WELCOME TO SAMPOERNA UNIVERSITY

Welcome to Sampoerna University.
We would like to congratulate each of you, our students, for your achievement in becoming a member of the Sampoerna University community.

Sampoerna University will provide you with an international education as you study the discipline of your choice. We have established collaborations with overseas universities to ensure that you will have a pathway to your future with international recognition. Our campus is the ideal place for developing and achieving your intellectual potential.

You will follow the learning process in different study programs in a broad range of subjects. However, the variety of these subjects should not segregate you from your fellow students undertaking other study programs. The interdisciplinary courses and dialogue between all fields of study are at the core of our curriculum. History shows that interdisciplinary learning results in major creative and scientific breakthroughs in the world. Additionally, you will become more adept at responding to the multidimensional problems that occur in the real world.

As the future of Indonesia lies in your hands, we hope that you will use your time here at Sampoerna University to gain the knowledge and skills required when you enter the professional world. It is a world where you will have to compete in the labor force in all the ASEAN countries and beyond.

In addition to knowledge, we hope that you will develop comprehensive social skills and moral values that will empower you to make meaningful contributions to your community. Social competencies include empathy and awareness of other people, ability to listen to and understand disparate views, as well as to communicate across social differences. With these social competencies, we are confident that our students can work as a team, assume constructive roles in the community, and become wise and caring human beings.

Have a great time as you experience the journey that will lead you to become a successful person intellectually, socially, and morally. Good luck with your studies.
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Core Principles
The following Core Principles guide Sampoerna University in delivering its key value proposition:

- **English Language Proficiency** as a key enabler and connector for education.
- **Character Development** through the nurturing of self-confidence by an affirming and engaging educational experience.
- **Science and Technology** as key instruments for personal and national advancement.
- Development of **Leadership** potential as an integral part of education.
- Fostering an **Entrepreneurial Spirit** through industry collaborations that provide an applied learning environment.
- Cultivating a sense of **Social Responsibility** as a key part of our national education agenda.
- Encouraging **Inclusion and Diversity** – promoting secularity and tolerance to foster greater local and international ties.
- Tangible and ongoing engagement with **Family and Community** to ensure student success.
- **Access to Financial Assistance** and student support tools for those in need.
- **Collaboration** with best-in-class institutions to expand student opportunity throughout the world.

Statement of Non-discrimination
Sampoerna University is committed to fostering a welcoming, affirming culture of respect and inclusion, empowering and engaging all students, faculty, and staff. The University demonstrates this commitment by integrating diversity and inclusive excellence into its organizational processes, structures, and practices. SU affirms its commitment to recruit, support, and retain a diverse student, faculty, and staff community that upholds the principles of Indonesia’s Pancasila and the spirit of non-discrimination as defined by the United States’ Equal Opportunity Commission.

Sampoerna University Vision
Sampoerna University aspires to foster future leaders with strong moral character and internationally competitive skills sets, enabling them to actively participate in building a more prosperous, equitable, respected, and globally competitive Indonesia.

Sampoerna University Mission
Sampoerna University aims to provide students affordable access to education that meets the highest international standards. Sampoerna University offers a curriculum unique in Indonesia built around an American general education core, successfully preparing students for credential completion at Sampoerna University or for recognized transfer abroad. We also provide a full spectrum of co-curricular and pre-professional opportunities that ensure student success, preparing leaders for a global society.
Accreditation

Sampoerna University (Universitas Sampoerna) was established by virtue of the Decision of the Minister of Education and Culture of the Republic of Indonesia Number 66/E/O/2013 dated March 15, 2013 juncto Decision of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated March 10, 2016, as a higher education institution dedicated to the social transformation of Indonesia through education. SU was established by the Putera Sampoerna Foundation, and initially was licensed as a higher education institution under the name “Universitas Siswa Bangsa Internasional.”

Partner institutions in the U.S. are fully accredited by their respective regional accrediting bodies, and credits earned at SU and articulated by partners may be transcripted by the partner institution.

Sampoerna University Leadership

<table>
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<th>POSITION</th>
<th>NAME</th>
<th>CREDENTIAL</th>
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<tbody>
<tr>
<td>President of SU</td>
<td>Dr. Marshall Schott</td>
<td>Ph.D., History, Louisiana State University, USA</td>
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<tr>
<td>Rector of SU</td>
<td>Drs. Wahdi Salasi April Yudhi</td>
<td>Ph.D., Business and Management, LaTrobe University, Australia</td>
</tr>
<tr>
<td>Vice Rector for Academic and Student Affairs</td>
<td>Dr. Soepriyatna</td>
<td>Ph.D., English Applied Linguistics, from Universitas Katolik Indonesia Atma Jaya, Indonesia</td>
</tr>
<tr>
<td>Vice Rector for the University College &amp; International Relations</td>
<td>Dr. Lauren E. Clarke</td>
<td>Ed.D., International Education Policy, University of Massachusetts Amherst, USA</td>
</tr>
<tr>
<td>Vice Rector for Administration, Resources Management &amp; Operations</td>
<td>Endriyani Widyastuti</td>
<td>Master of Science, Economic Planning and Development Policy, University of Indonesia</td>
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<tr>
<td>Vice Rector for Government Affairs</td>
<td>Elan Merdy</td>
<td>MBA, De La Salle University, the Philippines</td>
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<tr>
<td>Dean, Faculty of Education</td>
<td>Dr. Iwan Syahril</td>
<td>PhD., Curriculum, Instruction and Teacher Education, Michigan State University, USA</td>
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<td>PhD., Education Policy, Michigan State University, USA</td>
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<tr>
<td>Dean, Faculty of Business</td>
<td>Dr. Ivan Butar-butar</td>
<td>Ph.D. in Business, Monash University, Australia</td>
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<tr>
<td>Dean, Faculty of Engineering &amp; Technology</td>
<td>Dr. Ammar Aamer</td>
<td>Ph.D., Industrial Engineering, University of Tennessee, Knoxville, USA</td>
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ACADEMIC CALENDAR

GENERAL EDUCATION: THE SAMPOERNA UNIVERSITY CORE

The General Education courses provide SU students with a multi-faceted and interdisciplinary education framework that include cross-and-interdisciplinary content. The General Education course requirements include Communications, Humanities, Social and Behavioral Sciences, Natural Sciences/Wellness, and Mathematics. The General Education framework is benchmarked to the traditional American higher education curriculum and it is contextualized to meet Indonesian requirements for higher education. It also encompasses the core institutional values and traits of Sampoerna University, which has established six University level competencies, based on the VALUE rubrics developed by the Association of American Colleges & Universities that form the foundation of the general education and core courses.

Core Competencies

Critical Thinking
• Explain issues/problems
• Select and use information to investigate issues/problems
• Analyze and interpret relevant information
• Evaluate information to determine potential conclusions
• Generate well-reasoned conclusions

EFFECTIVE COMMUNICATION
• Write clearly and coherently
• Speak and listen interactively
Ethical Reasoning
- Recognize ethical issues
- Understand different ethical perspectives or concepts
- Apply ethical perspectives or concepts
- Evaluate different ethical perspectives or concepts

Global Learning
- Develop global self-awareness
- Demonstrate an understanding of different perspectives
- Demonstrate an appreciation to cultural diversity
- Recognize personal and social responsibility
- Understand global systems
- Apply knowledge to contemporary global contexts

Information Literacy
- Determine the extent of information needed
- Access the needed information · Evaluate information and its sources critically
- Use information effectively to accomplish a specific purpose
- Access and use information ethically and legally

Quantitative Literacy
- Explain information presented in mathematical forms (e.g., equations, graphs, diagrams, tables, words)
- Convert relevant information into various mathematical forms (e.g., equations, graphs, diagrams, tables, words)
- Carry out mathematical calculation · Make judgments and draw appropriate conclusions based on the quantitative analysis of data, while recognizing the limits of such analysis.
- Make and evaluate important assumptions in estimation, modeling, and data analysis
- Express quantitative evidence in support of the argument or purpose of the work (in terms of what evidence is used and how it is formatted, presented, and contextualized).

Distribution of the Core

<table>
<thead>
<tr>
<th>Category</th>
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<td>Humanities</td>
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<tr>
<td>Social Sciences</td>
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<tr>
<td>Natural Sciences</td>
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<tr>
<td>Mathematics</td>
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Major and Concentration Requirements
A major at Sampoerna University consists of a minimum of twenty-four (24) advanced semester credit hours in addition to the general education core curriculum and any required prerequisite courses. All prerequisite courses for the advanced courses must be met.

A concentration represents a focused area of study within a specific academic major. All courses in the concentration count toward fulfilling the major requirement. The number of credits for each concentration varies but must be no fewer than nine (9). Concentrations will only be noted on the transcript after completion of the degree.

Senior Capstone Experience
During the senior year of study, each baccalaureate candidate must undertake an academic capstone experience which carries credit and is required for graduation. This capstone experience may be in the form of a project thesis, or course which will synthesize materials incorporated within a major, demonstrate communicative proficiency about the major, and indicate a high level of critical thinking within the major.
Degree Pathways

Business
- Management
- Entrepreneurship
- Digital Marketing
- Banking & Finance
- Accounting

Engineering & Technology
- Mechanical Engineering
- Industrial Engineering
- Visual Communication Design
- Computer Science and Informatics

Education
- English Language Teaching
- Mathematics Education
Mechanical Engineering Degree Plan
Curriculum Structure

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<td>ME Core Courses</td>
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<td>Fluid Mechanics &amp; Heat Transfers Lab</td>
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</tr>
<tr>
<td>3</td>
<td>Instrumentation &amp; Measurement Lab</td>
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</tr>
<tr>
<td>4</td>
<td>Thermodynamics Lab</td>
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</tr>
<tr>
<td>5</td>
<td>Machine Design &amp; Control Lab</td>
<td>1</td>
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<td>6</td>
<td>Machine Tooling Lab</td>
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</tr>
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<td>7</td>
<td>Engineering Drafting Lab</td>
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Program Educational Objectives:
1. To produce internationally competitive Mechanical Engineering graduates who can become ethical engineers or entrepreneurs and can lead with integrity.
2. To produce Mechanical Engineering graduates with strong communication and collaboration skills who can act and think globally.
3. To produce applied scientific and research works that contribute to the field of engineering, science or technology at the regional, national and international level.
4. To produce Mechanical Engineering graduates who have a sense of responsibility for national social and economic development to improve the quality of life through their work and service.
**Student Learning Outcomes**

By graduation, students in the Mechanical Engineering program are expected to attain the following Student Learning Outcomes:

1. Able to apply mathematics, physics and basic science to mechanical engineering.
2. Able to design and run research projects, analyze results and interpret data.
3. Able to design systems, components, products and processes according to the needs of global market developments.
4. Able to work together in teams and have leadership qualities.
5. Able to identify, formulate, and solve problems in Mechanical Engineering.
6. Able to operate the latest hardware and software in the field of Mechanical Engineering.
7. Able to manage manufacturing and engineering activities.
8. Understanding QSTD (quality, standard, time and delivery).
9. Understand entrepreneurship and the innovation process.

**Degrees offered:**

**Sarjana Teknik**

Equivalent to a BS in Mechanical Engineering

(Note: Students may also earn a BS in Mechanical Engineering from the University of Arizona by meeting their course and graduation requirements at SU. Students pursuing the two degree option should consult with an advisor).

**Industrial Engineering**

Industrial engineers design, develop, improve and manage efficient systems. Industrial engineering at Sampoerna University encompasses the analysis, development, improvement and implementation of integrated process and their components, including materials, equipment, information, energy, people, money and time. Industrial engineers figure out how to do things better.

Industrial engineering combines engineering, business and communications and builds upon knowledge of computer science, math, production management, process control and human behavior. Industrial engineers have the technical training and understanding of people to make improvements in efficiency and quality in any setting. They are prepared to work in almost any industry-technology, health care, telecommunications, manufacturing, and government. No matter what career you choose, an industrial engineering degree from Sampoerna University will ensure that you are equipped to make a positive impact.

**Industrial Engineering Degree Plan**

**Curriculum Structure**

**TABLE**

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<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
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<tbody>
<tr>
<td>General Education Courses</td>
<td>IE Core Courses</td>
<td>Technical Electives</td>
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<tr>
<td>IE Foundation Courses</td>
<td>Seminar</td>
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<tr>
<td>Internship</td>
<td>Senior Capstone</td>
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**Laboratories**

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<tr>
<th>NO</th>
<th>NAME</th>
<th>UNIT</th>
</tr>
</thead>
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<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Physics Lab</td>
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</tr>
<tr>
<td>3</td>
<td>Wet (Biology &amp; Chemistry) Lab</td>
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<tr>
<td>4</td>
<td>Simulation &amp; Modeling Lab</td>
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</tr>
<tr>
<td>5</td>
<td>Ergonomics &amp; Human Factors Lab</td>
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<tr>
<td>6</td>
<td>Material Science Lab</td>
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</tr>
<tr>
<td>7</td>
<td>Manufacturing Lab</td>
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<td>8</td>
<td>IE Computer Classrooms &amp; Systems Integration Lab</td>
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**Program Educational Objectives:**

1. To produce internationally competitive Industrial Engineering graduates who can become ethical engineers or entrepreneurs and can lead with integrity.
2. To produce Industrial Engineering graduates with strong communication and collaboration skills who can act and think globally.
3. To produce applied scientific and research works that contribute to the field of engineering, science or technology at the regional, national and international level.
4. To produce Industrial Engineering graduates who have a sense of responsibility for national social and economic development to improve the quality of life through their work and service.
Student Learning Outcomes
By graduation, students in the Industrial Engineering program are expected to attain the following Student Learning Outcomes:
1. Able to apply design systems, components, products and processes within a global industrial framework.
2. Able to apply natural science concepts and principles of mathematical engineering applications in integrated system analysis and design.
3. Able to apply principles and techniques of integrated system design with a system approach.
4. Able to apply concepts and principles of environmental preservation.
5. Understand and apply principles related to health, safety and the environment.
6. Understand and apply insight from technological best practices in the field of integrated system engineering.
7. Apply basic economic and social analysis to problems related to industrial engineering and systems.

Degrees offered:
Sarjana Teknik
Equivalent to a BS in Industrial Engineering
(Note: Students may also earn a BS in Industrial Engineering from the University of Arizona by meeting their course and graduation requirements at SU. Students pursuing the two degree option should consult with an advisor).

Visual Communication Design (New Media)
The Visual Communication Design (New Media) program is a multidisciplinary program within the Faculty of Science and Technology that utilizes a core of design pedagogy coupled with technology-enhanced teaching and learning to produce graduates capable of creating interactive, digital, visual interfaces for a variety of applications and industries. The multidisciplinary nature of the program means that students will gain core knowledge in design, programming, prototype building (for industrial design), and digital storytelling, with introductions to business and entrepreneurship. This program’s emphasis on project-based technologically driven learning incorporates collaborations between its students with students from other programs such as engineering and computer science.

Visual Communication Design Degree Plan
Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
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<tr>
<td>General Education Courses</td>
<td>VCD/CDD Core Courses</td>
<td>Internship</td>
<td>Project-Based Collaboration</td>
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<tr>
<td>VCD/CDD Foundation Courses</td>
<td></td>
<td>Final Project</td>
<td>Electives</td>
</tr>
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</table>

Program Educational Objectives:
1. To produce VCD graduates able to solve problems and create new things through a scientific approach to visual communication design.
2. To produce VCD graduates who understand design methods and new media so that they can produce innovative, creative, aesthetic visual communication design works.
3. To produce VCD graduates able to apply professional ethics in the field of visual communication.
4. To produce VCD graduates with strong communication skills who can facilitate design practices and work in collaborative situations.

Student Learning Outcomes
By graduation, students in the Visual Communications Design program are expected to attain the following Student Learning Outcomes:
1. Able to apply general design theory and principles and at least one theoretical concept of visual communication design perception in depth.
2. Understanding and applying general concepts of history and culture in design art.
3. Understanding and applying concepts related to the Indonesian social, cultural, and ecological environment.
4. Understand and apply concepts, principles, methods and techniques for color application, composition, design process, photography, computer graphics, animation, interactive game design, and recordings of video and audio media.
5. Ability to use drawing, graphics and three-dimensional design techniques.
6. Understand process and techniques for Virtual Reality (VR) and Augmented Reality (AR) production.

Degree offered:
Sarjana Desian
Equivalent to a BS in Visual Communications and Design
Computer Science and Informatics

Computer Science spans the range of topics from theory to programming. The SU Computer Science program offers a comprehensive foundation that permits its graduates to adapt to new technologies and new ideas in computing. Computer Science content includes theoretical and algorithmic foundations to developments in new areas such as robotics, computer vision, intelligent systems, bioinformatics, and others.

Computer Science graduates (i.e. Computer Scientists) design and develop all types of software from systems of infrastructure (operating systems, communications programs, etc.) to application technologies (web browsers, databases, search engines, etc.).

