



# CATALOG

# 2023

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# 1. WELCOME TO SAINT KOLBE UNIVERSITY

This Catalog explains the academic and administrative policies of Saint Kolbe University. It serves as a reference guide for faculty, staff, and both current and prospective students.

## PURPOSE - MISSION STATEMENT

The mission of Saint Kolbe University is to provide access to quality education at affordable cost, in ways and languages that meets the students of the world where they are.

At Saint Kolbe University, we seek to bring quality online education utilizing high quality proven standards and qualified faculty to students and professionals in Florida while focusing on core teaching and learning activities.

By expanding access to quality education, we believe more students may achieve their full potential, improve their careers, benefit their families and communities, and make a better society.

## VISION STATEMENT

We envision a world with no educational divides, where effort and merit drive success.

## CORE VALUES

The core values of Saint Kolbe University are quality, commitment to access, integrity, and traditional values.

## LEGAL NAME, STRUCTURE AND CONTROL

Saint Kolbe University is an adopted name for the post-secondary education institution operating under American Education Partners, Inc., a Florida private corporation.

Current officers of the corporation are Monica Coronel and Florencia Maria Barquin.

## LOCATION

Saint Kolbe University is a fully online institution. As such, all learning activities as well as all student and faculty processes are managed remotely, and in most cases, electronically.

Most requests can be address online at [www.skuniversity.us](http://www.skuniversity.us)

By email at [admissions@saintkolbe.us](mailto:admissions@saintkolbe.us)

Or by phone calling +1(954) 774 4518

Saint Kolbe University offices are located at 2111 North Commerce Parkway. Weston, FL 33326, in the event a face-to-face visit is necessary.

## LICENSURE

Saint Kolbe University is an independent, post-secondary educational institution and is licensed by the Florida Department of Education's Commission for Independent Education (CIE). Saint Kolbe University does not offer participation in Federal Financial Aid programs (Title IV) nor U.S. Veteran or Military Benefits. No program is aligned to Professional Examinations.

"Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400, toll-free number (888) 224-6684"

## LANGUAGE DISCLOSURES

Each program and course at Saint Kolbe University is offered in both English and Spanish. At the time of application for admissions, students must select the language in which they wish to complete their program of study and demonstrate proficiency in that language via the criteria listed for admission to the program.

Student admissions, support, and advising services are also provided in both languages. However, because employers might associate an American university with the English language, we must disclose the following statement.

“Graduates of any of the Saint Kolbe University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language.”

All students taking courses or a program in any language other than English must accept and sign this condition during the application process.

## FACILITIES

### *PHYSICAL FACILITIES*

Saint Kolbe University has offices at 2111 North Commerce Parkway, Weston, FL 33326. This is a secure, private location at a professional office space with access to the public and authorization to conduct business, complying with all local safety, fire and health standards.

The facilities include access to 3,798 SQF with offices, cubes, meeting rooms for up to 20 people, copy/print room, kitchen and ladies and gentlemen bathrooms. The building count with ample parking space.

All classroom and academic activities are provided online. For non-academic activities, administrative personnel at the site can service the students.

### *ONLINE FACILITIES*

The University provides specific online tools for Faculty, Staff, and Partners, to conduct the necessary business and academic management processes in relation to the University. Tools provided include online collaboration tools to allow a fluid dialog over voice, video, chat, email, forums, and phone, allowing for our distributed organization to maximize its effectiveness. These tools are used both for staff/administrative tasks as well as academic/classroom collaboration, creating a learning community.

All document management, except those requiring copy of original, managed digitally, further reducing the need of archiving and physical locations.

## COMMITMENT TO FAIR PRACTICES

As a total commitment to Fair Practices, Saint Kolbe University is committed to each of the following principles:

- All advertising and promotional literature shall be accurate and not misleading.

- No promises of job placement or salary expectations shall be used in advertising.
- Enrollment processes will follow careful consideration to accurately guide students, with no over-commitments and assuring the candidates are appropriate for the requirements of the programs.
- Current programs are not conducive to professional examinations. Marketing and enrollment processes will not make any direct or indirect reference to the contrary.

## 2. PRINCIPALS AND COMPLIANCE

### TITLE IX POLICY

Saint Kolbe University does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law.

### AMERICANS WITH DISABILITIES ACT AND SEC 508 OF THE REHAB ACT POLICIES

Saint Kolbe University is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and Section 508 of the Rehabilitation Act ("Sec. 508"). The University will provide reasonable accommodations to any qualified individual with a disability, as defined by the ADA and/or Sec. 508, who has made the University aware of his or her disability.

### ADAPTATION AND STUDENT ACCESSIBILITY

The Saint Kolbe University Office of Accessibility reviews records and needs of students on a case-by-case basis and will prepare written adaptation plans when necessary. While adaptations are greatly reduced by the nature of delivering 100% online education, some adjustments might be required. Common adaptations that occur in online courses include extra time to complete assignments or tests.

Faculty are required to comply with adaptation plans sent to them by the Saint Kolbe University Office of Accessibility. Faculty should not inquire about a student's condition or question the need for the adaptation.

Questions concerning accommodations should be directed to the Saint Kolbe University Office of Accessibility at [accessibility@saintkolbe.us](mailto:accessibility@saintkolbe.us).

### ANTI-HAZING POLICY

Saint Kolbe University forbids any type hazing, abuse, or threat (physical, written, verbal or otherwise). This extends to any student, faculty or administrator interaction being in person or online, including not only the University provided systems but also any personal channel, communication tool or social networks. Violation of the Hazing policy will be subject to disciplinary action.

## PROTECTION OF STUDENT DATA

Faculty must comply with all laws requiring the protection of student data. Federal regulations require all faculty, staff, and administrators who have access to student data to complete annual training on the Family Educational Rights and Privacy Act (FERPA). FERPA affords eligible students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day after Saint Kolbe University receives a request for access. A student should submit to the Registrar, Dean, Program Chair, or Chief Academic Officer, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Saint Kolbe University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving

on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Saint Kolbe University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for Saint Kolbe University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Saint Kolbe University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of

Education 400 Maryland

Avenue, SW Washington,

DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Saint Kolbe University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(I)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the

disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed

a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## STATE STUDENT COMPLAINT PROCEDURE

If a student wishes to file a complaint about Saint Kolbe University, they should contact the Office of Admissions and Student Affairs by email at [studentaffairs@saintkolbe.us](mailto:studentaffairs@saintkolbe.us) or by phone calling +1(954) 774 4518.

If a student wishes to file a complaint about any non-public, post-secondary educational institution in the State of Florida, they should contact the State of Florida's Commission for Independent Education. The link to the Commission's homepage may be found at <http://www.fldoe.org/policy/cie>. Details about the complaint procedure is located at <http://www.fldoe.org/policy/cie/file-a-complaint.stml>.

## ACADEMIC INTEGRITY

Students at Saint Kolbe University are expected to refrain from cheating or acts of dishonesty in their coursework. A student who cheats or commits academic dishonesty is subject to penalties ranging from a grade of zero on the assignment or test to expulsion from the university.

Each of the following examples are violations of the Academic Integrity Code:

- **Cheating:** Obtaining assignment or exam answers from or providing them to other students, cheat sites, and/or "paper mills"
- **Plagiarism:** The use of words or ideas of another without attribution.
- **Falsification of Data or References:** Making up or falsifying data or references in an assignment or presentation.
- **Paid Services:** Employing an assignment writing service or having someone write a paper for you.
- **Enabling:** Aiding and abetting another student in an act of academic dishonesty.

If a violation of academic integrity is suspected, faculty should immediately consult with the Chief Academic Officer, Dean, or Program Director before

taking action against the student.

## INTELLECTUAL PROPERTY, COPYRIGHT, AND FAIR USE

The content of each course is the intellectual property of Saint Kolbe University. It may not be copied or shared without the express written permission of the President of the university.

