a front desk attendant while the building is open. The building also has two staircases, one at the front of the building and one at the back, which should be used instead of the elevator during most emergencies (anytime there is risk of a power outage). Please follow the guidelines specific to each possible emergency:

### **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.

### **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.

### **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.

### **Fire**

If flames or smoke are observed, pull the fire alarm and call 911. Attempt to use a fire extinguisher 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 a fire alarm is activated. All occupants are to proceed to the designated meeting area: the northeast corner of Lucas and 16<sup>th</sup> 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 designated meeting 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 college personnel.

## **Weather/Tornado**

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.

## **Communications**

The campus building has an intercom system that enables live verbal messages to be communicated to all areas on every floor. If there is an emergency, students, staff and faculty will be instructed on the safest course of action under the circumstances and will also alert everyone when the emergency has passed.

When appropriate, all students, faculty and staff will be emailed about an arising, current or recently passed emergency with instructions on how to stay safe and when normal operations are expected to resume.

# Academic Calendars

## 2026 Academic Calendar

### Spring 1 Term

Monday, January 5	Classes begin
Monday, January 19	Martin Luther King's Birthday (no classes)
Wed., Feb. 11-Mon., Feb. 16	Winter Break (no classes)
Thursday, March 12	Last day of the term

### Spring 2 Term

Monday, March 16	Classes begin
Monday, April 20-Wed, April 22	Spring Break (no classes)
Thursday, May 21	Last Day of the term

### Summer Term

Tuesday, May 26	Classes begin
Thursday, June 18	Juneteenth observed (no classes)
Monday, July 6-Wed. July 8	Independence Day/Summer Break (no classes)
Thursday, July 30	Last Day of the term

### Fall 1 Term

Monday, August 3	Classes begin
Mon. Sept. 7-Wed, Sept. 9	Labor Day/Fall Break (no classes)
Thursday, October 8	Last Day of the term

### Fall 2 Term

Monday, October 12	Classes begin
Wednesday, November 11	Veteran's Day (no classes)
Tues. Nov. 24-Thurs., Nov. 26	Thanksgiving Break (no classes)
Wednesday, December 16	Last day of the term

### Graduation Ceremonies

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

## 2027 Academic Calendar

### Spring 1 Term

Monday, January 4	Day and evening classes begin
Monday, January 11	Martin Luther King's Birthday (no classes)
Wed., Feb. 10-Mon., Feb. 15	Winter Break (no classes)
Thursday, March 11	Last day of the term

### Spring 2 Term

Monday, March 15	Day and evening classes begin
Monday, April 19-Wed, April 21	Spring Break (no classes)
Thursday, May 20	Last Day of the term

### Summer Term

Monday, May 24	Day and evening classes begin
Monday, May 31	Memorial Day (no classes)
Thursday, June 17	Juneteenth observed (no classes)
Monday, July 5-Wed. July 7	Independence Day/Summer Break (no classes)
Thursday, July 29	Last Day of the term

### Fall 1 Term

Monday, August 2	Day and evening classes begin
Mon. Sept. 6-Wed, Sept. 8	Labor Day/Fall Break (no classes)
Thursday, October 7	Last Day of the term

### Fall 2 Term

Monday, October 11	Day and evening classes begin
Thursday, November 11	Veteran's Day (no classes)
Tues. Nov. 23-Thurs., Nov. 25	Thanksgiving Break (no classes)
Wednesday, December 15	Last day of the term

### Graduation Ceremonies

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