Computer Science Program Degree Plan
Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>CS/IS Core Courses</td>
<td>Electives</td>
<td>Seminar</td>
</tr>
<tr>
<td>CS/IS Foundation Courses</td>
<td>Internship</td>
<td></td>
<td>Final Project</td>
</tr>
</tbody>
</table>

Program Educational Objectives:
1. To produce Computer Science/Informatics graduates able to use innovative approaches to solving complex technical problems through the application of sound computer science principles.
2. To provide students with a solid foundation in computer science, mathematics, basic sciences and other related fields to empower them to successfully pursue graduate studies or a career.
3. To equip students with life-long learning skills so that they can successfully adapt to the evolving technological landscape throughout their professional careers.
4. To equip students with strong communication skills and the ability to collaborate in teams.

Student Learning Outcomes
By graduation, students in the Computer Science/Informatics program are expected to attain the following Student Learning Outcomes:
1. Ability to analyze problems and identify and define the computing requirements appropriate to its solution.
2. Ability to design, implement and evaluate a computer-based system, process component or program to meet desired needs. to apply general design theory and principles and at least one theoretical concept of visual communication design perception in depth.
3. Ability to apply knowledge of computing and mathematics appropriate to the discipline.
4. Ability to communicate and collaborate effectively on teams to accomplish a goal.
5. Understanding of professional, ethical, security and social issues and responsibilities.
6. Ability to use current techniques, skills and tools necessary for computing practices.
7. Ability to apply mathematical foundations, algorithmic principles and computer science theory in the modeling and design of computer-based systems.
8. Ability to apply design and development principles in the construction of software systems of varying complexity.

Degree offered:
Sarjana Komputer
Equivalent to a BS in Computer Science

Business

Business academic programs are aligned with the nation’s demand for highly-trained individuals to fill high-demand jobs in the business management, banking, and financial services sectors. Programs are designed to meet the nation’s talent shortages and insure that all students are well-positioned to compete for jobs in Indonesia and abroad.

Students have unique study-abroad opportunities through partnerships with overseas universities. They have the ability to study abroad and earn credits that directly apply to their degree at SU. All students complete internships during their studies with one of the many corporate partners of SU. The Management degree offers the following concentrations:

Entrepreneurship

The degree in Management with a concentration in Entrepreneurship combines coursework and real-world application of entrepreneurial principals through our business incubator, business case competitions and partnerships with venture capital companies. Successful CEOs and company founders from across the nation are regularly invited to share their entrepreneurship insight with the university community.
The Management degree with a concentration in Entrepreneurship will provide the latest ideas in new venture creation, financing, growth and innovation.

Management Degree with Entrepreneurship Concentration Degree Plan

Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>Management and Entrepreneurship</td>
<td>Internship</td>
<td></td>
</tr>
<tr>
<td>Management Foundation Courses</td>
<td>Core Courses</td>
<td>Project-Based Collaboration</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Project</td>
<td>Electives</td>
</tr>
</tbody>
</table>

Program Educational Objectives:
1. To produce internationally competitive Business Management graduates who can become ethical business people or entrepreneurs and can lead with integrity.
2. To produce Business Management graduates with strong communication and collaboration skills who can act and think globally.
3. To produce applied scientific and research works that can contribute to the field of business at the regional, national and international level.
4. To produce Management graduates who have a sense of responsibility for national social and economic development to improve the quality of life through their work and service.
5. To develop a strong alumni network of talented graduates who can share their experience and expertise for the betterment of others.

Student Learning Outcomes
By graduation, students in the Management program are expected to attain the following Student Learning Outcomes:
1. Apply essential content knowledge regarding the management of self, others and organizations.
2. Analyze and improve knowledge and skills with a self-development profile.
3. Conduct an analysis of stakeholders and formulate ethical business decisions.
4. Assess teams to facilitate and improve teamwork and team performance.
5. Execute a project to achieve task and person-focused objectives.
6. Perform a strategic analysis appropriate to a variety of organizational environments.
7. Conduct analysis of organizational environments to introduce elements of innovation and best practices.

Degrees offered
Sarjana Manajemen
Equivalent to a BS in Management
(Note: Students may also earn a BS in Business Administration from the University of Arizona by meeting their course and graduation requirements at SU. Students pursuing the two-degree option should consult with an advisor).

Banking and Finance
Students learn to manage money in banks and investment houses, circulate money and grant credit, acquire various types of financing, and assess the financial needs of companies and individuals. Our partnership with HSBC also means that students have opportunities for scholarships and internships as part of the program.

Management with Banking and Finance Concentration Degree Plan

Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>Management, Banking and Finance</td>
<td>Internship</td>
<td></td>
</tr>
<tr>
<td>Management Foundation Courses</td>
<td>Core Courses</td>
<td>Project-Based Collaboration</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Project</td>
<td>Electives</td>
</tr>
</tbody>
</table>

Program Educational Objectives:
1. To produce internationally competitive Business Management graduates who can become ethical business people or entrepreneurs and can lead with integrity.
2. To produce Business Management graduates with strong communication and collaboration skills who can act and think globally.
3. To produce applied scientific and research works that can contribute to the field of business at the regional, national and international level.
4. To produce Management graduates who have a sense of responsibility for national social and economic development to improve the quality of life through their work and service.
5. To develop a strong alumni network of talented graduates who can share their experience and expertise for the betterment of others.
**Student Learning Outcomes**

By graduation, students in the Management program are expected to attain the following Student Learning Outcomes:

1. Apply essential content knowledge regarding the management of self, others and organizations.
2. Analyze and improve knowledge and skills with a self-development profile.
3. Conduct an analysis of stakeholders and formulate ethical business decisions.
4. Assess teams to facilitate and improve teamwork and team performance.
5. Execute a project to achieve task and person-focused objectives.
6. Perform a strategic analysis appropriate to a variety of organizational environments.
7. Conduct analysis of organizational environments to introduce elements of innovation and best practices.

**Degrees offered:**

- **Sarjana Manajemen**
  Equivalent to a BS in Management

(Note: Students may also earn a BS in Business Administration from the University of Arizona by meeting their course and graduation requirements at SU. Students pursuing the two-degree option should consult with an advisor).

**Digital Marketing**

A general Management degree with a concentration in Digital Marketing provides fundamental marketing knowledge and critical skills in marketing analysis, decision-making and effective communication within and among organizations.

**Management with Marketing Concentration Degree Plan**

**Curriculum Structure**

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>Management and Marketing Core Courses</td>
<td>Internship</td>
<td>Internship</td>
</tr>
<tr>
<td>Management Foundation Courses</td>
<td></td>
<td>Project-Based Collaboration</td>
<td>Project-Based Collaboration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Project</td>
<td>Final Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electives</td>
<td>Electives</td>
</tr>
</tbody>
</table>

**Program Educational Objectives**

1. To produce internationally competitive Business Management graduates who can become ethical business people or entrepreneurs and can lead with integrity.
2. To produce Business Management graduates with strong communication and collaboration skills who can act and think globally.
3. To produce applied scientific and research works that can contribute to the field of business at the regional, national and international level.
4. To produce Management graduates who have a sense of responsibility for national social and economic development to improve the quality of life through their work and service.
5. To develop a strong alumni network of talented graduates who can share their experience and expertise for the betterment of others.

**Student Learning Outcomes**

By graduation, students in the Management program are expected to attain the following Student Learning Outcomes:

1. Apply essential content knowledge regarding the management of self, others and organizations.
2. Analyze and improve knowledge and skills with a self-development profile.
3. Conduct an analysis of stakeholders and formulate ethical business decisions.
4. Assess teams to facilitate and improve teamwork and team performance.
5. Execute a project to achieve task and person-focused objectives.
6. Perform a strategic analysis appropriate to a variety of organizational environments.
7. Conduct analysis of organizational environments to introduce elements of innovation and best practices.

**Degrees offered:**

- **Sarjana Manajemen**
  Equivalent to a BS in Management

(Note: Students may also earn a BS in Business Administration from the University of Arizona by meeting their course and graduation requirements at SU. Students pursuing the two-degree option should consult with an advisor).

**Accounting**

The international curriculum and faculty provide technical expertise in the Accounting field and develops necessary critical thinking, team-building, communication, and information technology skills. The program will prepare students for professional careers in public, corporate and governmental accounting, personal financial planning, portfolio analysis and consulting.
Accounting Degree Plan

Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>Accounting Core Courses</td>
<td>Internship</td>
<td>Project-Based Collaboration</td>
</tr>
<tr>
<td>Accounting Foundation Courses</td>
<td></td>
<td></td>
<td>Final Project</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Electives</td>
</tr>
</tbody>
</table>

Program Educational Objectives

1. Produce Accounting graduates with high integrity to increase accountability in managing the nation’s assets.
2. Produce Accounting graduates with the required skills to increase efficiency, effectiveness and productivity.
3. Produce Accounting graduates who are able to become leaders and entrepreneurs who are ethical, have integrity and appreciate environmental sustainability.
4. Develop community service programs that contribute to entrepreneurial development and reduce national poverty levels.
5. Develop collaborations in education and research in the field of Accounting with other institutions at the regional and national level to improve accounting education.
6. Perform applied research in Accounting that addresses the needs of government, business and organizations at a national and international level.
7. Build a strong alumni network of talented graduates who can share their experience and expertise for the betterment of others.

Student Learning Outcomes

By graduation, students in the Accounting program are expected to attain the following Student Learning Outcomes:

1. Demonstrated knowledge of taxation principles and the role of taxation in society and the development of skills related to the recognition of tax problems.
2. A foundation of tax knowledge, including the development of competence with respect to general concepts of taxation, procedural rules and their application, and tax planning.
3. Understanding of traditional cost accounting concepts such as cost flows, product costing, variance analysis, budget process, decision making performance analysis and responsible accounting.
4. Using analytical procedures to identify audit risk.
5. Demonstrate ethical decision making relevant to the profession.
6. Demonstrate analytical problem solving related to the profession.

Degree offered:

Sarjana Akuntansi

Equivalent to a BS in Accounting

Education

Faculty of Education at Sampoerna University provides the academic and professional development for undergraduate students to become high quality Mathematics and English as second language teacher candidates at all levels of the basic and secondary education system. Students will complete a core program in Teaching, Learning and Leadership that prepares them to be educational leaders-in classroom and as school administrators. Faculty of Education further advances the mission through programs of teaching, school experience, research, and engagement with practitioners, scholars, and institutions in the field of education. All programs take into account global contemporary research and best practices to prepare our graduates to meet the demands of the teaching profession and to be ready to address challenges in teaching and learning in schools in Indonesia.

English Language Education

This program offers students opportunities to explore contemporary theories and practices underpinning English Language curriculum and instruction and to develop skills in teaching English for different grade-levels of primary and secondary schools. Prospective teachers will have the capacity to utilize technology as a platform in English Language Teaching to engage learners and accommodate different needs.

English Language Teaching Degree Plan

Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>English Core Courses</td>
<td>Internship</td>
<td>Project-Based Collaboration</td>
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<tr>
<td>English Language Foundation Courses</td>
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<td>Final Project</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Electives</td>
</tr>
</tbody>
</table>
Program Educational Objectives

1. Produce graduates equipped with basic knowledge of TESOL best practices in the United States.
2. Produce graduates who possess creativity, feeling and intention, integrity and a high degree of social responsibility.
3. Produce prospective English Language teachers who are competent in teaching English consistent with contemporary educational values.
4. Produce graduates who are able to integrate ICT, science, engineering concepts and art (STEAM) literacy in the learning process and have a lifelong and reflective learning paradigm.
5. Produce graduates capable of designing and implementing special-purpose English language education programs using digital technologies.
6. Produce academic research in the fields of education, language, culture and teaching English to solve national problems and contribute to the broader field of knowledge.
7. Cooperate with other institutions in the fields of teaching, research, community service and other academic activities to further develop the quality of English Language Teaching programs.
8. Organize community service programs that make a meaningful contribution to society and advance Indonesia’s educational and social progress.

Student Learning Outcomes

By graduation, students in the English Language Teaching program are expected to attain the following Student Learning Outcomes:

1. Understand contemporary pedagogy and have the ability to integrate STEAM literacy in the learning process.
2. Understand professional expectations of the teaching profession.
3. Demonstrated knowledge in the field of English Language Education and the ability to structure effective learning environments.
4. Recognize and value the practice of lifelong learning and reflection.
5. Ability to convey English language knowledge and communication techniques in English in non-language fields.
6. Ability to conduct English language training programs in non-academic settings (i.e. government, corporations, etc.)

Degree offered:

Sarjana Pendidikan

Equivalent to a BA in English Language Learning

Mathematics Education

The Mathematics Education (ME) study program prepares undergraduates to become high-quality mathematics teachers who are able to use English as the medium of instruction and to integrate technology to enhance mathematics teaching and learning. This program also equips students with profound mathematical knowledge and skills to enable them to teach mathematics at all levels of the basic and secondary education system. Students have the opportunity to develop their understanding of learners and learning necessary for designing and implementing meaningful mathematics teaching and learning. They are exposed to diverse mathematics curricula and teaching experiences in area schools in order to prepare for real classroom situations.

Students are trained as reflective practitioners to become lifelong learners. The program also instills leadership qualities in aspiring teachers to become visionary teacher-leaders in schools and society. The SU learning environment promotes integrity, creativity, and critical thinking skills, as well as collaborative and entrepreneurial skills necessary for participating in a global community.

Mathematics Education Degree Plan

Curriculum Structure

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>Mathematics Education Core Courses</td>
<td>Internship</td>
<td>Project-Based Collaboration</td>
</tr>
<tr>
<td>Mathematics Foundation Courses</td>
<td></td>
<td>Final Project</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Electives</td>
</tr>
</tbody>
</table>

Program Educational Objectives

1. Produce graduates with global insight, professional ethical behavior, and a commitment to improve education for the betterment of the nation.
2. Produce graduates who can think mathematically, scientifically, critically and holistically.
3. Facilitate the effective and affective learning of mathematics and apply interdisciplinary concepts through STEAM to promote relevant, problem solving capability.
4. Establish a creative, productive and empowering learning environment consistent with contemporary pedagogy in the field of math education.
5. Produce academic research that improves numeracy education at the national level and contributes to the larger body of knowledge.
6. Cooperate with alumni, educational institutions, professional associations, and other organizations to lead community service activities to advance math education in Indonesia.

Sampoerna University
Student Learning Outcomes
By graduation, students in the Math Education program are expected to attain the following Student Learning Outcomes:
1. Understand contemporary pedagogy and be competent to facilitate math learning in both Indonesian and English.
2. Ability to take an interdisciplinary approach to creating impactful learning environments with the integration of STEAM literacy in the learning process.
3. Demonstrated knowledge of math required to provide instruction at the elementary and secondary levels.
4. Understand professional expectations of the teaching profession.
5. Recognize and value the practice of lifelong learning and reflection.
6. Understand the concept of teacher-leadership and the role of educational leadership in the operations of PK-12 schools.

Degree offered:
- Sarjana Pendidikan
  Equivalent to a BA in Math Education
UNIVERSITY PARTNERS

**Broward College**

In May, 2016, Sampoerna University formed a partnership with Broward College of Florida to co-develop General Education courses comprising the core of the SU curriculum. This collaboration provides a pathway to a two-year Associate’s degree from Broward College for students who satisfy their program learning objectives and meet their graduation requirements. In addition, an agreement between SU and Broward College provides students with access to Broward’s extensive digital resources, libraries, and support services.

Broward College is a leading community college in the U.S., recognized and honored for its international initiatives through its ten affiliated Centers around the world. In 2019, Sampoerna University became the most recent Center in this network.

More information about Broward College is available at www.broward.edu.

**The University of Arizona**

The University of Arizona has partnered with Sampoerna University to co-develop degree completion programs in Engineering and Business on the SU campus. These programs allow students who meet program level objectives and graduation requirements to obtain transcripts and diplomas from the University of Arizona. Students in these programs also may choose to complete part of their program at the UA main campus in Tucson, Arizona, and graduate at the campus commencement.

Two degrees may be awarded from SU and UA in the following areas:
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Business Administration

Students interested in these degree pathways should consult an SU transfer advisor early in their academic career, as there are specific pre-requisites that must be fulfilled prior to transfer application.

More information about the University of Arizona can be found at www.arizona.edu.
ACADEMIC POLICIES AND PROCEDURES

Admissions

Sampoerna University admits qualified students without regard to race, sex, color, religion, age or national origin. Interested students are strongly encouraged to visit the campus and meet with an academic advisor. A visit may include a campus tour, and/or visits with a faculty member or other staff member.

The University actively seeks students who are considered a “fit” and capable of being academically successful at Sampoerna University. It is strongly recommended that students complete a college prep curriculum, with particular emphasis on English and math, to prepare them for our American-style academic offerings. Evaluation of an applicant’s potential for success and fit include a review of each student’s high school report, cumulative grade point average, and scores on any international assessments of English language competency (if available).

Admission to Sampoerna University is conducted on a rolling basis, with final deadlines for the submission of application materials and testing for each term.

Application Deadlines

The Application Process must be completed, and all required documentation submitted to the University as follows:

- For the Fall Term: 31 July
- For the Spring Term: 30 November

An online application is available on the SU Website; hard copies may be obtained if a candidate is unable to access the online version.

Freshman Admissions Process

To Apply for Admission:

1. Submit high school documentation and transcripts from any other colleges attended (For students who attended college outside the U.S., transcripts must be translated and evaluated course by course);
2. Take the SU Placement Test to determine placement in the appropriate English and math courses;
3. Pay the enrollment fee.