## COMPLAINTS, DISCIPLINARY ACTIONS AND APPEALS

Saint Kolbe University seeks to maintain the best learning environments for our students, with a friendly and professional atmosphere. However, we do understand there might be cases where a complaint could be filed, a disciplinary action might be needed to be issued or an appeal to a disciplinary action must be reconsidered.

A student who would like to file a complaint about any issue can do so through the Office of Admissions and Student Affairs by written electronic request at [studentaffairs@saintkolbe.us](mailto:studentaffairs@saintkolbe.us). The request should include a comprehensive description of the complaint, list all individuals involved, specific dates and relevant circumstances to the matter.

Within 15 business days after acknowledging receipt of the complaint by written electronic request, the Office of Admissions and Student Affairs will inform the complainant the institutional response to the complaint.

### *DISCIPLINARY ACTIONS*

Faculty can request a disciplinary action for any student, based on the non-compliance with the institution policies or deviation from its values, including but not limited to harassment or misconduct by the student. Each disciplinary action is carefully evaluated and issued only by the Director of Education.

Disciplinary Actions could include warnings, withdraw from courses and expulsion from the institution.

### *COMPLAINTS PROCESS*

If the student feels the need for a formal complaint against the faculty, institutional services, other students, or a disciplinary action he or she can initiate a formal complaint process by contacting [petitions@saintkolbe.us](mailto:petitions@saintkolbe.us). The institution considers every complaint seriously and will review every case.

### *GRADE APPEALS*

A student who wishes to appeal their final grade in a course may do so by sending a written petition to [petitions@saintkolbe.us](mailto:petitions@saintkolbe.us). A grade appeal must be initiated by a student within twenty-one (21) days of a course ending. Once the petition is received, the Director of Education will contact the faculty member concerning the allegations. Faculty should promptly respond to any inquiry resulting from a grade appeal.

Only final grades for a course may be appealed. Students may not appeal grades for assignments, exams, quizzes, etc.

### *NON-GRADE APPEALS*

Appeals for items other than grading could include the request to waive an academic policy, the consideration of re-evaluation of an academic decision other than grade and the request to reconsideration of a disciplinary action.

To initiate a non-grade appeal, the student should contact the [petitions@saintkolbe.us](mailto:petitions@saintkolbe.us) office.

Each non-grade appeal is carefully reviewed but does not warranty a response or resolution.

### 3. SERVICES AND DEPARTMENTS

#### LIST OF DEPARTMENTS

##### ACADEMICS – DIRECTOR OF EDUCATION

The Director of Education is responsible for all teaching and research activities at the University, including creation and maintenance of curriculum.

The Director of Education supervises faculty, programs, and research activities. Saint Kolbe University includes the following departments:

- Business Administration Department
- Finance Department
- Marketing Department
- Human Resources Department
- Leadership Department
- Supply Chain Management and Logistics Department

##### OFFICE OF STUDENT AFFAIRS

Saint Kolbe University's Office of Student Affairs provides a variety of services to students, including

- Academic Advising
- Financial Aid advisement
- Personal Advisement
- Placement Services
- Technical Support
- Student Accounts
- Registrar
- Library Services

##### Current Students

Students should contact a single point for all and any non-faculty support

[support@saintkolbe.us](mailto:support@saintkolbe.us) or +1(954) 774- 4518

All questions or concerns regarding the academic content of the course, assignment deadlines, or grades should be discussed directly with the faculty member assigned to the course. Student Support will not help or circumvent faculty authority in the course. If the student feels the need to discuss an

issue about a faculty member, the student can open a Complaint at [petitions@saintkolbe.us](mailto:petitions@saintkolbe.us)

## Alumni

While forward looking, alumni are encouraged to remain in contact and as part of the expanding community by coordinating communications via [alumni@saintkolbe.us](mailto:alumni@saintkolbe.us)

## OFFICE OF ADMISSIONS

The office of enrollment is responsible for the enrollment at the institution.

Prospective Students should interact directly with the Admissions Department reachable at

[admissions@saintkolbe.us](mailto:admissions@saintkolbe.us) or +1(954) 774 4518

Each academic or staff employee at the level of director or above is required to complete with eight continuing education contact hours of training each year.

## 4. ACADEMIC DELIVERY MODEL

Saint Kolbe University is committed to quality standards, including academic delivery.

The delivery model follows teaching methodologies and best practices to provide the instruction, student interaction, and learning outcomes evaluation necessary to teach and validate the knowledge in a secure and effective way.

### COURSE STRUCTURE

Each course taught is delivered in the institution LMS solution and includes core components and selected teaching and assessment objects. The following list illustrates some of the course objects available for Faculty for course creation

- Program Title, Description and Objectives
- Course Code, Name, Description
- Course Learning Outcomes
- Required Materials
  - Books, Supplies, Electronic Accesses, Articles
  - Materials could be provided or required to be acquired by the student
- Grading Scale and Grading Rubric
- Instructional Content
  - Introductions, Context and Navigational Elements, Images
  - Abstracts
  - Learning Resources
    - Videos
    - PowerPoints
    - Screens with Content and Audio
    - PDF documents
    - Audio streams
- Calendar of Deliveries
- Assessments
  - Quizzes
  - Graded Discussion Forums
  - Submissions: Papers, Assignments, Research Reports, Group Projects

## COURSE QUALITY ASSESSMENT

Each course is crafted, produced, and validated by expert faculty; and then it is submitted to strict validation controls. These controls do not limit the academic freedom, but warranty that the structure and resources and assessments are aligned to deliver and validate learning outcomes.

The validation process of each course includes the mapping of each assessment to each of the learning objectives of the course. It is expected that after a period of operation, the institution can implement faculty review of curriculum performance, evaluated not only at the program and course level, but at the actual learning outcome level, allowing for precise improvements in the teaching materials and process.

In addition, each object, being learning or assessment object is assigned an expected time, to validate that the credit hours covered in the course are matching the course design, week by week.

## TECHNOLOGY

All courses are created and maintained in the institutional LMS.

Saint Kolbe University utilizes the Moodle platform, well known to many faculty members and students, to deliver the core of the distance experience.

Moodle is a proven, reliable, scalable, robust, secure, and extensible multi-lingual learning management system used by thousands of institutions and millions of students around the world.

This platform includes among other features

- Controlled and secure access to student and faculty by unique username and password
- Course Content Management
- Assessments Engine
- Gradebook Management
- Outcomes, Outline, Description and Syllabus Management

Saint Kolbe utilized a professionally hosted version of the software that allows for secure data, backups and disaster recovery.

The LMS solution is be augmented by add-ons to manage video storage and streaming.

## PLAGIARISM

Saint Kolbe University enforces an anti-plagiarism policy. The institution has strict quality norms and will not accept work that is not properly cited, simply paraphrased without proper references, or copied. To earn credit, all submitted work must be the original work of a student.

To control plagiarism, Saint Kolbe University instructs faculty and students on the standards during the onboarding periods and utilizes Automatic Plagiarism Detection tools to warn faculty about possible breaches for further investigation.

Violations to plagiarism policies are grounds for disciplinary action.

## 5. ADMISSIONS AND ACADEMIC POLICIES

### ADMISSIONS

The Admissions Office coordinates the process of admissions for Saint Kolbe University.

Saint Kolbe University seeks to expand access to quality higher education by providing quality programs at an affordable price. To maintain quality, admission requirements into the programs are design to allow individuals who are likely to have the abilities to successfully complete the academic requirements of the programs.

#### Admission Requirements

##### Executive MBA

- Bachelor's degree or equivalent completed before the application deadline from a U.S. accredited institution with a GPA of at least 2.50 or recognized foreign institution
- Complete all necessary applications
- Official transcripts from other institutions. If foreign institution, additional time might be required to evaluate its validity
- Language: Programs are offered in English or Spanish as language of instruction. Applicants must be competent in the specific language they apply for language of instruction measured as follow
  - For English as language of instruction: undergraduate degree completed in English. Applicants that completed their undergraduate degree in languages other than English, must submit TOEFL or IELTS exams scores with a minimum of 72 for TOEFL or 6.0 for IELTS.
  - For Spanish as language of instruction: undergraduate degree completed in Spanish. Applicants that completed the undergraduate degree in languages other than Spanish, must submit DELE or SIELE exams scores with a minimum of A1 for DELE or 500 for SIELE.
- 3 years of professional work experience or business-related bachelor's degree or equivalent

##### All other master's degree programs, except Executive MBA

- Bachelor's degree or equivalent completed before the application deadline from a U.S. accredited institution with a GPA of at least 2.50 or recognized foreign institution
- Complete all necessary applications

- Official transcripts from other institutions. If foreign institution, additional time might be required to evaluate its validity.
- Language: Programs are offered in English or Spanish as language of instruction. Applicants must be competent in the specific language they apply for language of instruction measured as follow
  - For English as language of instruction: undergraduate degree completed in English. Applicants that completed their undergraduate degree in languages other than English, must submit TOEFL or IELTS exams scores with a minimum of 72 for TOEFL or 6.0 for IELTS.
  - For Spanish as language of instruction: undergraduate degree completed in Spanish. Applicants that completed the undergraduate degree in languages other than Spanish, must submit DELE or SIELE exams scores with a minimum of A1 for DELE or 500 for SIELE.

#### Graduate Certificate programs

- Bachelor's degree or equivalent completed before the application deadline from a U.S. accredited institution with a GPA of at least 2.50 or recognized foreign institution
- Complete all necessary applications
- Receive official transcripts from other institutions. If foreign institution, additional time might be required to evaluate its validity.
- Language: Programs are offered in English or Spanish as language of instruction. Applicants must be competent in the specific language they apply for language of instruction measured as follow
  - For English as language of instruction: undergraduate degree completed in English. Applicants that completed their undergraduate degree in languages other than English, must submit TOEFL or IELTS exams scores with a minimum of 72 for TOEFL or 6.0 for IELTS.
  - For Spanish as language of instruction: undergraduate degree completed in Spanish. Applicants that completed the undergraduate degree in languages other than Spanish, must submit DELE or SIELE exams scores with a minimum of A1 for DELE or 500 for SIELE.

All the application process is managed online, including the submission of documentation and transcripts. Original transcripts and other official documents not available in electronic format must be received by the admissions office before the application deadline to be consider for admissions.

Saint Kolbe University accepts applications of students of many backgrounds. We forbid and reject discrimination based on race, creed, color, sex or sex

orientation, age, disability, or national origin. Saint Kolbe University will also make reasonable accommodations for applicants and students with disabilities to the extent required by applicable law.

Exceptions to the admission policy could be considered by faculty and only approved by the Chief Academic Officer.

#### *ADMISSION LOCATION OF STUDENT*

Saint Kolbe University, in line with its mission, accepts applications from:

Domestic (in USA): Only students residing in Florida.

International (outside USA): Any country except those where USA has commercial ban in place, including Iran, North Korea, Cuba, Syria and Sudan.

#### *ADMISSION DEADLINES*

Deadlines for submission of application materials and transcripts are due 15 days before the beginning of each semester.

#### TRANSFER OF CREDIT

##### *CREDITS FROM OTHER INSTITUTIONS NOT ACCEPTED BY SAINT KOLBE UNIVERSITY*

Saint Kolbe University, like most master's-level programs in the United States, does not apply earned graduate-level course credits from other institutions to its programs. Likewise, there are no provisions for credits by challenge examinations, standardized tests, prior learning assessments, or work experience.

##### *TRANSFERRING CREDITS FROM SAINT KOLBE UNIVERSITY TO OTHER INSTITUTIONS*

Saint Kolbe University will promptly issue official transcripts and deliver to other institutions upon appropriate request and payment of a transcript fee.

Transferability of credit for courses completed at Saint Kolbe University is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

## ACADEMIC CALENDAR

Saint Kolbe University runs three 16-week semesters per calendar year – Fall, Spring, and Summer. Within each 16-week term, there are three eight-week sessions with staggered start dates:

- Session 1 of a term begins on the first day of the term and runs through Week 8
- Session 2 begins in Week 5 of a term and runs through Week 12
- Session 3 begins in Week 9 of a term and runs through Week 16

There is one week off between the Spring to Summer and Summer to Fall term transitions. There are two weeks off or more between the Fall to Spring term transitions.

All courses and credits are based on Semester Credit Hours following the Carnegie standards.

## TUITION, FEES, REFUNDS AND FINANCIAL ASSISTANCE

### *TUITION AND FEES*

Tuition at Saint Kolbe University is as follows

- Master's degree - \$250 per semester credit.
- Certificates – \$250 per semester credit.

Fee	Amount (USD)	Frequency	Condition
Application Fee	\$100	One time per program	Non-Refundable
Graduation Fee	\$150	One time per program	Non-Refundable
Physical Certificate Delivery (Optional)	\$150	One time per certificate	Non-Refundable
Transcript Fee	\$40	One time per transcript	Non-Refundable
Evaluation of Transfer of Credit	\$50	Per Credit	Non-Refundable
One on One Tutoring Fee (Optional)	\$45	Monthly – Optional Service	Non-Refundable
Late Payment Fee	\$35	One time per late payment	Non-Refundable
Late Payment Interest	12% per annum	Calculated on daily basis	Non-Refundable

Students are responsible to acquire textbooks required by each course, as well as maintaining the necessary computer equipment, software, and connectivity at their own expense.

Tuition is subject to change up to 3% per year over the official inflation rate published by the US Bureau of Labor Statistics.

### WITHDRAWAL FROM COURSES

Students desiring to withdraw from a course must fill out a Withdrawal Form and contact the Office of Student Affairs within the add/drop period that is 7 days at the beginning of each semester. To qualify for the refund, a Withdrawal Form must be received by this Office within this timeframe.

### CANCELLATION

Student Applicant can cancel the enrollment in the institution before midnight of the third (3<sup>rd</sup>) business days after signing the enrollment agreement, no further obligations are due, and all paid fees will be refunded.

## REFUNDS

If you withdraw or you are dropped from a course or program or decide to leave the University, and you paid tuition, a prorated refund be due to you, depending on when this happens.

Day when course is dropped	0-7	8 to 14	15 to 21	22 to 29	29+
Refund	100%	80%	60%	20%	0%

To qualify for the refund, a written electronic request must be received by the institution. This can be done via the student portal or by email to the Office of Enrollment and Student Affairs. The institution also keeps attendance (See Attendance section) in the online environment. Lack of attendance might trigger an automatic withdraw and correlated refund. Saint Kolbe University will not issue refunds for books, supplies or other expenses paid directly by the students or not paid to Saint Kolbe University. Refunds are processed within 30 days after the withdraws are effective.

Student withdraws or is dropped from a course or program, or the student decide to leave the University, and paid tuition, a prorated refund might be due, depending on when this happens in the semester.

## ATTENDANCE

All students must actively participate by Day 7 of each course in the virtual classroom to remain enrolled in the course. Exceptions could be requested on individual basis and must be approved by faculty.

## FINANCIAL ASSISTANCE

Saint Kolbe University does not participate in federally funded, military or private financial aid programs at this time.

We believe that staying out of debt is a great benefit for our graduates to prosper. We adjusted out tuition fees to be as accessible as possible, to make them compatible with current student income to the extent possible. It also makes the admissions process and recurrent financial processing simple and streamlined.

## *SCHOLARSHIPS*

Saint Kolbe University in line with its access mission offers the "Access Mission Scholarship" to cover unmet financial needs and minority high-achiever's applicants.

Financial Need Basis: The scholarship is open to those students who

demonstrate significant needs delivering a personal financial statement including monthly income and expenses. Students must present personal financial statement including household income statement.