*Enrollment in the Summer Bridge Program is required if intake test results indicate that further preparation is required prior to the first semester of university classes.

Admissions decisions are released after applications are complete – it is the applicant’s responsibility to submit all documents and arrange for on-campus testing. In certain cases, off-campus testing may be arranged. Applicants with incomplete applications may be ineligible for admission until the next entry term, but documents will be retained for one year to facilitate re-application. Admissions documents may not be returned to applicants once submitted, though SU will deactivate materials if a candidate withdraws or declines an offer of admission.

Admissions Decisions

Offer of Admission: The student is accepted into the next entering class at SU and must indicate his or her intent to enroll by the deadline stated in the acceptance letter. All offers of admission are “conditional” until the candidate has completed the placement test and demonstrated college-readiness.

Students are notified of their initial placement in college-level or foundation courses following the College Readiness Test, and counseled on degree pathways prior to enrollment

Denial of Admission: In cases where an applicant’s academic goals and proficiency levels do not meet the criteria for admission to SU, she or he will receive a letter explaining this and encouraging enrollment at another institution.

Incomplete Application: If an applicant has failed to submit all documents to SU Admissions necessary to make a decision, we will defer action on the application until a future term. In certain cases where a decision is possible, a provisional decision may be rendered, pending submission of the remaining documents.
Placement Exams
Students must complete a placement exam (unless otherwise exempted) so that they can be placed in the appropriate English and/or math course. SU administers the Postsecondary Education Readiness Test for the purpose of student placement. Score ranges and placement is provided in the Table below:

<table>
<thead>
<tr>
<th>Reading Subset Score</th>
<th>85-105</th>
<th>106-150</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English for Academic Purposes</td>
<td>English Composition 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing Subset Score</th>
<th>85-102</th>
<th>103-150</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English for Academic Purposes</td>
<td>English Composition 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Math</th>
<th>80-95</th>
<th>96-122</th>
<th>123 and above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pre-College Math</td>
<td>Intermediate Algebra or Statistics</td>
<td>College Algebra</td>
</tr>
</tbody>
</table>

Transfer Admissions Process
Students who attempt coursework at another college or university after high school graduation are considered transfer students. At the time the student applies, an evaluation is completed of all attempted work elsewhere. Transfer credit is awarded if the transfer work is comparable to that offered at Sampoerna University. An interview with an academic advisor is encouraged.

To Apply for Admission:
1. Complete the SU Application form;
2. Submit high school documentation and transcripts from any other colleges attended (For students who attended college outside the U.S., transcripts must be translated and evaluated course by course);
3. Take the SU Placement Test to determine placement in the appropriate English and Math courses*;
4. Pay the enrollment fee.

*Students who have completed English Composition and College Algebra 1 with a C or better are exempted from taking the SU Placement Test.

Financial Information
Undergraduate Consolidated Tuition and Fees
Consolidated tuition and fees vary by study program and level (lower-division and upper-division). Consolidated tuition and fees are based on full-time enrollment (15 SCH or more per term). Students taking fewer than 15 SCH will be charged on a per credit hour basis. Consolidated tuition and fees may be locked upon admission and enrollment for up to four years so long as a student maintains full-time enrollment for the duration of his/her study program.

The estimated total cost for each degree program is based on making satisfactory academic progress and completing all graduation requirements within 4 years. All prices are in Indonesian Rupiah (million).

<table>
<thead>
<tr>
<th>Program</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>American College</td>
<td>101.25</td>
<td>101.25</td>
<td>175.5</td>
<td>175.5</td>
<td>553.5</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>101.25</td>
<td>101.25</td>
<td>84.375</td>
<td>84.375</td>
<td>371.25</td>
</tr>
<tr>
<td>Industrial Engineering</td>
<td>101.25</td>
<td>101.25</td>
<td>148.5</td>
<td>148.5</td>
<td>499.5</td>
</tr>
<tr>
<td>Computer Science</td>
<td>101.25</td>
<td>101.25</td>
<td>84.375</td>
<td>84.375</td>
<td>371.25</td>
</tr>
<tr>
<td>Visual Communications and Design</td>
<td>101.25</td>
<td>101.25</td>
<td>84.375</td>
<td>84.375</td>
<td>371.25</td>
</tr>
<tr>
<td>Management</td>
<td>101.25</td>
<td>101.25</td>
<td>148.5</td>
<td>148.5</td>
<td>499.5</td>
</tr>
<tr>
<td>Accounting</td>
<td>101.25</td>
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<td>40.5</td>
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</tr>
<tr>
<td>Math Education</td>
<td>40.5</td>
<td>40.5</td>
<td>40.5</td>
<td>40.5</td>
<td>162</td>
</tr>
</tbody>
</table>

Financial Obligations
Students will not be permitted to attend classes, laboratories or other instructional activities until all tuition and fees (if applicable) are paid or they have made satisfactory arrangements with the Bursar’s Office for the payment of tuition and fees. Students whose accounts are not current with the Bursar’s Office may be denied any or all University services. Grades, transcripts and diplomas may be withheld for students owing balances to the University.

Billing and Refund Policy
Sampoerna University provides documentation of all fees and tuition charges required of students from the time of their application for admission through their enrollment. Tuition and fee rates are set annually by the University Council, although most enrolled students take advantage of a fixed rate tuition program.
after matriculating to SU. Any scholarships, awards or waivers offered at the time of admission are acknowledged in writing by the Bursar’s Office and appear on the student’s invoice each semester.

Tuition and fees are determined by enrollment status (active, inactive, on leave, etc.) and are adjusted appropriately if the University Registrar is notified of a change of status by the appropriate deadline. Any refund request must be substantiated by evidence:

- Demonstrating that a charge was incorrectly posted;
- Establishing that a student notified the University in writing in a timely manner regarding a change in status; or
- Indicating that extenuating circumstances prevented the student from enrolling after a registration deadline or the start of classes.

It is each student and family’s responsibility to check the billing documents for accuracy at the time they are issued. If just cause for a refund exists, the student may submit a written request to the Bursar’s Office. Should the appeal warrant further adjudication, the matter will follow the procedure for Student Grievances for review by the appropriate University officers.

Enrollment and Registration
All admitted students should respond to the Admissions decision by confirming their intent to enroll. Prior to starting classes, they must complete the following steps:

- All entering students will take the official College Readiness Test for English and Math to determine course placement (students with TOEFL or IELTS scores, IB credits and other recognized skills assessments may be granted waivers from some or all of the Accuplacer tests.)
- First-time college students must attend New Student Orientation (NSO) where students will join the College, meet with their academic advisors, and register for classes; (Subject-specific placement tests may be administered, as required.)
- Pay tuition and fees before starting classes.
- Obtain student identification (ID) card. A paid schedule of classes is required to obtain a student ID.
- Purchase books or determine if texts are available online. Some books are available in the College library in limited quantities.

Class Attendance
Class attendance has a major role in the teaching/learning process and, therefore, students are expected to attend classes regularly and on time. Lecturers may set class policies regarding grade reductions for absences: these guidelines are stated in the course syllabi. Students who are absent without permission more than 25% of the classes are subject to penalties, as per Sampoerna University policy.

Exceptions to this policy are set forth below:

**Non-Class Days.** When this occurs, each faculty member shall determine how best to make-up the lost class time.

**Non-Penalized Absences.** There shall be no academic penalty for a student who is absent from academic activities because of observances of major religious holidays in his/her own faith, the student’s serious illness, death in the immediate family, or attendance to statutory governmental responsibilities. A student will be held accountable if these absences result in the student exceeding the limit established for ‘excessive absences’ as defined in the instructor’s syllabus.

The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any coursework, performance assessment, labs or clinicals missed for non-penalized absences. The student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith and shall likewise notify instructors in advance of other absences or by the next class meeting.

If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence before the next class meeting. Documentation for these absences shall be presented by the student by the next class meeting.

**Extenuating Circumstances.** Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. Alternatively, the student may seek an alternate class, where applicable, that accommodates his/her requirements.

**Excessive Absences.** Excessive absences from any course, regardless of the reason, may result in withdrawal of the student from the course and/or necessitate that the student repeat the course. Based upon the instructor’s attendance records, the student’s academic advisor will determine the penalty and options in consultation with the Registrar.
**Student Status**

**Active Student**

An active student is a student who has fulfilled all entry requirements and has the right to participate in all academic activities. Requirements to become an active student are as follows:

- Apply to SU and accept an offer of admission or conditional admission
- Complete the registration process
- Pay the tuition and fee(s) due
- Complete a study plan in consultation with an advisor

**Auditor**

An auditor is:

- a student who is authorized to follow academic activities to enhance knowledge of some specific area without academic credit, or
- a transfer student candidate who is still in the process of diploma equivalency

An auditor may come internally from SU (those who have been enrolled as SU students) or may be a student from outside SU. Requirements for internal auditors are as follows:

- registered as an active student;
- have a minimum GPA of 3.00;
- take a maximum study load of four audited credits; and
- the total study load (regular courses + audited course) may not exceed 24 credits.

An external auditor must have advance approval from the SU administration as well as the lecturer and must meet minimum qualifications of the course. S/he will not be expected to take examinations and will not receive grades or academic credit for the course, nor will s/he be billed regular tuition.

**On Academic Leave**

A student on academic leave is a student who officially requests an academic leave at his or her own initiative and is exempted from the obligation to follow academic activities during certain semester(s). An academic leave can only be taken by a student for two (2) consecutive semesters, and maximum four (4) semesters during study period. Academic leaves are requested in writing to the student’s Head of Program and approved by the Vice President for Academic and Student Success.

**Inactive Student**

An inactive student is:

- a student who has finished an academic leave but has not registered for the following semester; or
- a student who does not register for the following semester.

Any inactive semester(s) will be counted in the total length of study.

**Under Academic Sanction**

A student who is found to have violated academic rules is categorized as being ‘on academic sanction’ and is not allowed to participate in academic activities during a period specified by the SU administration. The types of Academic Sanctions can be found below under “Student Academic Sanctions” as well as in the Student Handbook.

**Reactivated Status**

A student who wants to re-activate their status should:

- Submit a request letter to be an active student to the Head of their Study Program and copy (cc) the Academic Registry. This request letter must be submitted no later than one week prior to the add/drop period.
- Undergo the re-registration processes.
- Pay the required tuition and fees.

**Withdrawn**

A student might be considered academically withdrawn if he/she meets one or more of the following criteria:

- Exceeds the maximum limit of study period (more than 14 semesters);
- Has not obtained a minimum of 40 credits after 14 semesters, and/or has a cumulative GPA of less than 2.00;
- Has been studying for 14 semesters and fails to pass the final project examination;
- The student is under academic sanction.

**Continuing Student**

Prior to the commencement of the semester, every student must register for the following semester by submitting a Study Plan (KRS) and paying any tuition and fees due.
Internal Transfer

Internal transfers can occur between study programs at the same level and between majors/concentrations within a study program and faculty. Requirements for executing the transfer process are as follows:

- There is an available slot in the intended class
- The student has “Active” status
- The student has obtained the permission/recommendation of the Head of the previous study program and the Head of the intended study program, acknowledged by the relevant Dean(s)
- The student has studied for at least two semesters
- The student is not in the process of withdrawal or under academic sanctions

External Transfer

SU can admit transfer students from other higher education institutions as long as they fulfill the requirements established by the government and university, and as long as there are slots available in the intended study program. The process of transfer admission can be found under Transfer Admission.

Academic Course load

SU adheres to its educational goals and objectives by providing guidance for enrollment in the general education core and degree programs. Students are expected to enroll in a minimum of twelve (12) credit hours per academic term.

The University administration and faculty assist students with advising and enrollment into a maximum number of courses to promote a higher academic success rate and to not overwhelm the student. Faculty may assist students by advising them of courses in designated programs of study. Students are encouraged to seek the University’s advice in enrollment into courses each semester.

The maximum load in which a student may enroll is eighteen (18) credit hours per term. However, students with a cumulative grade point average (GPA) of at least 3.0 may be allowed to take additional credits. In no event shall the maximum course load exceed twenty-one (21) credit hours per academic term.

During the last term of enrollment prior to graduation, if a student needs more than 18 credit hours to graduate, approval may be sought from the appropriate dean to exceed the maximum credit hours even if the cumulative grade point (GPA) is below 3.0. Such a student shall not be permitted to enroll for more than 21 credit hours, except with the written approval of the Vice President for Academic and Student Affairs.

Students wishing to pursue more than 18 credits must meet the Grade Point Average (GPA) requirements described within these policies and must receive formal permission from their academic advisor.

The maximum number of credits that can be taken is based on the GPA of the previous semester:

<table>
<thead>
<tr>
<th>GPA of Previous Semester</th>
<th>Maximum Number of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 3.00</td>
<td>21-24 credits</td>
</tr>
<tr>
<td>2.50–2.99</td>
<td>18 credits</td>
</tr>
<tr>
<td>2.00–2.49</td>
<td>15 credits</td>
</tr>
<tr>
<td>≤ 1.9</td>
<td>9 credits</td>
</tr>
</tbody>
</table>

Note: Students wishing to pursue max credit load must receive formal permission from their advisors.

Definition of a Credit Hour

Sampoerna University (SU) adheres to the accepted U.S. federal and accreditation bodies’ definition of a credit hour. “Academic credit” refers to the basis for measuring the amount of engaged learning time expected of a typical student enrolled in a traditional classroom, laboratory, studio, internship, experiential learning, or distance education. “Credit hour” refers to the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction, and a minimum of two (2) hours out of class student work each week for approximately fifteen (15) weeks for one (1) semester or other recognized term, or the equivalent amount of work over a different amount of time.

The contact hour formula is as follows:

<table>
<thead>
<tr>
<th>Minutes/Week</th>
<th>Weeks/Semester</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 – Facilitated Learning</td>
<td>X 16</td>
<td>= 45</td>
</tr>
<tr>
<td>60 – Self-Managed Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 – Application &amp; Practice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For courses delivered during the short summer semester, courses are expected to have the same number of contact hours and the same requirement for out-of-class learning as courses taught in a fall or spring semester.

1 Grade Point Average (GPA) refers to the metric that is derived from assigning letter grades numbered values (from 0-4), and then averaging a series of grades that a student achieves in a given semester (Semester GPA) or in the entirety of their degree studies (Cumulative GPA).
Acceptance of Academic Credit Earned Outside SU

Students who are seeking academic credit for courses completed at other institutions or through prior learning assessment must be currently enrolled in a degree or certificate program at SU.

Transfer Credit

Academic credit is generally accepted only from institutions that are accredited by one of the regional accrediting associations approved by the Council on Higher Education Accreditation. All non-English transcripts must be evaluated on a course by course basis by a NACES-recognized transcript evaluation service.

College Level Examination Program (CLEP)

SU may accept credits earned through the College Level Examination Program (https://clep.collegeboard.org). If approved, students may earn up to 30 hours of credit through such examinations. Students may not substitute CLEP credit toward a laboratory science course requirement, however. For more information, the student should consult with their academic advisor.

Proficiency Examinations

Academic credit or advanced placement may be granted following either a review of the content of specific courses or by passing a proficiency examination in compliance with individual department policies and subject to approval by the department chairperson and the appropriate dean.

Students are responsible for submitting all required documentation to the Records Office and petitions requesting the granting of such credit. Credit awarded in this manner will be added to the semester hours earned but not the semester hours attempted or the grade points.

Articulation Agreements

SU has formal and informal relationships with institutions in the United States and abroad that have agreed to accept credit for courses completed at SU according to their respective curricular requirements. Students may transfer from SU to a partner institution after one or two years of study.

Students who fulfill degree requirements at an overseas institution that is working in partnership with SU and continue to be enrolled at SU will be required to submit academic reports each semester to their academic advisor. If program learning objectives are comparable, SU may reverse transfer the credits for the purpose of awarding a degree.

SUBSTITUTION OR WAIVER OF SPECIFIC COURSES

In certain cases, a student may petition to substitute or waive a specific course or courses. The University may grant or deny such a petition on a case-by-case basis and the decision of the University is final. A course substitution is a course that is approved to replace another course requirement in fulfilling a program of study.

A request for course substitution may be considered for the following reasons:

- Upon determination of equivalency between a course (or courses) taken at another accredited institution and a course (or courses) required at SU;
- Upon determination that the substitution of a course (or courses) normally required may benefit the student given his/her academic or career goals, and would not alter the fundamental nature of their program of study;
- To enable a student to repeat a course to improve a grade for which no identical course number or title exists among the University offerings.

A petition for a course waiver in any area of general education must be recommended by the appropriate Dean and approved by the Vice President for Academics and Student Affairs.

CONVERSION OF NON-CREDIT TO CREDIT

The University awards academic credit for coursework taken on a non-credit basis only when there is verifiable documentation that the non-credit coursework is equivalent to a designated credit experience.

SU has established policies to guide the processes that validate the awarding of University credit for non-credit coursework. SU utilizes a thorough evaluation and approval process that follows standards of good practice when awarding academic credit for course work taken on a non-credit basis.