Minority High Achievers: The scholarship also allows minority applicants to qualify based on merit for those students who are recognized as scholastic high achievers. High achiever is defined as an undergraduate GPA of 3.0 or equivalent international grade. Applicants must submit transcripts demonstrating grade and identification document.

The scholarship ranges from \$250 to \$3,000 each for the life of the program, distributed evenly across each semester. Saint Kolbe expects to award 40 scholarships on its first year. Saint Kolbe University has the intent to maintain a similar scholarship program every year.

The student must maintain a minimum GPA of 3.0 and continuous enrollment to maintain eligibility for this Scholarship.

### *LOANS*

Saint Kolbe University does not provide student loans.

### *PAYMENT PLANS*

Tuition is due before the first day of class for each semester.

To align the payments with the usual income of the students, we also offer a Monthly Payment Plan, where students can pay tuition during the semester in equally split monthly payments. Students cannot register for the following semester if they have any outstanding balance in their payment.

### *VISAS*

Saint Kolbe University offers no assistance with educational visas. Because Saint Kolbe University only offers educational programs and courses in an online delivery modality, all programs can be completed remotely. There is no need for physical presence in the USA to complete any program requirement.

### *EMPLOYMENT PLACEMENT*

Saint Kolbe University, via the Office of Student Affairs, offers career guidance assistance to its students. These services include resume writing resources, access to job board, employers' access to possible candidates and more.

The institution strictly adheres to Fair Practices and clearly express that completion of a certificate or degree does not warranty job placement or career advancement.

## GRADES AND INSTITUTIONAL REQUIREMENTS

### *GRADING POLICIES*

The grading scale for Saint Kolbe University is as follows:

Letter Grade	Percent Grade	4.0 Scale	Satisfy Course
A+	97-100	4.0	Meets expectations
A	93-96	4.0	Meets expectations
A-	90-92	3.7	Meets expectations
B+	87-89	3.3	Meets expectations
B	83-86	3.0	Meets expectations
B-	80-82	2.5	Meets expectations
C+	77-79	2.3	Meets expectations
C	73-76	2.0	Meets expectations
F	Below 73	0.0	Does not meet expectations
W	Withdrawn	N/A	Does not count towards GPA

Faculty will submit final grades to the Registrar within seven days of a course ending.

### *ASSISTANCE AND LAST DAY OF ATTENDANCE (LDA)*

While enrolled in an active course, students are required to deliver all their assignments and participation requirements on time. A continuous lack of participation in the classroom for 14 calendar days would be cause for automatic withdraw or failure of the active course.

If the student does not attend following registered courses, the last day of participation will be marked as their Last Day of Attendance (LDA).

### *LEAVE OF ABSENCE (LOA)*

Leave of absence will only be approved for hardship with causes outside the reasonable control of the student. These includes military deployment, mobilization in preparation of deployment or military school assignment, significant and incapacitating illness of the student or student's family member. Leave of absence is defined as a temporary time off between 30 and 180 days.

All leave of absence must be notified in writing to the support department

and must be approved by the University before taking effect. Ongoing courses will be subject to the normal refund policies and grading policies.

### *SATISFACTORY ACADEMIC PROGRESS (SAP)*

#### GPA Requirement

All courses need a C or higher to be passed. Students MUST maintain a 3.0 GPA to remain in the program. If a student falls below the 3.0 GPA required, he or she needs enter a probationary period for one additional term. If at the end of the term the student achieves a 3.0 GPA, the probation is lifted. If at the end of the probationary term the student does not achieve GPA of 3.0 total, the student will be administratively withdrawn from the program.

#### Completion Rate

Students must maintain a pass rate of least 67% of all attempted credit hours. While some repeated courses will not count towards GPA calculation, they do count towards attempted credits.

#### Maximum Timeframe

Students are encouraged and expected to maintain enrollment and complete their program within the expected program time. The maximum timeframe allowed to complete the program is up 150% of the normal time of the program completion.

Approved leave of absence does not count towards the maximum allowed time to complete a program.

#### THE GRADE OF INCOMPLETE (I)

If a student, due to unforeseen circumstances beyond a student's control, is unable to complete all required work prior to the last day of the course, the student may request a grade of Incomplete (I). The student is only eligible to receive the grade of Incomplete if (1) the student has completed at least 65% of all graded coursework and (2) has a cumulative average of 80% or

higher.

If the student meets these criteria, the faculty member and student should agree upon a written timeline for completion of the remaining work.

Remaining work must be submitted within thirty (60) days of the end of the course.

Faculty should submit a change of grade form within seven days of a student submitting the remaining work or the end of the sixty-day extension. If the student fails to submit all remaining work within the agreed-upon extension, a grade of zero should be entered for missing work.

### GRADE CHANGES

If a faculty member needs to make a change to a final grade submitted in error or to replace a grade of I with A, B, C, or F, they should send an email to the Office of the Registrar with the following information:

- Course number and title
- Term and session
- Student name and ID number
- Original grade
- New grade
- Reason for change request

### TEXTBOOKS AND COURSE MATERIALS

Each course at Saint Kolbe University has a required textbook. Textbooks have been carefully selected by faculty to ensure quality and relevancy of content. Where possible, textbooks that are available in both printed and electronic formats have been chosen. You may purchase or rent textbooks at the links provided in each course syllabus, or from the vendor of your choice. Links to other course materials recommended or required by faculty may be linked within each course.

### COMPUTER EQUIPMENT, SOFTWARE AND CONNECTIVITY

Students should always maintain their computer equipment, software and connectivity complying with these minimum requirements

- Laptop or Computer no more than 4 years old
- Minimum of 2 Gb RAM and 16 Gb of hard drive or and storage
- OS: Windows 7,8 or 10, or Mac OS 10+
- Browser: Chrome or Safari, latest version
- Productivity Suite: Microsoft Office 2013 or newer
- Personal email address for correspondence

- Internet Access of at least 3 Mbps

## 6. ACADEMIC PROGRAMS

Saint Kolbe University offers the following Master degree programs

<b>Program Title</b>	<b>Credential Issued</b>
Executive Master of Business Administration	Master of Business Administration
Business Administration	Master of Business Administration
Marketing	Master of Science
Human Resources	Master of Science
Finance	Master of Science
Strategic Leadership	Master of Science
Supply Chain Management and Logistics	Master of Science

Additionally, Saint Kolbe University offers the following graduate certificates programs

<b>Program Title</b>	<b>Credential Issued</b>
Financial and Economic Environment of Business	Graduate Certificate
Marketing Management	Graduate Certificate
Digital Marketing	Graduate Certificate
Human Resources Management	Graduate Certificate
Human Resources Leadership and Strategy	Graduate Certificate
Managerial Finance	Graduate Certificate
Financial Strategy	Graduate Certificate
Organizational Leadership	Graduate Certificate
Strategic Management	Graduate Certificate
Integrated Supply Chain Management	Graduate Certificate
Supply Chain Strategy and Operations Management	Graduate Certificate

Details on specific courses required for completion of each program are outlined below. For course descriptions, pre-requisites, and languages, please refer to the Course Offering section.

## DEGREE PROGRAMS

**Program Title:** Executive Master of Business Administration

**Credential Issues:** Master of Business Administration

### **Program Description:**

The **Executive Master of Business Administration** program consists of nine courses (27 total credits) covering the general business environment, followed by an in-depth study of two core functional areas of business chosen by the student. The degree will equip students to effectively formulate, execute, and manage business strategy in two core functional areas.