The student’s academic advisor, dean of the relevant subject area, and the Registrar will determine on a case-by-case basis whether the non-credit coursework is equivalent to a designated credit experience. Validation and policy for awarding college credit for non-credit experiences such as experiential learning, Advanced Placement, and professional certification at SU are described in Sampoerna University’s Policies for Academic Credit.
ACADEMIC STANDARDS OF PROGRESS

The intent of the University is to ensure students achieve measurable qualitative and quantitative progress toward their educational goals. The University regulations regarding academic standards of progress apply to all college credit courses in determining academic progress and cumulative grade point averages.

To maintain satisfactory academic progress, a student must achieve a minimum grade point average (GPA) of 2.0 or higher each term².

A student who fails to maintain satisfactory academic progress will be placed on one of the following levels of academic intervention based on the student’s term, degree, and cumulative grade point averages:

- Academic Warning
- Academic Probation
- Academic Suspension

**Academic Warning:** Any student who does not achieve a cumulative GPA of 2.0 or higher in a term will be placed on academic warning. Students on academic warning will be notified and should see an academic advisor or counselor prior to registering for the next term. A student will be removed from academic warning when he/she earns a cumulative GPA of at least a 2.0. A student on academic warning who fails to achieve a term GPA of 2.0 or higher for two successive terms of enrollment will be placed on the next level of academic intervention – academic probation.

**Academic Probation:** A student on academic warning who fails to achieve a term GPA of 2.0 or higher for two successive terms will be placed on academic probation. Students on academic probation will be required to see an academic advisor or counselor prior to registering for the next term. The status of students who demonstrate forward progress by earning two successive term GPAs of at least a 2.0 will be changed from probation status to warning status. A student on academic probation who fails to achieve a term GPA of 2.0 or higher for two successive terms will be placed on the next level of academic intervention - academic suspension.

**Academic Suspension:** A student on academic probation who fails to achieve a term GPA of 2.0 or higher for two successive terms of enrollment will be placed on academic suspension. Any student on academic warning and who earns less than a 2.0 term GPA and/or cumulative GPA for two successive terms will be placed on academic suspension for a minimum of one year. During the suspension period, the student may register for college preparatory courses only. After the first academic suspension and after the student has satisfied the suspension requirements, the student must see the Dean or designee. The student must follow the instructions pertaining to course selection.

Any subsequent suspensions will require the student to petition and appear before the Academic Standards Committee before continued enrollment at the University.

University advisors, including faculty counselors, program managers, associate deans, academic and student deans, will assist students with advising and enrollment into courses at the University. Faculty may assist students by advising them of courses in designated programs. Students are advised to consult their academic advisors for recommendations on their enrollment into courses each semester.

To assist all students in reaching their full potential, SU commits to develop a comprehensive strategy for supporting students who fall into academic sanctions. The Enrollment Services and Student Success unit will work with students needing assistance to regain their good academic standing, utilizing resources such as the Tutoring Center, the Counseling Center, Heads of Programs, and Academic Advising. The University Registry will retain records of changes in status and will notify students and advisors of any academic sanctions.

**GRADES AND GRADE APPEALS**

A grade must be recorded for every credit course in which a student is enrolled. The final course grade is submitted electronically to the Registrar’s office and is posted online at the end of the term.

The course syllabus provides the faculty member’s final course grade policy. Each student shall be provided with a course syllabus that complies with SU’s mission, goals, and policies and includes the faculty member’s grading rubric and academic honesty policy for the course.

A student may be able to appeal the final course grade issued by the professor. The basis for an appeal of the final course grade shall be evaluated in terms of the standard established by the faculty member as stated in the syllabus, in accordance with institutional policies. The appeal must demonstrate that the faculty member did not assign the final course grade in accordance with the grading policy outlined in the course syllabus.

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² Students who are recipients of financial aid and/or sponsorship may be required to achieve a higher GPA to qualify for financial support. Students pursuing degrees with our University Partners may be required to achieve higher GPAs and should consult with the Catalogs at their respective institutions.
Faculty Grading Policy

Each faculty member shall communicate, in writing, the grading policy in the syllabus for the course within the first week of class meetings of each course. The elements to be considered in calculating the student’s final course grade shall be articulated, and all factors to be considered in arriving at the final grade shall be stated. Any grade appeal shall be considered in the context of the faculty member’s stated grading policy in the syllabus. Students must be provided with any modifications to the syllabus.

Each faculty member shall keep a record of grades for each class for four major terms from the initial grading period. Final grades for each term are recorded and archived in College Records. Grade point averages (GPA) for graduation and honors are calculated only on college level academic work which includes all work attempted by the student at all colleges he/she has attended. The final grades are used to calculate the grade point average.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Points awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

An “I” grade (Incomplete) may, at the discretion of the Faculty, be given in courses for a student who has a reasonable chance of successfully completing the course. The student who has not completed the required course work by the end of the term may be required to provide documentation for extenuating circumstances. The student should make arrangements to have the “I” changed to a final grade by the instructor (by the agreed upon date) during the next full term (summer terms are not considered in this time limit). If no change is initiated during the next full term, the “I” will automatically become an “F” on the student’s permanent record. If the course work is completed, resulting in a passing grade, the student’s transcript will be amended and his/her final GPA re-calculated.

AWARDS AND GRADUATION

The purpose of this policy is to establish student performance standards for graduation and the awarding of degrees. The University offers the bachelor’s degree along with a full complement of general education courses that may be applied to other degrees at other institutions.

- Complete at least 144 SKS (equivalent to 120 credit hours) of college credit;
- Complete the program of study as set forth in the University Catalog;
- Complete a minimum of 36 credit hours of the program’s general education courses that include the following: six (6) credits in Behavioral/Social Sciences, six (6) credits in Humanities, six (6) credits in Mathematics, nine (9) credits in Communications, and nine (9) credits in Science, Lab, and Wellness;
- Complete any prescribed college preparatory and English for Academic Purposes courses, if required, with a grade of “C” or higher;
- Earn a cumulative grade point average (GPA) of at least 2.0, including any transfer credits which comprise the Degree;
- Fulfill all financial and other obligations to the University.

Graduation will be held at least once in an academic year as set in the academic calendar. Designations of academic achievement at graduation are determined based on the following GPA ranges, and are noted on the transcript:

<table>
<thead>
<tr>
<th>Cumulative GPA</th>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.90–4.00</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.75–3.89</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.50–3.74</td>
<td>Cum Laude</td>
</tr>
<tr>
<td>3.00–3.49</td>
<td>Very good</td>
</tr>
<tr>
<td>2.50–2.99</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>2.00–2.49</td>
<td>Fair</td>
</tr>
</tbody>
</table>

GPA Categories for Graduates
ACADEMIC SUPPORT UNITS

Student Parent Advisory Center (SPAC):
The Student Parent Advisory Center is a special resource only offered at Sampoerna University, where interested students and parents can obtain objective and comprehensive information about education pathways and explore the programs best suited for them. Members of the SPAC team are qualified academic advisors who help students explore their education options in Indonesia and abroad. Interested parents and students can have an in-depth discussion about their education goals and receive focused and individualized support.

Learning Resource Center
The Learning Resource Center – the “Tutoring Center” - provides free tutoring and computer-use services to all SU students. Faculty and peer tutors from Sampoerna University are available for Math and English support. Tutoring may also be scheduled for science and many of the subjects covered in the Core Curriculum.

Writing Center
The Writing Center provides a collaborative and safe learning environment for students to discuss writing from any courses that they take within the university. The Writing Center employs the university’s faculty and independent consultants to be tutors that are ready to help students with various types of consultations.
**Academic Writing Workshops**

Offered by The Writing Center, these workshops focus on helping students develop their ability to write effectively in an academic setting. Students learn how to effectively paraphrase and cite research using international standards of writing. Most important, students gain a greater awareness on the importance of academic integrity and meeting high ethical standards.

**Math Lab**

The Math Lab provides a collaborative and safe environment for students to discuss mathematical topics and problems from their courses. The Math Lab employs lecturers and faculty-recommended students to help students deepen their understanding of course material, practice problems with the guidance of a peer tutor, and develop necessary study and test-taking skills.

**Summer Bridge Program**

SU provides an intensive summer program for new students who need some support to meet the college-ready expectations required to enter SU academic programs. New students can take three summer classes: English, mathematics, and science.

**Center for Excellence in Teaching and Learning (CETL)**

CETL is committed to providing excellent learning opportunities to all SU students and faculty members. In the end, all CETL programs are designed with the thought of placing student learning excellence front and center in all of its activities. CETL encourages SU’s *civitas academica* to pursue the love of learning and the love of sharing. CETL continues the roles and functions of the former university’s unit, the Center for Learning, Teaching, and Curriculum Development (CLTCD).
Academic Integrity

Students, faculty members, researchers, and/or anybody who is engaged in academic pursuits may not claim words and ideas of another as their own. They are required to give credit and correct attribution to the original source, where it is due.

The key element of this principle of academic honesty is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit (American Psychology Association – Publication Manual: Ethics Code, 6th Ed., Washington, D.C., 2010).

Appropriate sanctions for any academic ethical violations are determined by the adjudicating officers or committee and authorized by the University Rector and/or President. Actions may include, but are not limited to:

• Academic Warning: Formal censure with a written warning of academic probation;
• Cancellation of a test, exam, or assignment, and giving a grade of “0” or “F” for this activity within a course grade calculation;
• Withdrawal of the student from the course without any tuition refund, requiring a future repeat of the necessary credits;
• Academic suspension for one or more terms;
• Expulsion from the University.

For more detailed information and procedures, please consult the current Student Handbook, available online and from the Academic Registry and the Student Affairs Office.

Student Rights and Responsibilities

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Every student has the right to:

• Receive access and opportunities to develop and apply their knowledge through instruction, learning, research, and community service activities
• Receive guidance from lecturers and academic advisors
• Receive high quality academic support services
• Engage in co-curricular and extracurricular activities
• Express their opinions constructively in comments or complaints, in accordance with social and ethical guidelines
• Review their educational records (admission materials, transcripts and other information on individual academic progress, documentation on disciplinary action, counseling, written complaints, and the official correspondence relating to these items) by submitting a written request to the relevant department.

Student Responsibilities

Every SU student has the obligation to:

• Uphold the Indonesian law and the principles of Pancasilla
• Demonstrate an exceptional moral code
• Practice the principles of academic integrity (not cheating in any form, deceptive fabrication, plagiarism, or violation of copyright laws)
• Show respect for differences relating to ethnic or national origins, religious affiliation, gender, sexual orientation, and disabilities
• Uphold the ethos of scientific, scholarly investigation demonstrating open, universal, objective, critical, and balanced analysis
• Observe the institutional code of ethics
• Refrain from inappropriate personal relationships with lecturers, professors, and other University officials.

Academic Integrity

Students, faculty members, researchers, and/or anybody who is engaged in academic pursuits may not claim words and ideas of another as their own. They are required to give credit and correct attribution to the original source, where it is due.

The key element of this principle of academic honesty is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit (American Psychology Association – Publication Manual: Ethics Code, 6th Ed., Washington, D.C., 2010).

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• Academic suspension for one or more terms;
• Expulsion from the University.

For more detailed information and procedures, please consult the current Student Handbook, available online and from the Academic Registry and the Student Affairs Office.

Student Records

Permanent records for SU students are maintained by the University at its campus in Jakarta, Indonesia. These records are accessible to eligible students. Transcripts of coursework are available upon written request by the student.

With regard to the protection of student privacy, SU policies comply with U.S. standards of best practices and federal law as per partnership agreements with U.S. institutions and their respective U.S. accrediting organizations. SU recognizes the U.S.’s Family Educational Rights and Privacy Act, which requires authorization by any student aged 18 and above for the institution to release educational records to another party.
Student Academic Sanctions

In the event that the institution’s principles of academic integrity are violated, a student is subject to an investigation and hearing, conducted by an ad hoc committee usually comprising the instructor involved, the Head of the Program, the relevant Dean, and the Registrar. The implementation of any academic sanctions results from the adjudication of this ad hoc committee. Disciplinary proceedings are initiated by any member of the academic staff who has direct or indirect knowledge of a violation.

Academic sanctions may be imposed if the committee conclusively determines that a student has engaged in any of the following acts:
• Falsifying a signature related to the courses, study plan, transcript, certificate or other academic document
• Cheating on any test or examination or assisting others to cheat
• Plagiarism on any graded assignment or exam; submitting another person’s work as one’s own in any form
• Falsifying data on any research project, paper, or laboratory exercise
• Attempting to influence an instructor to alter a grade or assignment through payment, gifts, or services.

Appropriate sanctions for any academic ethical violations are determined by the adjudicating committee and authorized by the University Rector. Actions may include, but are not limited to:
• Academic Warning: Formal censure with a written warning of academic probation;
• Cancellation of a test, exam, or assignment, and giving a grade of “0” or “F” for this activity within a course grade calculation;
• Withdrawal of the student from the course without any tuition refund, requiring a future repeat of the necessary credits
• Academic suspension for one or more terms;
• Expulsion from the University.

Student Grievances

Sampoerna University is committed to fostering an educational environment that promotes the highest level of learning and moral character development of its students. To support this commitment, SU strives to ensure all students are treated equitably and in accordance with University policies. Should a case arise in which a student believes that SU has not acted in accordance with its policies, the student should first seek to resolve the issue informally with the respective individuals. If these informal procedures prove unsatisfactory, the student may file a formal complaint to seek resolution.

Definition

A formal student complaint at SU may be filed when a student can demonstrate that SU has not followed University policies. Some SU policies contain formal appeal and/or grievance procedures. As such, formal complaint procedures are not intended to bypass these established, official appeal processes (e.g. admission decisions, grade appeals, conduct sanctions).

Formal complaints should be used as the final option when informal resolution strategies have been unsuccessful. Formal complaints must be filed in a timely manner, submitted in writing, through designated communication channels, and in accordance with University policies and procedures.

For a student complaint, grievance, or appeal to be considered a formal student complaint, it must meet the following criteria:
• The complaint, grievance, or appeal alleges a violation of official SU policy
  OR
• The complaint, grievance, or appeal is governed by an official SU policy
  AND
• The complaint, grievance, or appeal has been unsuccessfully resolved through informal resolution strategies
  AND
• The complaint, grievance, or appeal has been communicated in writing and asserts a formal complaint is being filed (e.g., letter, memo, email).

The following outlines complaint procedures at SU.

Procedures

Most student complaints are governed by official University policies. Students filing a complaint related to an official policy, as shown below, should refer to the procedures and expectations as outlined within the relevant policy statement for appeal and/or grievance procedures.

Types of Student Appeals:

1. Admission Decisions

Any student candidate dissatisfied with an Admission decision may ask for an explanation from the Admission Office. In the case that the issue cannot be resolved, the student candidate can make an appeal for decision review by the Admission Committee which has the responsibility for reviewing applications with extenuating or special circumstances and the authority to grant admissions to applicants who have strong merit but do not meet all prescribed requirements, as stated in the Admission Policy.
2. Grade Appeals

Any student who strongly feels that he/she has been given an unfair grade(s) may request an academic appeal as regulated in the Academic Policy as follows:

a. An academic appeal is a formal request brought by a student to change a grade, or to challenge a penalty imposed for violation of standards of academic integrity, such as plagiarism or cheating.

b. A request to change a grade or to challenge a penalty must be made within six months of the action. A grade may only be changed by the course instructor (or by the Dean in the absence of the course instructor) or by the Academic Appeals Committee (see Academic Policy article 63).

c. An academic appeal will be considered if there is evidence that one or more of the following conditions exists,
   i. error in calculation of grade;
   ii. deviation from the syllabus;
   iii. academic disparate treatment of a student; or
   iv. Inappropriate penalty(ies) imposed for an academic integrity violation.

d. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course, or because of disagreement with the instructor’s professional judgment of the quality of the student’s work and performance.

Conduct Sanctions

Anyone who knows that a violation of the Code of Ethics has occurred has the right to report the occurrence to the Standing Committee on Discipline and Ethics of the University Senate. However, when a student is dissatisfied with the decision, he/she can appeal that decision once by sending a written appeal proposal to the Chair of the Code of Ethics Committee and the proposal needs to be supported with evidence. This appeals description can be found in the Student Handbook.

For complaints relating to SU policies in which appeal and/or grievance procedures are not prescribed, the following guidelines must be followed.

Informal Resolution

A student who can demonstrate that he or she has been subject to the lack of adherence to University policy or procedure by University personnel must first seek to resolve the issue directly with the respective representative (e.g., staff member, faculty member, administrator).

If a satisfactory resolution cannot be reached between the student and University representative, or if extenuating circumstances prevent direct communication between the student and the University representative, the student should follow the appropriate chain of command.

Chain of Command

<table>
<thead>
<tr>
<th>Non-Academic Informal Resolutions</th>
<th>Academic Informal Resolutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs Personnel</td>
<td>Academic Advisor</td>
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<tr>
<td>Student Counselor</td>
<td>Student Counselor</td>
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<tr>
<td>Head of Study Program</td>
<td>Head of Study Program</td>
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<tr>
<td>Head of Student Affairs</td>
<td>Head of Student Affairs</td>
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<tr>
<td>Dean</td>
<td>Dean</td>
</tr>
<tr>
<td>Vice Rector of Academic &amp; Student Affairs</td>
<td>Vice Rector of Academic &amp; Student Affairs</td>
</tr>
</tbody>
</table>

If, after diligent communication through the chain of command, a satisfactory resolution cannot be reached, a formal complaint may be filed following the procedures as outlined below.