Core functional areas from which students can choose include:

- Marketing
- Human Resources
- Finance
- Strategic Leadership
- Supply Chain Management and Logistics

### **Program Objective:**

Successful completion of the Executive Master of Business Administration program will enable graduates to:

- Analyze problems that occur in business settings
- Use qualitative and quantitative tools to evaluate business problems
- Apply theories and concepts of finance, economics, and management to improve organizational effectiveness
- Evaluate management strategies
- Collaborate and communicate effectively
- Develop knowledge expertise in at least two business core functional areas

### **Program Requirements:**

Students are required to complete the following courses to earn the degree:

Foundation Courses		9 Credits
BU 501	The Business Environment	3
BU 502	Managerial Economics	3
BU 503	Principles of Managerial Finance	3

In addition to the three foundation courses above (9 Credits), students must select two core functional area concentrations from the list below and complete the program of study for each (9 Credits each).

Core Functional Area Concentration - Marketing Management 9 Credits

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MK 501	Marketing Management	3
MK 502	Advertising & Promotion	3
MK 503	Marketing Research	3

Core Functional Area Concentration - Human Resources Management 9 Credits

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HR 501	Human Resources Management	3
HR 502	Training & Development	3
HR 503	Employee Engagement & Retention	3

Core Functional Area Concentration - Managerial Finance 9 Credits

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FI 501	Principles of Finance	3
FI 502	Corporate Finance	3
FI 503	Futures, Options, & Derivatives	3

Core Functional Area Concentration - Organizational Leadership 9 Credits

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LM 501	Leadership	3
LM 502	Organizational Behavior	3
LM 503	Cross-cultural Leadership & Global Management Strategy	3

Core Functional Area Concentration - Integrated Supply Chain Management 9 Credits

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LS 501	Supply Chain Management	3
LS 502	Procurement & Strategic Sourcing	3
LS 503	Import-Export	3

**Program Title:** Business Administration

**Credential Issues:** Master of Business Administration

**Program Description:**

The **Master of Business Administration** degree consists of twelve courses (36 total credits) covering the general business environment, followed by an in-depth study of three core functional areas of business chosen by the student. The degree will equip students to effectively formulate, execute, and manage business strategy in three core functional areas.

Core functional areas from which students can choose include:

- Marketing Management
- Human Resources Management
- Financial Management
- Organizational Leadership
- Supply Chain Management and Logistics

**Program Objective:**

Successful completion of the Business Administration program will enable graduates to:

- Identify problems in the core functional areas of business
- Use qualitative and quantitative tools to solve business problems
- Apply theories and concepts of finance, economics, and management to improve organizational effectiveness
- Evaluate management strategies
- Collaborate and communicate effectively
- Develop knowledge expertise in at least three business core functional areas

**Program Requirements:**

Students are required to complete the following courses to earn the degree:

Foundation Courses		9 Credits
BU 501	The Business Environment	3
BU 502	Managerial Economics	3
BU 503	Principles of Managerial Finance	3

In addition to the three foundation courses above (9 Credits), students must select three core functional area concentrations from the list below and complete the program of study for each (9 Credits each).

Core Functional Area Concentration - Marketing Management 9 Credits

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MK 501	Marketing Management	3
MK 502	Advertising & Promotion	3
MK 503	Marketing Research	3

Core Functional Area Concentration - Human Resources Management 9 Credits

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HR 501	Human Resources Management	3
HR 502	Training & Development	3
HR 503	Employee Engagement & Retention	3

Core Functional Area Concentration – Managerial Finance 9 Credits

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FI 501	Principles of Finance	3
FI 502	Corporate Finance	3
FI 503	Futures, Options, & Derivatives	3

Core Functional Area Concentration – Organizational Leadership 9 Credits

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LM 501	Leadership	3
LM 502	Organizational Behavior	3
LM 503	Cross-cultural Leadership & Global Management Strategy	3

Core Functional Area Concentration - Integrated Supply Chain Management 9 Credits

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LS 501	Supply Chain Management	3
LS 502	Procurement & Strategic Sourcing	3
LS 503	Import-Export	3

**Program Title:** Marketing

**Credential Issues:** Master of Science

**Program Description:**

The **Marketing** program consists of nine courses (27 total credits) covering the general business environment, followed by an in-depth study of marketing management, digital marketing, and marketing analytics. The degree will equip students to effectively formulate, execute, and manage marketing strategy.

**Program Objective:**

Successful completion of the Marketing program will enable graduates to:

- Use qualitative and quantitative tools to evaluate markets
- Apply theories and concepts of marketing and management to improve organizational effectiveness
- Create promotional campaigns
- Collaborate and communicate effectively
- Develop marketing strategies to achieve business objectives

**Program Requirements:**

Students are required to complete the following courses to earn the degree:

Foundation Courses		9 Credits
BU 501	The Business Environment	3
BU 502	Managerial Economics	3
BU 503	Principles of Managerial Finance	3

  

Core Courses in Marketing Management		9 Credits
MK 501	Marketing Management	3
MK 502	Advertising & Promotion	3
MK 503	Marketing Research	3

  

Advanced Courses in Digital Marketing and Analytics		9 Credits
MK 601	Digital Marketing	3
MK 602	Social Media Marketing	3
MK 603	Marketing Data Analytics	3

**Program Title:** Human Resources

**Credential Issues:** Master of Science

**Program Description:**

The **Human Resources** program consists of nine courses (27 total credits) covering the general business environment, followed by an in-depth study of human resources management, planning, and strategy. The degree will equip students to effectively formulate, execute, lead, evaluate, and manage human resources strategy.

**Program Objective:**

Successful completion of the Master of Science in Human Resources degree will enable graduates to:

- Analyze problems that arise in the management of human capital
- Use qualitative and quantitative tools to assess employee performance
- Apply theories and concepts of leadership and human resources management to improve organizational effectiveness
- Evaluate human resources management strategies
- Collaborate and communicate effectively
- Develop human resources policies and staffing plans to achieve business objectives

**Program Requirements:**

Students are required to complete the following courses to earn the degree:

Foundation Courses		9 Credits
BU 501	The Business Environment	3
BU 502	Managerial Economics	3
BU 503	Principles of Managerial Finance	3

  

Core Courses in Human Resources Management		9 Credits
HR 501	Human Resources Management	3
HR 502	Training & Development	3
HR 503	Employee Engagement & Retention	3

Advanced Courses in Human Resources Leadership and Strategy

9 Credits

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HR 601	Human Resources Management & Organizational Behavior	3
HR 602	Human Resources in the Global Context	3
HR 603	Human Resources Strategic Planning	3

**Program Title:** Finance

**Credential Issues:** Master of Science

**Program Description:**

The **Finance** program consists of nine courses (27 total credits) covering principles of managerial finance, financial markets, international financial management, and financial analysis. The degree will prepare students to synthesize information on financial markets with an organization’s financial data to analyze business performance, develop financial forecasts, and recommend corporate financial strategies.

**Program Objective:**

Successful completion of the Finance program will enable graduates to:

- Analyze financial data in business settings
- Use qualitative and quantitative tools to evaluate business problems
- Apply theories and concepts of finance, economics, and management to improve organizational effectiveness
- Create financial reports and analyses
- Collaborate and communicate effectively
- Develop financial strategies to achieve business objectives

**Program Requirements:**

Students are required to complete the following courses to earn the degree:

Foundation Courses		9 Credits
BU 501	The Business Environment	3
BU 502	Managerial Economics	3
BU 503	Principles of Managerial Finance	3

  

Core Courses in Managerial Finance		9 Credits
FI 501	Principles of Finance	3
FI 502	Corporate Finance	3
FI 503	Futures, Options, & Derivatives	3

  

Advanced Courses in Financial Strategy		9 Credits
FI 601	Financial Markets	3
FI 602	International Financial Management	3
FI 603	Financial Analysis	3

**Program Title:** Strategic Leadership

**Credential Issues:** Master of Science

**Program Description:**

The **Strategic Leadership** program consists of nine courses (27 total credits) covering the general business environment, followed by an in-depth study of leadership theory, management, planning, and strategy. The degree will equip students to effectively formulate, execute, lead, evaluate, and manage strategies for human capital and address cross-cultural challenges in the global marketplace.