Formal Complaint

Students may file a formal, written complaint after informal resolution strategies have not reached satisfactory resolution. These formal, written complaints can be submitted in writing to the Institutional Effectiveness Officer, Sampoerna University, L’Avenue Campus, Jl. Raya Pasar Minggu Kav. 16, Pancoran, Jakarta 12780 or by email to qaa@sampoernauniversity.ac.id. Formal complaints must be filed within 30 business days of the action creating the student’s concern. Upon submission, the formal, written complaint will be routed to the appropriate divisional administrator for review. Upon receipt of the complaint, the administrator has 20 business days to respond. For complaints filed between semesters, additional response times may be necessary to allow for availability of the relevant parties. When additional time is necessary, students will be advised in writing of the estimated time for response within the 20 business days of receipt of the complaint. The Institutional Effectiveness Officer is responsible for maintaining all records of formal student complaints.
STUDENT SERVICES UNITS

SU has a dedicated Student Success unit that coordinates both academic and non-academic support services. These services are available to all enrolled students, and may be accessed by students directly, or upon recommendation by academic advisors, instructors, or other SU staff. The purpose of this unit is to provide students with many varied types of support, such as tutoring, counseling, accommodation for disabilities or different learning styles, as well as direct student access to resources outside the institution.

The Library and Learning Resources Center provides an array of services to students, including a place to study, prepare assignments, and locate research and leisure reading materials in comfortable, well-suited facilities and surroundings. Users can find books, magazines, periodicals, and reference resources. Audiovisual equipment, along with computers with Internet access, databases, copiers, individual and group meeting areas are available to all students. In addition to established contractual services with libraries at our partner U.S. institutions, the Library and Learning Resources Center provides access to online virtual libraries, as well as specialized databases to enhance a full array of services as rendered by the Center. It should be noted that the SU Library holds the highest level of accreditation for a University Library in Indonesia.

The Library features a common Learning Space or “Learning Commons” which constitutes an integrated learning space (quiet zone, collaborative study area, library lounge, meeting rooms, and student lockers) as well as a fully automated library system which is accessible on or off campus.
In addition to reference and general collection services, the Library supports SU’s curriculum by providing reserved course materials. This service makes available materials that have been designated by lecturers as required readings for specific courses. Materials may include books, book chapters, articles, online materials such as e-journal articles and web sites, audiovisual materials, and faculty-developed materials such as lecture notes, sample tests, etc.

The library materials are organized into several collections:

• **General Collection** - General and professional books that are placed in the open shelf collection.
• **Reference Collection** - This collection contains general reference materials such as encyclopedia, dictionaries, yearbooks etc. The Call Numbers are preceded by “R” and they are shelved in a separate area. Reference collection is for in-house reference only.
• **Reserve Collection** - This collection comprises items in heavy demand or as recommended by academic staff for short-term loan. They could also be the first copy of adopted textbooks. This collection is for in-house use. However, overnight loans are also allowed from 5:00 pm to 8:00 am the next opening day. The Call Numbers are preceded with red sticker, labelled “Reserve”.
• **Textbooks** - These are adopted Sampoerna University textbooks borrowable for a three-day loan period. They are shelved separately and the Call Number is preceded by orange sticker, labelled “TB”.

Library hours will be conducive to student schedules and will be posted online and in the Library. Online services are accessible at [http://library.sampoernauniversity.ac.id](http://library.sampoernauniversity.ac.id).

Other Library Services and Facilities:

• Wireless access throughout campus
• Research assistance
• iPad Loan
• Discussion Room
• Newspaper/popular magazines reading area
• Photocopy service
• New book display
• Document delivery services
• Library orientation
• Information literacy program

The destruction, loss or mutilation of any library material will also incur a fine or replacement fee equal to the current cost of the item, plus a processing fee of Rp 50,000. Overdue books or unpaid fines may also result in Academic Penalty including the deferment of paper or degree completion.

**Student Affairs** encompasses a wide array of co-curricular and non-academic support services that are important to ensure student success. This office organizes new student orientation, events, clubs, extracurricular activities, and counseling services for individual students and groups throughout the year. SU provides a variety of services designed specifically for eligible students, including individualized tutoring, individual and group counseling sessions, academic advising, financial aid assistance, educational and cultural field trip services, and specialized services needed by the individual student.

**The Counseling Center’s** services are available for all students who are experiencing difficulties in their academic work or personal lives. Trained staff meet individually with students to help them gain insight into their issues and develop coping strategies. All counseling appointments are strictly confidential and are not reflected on a student’s academic records or reported to families or authorities outside SU unless a student is deemed to be in imminent danger. The **Health Center** provides medical treatment and consultation to students with non-emergency health issues. Staffed by medical personnel, the Center is open on a walk-in basis or by appointment. If more extensive medical treatment is required, Center staff will assist students in arranging appointments with appropriate specialists at local facilities.

**Student Organizations** represent the myriad student organizations and clubs that represent the interests and talents of the student body. From the Student Legislature, Academic Olympiads and a Model United Nations chapter to informal clubs to support hobbies and recreational activities, the Student Affairs staff supports student leaders to initiate activities and organizations and manage existing clubs. In addition, the Student Affairs office assists groups in identifying institutional and external funding for activities, as well as pursuing registration procedures of organizations, if necessary.
INFORMATION TECHNOLOGY SERVICES

The Information Technology (IT) Department is responsible for delivering all aspects of Information Systems and Information Technology Services with principles to support and facilitate learning technologies required by SU.

IT Principles

- Enhance learning activities and instructional support through the effective use of technology
- Maintain a reliable, robust and secure technology environment
- Balance innovation, manageability and use of SU resources through careful planning and stewards

General Overview of IT services

IT services and system resources are delivered for students, faculty members, and staff. It is defined by engaging and collaborating with business units. The scope of services provided covers all IT related aspects required by SU. The IT Department provides the implementation and maintenance of Enterprise Application Services to support academic and management processes.

Networking and Infrastructure Services

The IT infrastructure at SU is built to support learning and teaching activities as well as supporting all administrative services at the L’Avenue campus. The campus networks are designed with Local Area Network (LAN) and Wi-Fi/wireless access, available on all floors within the campus building.

Enterprise Application Services

Student Information Systems are available to automate the administration of academic processes consisting of student records, registration, curriculum
management, courses and lecturers’ records, study programs, and self-service access thru the academic portal for students and lecturers such as online class enrollment, viewing grades, viewing transcript, and viewing class schedules.

These information systems are integrated with the applications below.
- Admissions System
- Student Recruitment System
- Student Payment System (to manage student payments and financial aid)
- Facility Management System to generate and manage class schedule.

Learning Technologies
- Desire2Learn (D2L) is a Learning Management System (LMS) that allow lecturers to create, manage, and share learning content and resources.
- Brainfuse is an online tutoring service that allows students and tutors to communicate in real-time through an easy-to-use online classroom platform.
- Library System is equipped to provide automated solutions for booking, borrowing and keeping inventory of book collections in the library. The system also provides online access for students and faculty members to ebooks and journals.
- Microsoft Office is an office suite of applications available for student, faculty and staff. SU signed an agreement with Microsoft and this gives students, faculty and staff the right to use Microsoft Products such as Word, Excel, Powerpoint, OneNote, etc. Every registered user is provided with an Office 365 account and OneDrive storage with 50GB of capacity.
- Schoology is a Learning Management System (LMS) that allow lecturers to create, manage, and share learning content and resources.

Internet Connection and Wireless Campus Service
Internet access is available through wired and wireless (Wi-Fi) connections. Sufficient and manageable bandwidth is provided to support online learning and teaching applications, online exams in the computer labs, multimedia applications, and video conferencing systems.

Telecommunications
Telephonic communication is conducted through an IP network (VoIP) for voice and video conference systems.

Single Sign On (SSO) Service
The SSO service is part of the infrastructure services that manages the authentication and access rights for multiple applications provided for both, academic and back office applications. Every user (students, faculty and staff) is provided an SSO account using their personalized email ID.

Classroom and Lab Technology Services
All classrooms are adapted to support a 21st Century teaching environment. Each classroom is equipped with instructional and projection technologies and it is covered with Wi-Fi for internet access and a LAN port. Also, multimedia projectors with HDMI/VGA connectors are installed in every classroom. These technologies enable lecturers to access and deploy resources for teaching courses using digital resources.

SU has five computer labs equipped with a total of 101 personal computers to support online learning and computer-based assignments. All PCs are installed with MS Windows operating system, MS Office products, and various software for computer lab work.

IT Service Desk
IT Department provides a number of support options to students, faculty and staff. These include assistance through email, by phone or in person.

IT Service Desk for faculty and staff : IT Staff Room on the 7th floor
IT Counter for students : Registry Counter on the 6th floor

Contact Information for the IT Service Desk
Address : L’ Avenue Building, 7th floor
           Jl. Raya Pasar Minggu Kav. 16, Pancoran, Jakarta Selatan
           Indonesia
Phone : +62 21 50 2222 34 ext. 7777
Email : ict.support@sampoernaschoolssystem.com

Hours of Operation : Monday - Friday, 8:00 a.m. - 5:00 p.m.
INSTITUTIONAL EFFECTIVENESS

Instructional Program Review and Evaluation

To promote continuous quality improvement and program effectiveness, SU has established procedures to conduct quantitative and qualitative reviews of instructional programs and academic support systems. The Institutional Effectiveness Committee is responsible for establishing procedures to conduct quantitative and qualitative reviews of instructional programs to determine their success in achieving learning objectives, and of academic support services to assess their impact.

Under the guidance of the Office of Institutional Research and Quality Assurance (IRQA), faculty and administrators review, evaluate, maintain accreditations, and modify programs for continuous improvement and student success subject to Board approval. Program outcomes are reviewed during this process.

The Vice President for Academic and Student Affairs coordinates the comprehensive review of degree programs, including general education requirements. The full review considers any changes to the University’s mission statement or academic policies that might have occurred relating to the academic degree and general education requirements.

Between comprehensive reviews of the degree programs and the general education curriculum, the Vice President for Academic and Student Affairs establishes the procedures to be followed for considering amendments to the degree program structure or the general education program requirements. The results of the review will be forwarded through the SU Senate and presented to the University Council for review and/or action.

A comprehensive review of each degree program, including the associated general education core requirements, is conducted every three years. A written report of the comprehensive review shall be provided through the University Rector to the University Council. This written report should include:

- the goals and objectives of the program/discipline and its relationship to the SU mission;
- curriculum currency and relevancy;
- enrollment, placement and graduation data;
- student demographics
- annual job openings;
- program cost information;
- student employment and student earnings;
• adequacy of faculty and staff;
• adequacy of facilities, equipment, and learning resources;
• agreements with educational institutions and other external agencies,
• plans for implementing changes and/or improvements if needed.

The results of the review may be used as the basis for any deliberations and/or decisions regarding program modification or termination.

Substantive Change
In an effort to uphold the standard reporting requirements of U.S. accrediting bodies, the University will ensure that any substantive changes to its programs, policies, or procedures are in accordance with accreditation requirements. Any such changes are also made so as to not compromise our relationship with U.S. partner institutions. The responsibility for compliance with all relevant standards and requirements is delegated to the Vice Rector for the American College and International Relations.

Faculty making substantive changes to the University’s curriculum and administrators who coordinate establishment of new locations and programs must comply with requirements of the relevant accrediting bodies and must be integrated into the planning and implementation of any substantive change action.

Closing Academic Programs, Campuses, or Off-Campus Sites
The purpose of this policy is to ensure that students pursuing degrees are able to complete their program of study in the event that a decision were made to close an educational program, campus, or off-campus site.

In the event that it becomes necessary to take this action, SU will seek to provide students with the opportunity to fully complete the term and program of study in which they are enrolled. The College’s “teach out” plan will be in accordance with the policies of any governing U.S. accreditation bodies. “Teach-out” procedures for guiding the closure of educational programs, on-campus, at off-campus sites, will be equitably applied.
AREAS OF INSTRUCTION

As students’ progress through levels of courses in the discipline, they should engage with the range of learning tools and experiences that foster growth toward independent scholarly or creative activity (e.g. Bloom’s revised learning domains of remembering, understanding, applying, analyzing, evaluating and creating).

General Guidelines for the Sequencing of all undergraduate coursework levels (1000, 2000, 3000 and 4000):

1000-Level Courses: include introductory courses or broad survey courses that assume no prerequisite knowledge beyond the skills of a first-year student. These courses typically prepare students for discipline entry and/or intermediate-level study.

2000-Level Courses: should assume a moderate level of academic preparedness and may assume an intermediate level of discipline-specific content or methodological knowledge. These courses typically prepare students for advanced intermediate and upper-level study. They may be appropriate for freshmen and sophomores with a greater amount of autonomy and academic experience or for upper-level students who are not specializing in the field.

3000-Level Courses: should assume students have a moderate to high level of academic experience and independence. Depending on the discipline, a 3000-level course may also assume a moderate to high level of discipline-specific content or methodological knowledge. Such coursework should require significant academic rigor in students’ approaches and assignments.

4000-Level Courses: should assume a high level of academic experience and independence and/or deep content and methodological knowledge in a discipline. Such coursework will probably only be accessible to majors or students with significant previous preparation in the field. Such coursework should require a high level of rigor in students’ approaches and assignments.
DESCRIPTION OF COURSES

GENERAL EDUCATION COURSE DESCRIPTIONS

AREA 1. COMMUNICATIONS (9 CREDITS)

GCOM1304 Composition I, Credit Hours: 3
GENG1301 is a university parallel course that requires students to learn and practice writing by creating original compositions, exploring basic rhetorical forms such as narration, exposition, and argumentations. Students will also develop research skills and learn to incorporate research material through the writing process. For non-exempt students, placement in GENG1301 is determined by both standard and departmental assessment tests. This is a writing credit course that focuses on extensive writing and revision.

GCOM1305 Composition II, Credit Hours: 3
Composition II is designed to further develop a student’s communication skills by building on the writing and critical thinking strategies learned in GENG1301. The course requires students to observe the conventions of Standard American English and create documented essays, demonstrating a students’ ability to think critically and communicate analytically. Selected texts supplement the course and provide topics for discussion and assignments. Students use library research methods for primary and secondary sources to produce MLA style-documented and well-argued research essays and projects. This is a writing credit course.

GCOM1306 Introduction Speech Communication, Credit Hours: 3
This course is designed to provide students with fundamental training and practical experience for researching, organizing, and delivering speeches in public situations. Topics include: audience analysis, speech anxiety, critical listening, and preparation and delivery of informative, persuasive, and other possible types of public speeches in various cultural context with emphasis on academic and scholarly research. Students will also learn to effectively incorporate audio and visual aids/technologies for effective speeches. This is an international/intercultural competency course.

Area 2. Humanities (6 Credits)

GHUM1301 Pancasila & Kewarganegaraan, Credit hours: 3
(National requirement) Understanding the history and the concept of Pancasila, and adopting and applying these values as a way of life of an individual, a citizen, and a believer in a deity.

GHUM1302 Bahasa Indonesia, Credit hours: 3
(National requirement) A review of spoken and written Bahasa Indonesia for correct usage in both academic and non-academic contexts.

GHUM1303 World Religions, Credit Hours: 3
This course is a descriptive examination of the world’s most popular religions. This is a writing course with International/Intercultural content.

GHUM2304 Introduction to Literature, Credit Hours: 3
This introductory course exposes students to the study of literature and a range of widely recognized authors and works. Students will examine and interpret a diverse and representative body of works from genres such as short stories, poetry, creative non-fiction, plays and novels. These selections may include works from many periods and cultures within American, British, and World Literature. Upon successful completion of this course, students will be able to demonstrate an understanding of fundamental concepts and ideas in each of the major literary forms. This is a writing credit course with International/Intercultural content.

GHUM2305 Introduction to Philosophy, Credit Hours: 3
This course is an introduction to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, and specific problems in philosophy. The relationship between philosophy, society, religion, and culture will be examined. This is a writing credit course with International/Intercultural content course.
### Area 3. Social and Behavioral Sciences (6 Credits)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>GSOC1301</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GSOC2302</td>
<td>Introduction to International Relations</td>
<td>3</td>
</tr>
<tr>
<td>GSOC2303</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>GSOC2304</td>
<td>Social Problems</td>
<td>3</td>
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</tbody>
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**GSOC1301 Principles of Macroeconomics, Credit Hours: 3**

An introductory course in macroeconomic principles covering basic economic problems and concepts. Topics discussed and analyzed include basic economic problems of unemployment and inflation, as well as fiscal and monetary policies. Students will recognize the role of households, businesses and governments in the market economy and in their own lives. This is a writing credit course with International/Intercultural content.

**GSOC2302 Introduction to International Relations, Credit Hours: 3**

A cross national analysis of the concepts of sovereignty, power, security, economic development and national interests in the formulation of foreign policy; the respective roles of the United Nations and the European Union within the context of the growth of Intergovernmental Organizations and Non-governmental actors such as legislatures and interest groups. Study of the utilization of those concepts on policy of both leading nations and the emerging states with emphasis on both conflictual issues related to both tangible and intangible causes as well as the cooperative aspects of a more globalized and interdependent economic system. This is a writing credit course with International/Intercultural content.