**Program Objective:**

Successful completion of the Strategic Leadership program will enable graduates to:

- Identify problems in the management of an organization
- Use qualitative and quantitative tools to measure performance
- Apply theories and concepts of organizational behavior, leadership, and management to improve organizational effectiveness
- Evaluate management strategies
- Collaborate and communicate effectively
- Develop policies and plans to achieve business objectives

**Program Requirements:**

Students are required to complete the following courses to earn the degree:

Foundation Courses		9 Credits
BU 501	The Business Environment	3
BU 502	Managerial Economics	3
BU 503	Principles of Managerial Finance	3

  

Core Courses in Organizational Leadership		9 Credits
LM 501	Leadership	3
LM 502	Organizational Behavior	3
LM 503	Cross-cultural Leadership & Global Management Strategy	3

Advanced Courses in Strategic Management		9 Credits
LM 601	Managing Organizational Change	3
LM 602	Sustainability & Ethics in Management	3
LM 603	Strategic Management	3

**Program Title:** Supply Chain Management and Logistics

**Credential Issues:** Master of Science

**Program Description:**

The **Supply Chain Management and Logistics** program consists of nine courses (27 total credits) in logistics, operations management, quality management, and supply chain strategy. The certificate will prepare students to apply operations management theory to quantitatively assess production and logistics issues facing international business and design comprehensive supply chain and operations management strategies to optimize organizational effectiveness.

**Program Objective:**

Successful completion of the Supply Chain Management and Logistics program will enable graduates to:

- Analyze supply chain management and logistics processes
- Use quantitative tools to evaluate supply chain and logistics solutions
- Apply theories and concepts of finance, economics, and supply chain management to improve organizational effectiveness
- Evaluate operations management and quality logistics strategies
- Collaborate and communicate effectively
- Develop policies and plans to achieve business objectives

**Program Requirements:**

Students are required to complete the following courses to earn the degree:

Foundation Courses		9 Credits
BU 501	The Business Environment	3
BU 502	Managerial Economics	3
BU 503	Principles of Managerial Finance	3
Core Courses in Integrated Supply Chain Management		9 Credits
LS 501	Supply Chain Management	3
LS 502	Procurement & Strategic Sourcing	3
LS 503	Import-Export	3

Advanced Courses in Supply Chain Strategy and Operations  
Management

9 Credits

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LS 601	Operations Management	3
LS 602	Quality Management	3
LS 603	Supply Chain Strategy	3

## CERTIFICATE PROGRAMS

**Program Title:** Financial and Economic Environment of Business

**Credential Issues:** Graduate Certificate

### **Program Description:**

The **Financial and Economic Environment of Business** program consists of three courses (9 total credits) covering the general business environment, managerial economics, and managerial finance. The certificate will equip students to apply fundamental economic and finance principles to effectively formulate and execute administrative strategy. It serves as a solid foundation for those who have had little or no formal instruction in business.

### **Program Objective:**

Successful completion of the Financial and Economic Environment of Business program will enable graduates to:

- Analyze work environments with a business mindset
- Apply theories and concepts of management to solve business problems
- Create business reports and executive summaries
- Collaborate and communicate effectively

### **Program Requirements:**

Students are required to complete the following courses:

the Financial & Economic Environment of Business		9 Credits
BU 501	The Business Environment	3
BU 502	Managerial Economics	3
BU 503	Principles of Managerial Finance	3

**Program Title:** Marketing Management

**Credential Issues:** Graduate Certificate

**Program Description:**

The **Marketing Management** program consists of three courses (9 total credits) in marketing management, advertising & promotion, and marketing research. The certificate will prepare students to apply marketing theory and basic market research to promote products and services that create value for customers.

**Program Objective:**

Successful completion of the Master’s Certificate in Marketing Management will enable graduates to:

- Use qualitative and quantitative tools to evaluate markets
- Apply theories and concepts of marketing and management to improve organizational effectiveness
- Collaborate and communicate effectively
- Develop marketing strategies to achieve business objectives

**Program Requirements:**

Students are required to complete the following courses:

Marketing Management		9 Credits
MK 501	Marketing Management	3
MK 502	Advertising & Promotion	3
MK 503	Marketing Research	3

**Program Title:** Digital Marketing

**Credential Issues:** Graduate Certificate

**Program Description:**

The **Digital Marketing** program consists of three courses (9 total credits) in digital marketing, social media marketing, and marketing data analytics. The certificate will prepare students to combine an understanding of digital media and advanced analytical tools to create competitive advantage through the effective use of digital marketing channels.

**Program Objective:**

Successful completion of the Digital Marketing program will enable graduates to:

- Analyze marketing data
- Use qualitative and quantitative tools to evaluate markets
- Create promotional campaigns
- Collaborate and communicate effectively

**Program Requirements:**

Students are required to complete the following courses:

Digital Marketing		9 Credits
MK 601	Digital Marketing	3
MK 602	Social Media Marketing	3
MK 603	Marketing Data Analytics	3

**Program Title:** Human Resource Management

**Credential Issues:** Graduate Certificate

**Program Description:**

The **Human Resources Management** program consists of three courses (9 total credits) in human resources management, training & development, and employee engagement & retention. The certificate will prepare students to apply essential human resources principles in the recruiting, selection, development, and retention of qualified employees.

**Program Objective:**

Successful completion of the Human Resources Management program will enable graduates to:

- Analyze problems that arise in the management of human capital
- Use qualitative and quantitative tools to assess employee performance
- Collaborate and communicate effectively
- Develop human resources policies and staffing plans to achieve business objectives

**Program Requirements:**

Students are required to complete the following courses:

Human Resources Management		9 Credits
HR 501	Human Resources Management	3
HR 502	Training & Development	3
HR 503	Employee Engagement & Retention	3

**Program Title:** Human Resources Leadership and Strategy

**Credential Issues:** Graduate Certificate

**Program Description:**

The **Human Resources Leadership and Strategy** program consists of three courses (9 total credits) in human resources management & organizational behavior, human resources in the global context, and human resources strategic planning. The certificate will prepare students to apply an understanding of human behavior in an organizational context to the formulation and implementation of effective human resources policies for meeting complex strategic objectives.

**Program Objective:**

Successful completion of the Human Resources Leadership and Strategy program will enable graduates to:

- Analyze problems that arise in the management of human capital
- Apply theories and concepts of leadership and human resources management to improve organizational effectiveness
- Evaluate human resources management strategies
- Collaborate and communicate effectively

**Program Requirements:**

Students are required to complete the following courses:

Human Resources Leadership and Strategy		9 Credits
HR 601	Human Resources Management & Organizational Behavior	3
HR 602	Human Resources in the Global Context	3
HR 603	Human Resources Strategic Planning	3

**Program Title:** Managerial Finance

**Credential Issues:** Graduate Certificate

**Program Description:**

The **Managerial Finance** program consists of three courses (9 total credits) in the principles of managerial finance, corporate finance, and futures, options, & derivatives. The certificate will prepare students to use an organization's financial data to analyze business performance and develop strategies for corporate financial management.

**Program Objective:**

Successful completion of the Managerial Finance program will enable graduates to:

- Analyze financial data in business settings
- Use qualitative and quantitative tools to evaluate business problems
- Create financial reports and analyses
- Collaborate and communicate effectively

**Program Requirements:**

Students are required to complete the following courses:

Managerial Finance		9 Credits
FI 501	Principles of Finance	3
FI 502	Corporate Finance	3
FI 503	Futures, Options, & Derivatives	3

**Program Title:** Financial Strategy

**Credential Issues:** Graduate Certificate

**Program Description:**

The **Financial Strategy** program consists of three courses (9 total credits) in financial markets, international financial management, and financial analysis. The certificate will prepare students to apply an understanding of financial markets to develop financial forecasts and recommend corporate financial strategies.