**GSOC2303 General Psychology, Credit Hours: 3**

General Psychology reviews the scientific principles related to human behavior and mental processes. Topics include the scientific method, neuroscience, learning, memory, and thinking, emotions, motivation, and health, life span development, personality, psychological disorders, and therapies, and social psychology. This is a writing credit course with International/Intercultural content.

**GSOC2304 Social Problems, Credit Hours: 3**

This course is an examination of the major social problems found in our changing social environment. More specifically, students will be introduced to a variety of topics which may include inequality based on class, race, ethnicity, education, age; violence in society; the changing family; social problems related to gender and sexual behavior; global social problems. This is a writing credit course with International/Intercultural content.

### Area 4. Natural Science (9 Credits)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>GSCI1201</td>
<td>Total Wellness</td>
<td>2</td>
</tr>
<tr>
<td>GSCI1302</td>
<td>Introduction to Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>GSCI1303</td>
<td>General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>GSCI1405</td>
<td>General Physics with Calculus I</td>
<td>4</td>
</tr>
</tbody>
</table>

**GSCI1201 Total Wellness, Credit Hours: 2**

Total Wellness emphasizes the importance of knowledge, attitudes, and practices relating to personal wellness. It is a course designed to expose students to a broad range of issues and information relating to the various aspects of personal wellness including physical, social, emotional, intellectual, spiritual and environmental wellness. This course integrates personal wellness and fitness in both a classroom and exercise environment. Evolving current topics such as nutrition, disease prevention, stress reduction, exercise prescription, and environmental responsibility are integrated to enable the student to understand the lifelong effects of healthy lifestyle choices. This is an International/Intercultural competency course.

**GSCI1302 Introduction to Environmental Science, Credit Hours: 3**

Study of the physical environment, its relationship with the biosphere, and man's impact upon natural systems. This course includes ecological systems, Florida environments and geology, pollution and environmental regulations, renewable and nonrenewable resources, and sustainability. This course meets General Education requirements in the Biological and Physical Sciences. Placement by Testing Department.

**GSCI1303 General Chemistry I, Credit Hours: 3**

This is the first course in a two-semester sequence, GCHM1301 and GCHM2302. This sequence includes two laboratories: GCHM1101 to be taken concurrently with GCHM1301 and GCHM2302L to be taken with GCHM2302. This sequence is for students who have already had high school chemistry. Topics covered include: chemical measurements, stoichiometry, atomic structure periodic table, chemical bonding, inorganic compounds, nomenclature, formula writing, gases, liquids, solids, solutions acid-base chemistry and ionic reactions and some descriptive chemistry of non-metals. To enroll, it is strongly recommended that students have had previous chemistry at the high school or college level.

**GSCI1103L General Chemistry I Laboratory, Credit Hours: 1**

Laboratory experiments to accompany GSCI1303.

**GSCI1405 General Physics with Calculus I, Credit Hours: 4**

GPHY1401 is part one of a comprehensive course in physics outlining mechanics, heat, and wave motion using analysis in calculus.
GSCI1105L General Physics with Calculus I Laboratory, Credit Hours: 1

GPHY1101 is a laboratory that allows students to collect and analyze data in a variety of experiments covering topics covered in its companion course GPHY1401. Students will create experiment reports using analysis in calculus.

Area 5. Mathematics (6 Credits)

GMAT1301 College Algebra, Credit Hours: 3

A college algebra course containing topics such as solving, graphing and applying linear and quadratic equations and inequalities; exponential and logarithmic properties; linear, quadratic, rational, absolute value, square root, cubic, and reciprocal functions, operations, compositions, and inverses of functions; and systems of equations and inequalities, all with applications throughout the course. Recommendation from the Mathematics Department or at least a grade of a “C” in the prerequisite coursework is required.

GMAT1302 Trigonometry, Credit Hours: 3

This course, in conjunction with GMAT1302, is designed to prepare the student for the study of calculus. Topics include a functional approach to trigonometry, trigonometric equations, trigonometric identities, solving triangles, vectors, polar coordinates and equations, and parametric equations. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of “C” in the prerequisite course is required. Prerequisite(s): GMAT1301

GMAT1303 Pre-Calculus Algebra, Credit Hours: 3

This course, in conjunction with GMAT1309, is designed to prepare the student for the study of calculus. Topics include sequences, series, mathematical induction, matrices, determinants, and systems of equations. Also included are polynomial, rational, exponential, and logarithmic functions and equations; and polynomial and rational inequalities. Functions and graphs are emphasized. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of “C” in the prerequisite course is required.

GMAT1304 Calculus for Business, Social & Life Sciences, Credit Hours: 3

This is a general education course which includes the college-level skills of calculus such as: functions, graphs, limits, differentiation, integration, average and instantaneous rates of change, and other applications. Recommendation from the Mathematics Department or at least a grade of a “C” in the prerequisite coursework required.

GMAT1505 Calculus & Analytical Geometry I, Credit Hours: 5

This is the first of a three-course sequence in calculus. Students may need to a graphing calculator throughout the sequence of courses. Topics include: analytic geometry, functions, limits, continuity, derivatives and their applications, transcendental functions, anti-derivatives, and definite integrals. Certain sections of this course may require the use of a graphing calculator. Recommendation from the Mathematics Department or at least a grade of a “C” in the prerequisite coursework required.

GMAT1310 Statistics, Credit Hours: 3

A first course in statistical methods including such topics as collecting, grouping, and presenting data; measures of central tendency, position, and variation; theoretical distributions; probability; test of hypotheses; estimation of parameters; and regression and correlation. Use of statistical computer software and/or a scientific calculator (capable of performing 2-variable statistics) will be required. Recommendation of the Mathematics Department or at least a grade of “C” in the prerequisite course is required.

Business Pre-requisite Course Descriptions

GBUS1301 Introduction to Business, Credit Hours: 3

This course provides a basic study of business activity and how it relates to our economic society. Topics covered include how businesses are owned, organized, managed and controlled. Course content emphasizes business vocabulary, areas of business specialization, and career opportunities.

GBUS1302 Principles of Accounting I, Credit Hours: 3

This course provides an introductory study of the fundamental principles of recording, summarizing and reporting the financial activities of proprietorships.

GBUS1303 Principles of Accounting II, Credit Hours: 3

As the second course of the financial accounting series, this course concludes the study of financial accounting. Topics covered include plant assets, current liabilities, payroll, corporations, partnerships, and cash flow statements.

GBUS2304 Managerial Accounting, Credit Hours: 3

As the last course of the series, this course concludes the study of manufacturing accounting and managerial accounting. Topics covered include financial statement analysis, job order costing, the process cost system, cost behavior, cost-volume-profit analysis, budgeting, profit analysis, responsibility accounting, differential analysis, capital investment analysis and decision-making under uncertainty.
GBUS1305 Computer Applications, Credit Hours: 3
This is an intermediate level course in computer applications software. Emphasis is on the use and application of word processing, spreadsheet, database, and presentation graphics applications. The course will prominently utilize case studies to develop comprehensive solutions to various types of problems. Integration between applications will be also be emphasized.

GBUS2306 Principles of Microeconomics, Credit Hours: 3
An introductory course stressing microeconomic theories. Topics studied include the theory and application of supply and demand elasticity; theory of consumer demand, utility; production and cost theory including law of diminishing returns; the firm's profit-maximizing behaviors under market models ranging from pure competition to pure monopoly; the theory of income distribution; comparative advantage, trade policies exchange rates, balance of payments, and other international issues.

GBUS2307 Communication in the Workforce, Credit hours: 3
Designed to develop the communication skills necessary to speak and write clearly in a business environment, including business correspondence, an oral presentation, effective verbal and nonverbal communication, and listening.

GBUS2308 Introduction to Management, Credit Hours: 3
This course covers fundamental management principles and concepts. Emphasis is placed on the management functions of planning, organizing, staffing, directing and controlling. Principles of scientific management, motivation, and economic analysis are studied relative to their use in business decisions.

GBUS2309 Business Law, Credit Hours: 3
This course covers basic principles of law and their application to business problems. Topics include a discussion of legal rights and social forces; the legal relationships of government, business and society; law of contracts; personal property, bailments, sales of goods, torts and business crimes.

Engineering and Technology Pre-requisite Course Descriptions

GENG1301 Introduction to Engineering, Credit Hours: 3
This course is a basic introduction to engineering. It will explore the various engineering fields, engineering problem solving, and basic math and physics used by engineers. Other topics such as safety, ethics, and engineering communications will also be addressed.

GMAT2506 Calculus & Analytical Geometry I, Credit Hours: 5
This is the second of a three-course sequence in calculus. Topics include techniques of integration, conics, polar coordinates, indeterminate forms, L'Hopital's Rule, improper integrals, infinite series, parametric equations, improper integrals, volume, arc length, surface area, work, and other applications of integration. A graphing calculator may be required in certain sections of this course. Recommendation from the Mathematics Department or at least a grade of a “C” in the prerequisite coursework required.

GMAT2507 Calculus & Analytical Geometry III, Credit Hours: 5
This is the third of a three-course sequence in calculus. Topics include vectors in 3 space, 3-dimensional surfaces, multivariate functions, cylindrical and spherical coordinates, multiple integrals, partial derivatives, vector fields, a graphing calculator may be required in certain sections of this course. Recommendation from the Mathematics Department or at least a grade of a “C” in the prerequisite coursework required.

GMAT2308 Differential Equations, Credit Hours: 3
Topics include the classification, solution and application of differential equations, including numerical methods, Laplace transforms, linear systems, and series solutions.

GMAT2309 Linear Algebra, Credit Hours: 3
A first course in linear algebra, emphasizing the algebra of matrices and vector spaces. Recommended for students majoring in mathematics or related areas.

GSCI2304 General Chemistry II, Credit Hours: 3
This course is to be taken concurrently with GSCI2104L. Topics covered include thermodynamics, kinetics, equilibrium, and an introduction to organic chemistry.

GSCI2104L General Chemistry II Laboratory, Credit Hours: 1
Upon successful completion of this course, the students should be able to use appropriate laboratory equipment to safely perform laboratory experiments that relate to the topics covered in Gsci2304 or to collect data accurately and to use those data to calculate a reasonable answer or come to a logical conclusion.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSCI1405</td>
<td>General Physics with Calculus I, Credit Hours: 4</td>
<td>4</td>
<td>GPHY1405 is part one of a comprehensive course in physics outlining mechanics, heat, and wave motion using analysis in calculus.</td>
</tr>
<tr>
<td>GSCI1105L</td>
<td>General Physics with Calculus I Laboratory, Credit Hours: 1</td>
<td>1</td>
<td>GSCI1105L is a laboratory that allows students to collect and analyze data in a variety of experiments covering topics covered in its companion course GSCI1405. Students will create experiment reports using analysis in calculus.</td>
</tr>
<tr>
<td>GSCI2406</td>
<td>General Physics with Calculus II, Credit Hours: 4</td>
<td>4</td>
<td>GPHY2406 is part two of a comprehensive physics course outlining electricity, magnetism, and optics using analysis in calculus.</td>
</tr>
<tr>
<td>GPHY2106L</td>
<td>General Physics with Calculus II Laboratory, Credit Hours: 1</td>
<td>1</td>
<td>A series of physics laboratory experiments chosen to coincide with the lecture course GSCI2406. The course will include topics in electricity, magnetism, and optics. One 2-hour class meeting per week. A laboratory fee is charged.</td>
</tr>
</tbody>
</table>

UPPER DIVISION COURSE DESCRIPTIONS
UPPER DIVISION COURSE DESCRIPTIONS

The following pages contain the descriptions of all courses offered by SU. The courses are listed in alphabetical order by course rubric (four letter abbreviation) within each Faculty.

Education Core Courses

EDUC1302 Foundations of Teaching and Learning, Credit hours: 3
Non Pre-requisite. Provides beginning foundations (professional, legal, ethical, multicultural) for understanding learners, the teaching environment, the governance of the Indonesian school system, and current issues related to the teaching profession.

EDUC2302 Planning, Assessment, and Evaluation in Teaching Mathematics, Credit hours: 3
Foundation of Teaching and Learning Pre-requisite. Provides the foundation for planning, assessment, and evaluation in the mathematics classroom.

EDUC2303 Educational Psychology, Credit hours: 3
Concepts and major theories and approaches to the scientific study of behavior and mental processes. Physical, Cognitive, Social and Emotional; Learning Theories; and Educational Planning and Practice will be discussed in this course.

EDUC2307 Educational Technology, Credit hours: 3
Educational Technology concerns the study and ethical practice for facilitating learning and improving performance by creating, using and managing appropriate technological processes and resources.

EDUC2308 Social Foundations of Education, Credit hours: 3
Developing an understanding on how teachers’ work is influenced by social and structural forces, school and community contexts, and their own life histories and belief systems. Pre-requisite: foundations of teaching and learning.

EDUC2404 Educational Research Methods 1, Credit hours: 3
Blended. Foundations of educational research methods and research designs that helps students to develop educational research proposals. Pre-requisite: Statistics.

EDUC3310 Seminar, Credit hours: 3
Research Method 1 & 2, blended. Composition of capstone project proposal.

EDUC3312 Intro. to Educational Leadership & Entrepreneurship, Credit hours: 3
Introduction to leadership and management of education institutions, and insights into educational entrepreneurship

EDUC3313 Educational Research Methods 2, Credit hours: 3
Blended. Methods and strategies for quantitative and qualitative data collection and data analyses. Pre-requisite: Research Method.

EDUC3314 Social Emotional Learning, Credit hours: 3
Understanding how social and emotional elements affect learning, including how learners can understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

EDUC4314 Micro Teaching, Credit hours: 3
Development of student teaching and reflection skills in real classroom contexts. Pre-requisite: LTM, TLM 1 & 2, TEFL1 & 2.

EDUC4315 Digital Technology in English Language Teaching, Credit hours: 3
Use, and evaluation of digital technologies in teaching subjects in real classroom. This course is aligned with Cambridge International Certificate in Teaching with Digital Technology. Pre-requisite: Educational Technology.

EDUC4415 Community Service Learning (KKN), Credit hours: 4
The recognition of various aspects of Community Service with emphasis on how community empowerment brings about organizational changes, community revitalization, and understanding of values of diversity and ethics in community.
EDUC4613 Capstone Project, Credit hours: 6
A final project which students must complete prior to their graduation. They are required to demonstrate their abilities to apply the knowledge and skills to real-world problems in a scholarly manner. **Pre-requisite**: Statistics, Educational Research Methods, Seminar, Academic Writing.

**English Language Teaching Curriculum**

**ELTE1401 English Structure, Credit hours: 3**
Developing and strengthening students’ mastery of English grammar and structure through its application in various uses (verbal and written) and text types.

**ELTE2301 Language Acquisition & Development, Credit hours: 3**
Introduction to language acquisition, which includes how all healthy children acquire their L1 and how languages are learned by L2 learners, both children and adults. **Pre-requisite**: Intro to Study of Language.

**ELTE2302 Intro. To the Study of Language, Credit hours: 3**
A foundation in understanding the nature of language and language use for further study of language and its applications. A conceptual framework for thinking about and discussing language knowledge as well as basic skills of analysis and description with various levels of language being considered: phonology, morphology, syntax, the lexicon, semantics, and pragmatics.

**ELTE2304 ELT Methodology, Credit hours: 3**
A foundation in understanding the principles and practice of second/foreign language teaching and assessment and evaluation. Hands-on experience in teaching four skills needs to be done during the course.

**ELTE2305 Theoretical & Pedagogical Grammar, Credit hours: 3**
A study of grammar terminologies of Standard English that derive from traditional and functional grammar, theoretical approaches to grammar and how such theories impact on pedagogical grammar. **Pre-requisite**: English Structure.

**ELTE2306 Use of English in Teaching, Credit hours: 3**
Developing students’ skills for oral and written communication in classroom contexts.

**ELTE2309 Elective: Book Review, Credit hours: 3**
Building and developing students’ critical reading skills, in terms of understanding both explicit and especially implicit message in a particular reading material, to be transformed into a review essay.

**ELTE3308 Classroom Language Strategie, Credit hours: 3**
Developing skills and strategies needed for teaching in English which includes explaining, questioning, probing, and facilitating classroom discussions. **Pre-requisite**: Use of English Teaching.

**ELTE3312 TEFL 1 : Listening, Speaking & Pronunciation, Credit hours: 3**
Pedagogy of listening, speaking, and pronunciation to English language learners in an integrated and a holistic manner. Hands-on experience in teaching those skills needs to be done during the course. **Pre-requisite**: ELT Methodology.

**ELTE3313 TEFL 2 : Reading, Writing and Grammar, Credit hours: 3**
Pedagogy of reading and writing to English language learners that includes grammar instruction within them. Hands-on experience in teaching those skills needs to be done during the course. **Pre-requisite**: ELT Methodology.

**ELTE3314 Sociolinguistics, Credit hours: 3**
A systematic investigation of human language in relation to the social world, which examines how people’s understanding of language can be informed through social contexts. **Pre-requisite**: Intro to the Study of Language.

**ELTE3315 Discourse Analysis, Credit hours: 3**
The analysis of the linguistic symbols and all features that accompany language to fit in certain contexts, involving critical sensitivity to questions of power, ideology, and inequality as reproduced in classroom text and talk, and teaching English as an international language. **Pre-requisite**: Intro to the Study of Language.

**ELTE3316 Contemporary Issues in ELT, Credit hours: 3**
Discussion and analysis of the various issues and trend in the current ELT world to broaden and prepare students to be professional teachers. **Pre-requisite**: ELT Methodology.

**ELTE3317 Literary Analysis 1, Credit hours: 3**
Application of various literary theories in analyzing poems, and comparing the impact when the same message is expressed in different text genres, such as newspaper article, song lyrics, essay, etc.

**ELTE3318 Curriculum and Material Development, Credit hours: 3**
Discussion on curriculum and material development theories and practice in the field of English Language Teaching either in national or international context. **Pre-requisite**: Language Design and Assessment in ELT.
ELTE3319 Literary Analysis 2, Credit hours: 3  
Application of various literary theories in analyzing short stories and novels, including films which are made based on the stories. **Pre-requisite:** Literary Analysis 1.

ELTE3320 Teaching English for Young Learners*, Credit hours: 3  
Blended. Methods and techniques in teaching English for pre-K to primary age students. **Pre-requisite:** ELT Methodology.

ELTE4318 Advanced English Skills, Credit hours: 3  
This course focuses on developing original academic arguments, using appropriate textual evidence to support the arguments, the ability to use counter-arguments to temper and strengthen ideas, and developing a sophisticated and elegant prose style. **Pre-requisite:** Seminar.

**Math Education Curriculum**

MTED1301 Foundations of Mathematics, Credit hours: 3  
Blended. This course is designed to prepare the students before learning the higher level of mathematics in college. The students will learn how to solve the equations, evaluating expressions, working with polynomials, translating between lines and inspect equations, dividing by monomial and binomials, focusing on pairs of simultaneous linear equations in two variables and other basic mathematics concepts.

MTED2304 Geometry, Credit hours: 3  
Geometry course is an study of the properties and application of common geometric figures. It is also emphasizes the proofing methods to solve properties of geometric figures. the course also concern to use the inductive and deductive thinking skills. **Pre-requisite:** Foundation of Mathematics.

MTED2305 Teaching and Learning of Mathematics 1, Credit hours: 3  
Foundations of Teaching and Learning. Enable pre-service teachers to have a more critical point of view of the teaching and learning of mathematics by discussing and reflecting on principles of teaching & learning mathematics, various theories of learning, what mathematics is, and learn the basic principles of problem solving, reasoning, proof, communication, connections, and representation in the mathematics classrooms.

MTED2306 Calculus 2, Credit hours: 3  
The second of a three-course sequence in calculus. Topics include techniques of integration, conics, polar coordinates, indeterminate forms, L'Hopital's Rule, proper integrals, infinite series, parametric equations, improper integrals, volume, arc length, surface area, work, and other applications of integration. Certain sections of this course may require the use of a graphing calculator.  **Pre-requisite:** Calculus 1.

MTED3308 Calculus 3, Credit hours: 3  
Blended. This is the third of a three-course sequence in Calculus. Topics include vectors in 3-space, 3 dimensional surfaces, multivariate functions, cylindrical and spherical coordinates, multiple integrals, partial derivatives, vector fields, and more. A graphing calculator may be required in certain sections of this course. **Pre-requisite:** Calculus 2.

MTED3309 Number Theory, Credit hours: 3  
Exploring many topics of elementary number theory, their history and applications, students are directed to develop their proof-writing skills step by step. The course covers topics: rational and irrational numbers, mathematical induction, divisibility and primes, the Euclidean algorithm, linear Diophantine equations, the fundamental theorem of arithmetic, modular arithmetic, and modular number systems. **Pre-requisite:** pre-calculus.

MTED3310 Linear Programming, Credit hours: 4  
Linear programming (LP) as one of discipline courses will discuss about the study of optimization in many areas, either economics, industry, agricultural, and many others. This module will cover: solving optimization problems for making decision, the simplex algorithm, introduction to duality, sensitivity analysis, dual simplex algorithm, and transportation problem. **Pre-requisite:** Linear Algebra.

MTED3311 Problem Solving and Project-Based Learning in Mathematics, Credit hours: 4  
Blended. This course will introduce Problem Solving and Project Based Learning strategy in teaching Mathematics lesson. Topics may include: What and Why Problem Solving; Heuristic and Strategies for Problem Solving in mathematics; Assessment of Problem Solving in Mathematics problem solving; Designing a lesson by incorporating problem solving in Mathematics; What is PBL? Why Implement PBL? When to use PBL? Research on PBL, Examples, References and Resources for PBL, Assessment of Project Based Learning, Project Design and Delivery. **Pre-requisite:** Teaching and Learning of Mathematics.
MTED3312 Differential Equations, Credit hours: 3
An introductory course on ordinary differential equations, beginning with
definition and terminology, initial-value problems, and differential equations
as mathematical models. It also covers topics such as: first-order differential
equations and modeling, higher-order differential equations and modeling,
series solutions of linear equations, and the Laplace transform. Pre-requisite:
Calculus 2.

MTED3313 Numerical Method, Credit hours: 4
Blended. Mathematics models aims to simplify the complex problems. But
sometimes, it is difficult to find the solution, either it cannot be solved analytically
or because the analytical method is intractable (e.g., solving a set of a thousand
simultaneous linear equations for a thousand unknowns). Students will learn how
to build procedures to solve that problem numerically using some mathematics
concepts, include linear systems of equations, least square problems, integral

MTED3314 Discrete Mathematics, Credit hours: 3
An introductory to discrete mathematics, students will develop their knowledge
and skills in strategy and methods of proving, algorithm construction and
applications, various methods of counting principles in real life. Pre-requisite:
Number Theory.

MTED3315 History of Mathematics, Credit hours: 3
Blended. Highlighting the historical development of certain branches of
mathematics, the course covers numeracy systems and mathematics in some
civilizations such as, Babylonian and Ancient Egyptian, Ancient Greeks, Roman,
Ancient Chinese, Indian, Arabian, other ancient civilizations and modern era.
Improving the quality of mathematics teaching by giving humane side of
mathematics and making the mathematics instruction more interesting. Pre-requisite:
Precalculus, Number Theory.

MTED4302 Mathematics Curriculum and Assessment, Credit hours: 3
Discuss the principles of assessment, explore different types of assessment
that can be used in the mathematics classroom, and learn how to use and learn
the principles of developing the mathematics curriculum. Pre-requisite: Teaching
and Learning of Mathematics 2.

MTED4316 Real Analysis, Credit hours: 3
Blended. “Real Analysis” is the theoretical version of single-variable calculus. Calculus
courses develop progressively more complicated forms of calculation
using mostly elementary functions. Analysis deals with abstract functions,
and uses precise definitions of fundamental notions (“real number”, “function”,
“continuity”, “limit”, etc.) to prove key theorems about derivatives, integrals and
series, and establish the precise extent to which they apply. Can every function
be integrated? Does a Fourier series always converge? The rigorous approach to
analysis allows us to answer such tricky questions that remain puzzling without
solid logical foundations. Pre-requisite: Calculus

ELTE3309 Semantic and Lexicology, Credit hours: 4
Blended. Introduction to principles of lexical theory to develop a critical approach
towards the lexicon of English as L2 and to stimulate students to reflect on
general issues of the relationship between language and thought. Pre-requisite:
Intro to the Study of Language

Management Curriculum

MGT205 Entrepreneurship, Credit hours: 3
A study of how entrepreneurs identify potential opportunities for new ventures
through a combination of readings, videos, brainstorming sessions, presentations,
and online discussions, to search for and identify entrepreneurial opportunities.
Pre-requisites: GEB 1011 Introduction to Business (3 Credits).

ECON200 Basic Economic Issues, Credit hours: 3
A study on the importance of government; an introduction to macroeconomics;
macro policies and trade; industrial organization and products costs; and market
structures, including perfect and imperfect competition.

BNAD277 Analytical Methods for Business, Credit hours: 3
An introduction to fundamental quantitative analysis theories, such as basic
probability and descriptive statistics for application in business management,
forecasting, and quality control. Pre-requisites: MAC 2233 Calculus for Business,
Social & Life Sciences (3 Credits).
BUSI4305 Business Plan, Credit hours: 3
Introduces students to the process of planning and launching a new entrepreneurial venture, involving the integration of the concept’s students have previously studied into a detailed plan for a new product/service that will ensure ongoing viability. **Pre-requisites**: STA 2023 Statistics, 3 Credits (3 hrs. lec.) and GEB 1011 Introduction to Business (3 Credits).

BUSI3308 Research Methods, Credit hours: 3
Introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. **Pre-requisites**: STA 2023 Statistics, 3 Credits (3 hrs. lec.) and GEB 1011 Introduction to Business (3 Credits).

MG406 Internship, Credit hours: 3
Designed to equip students with practical experience as part of experiential learning processes in which students are directly involved in a company during certain period.

MGT310 Strategic Management, Credit hours: 3
Designed to explore an organization’s vision, mission, examine principles, techniques and models of organizational and environmental analysis, discuss the theory and practice of strategy formulation and implementation such as corporate governance and business ethics for the development of effective strategic leadership.

MGT407 Thesis, Credit hours: 6
(6 hrs. supervision.) Equips students with skills to write report on academic research, or to set up a new business venture. **Pre-requisites**: BUSI 3308 Research Methods (3 credits) / BUSI 4305 Business Plan (3 credits).

MGMT310A Organizational Behavior and Management, Credit hours: 3
Provides a comprehensive analysis of individual and group behavior in organizations with the purpose of understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life.

MKTG361 Introduction to Marketing, Credit hours: 3
Introduces students to the basic concepts of retailing, such as the structure of retailing, analysis of the retail consumer, franchising, supplier relationships, location planning and analysis, store design and visual merchandising, as well as legal and ethical issues in the retail environment.

BCOM314R Business Communication, Credit hours: 3
Introduces students to the skills needed to communicate effectively in a team-based, technologically enhanced environment, focusing on the communication strategies for success in a global business environment, while providing a small-class structure for exchanging ideas and building skills.

FIN311 Introduction to Finance, Credit hours: 3
An introduction to the basic concepts and principles of finance, including financial markets and institutions, investments, and managerial finance. **ECON300 Microeconomic Analysis for Business Decisions, Credit hours: 3**
A study of industrial structure, theory of prices under varying market conditions, and their applications to business problems.

MIS304 Using and Managing Information Systems, Credit hours: 3
Designed to equip students with the role of information systems that use information technology to collect, create, and distribute useful data for business purpose

ECON30 Macroeconomic and Global Institution Policy, Credit hours: 3
A study of how the macro economy is affected by institutions, technology and other forces, and governmental policy.

MGMT402 Integrating Bus. Fundamentals with Ethics and Law in Management, Credit hours: 3
An interdisciplinary analysis of how fundamentals of economics, finance, accounting, marketing, management, and information technology each raise ethical and legal considerations in the business environment.

MGMT330 Introduction to Human Resources, Credit hours: 3
An introduction to the various functions of human resource management, including compensation and benefits, staffing, recruitment and selection, research, labor relations, training and development, health and safety, planning, mediation and arbitration, the influence of government legislation on industry, and human rights legislation and employment equity.
MKTG376 Marketing Analytics, Credit hours: 3
An application of data science to marketing decision problems, such as customer data analysis techniques and their theoretical foundations to help students acquire analytic skills that can be applied to real world marketing problem.

ECON400 Economic Strategy for Business Decision, Credit hours: 3
Focused on the application of economic models and rationale choice to business decision making, including an overview of managerial economics, demand and supply, costs of production and the organization of the firm, market structure and pricing and output decisions, game theory and pricing, the economics of information, and the role of government in the marketplace.

ENTR420R Innovation Principles, Credit hours: 3
An introduction to techniques for improving the flexibility and originality of students' thinking and will explore approaches used by managers and organizations to create and sustain high levels of innovation

FIN460 Real Estate Finance & Investment, Credit hours: 3
An introduction to investment analysis of real estate, covering sources and costs of financing, secondary markets and government programs.

MIS478 Project Management, Credit hours: 3
The application of knowledge, analytical skills, scheduling software tools and techniques related to various project activities in order to meet project requirement.

ACCT400E Intermediate Accounting for Business, Credit hours: 3
Equips students with experience taking business transactions and aggregating them into financial statements in order to optimize a firm's performance and its strategy that can be inferred from reviewing its financial statements.

Banking and Finance Concentration Courses

MGMT2301 Personal Finance & Wealth Management, Credit hours: 2
Designed to help students understand the impact of individual choices on occupational goals and future earnings potential, which includes topics related to income, money management, spending and credit, as well as saving and investing. Pre-requisites: ACQ2011 Principles of Accounting II (3 credits).

MGMT3308 Portfolio Theory and Analysis, Credit hours: 2
Equips students with skills to understanding of the pricing and risks of financial securities, both individually and in portfolios, with the ultimate goals of maximizing the risk-return trade-offs. Pre-requisites: FIN 311 Introduction to Finance (3 Credits).

FIN312 Portfolio Theory and Analysis, Credit hours: 2
Equips students with skills to understanding of the pricing and risks of financial securities, both individually and in portfolios, with the ultimate goals of maximizing the risk-return trade-offs. Pre-requisites: FIN 311 Introduction to Finance, 3 Credits (3 hrs.lec).

Elective: MGMT 3213 Treasury Management, Credit hours: 2
Designed to give an overview of the treasury market and will facilitate a better understanding of the major facets of treasury, cash management, and financial risk management in facing global uncertainties. Pre-requisites: FIN 311 Introduction to Finance (3 Credits).

Elective: MGMT3213 Treasury Management, Credit hours: 2
Designed to give an overview of the treasury market and will facilitate a better understanding of the major facets of treasury, cash management, and financial risk management in facing global uncertainties. Pre-requisites: FIN 311 Introduction to Finance (3 Credits).

Elective: MGMT3214 Credit and Lending Management, Credit hours: 2
Designed to provide students with a basic, but solid, understanding of the theoretical and practical issues associated with credit analysis and lending, including lending theory, credit risk management, analysis of various lending products, management of loan portfolios and problem loans. Pre-requisites: FIN 311 Introduction to Finance (3 Credits).

Digital Marketing Concentration Courses

MGMT3211 Integrated Marketing Communications, Credit hours: 3
Designed to help students understand the principles and practices of marketing communications, involving tools used by marketers to inform consumers and to provide a managerial framework for integrated marketing communications planning.

MGMT3312 Digital Marketing, Credit hours: 3
A detailed understanding about Digital Marketing concepts, strategies and implementation, including planning a website, website promotion, email and Search Engine Optimization (SEO) campaigns, Pay Per Click (PPC) campaigns and integrating digital marketing with traditional marketing.

Elective: MGMT3310 Consumer Behavior, Credit hours: 3
Provides students with basic knowledge and understanding of consumers’ buying and consumption processes, both as individuals and as members of a group.
Elective: MGMT3305 Global Marketing, Credit hours: 2
A basis for examining global marketing opportunities and development of appropriate strategies, emphasizing on environmental and cultural considerations as they impact various elements of the marketing mix.

Elective: MGMT3306 Service Marketing, Credit hours: 2
Theoretical foundations and practical application of marketing of services, such as the nature of services, marketing framework and the marketing mix for services, service encounter, human factor and service quality.

Elective: MGMT3307 E-commerce, Credit hours: 2
Provides the tools, skills and understanding of technological concepts and issues surrounding the emergence of and future directions of electronic business practices, with a strong focus on electronic commerce initiatives.

Entrepreneurship Concentration Courses

BUSI1301 Creative Problem Solving & Decision-Making, Credit hours: 2
Provides tools and problem-solving methods such as actor analysis, causal modeling, goal trees and means-end diagrams, uncertainty, decision support, and score cards, in order to solve real business problems.

MGMT3314 Lean Startup and Lab, Credit hours: 2
A canvas to give students the essential knowledge needed to either start their own business or join a startup and be a major contributor, in addition to learning about entrepreneurship, the legal aspects of starting a business, and the life and experience of working at a startup. Pre-requisites: MGT 205 Entrepreneurship (3 Credits).

BUSI4208 Venture Finance, Credit hours: 2
A study of sources of financing for new ventures, including crowdfunding, angel investors financing, and venture capital. Pre-requisites: FIN 311 Introduction to Finance (3 Credits).

Elective: MGMT3315 Business Model Innovation, Credit hours: 2
A practical approach to understanding, designing, and testing business models, which includes analyzing existing business models, developing a business model for a new startup venture, and testing business model building blocks. Pre-requisites: MGT 205 Entrepreneurship (3 Credits).

Elective: MGMT3316 Managing a Growing Business, Credit hours: 2
Examines the problems and issues confronting entrepreneurs beyond the start-up of a new venture, focusing on these issues from both the entrepreneur and investor perspectives. Pre-requisites: MGT 205 Entrepreneurship (3 Credits).

Accounting Curriculum

ACCT2301 Intermediate Accounting I, Credit hours: 3
Designed to equip the student with the required techniques in preparing and interpreting financial statements. Emphasis is on conceptual frameworks, financial statements, current assets, inventory, property, plant, equipment, and intangible assets. Pre-requisites: ACG 2011 Principles of Accounting I.