**Program Objective:**

Successful completion of the Financial Strategy program will enable graduates to:

- Use qualitative and quantitative tools to evaluate business problems
- Apply theories and concepts of finance, economics, and management to improve organizational effectiveness
- Collaborate and communicate effectively
- Develop financial strategies to achieve business objectives

**Program Requirements:**

Students are required to complete the following courses:

Financial Strategy		9 Credits
FI 601	Financial Markets	3
FI 602	International Financial Management	3
FI 603	Financial Analysis	3

**Program Title:** Organizational Leadership

**Credential Issues:** Graduate Certificate

**Program Description:**

The **Organizational Leadership** program consists of three courses (9 total credits) in leadership, organizational behavior, and cross-cultural leadership & global management strategy. The certificate will prepare students to apply leadership and organizational behavior principles to the formulation of strategies for addressing cross-cultural challenges in the global marketplace.

**Program Objective:**

Successful completion of the Organizational Leadership program will enable graduates to:

- Use qualitative and quantitative tools to measure performance
- Apply theories and concepts of organizational behavior, leadership, and management to improve organizational effectiveness
- Evaluate management strategies
- Collaborate and communicate effectively

**Program Requirements:**

Students are required to complete the following courses:

Organizational Leadership		9 Credits
LM 501	Leadership	3
LM 502	Organizational Behavior	3
LM 503	Cross-cultural Leadership & Global Management Strategy	3

**Program Title:** Strategic Management

**Credential Issues:** Graduate Certificate

**Program Description:**

The **Strategic Management** program consists of three courses (9 total credits) in managing organizational change, sustainability & ethics in management, and strategic management. The certificate will prepare students to execute innovative and sustainable solutions for managing the strategic direction of the organization.

**Program Objective:**

Successful completion of the Strategic Management program will enable graduates to:

- Identify problems in the management of an organization
- Evaluate management strategies
- Collaborate and communicate effectively
- Develop policies and plans to achieve business objectives

**Program Requirements:**

Students are required to complete the following courses:

Strategic Management		9 Credits
LM 601	Managing Organizational Change	3
LM 602	Sustainability & Ethics in Management	3
LM 603	Strategic Management	3

**Program Title:** Integrated Supply Chain Management

**Credential Issues:** Graduate Certificate

**Program Description:**

The **Integrated Supply Chain Management** consists of three courses (9 total credits) in supply chain management, procurement & strategic sourcing, and import-export. The certificate will equip students with an understanding of how to coordinate operational processes from the supply of raw materials to the delivery of a finished product or service in an international marketplace.

**Program Objective:**

Successful completion of the Integrated Supply Chain Management program will enable graduates to:

- Analyze supply chain management and logistics processes
- Use quantitative tools to evaluate supply chain and logistics solutions
- Apply theories and concepts of finance, economics, and supply chain management to improve organizational effectiveness
- Collaborate and communicate effectively

**Program Requirements:**

Students are required to complete the following courses:

Integrated Supply Chain Management		9 Credits
LS 501	Supply Chain Management	3
LS 502	Procurement & Strategic Sourcing	3
LS 503	Import-Export	3

**Program Title:** Supply Chain Strategy and Operations Management

**Credential Issues:** Graduate Certificate

**Program Description:**

The **Supply Chain Strategy and Operations Management** program consists of three courses (9 total credits) in operations management, quality management, and supply chain strategy. The certificate will prepare students to apply operations management theory to quantitatively assess production and logistics issues facing international business and design comprehensive supply chain strategies for optimizing organizational effectiveness.

**Program Objective:**

Successful completion of the Supply Chain Strategy & Operations Management program will enable graduates to:

- Use quantitative tools to evaluate supply chain and logistics solutions
- Evaluate operations management and quality logistics strategies
- Collaborate and communicate effectively
- Develop policies and plans to achieve business objectives

**Program Requirements:**

Students are required to complete the following courses:

Supply Chain Strategy and Operations Management 9 Credits

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LS 601	Operations Management	3
LS 602	Quality Management	3
LS 603	Supply Chain Strategy	3

## COURSE OFFERINGS

Our course codes are composed of a 2 or 3 letter code indicating the department providing the course and a 3-digit number indicating with the first digit the level of expertise (5 or 6 for graduate courses), and the last two digits as unique identifier.

### Departments

- BU = Business Administration Department
- FI = Finance Department
- MK = Marketing Department
- HR = Human Resources Department
- LM = Leadership Department
- LS = Supply Chain Management and Logistics Department

### 3 Digit number

First Digit

500 = Graduate level courses

600 = Advance graduate level courses

Last 2 digits

01 = Indicates a normal sequence on how courses are offered, however this sequence might be altered depending on course offerings and should not be automatically assumed or used for considering pre-requisites.

### Example

MK 501 = Graduate level course provided by the Marketing department, usually first in the sequence of a program or certificate within a program.

Course Code	Title	Credits
BU 501	The Business Environment	3

This course reviews key functional areas of business, including sales, marketing, finance and accounting, customer service, human resources, research and development, production, and distribution.  
Prerequisites: none.  
Languages: English and Spanish.

<p>BU 502                    Managerial Economics</p> <p>This course reviews key concepts of economics that business managers should understand in order to make sound decisions. Concepts covered include supply and demand, elasticity, taxation, markets, trade, and competition.</p> <p>Prerequisites: none.</p> <p>Languages: English and Spanish.</p>	<p>3</p>
<p>BU 503                    Principles of Managerial Finance</p> <p>This course reviews the role that finance plays in business. Students will learn key concepts of financial management, including: the relationship between accounting and finance functions, financial analysis, valuation of securities, and the utilization of financial data to make business decisions.</p> <p>Prerequisites: none.</p> <p>Languages: English and Spanish.</p>	<p>3</p>
<p>FI 501                    Principles of Finance</p> <p>This course explores application of finance principles in strategic planning and the operations of organizations. Students will learn to compute financial data and generate analyses for use in decision-making.</p> <p>Prerequisites: none.</p> <p>Languages: English and Spanish.</p>	<p>3</p>
<p>FI 502                    Corporate Finance</p> <p>This course explores corporate valuation, capital management, and financial decision-making.</p> <p>Prerequisites: none.</p> <p>Languages: English and Spanish.</p>	<p>3</p>
<p>FI 503                    Futures, Options, &amp; Derivatives</p> <p>This course explores the integration of options, futures, and derivatives trading strategies within financial planning and portfolio management.</p> <p>Prerequisites: none.</p> <p>Languages: English and Spanish.</p>	<p>3</p>
<p>FI 601                    Financial Markets</p> <p>This course focuses on the operation and regulation of financial markets and institutions, including the Federal Reserve, debt and security exchanges, and derivatives markets.</p> <p>Prerequisites: none.</p> <p>Languages: English and Spanish.</p>	<p>3</p>
<p>FI 602                    International Financial Management</p> <p>This course examines the international financial environment and the effect that transnational finance has on business and</p>	<p>3</p>



achievement of organizational goals.

Prerequisites: none.

Languages: English and Spanish.

HR 602                    Human Resources in the Global Context                    3

This course examines how differences in cultural perspectives affect business operations and human resources management.

Prerequisites: none.

Languages: English and Spanish.

HR 603                    Human Resources Strategic Planning                    3

This course reviews processes for the development of strategic plans for human resources management.

Prerequisites: none.

Languages: English and Spanish.

LM 501                    Leadership                    3

This course examines theoretical foundations of leadership, motivation, teamwork, and conflict management.

Prerequisites: none.

Languages: English and Spanish.

LM 502                    Organizational Behavior                    3

This course explores theoretical foundations and conceptual models for analyzing, understanding, and managing human behavior within organizations.

Prerequisites: none.

Languages: English and Spanish.

LM 503                    Cross-cultural Leadership & Global Management Strategy                    3

This course examines issues that arise in the management of organizations that operate internationally. Topics covered include: globalization, cultural dimensions, transnational operations and competition, global strategy, and corporate social responsibility.

Prerequisites: none.

Languages: English and Spanish.

LM 601                    Managing Organizational Change                    3

This course examines theoretical perspectives on managing and leading organizational change and innovation.

Prerequisites: none.

Languages: English and Spanish.

LM 602                    Sustainability & Ethics in Management                    3

This course identifies issues, drivers, and inhibitors to



Languages: English and Spanish.

LS 602                    Quality Management                    3

This course examines principles of quality management. Topics covered include history and theory of quality management; value proposition; product design and quality control; Six Sigma; leadership and management strategies; performance management; and sustainability.

Prerequisites: none.

Languages: English and Spanish.

LS 603                    Supply Chain Strategy                    3

In this course, students will analyze risks to supply chain, logistics, and operations. Mitigation and comprehensive supply chain strategies will be developed.

Prerequisites: none.

Languages: English and Spanish.

MK 501                    Marketing Management                    3

The course provides an overview of marketing processes and development of strategies. Topics include market research, segmentation, pricing, positioning, promotions, and distribution.

Prerequisites: none.

Languages: English and Spanish.

MK 502                    Advertising and Promotion                    3

This course is a detailed study of strategies and methods for advertising and promotion of goods and services. Traditional and digital modes are covered, as are ethical, regulatory, and strategic issues that arise in advertising and promotional campaigns.

Prerequisites: none.

Languages: English and Spanish.

<p>MK 503                    Marketing Research</p> <p>This course is an examination of methods for the collection, analysis, and application research data used to make marketing decisions.</p> <p>Prerequisites: none.</p> <p>Languages: English and Spanish.</p>	<p>3</p>
<p>MK 601                    Digital Marketing</p> <p>This course reviews the foundational elements of digital marketing in both the B2B and B2C environments. Formulation, implementation, and evaluation of marketing strategies through digital display, video, mobile, search engine, and social media will be explored.</p> <p>Languages: English and Spanish.</p>	<p>3</p>
<p>MK 602                    Social Media Marketing</p> <p>This course examines processes and tools used to market products and services via social media. Students will learn how to develop, monitor, evaluate, and modify social media marketing initiatives.</p> <p>Prerequisites: none.</p> <p>Languages: English and Spanish.</p>	<p>3</p>
<p>MK 603                    Marketing Data Analytics</p> <p>This course examines quantitative methods for the collection and analysis of large quantities of market and consumer behavior. Application and use of this data for the formulation, implementation, and evaluation of marketing strategies is also covered.</p> <p>Prerequisites: none.</p> <p>Languages: English and Spanish.</p>	<p>3</p>

## 7. FACULTY, ADMINISTRATORS AND ADVISORY GROUPS

### FACULTY

Saint Kolbe University is proud of its extensive and experienced faculty body, committed to student success, and with a diverse set of backgrounds, cultures, and languages.

NAME	DEGREE- AREA OF SPECIALIZATION	INSTITUTION
<b>Alan Swank</b>	PhD - Organization and Management - Leadership	Capella University
	Master of Arts - Organizational Management	Spring Arbor University
<b>Alanna Garcia</b>	Doctorate in Business Management	University of São Paulo
	BA in Business Management	University of São Paulo
<b>Carmen Lamboy</b>	EdD - Instructional Technology and Distance Education	Nova Southeastern University
	MA- Administration and Supervision	Universidad del Turabo
<b>Chalie Colon</b>	Master of Business Administration - International Business	Florida Metropolitan University
	BA – Management & Marketing	Interamerican University of Puerto Rico
<b>Chee K. Piong</b>	PhD in Management - Leadership and Organizational Change	Walden University
	PhD in Business Administration - Financial Management and Advanced Accounting	Northcentral University
	Master of International Business Administration	Nova Southeastern University
<b>Cliff Jumper</b>	Doctoral Candidate - International Business	Northcentral University
	Master of Business Administration	Baker College
	Master of Science, Hotel Administration, Human Resource Management	University of Nevada
<b>Elgin Carelock</b>	Master of Business Administration – Marketing	Walden University
	BS – Business Management	University of Phoenix
<b>Gustavo Coronel</b>	PhD Candidate - Business Administration	Universitat de Lleida
	Master of Business Administration	Kellogg School of Management

<b>Francisco Peñafiel</b>	Master in Science - Economics Bachelor in Science- Statistics & computing science	Florida Atlantic University Escuela Superior Politécnica del Litoral
<b>Joel Flores</b>	Master of Business Administration BS – Business Administration & Marketing	Southern North Hampshire University Lyndon State College
<b>Laticia Dezell</b>	Master of Business Administration- Project Management BS – Economics & Business	Keller School of Management University of Illinois
<b>Lisa Parker</b>	Master of Business Administration - Management	Cleary University
	Master of Science- Finance	The University of Michigan
<b>Luiz F. Rodriguez</b>	PhD - Management	Walden University
	Master of Business Administration - Marketing	University of Phoenix
<b>Maria Isabel Gonzalez Gilleece</b>	Master of Global Marketing, Communication & Advertising	Emerson College
<b>Monica Coronel</b>	PhD Candidate - Business Administration	Universitat de Lleida
	Master of Business Administration – Finance	University of Notre Dame
<b>Maynor Venegas</b>	Master of Business Administration – HR & Business Administration Bachelor in Arts – Computer Science & Information Systems	Nova Southeastern University Instituto Tecnológico Costa Rica
	Master of Business Administration	Universidad Interamericana
<b>Paul Frankenhauser</b>	Doctor of Philosophy, Organization and Management	Capella University
	Master of Arts - Organizational Management	University of Phoenix
	Master of Science - Criminal	Saint Leo University

	Justice	
<b>Rocío Terry</b>	Doctor of Social Work - Leadership	University of Southern California
	Master of Business Administration	University of Redlands
	Master of Social Work	University of Southern California
<b>Rodrigo Gómez</b>	Doctor in Business Administration	Liberty University
<b>Samantha Duhn</b>	PhD - Business Administration, Finance, Management	Northcentral University
	Master of Business Administration - Human Resources	Northcentral University
<b>Sharon Jumper</b>	Juris Doctor in Law	Wake Forest University School of Law
	Master's Certificate - Project Management	Walden University
<b>Stepheny Finnie</b>	PhD - General Business	Capella University
	Masters in Human resources	East Central University
<b>Xavier Yopez</b>	Master of Business Administration - Finance	University of Notre Dame
	BS - Business Administration - Finance	Universidad Católica del Ecuador

## **ADMINISTRATORS**

Saint Kolbe University maintains an efficient operation. All processes students should be conducted by the established channels.

The staff serving administration are:

Wilfredo Jurado - President

Monica Coronel – Vice President Operations

Sharon Jumper – Director of Education

Alfonso Guerra – Accountant - CPA

Melissa Gomez de la Fuente – Director of Admissions and  
Student Affairs

## FACULTY ADVISORY AND INDUSTRY ADVISORY GROUPS

Saint Kolbe University leans on experts in each area of study to develop academic programs and make academic decisions. The existing programs and academic design were driven by our Faculty Advisory Group, conformed by members with several different expertise as well as backgrounds and was informed by job and skills demands in each field.

### **Faculty Advisory Group**

- Sharon Jumper, MPA, JD
- Paul Frankenhouer, PhD. Organizational Management
- Stepheny Finnie, Ph.D. General Business
- Cliff Jumper, MBA, Ph.D. Candidate
- Gustavo Coronel, Ph.D. Business Administratio
- Elgin Carelock, MS Marketing

In addition to the Faculty Advisory group, the programs were design based on feedback from industry leaders who contributed their ideas and understanding of the job market, and skills need to the development of the program portfolio.

### **Industry Advisory Group**

Vivian Kobeh - Corporate Communications Director, Millicom  
Juan Claudio Abello - President, IEA  
Willem Van Twembeke - CEO, Orazul Energy  
Luis Prieto - CEO, Maarifa Education