ACCT2302 Intermediate Accounting II, Credit hours: 3
A Continuation of Intermediate Accounting I with focus on the liabilities and equity. Other topics include financial statement analysis, error analysis, and accounting for income taxes, retirement benefits, and leases. Pre-requisites: ACCT2301 Intermediate Accounting I.

ACCT2303 Accounting Information System and Internal Control, Credit hours: 3
Designed to present an understanding of accounting information systems and their role in the accounting environment. Enable graduates to critically analyze and evaluate the existing AIS and propose control procedures that are appropriate and sensible by covering following major themes: business processes, system mapping, internal control structure, and transaction cycles, enable graduates to critically analyze and evaluate the existing AIS and propose control procedures that are appropriate and sensible. Pre-requisites: ACG 2011 Principles of Accounting II and CGS2100 Introduction to Computer Application.

ACCT3212 Auditing I, Credit hours: 3
Study of the audit profession, concepts of auditing financial statements, audit process including audit report, professional ethics and legal liability, internal control and COSO framework. Pre-requisites: ACCT2301 Intermediate Accounting I.

ACCT3214 Auditing II, Credit hours: 3
Covers application of audit process to the particular cycles, completing.

ACCT3310 Cost Accounting, Credit hours: 3
Provide students with an ability to produce and apply cost and management accounting information that is used in planning and control of organizations.
Particular emphasis is placed on cost analysis, product costing, budgeting, variances and relevant costs for decision making, and pricing, and reporting for segments and decentralized operations. Pre-requisite(s): ACG2011 Principles of Accounting.

ACCT3217 International Accounting, Credit hours: 2
Study theoretical and practical aspects of international accounting to gain understanding about differences in national accounting systems and reasons of such differences, analyze and evaluate worldwide processes of accounting harmonization and convergence also their influencing factors impact on national accounting systems. Pre-requisite(s): ACCT2302 Intermediate Accounting II.

ACCT3215 Accounting theory, Credit hours: 2
Provide students with better understanding of the development of accounting theory as well as to compare with other economic theories, and how they are related to development of accounting regulation, accounting practice, auditing practices as well as economic and financial events. Pre-requisite(s): ACCT2301 Intermediate Accounting I.

ACCT3314 Income Tax Individual & Corporate, Credit hours: 4
Equip students with the concept of taxation and skills to meet tax obligations as well as to prepare fiscal financial statements. Focus on the concept and practice of taxation, taxation base, Income Tax, Value Added Tax, Land and Building Tax, Stamp Duty, Customs Acquisition of Land and Building Rights, and Tax Accounting. Pre-requisite(s): ACG 2011 Principle of Accounting II.

ACCT4201 EDP audit, Credit hours: 3
Equip students with knowledge that addresses the concepts, methodologies, and inner techniques information systems auditing. Students must have basic knowledge about computer, network computers, databases, internal control, and financial audits as Pre-requisites of this course. Material discussion covers the development of information technology and its impact to accountant. The discussions are directed to the problem of testing the internal control of computer-based information systems, audit risk, techniques in the collection of audit evidence, and the use of audit software, for example ACL for Windows. Pre-requisite(s): ACCT2301 Intermediate Accounting I and ACCT2303 Accounting Information System and Internal Control.

BUSI3308L Research Method in Accounting, Credit hours: 2
The course provides research understanding which is crucial in decision-making process both public and private sectors. Through this course, students will have better understanding and skills to conduct research process using various methods in accounting field. Pre-requisite(s): Statistics.

CMG507 Fundamental of Accounting Capstone, Credit hours: 2
Introduce accounting system for manufacturing companies and for management decision-making processes. It develops accounting skill for costing and pricing manufactured products as well as for preparing a financial report for a manufacturing company. Pre-requisite(s): ACG 2011 Principle of Accounting II.

ACCT3313 Advance Accounting, Credit hours: 3
Designed to analyze special accounting issues, which may include recording and reporting of intercorporate investments and business combinations, consolidation of subsidiaries, foreign currency transactions, foreign operations reporting, and financial reporting in the not-for-profit sector. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures. Pre-requisite(s): ACCT2302 Intermediate Accounting II.

ACCT4301 Accounting Seminar & Business Simulation, Credit hours: 4
The course provides opportunities for students to understand and implement their knowledge and skills to resolve, analyze, and make a decision on the selected case studies from different firms. Pre-requisite(s): BUSI3308L Research Method in Accounting and ACCT3215 Accounting theory.

ACCT4302 State Financial Auditing, Credit hours: 3
Provide understanding about the concepts and importance of auditing and the application of audit techniques in the examination of the state's finances as well as the various provisions and legislation underlying the state financial scrutiny. Mainly covers the legal basis, examination standards, codes of ethics and matters relating to the application of concepts and basic techniques of auditing in the examination of state finances. Pre-requisite(s): ACCT2301 Intermediate Accounting I.

Elective: MGMT 3213 Treasury Management, Credit hours: 2
Designed to give an overview of the treasury market and will facilitate a better understanding of the major facets of treasury, cash management, and financial risk management in facing global uncertainties. Pre-requisites: FIN 311 Introduction to Finance, 3 Credits (3 hrs.lec).
### Mechanical Engineering Curriculum

**ENGR1303 Computer Programming for Engineering Applications, Credit hours: 3**
Fundamentals of C, complexity and efficiency analysis, numerical precision and representations, intro to data structures, structured program design, application to solving engineering problems.

**MECH11 MATLAB I, Credit hours: 1**
Introduction to MATLAB programming environment, arrays, creating and running script files, 2D plotting features, functions, programming elements, polynomials, curve fitting, and interpolation.

**ENGR1302 Engineering Graphics, Credit hours: 3**
Representations and analysis of systems of orthographic projection and graphical methods.

**ENGR2301 Static, Credit hours: 3**
A study of equilibrium of a particle, equivalent and resultant force systems, equilibrium, geometric properties of areas and solids, trusses, frames and machines, shear force and bending moments, friction.

**GMAT2308 Differential Equations, Credit hours: 3**
Encompasses methods for ordinary differential equations (ODE); and qualitative techniques include matrix methods approach to systems of linear equations and series solutions.

**MECH2301 Dynamics, Credit hours: 3**
Dynamics of particles and rigid bodies as applied to mechanical systems due to kinetics, momentum, centripetal force, impulse, and moment of inertia.

**MECH2303 Thermodynamics, Credit hours: 3**
Basic laws and examples of engineering applications of macroscopic thermodynamics; equations of state; reversible and irreversible processes; vapor power cycles and gas power cycles.

**ENGR2305 Electrical Circuits + Lab, Credit hours: 3**
(3 hrs. lec. and lab.) A fundamental in electrical with electronics focus. Focuses on current and voltage divider; circuit node voltage and mesh current analysis; Thevenin and Norton equivalents; AC circuit; electromagnetic fields; electrical power, transformer, generator and motors; amplifiers and digital circuits; sensors and physical quantities measurements.

**MECH2101 MATLAB II, Credit hours: 1**
MATLAB programming to handle two-dimensional arrays, manipulation of arrays, plots with special graphics, 3D plots, inline functions, solving a nonlinear equation with one variable, finding the maximum or minimum of a function.

**MECH3301/MECH4101 Manufacturing Processes + Machine Shop (3hrs.lec.) + 1 Credits (1hr.lab.)**
Introduction to theory of manufacturing techniques and processes with an emphasis on metalworking processes for industrial applications. Students do approaches and limitations of manufacturing in the actual machine shop. Students begin with instruction on shop safety practices as well as machine-specific safety practices. The students are then introduced to basic metal working techniques such as layout, use of hand tools, as well as set-up and operation of manual metalworking equipment including the metal lathe and milling machine. The students are introduced to the limitations of metalworking through a discussion of the material removal process.

**MECH3303 Engineering Analysis, Credit hours: 3**

**MECH3307 Introduction to Fluid Mechanics, Credit hours: 3**
Fundamentals of fluid mechanics covering properties of fluids, fluid statics, dynamics of incompressible viscous and inviscid flows, control volume formulations of continuity, momentum and energy equations, dimensional analysis, viscous pipe flow, boundary layers and drag.

**MECH3310 Mechanical Behavior of Engineering Materials, Credit hours: 3**
Introduction to engineering solid materials; concepts of strain, stress, equilibrium; material/structural responses to applied loading/deflection; analysis of engineering components, e.g., beams, plates, thin-walled structures, axisymmetric elements; introduction to structural stability.

**MECH3301 Fundamental of Materials for Engineers, Credit hours: 3**
Principles which underlie and relate the behavior, properties and processing of materials to their engineering applications.

**ENGR3101L Mechanics of Materials Laboratory, Credit hours: 1**
Practical session focuses on engineering materials for stress-strain relations, deformation, hardness, strength, fracture, and cyclic fatigue, with instruments, specimens, recording and interpretation of data, and formal engineering report writing.
MECH 3313 Mechatronics, Credit hours: 3
This course presents the field of embedded systems through a series of guided self-study modules. Students work individually or in teams of two and complete weekly mini-projects aimed at providing a working knowledge of micro-controller programming, basic digital and analog circuits, and their essential components. Each of the mini-projects is implemented and tested on an electronic breadboard. The course culminates with an open-ended design project integrating the skills developed through the mini-modules.

MECH 3309 Dynamics of Machines, Credit hours: 3
Analysis of motions and forces in machines, design exercises.

MECH 3312 Engineering Component Design, Credit hours: 3
Application of failure analysis methods to the design of specific machine components such as shaft, gear sets, bolted/riveted/welded joints, spring and slender/thin-walled structures.

MECH 3304 System Dynamics Modelling, Credit hours: 3
Discuss about basic modeling aspect of mechanical, electrical, electro-mechanical, thermal, and fluid system which is related to control system, measurement, and signal processing.

ENGR 2302 Numerical Methods, Credit hours: 3
Introduction to linear algebra; solution of engineering problems based upon an integrated approach combining numerical analysis and the use of computers.

MECH 3311 Instrumentation Laboratory, Credit hours: 3
Basic principles of laboratory practice and instrumentation; statistical measurement theory including probability distributions, finite statistics, uncertainty analysis regression analysis dynamics of measurement systems; transducers and signal conditioning circuits. Experiments using basic laboratory instrumentation on the speed of sound, temperature measurements, and the dynamic response of first and second order systems.

MECH 4302 Internship, Credit Hours: 3

MECH 4304 Senior Capstone I, Credit hours: 3
Project-based designing to solve practical, industrial problems using engineering design process.

MECH 4104 Senior Colloquium, Credit hours: 3
A transition platform between the academic experience and the world of work through lectures and seminars, resume writing workshop, to prepare the path to professional engineer, financial planning, and engineering ethics.

MECH 4303 Control System Design, Credit hours: 3
Mathematical modeling of dynamical systems, hardware and software issues; computer simulations; classical control methods including transient response, steady-state errors, bode diagrams, root locus and design of closed loop control systems; introduction to state feedback design and digital control.

MECH 3308 Heat Transfer, Credit hours: 3 A
Advanced and detailed study of conduction, convection and radiation heat transfer, with applications to engineering problems.

MECH 4201 Senior Mechanical Laboratory, Credit hours: 2
Experimental investigations involving thermal power and mechanical systems such as fluid machinery, heat-exchanger, rotating equipment, and piping system.

Technical Elective, Credit hours: 3
See advisor for course approval.

MECH 4305 Senior Capstone II, Credit hours: 3
Extension of Senior Capstone I (MECH 4304). The projection of the planned designed.

MECH 4308 Mechanical Vibrations, Credit hours: 3
Free and forced vibrations of simple mechanical systems; effects of damping; introduction to multidegree of freedom systems.

Technical Elective II, Credit hours: 3
See advisor for course approval.

Technical Elective III, Credit hours: 3
See advisor for course approval.

MECH 4306 Intermediate Thermodynamics, Credit hours: 3
Study on power systems; non-reacting and reacting mixtures; psychrometrics; gas dynamics.

MECH 4307 Planar Multibody Dynamics with Applications, Credit hours: 3
Kinematic and dynamic analysis of mechanical systems in planar motion, numerical methods and use of computer programs in analysis.
MECH4309 Finite Element Analysis with ANSYS, Credit hours: 3
Fundamentals of finite element analysis, model generation, solution procedure, post processing in ANSYS for problems from various disciplines such as structural thermal or fluids.

MECH4310 Aerodynamics, Credit hours: 3
Basic equations and their approximation; potential flow theory; fundamentals of airfoil and wing theory; viscous and compressibility effects; an introduction to compressible flows; application to aerodynamics of wings and bodies.

MECH4311 Rocket Propulsion, Credit hours: 3
This course introduces the fundamental concepts involved in getting into, around, and out of space, the means available to accomplish such tasks, and the conceptual level of rocket design. The course covers different types of propulsion systems, their basic operation, performance, and applicability. These include liquid rocket engines, hybrid rocket motors, solid rocket motors, nuclear propulsion, electric propulsion systems and advanced propulsion concepts required for interstellar flight.

MECH4312 Aerospace Propulsion, Credit hours: 3
Basic laws; application to turbojets, ramjets, fan-jets, turbo props and rockets; space flight.

MECH4313 Numerical Methods in Fluid Mechanics and Heat Transfer, Credit hours: 3
Development of numerical techniques for the solution of ordinary and partial differential equations that arise in heat transfer and fluid mechanics; classification of equations, methods of solutions, examples.

MECH4314 Gas Dynamics, Credit hours: 3
Study the isentropic flow with area changes, normal and oblique shocks, one-dimensional flows with friction and heat addition, choking, method of characteristics, applications.

MECH4315 Maintenance Engineering, Credit hours: 3
Understanding the basic knowledge of maintenance engineering. Coverage includes classification of maintenance, maintenance management and organization, Weibull diagram (bath-tub curve), repair complexity and critical path method, inventory, total productive maintenance, reliability centered maintenance, new paradigms in maintenance, and vibration based predictive maintenance.

MEC 4316 Introduction to Biomechanics, Credit hours: 3
Introducing the basic concepts of the kinematics and dynamics of human motion and the architectural features and mechanical properties of musculoskeletal tissue.

MECH4317 Introduction to Railway Engineering, Credit hours: 3
Introductory study on railway engineering, rail infrastructures, and their impacts on the society and on the environment.

Industrial Engineering Curriculum

ENGR1303 (UA ECE 175) Computer Programming for Engineering Apps, Credit hours: 3
Fundamentals of C, complexity and efficiency analysis, numerical precision and representations, intro to data structures, structured program design, application to solving engineering problems. Prerequisite(s): none. Usually offered: Spring.

IENG2305 (UA SIE 250) Introduction to Systems & Industrial Engineering, Credit hours: 3
System modeling; the elementary constructs and principles of system models including discrete time, discrete-state system theory; finite state machines; modeling components, system coupling, modes, homomorphisms and system experiments (simulation). System design including: requirements, life-cycle, performance measures and cost measures, tradeoffs, alternative design concepts, testing plan, and documentation. Applications and case studies from engineering. Prerequisite(s): GENG 1301 & GMAT 2506. Usually offered: Fall.

IENG2306 (UA SIE 277) Object-Oriented Modeling & Design, Credit hours: 3
Modeling and design of complex systems using all views of the Unified Modeling Language (UML). Most effort will be in the problem domain (defining the problem). Same effort will be in the solution domain (producing hardware or software). Prerequisite(s): ENGR 1303. Usually offered: Fall.

General Education TR 1, Credit hours: 3
General Education: Traditions and Culture (TR1)

IENG1302 (UA SIE 265) Engineering Management II, Credit hours: 3
IENG2307 (UA SIE 270) Mathematical Foundations of Industrial Engineering, Credit hours: 3
Basics of data structures, transformations, computer methods, their implementation in MATLAB, and their applications in solving engineering problems. Prerequisite(s): ENGR 1303, GMAT 2505 & GPHY 1401 + GPHY 1101. Usually offered: Spring.

IENG2101 (UA SIE 295S) Industrial Engineering Colloquium, Credit hours: 1
A colloquium designed to help students understand what industrial engineers do. Students will interact with speakers and take tours to local companies. The course helps students select course options within the SIE programs and helps focus on possible industrial engineering applications areas. Prerequisite(s): none. Usually offered: Spring.

ENGR2301 (UA CE 214) Statics, Credit hours: 3
Equilibrium of a particle, equivalent and resultant force systems, equilibrium, geometric properties of areas and solids, trusses, frames and machines, shear force and bending moments, friction. Prerequisite(s): GPHY 1401 + GPHY 1101 & GMAT 2505. Usually offered: Spring.

IENG3301 (UA SIE 305) Introduction to Engineering Probability & Statistics, Credit hours: 3
Axioms of probability, discrete and continuous distributions, sampling distributions. Engineering applications of statistical estimation, hypothesis testing, confidence intervals. Prerequisite(s): GMAT 2505. Usually offered: Fall.

IENG3303 (UA SIE 340) Deterministic Operations Research, Credit hours: 3
Linear programming models, solution techniques, sensitivity analysis and duality. The objective is the development of a working knowledge of deterministic operations research techniques, primarily linear programming; logistics network and flow problems: transportation problems, shortest path and vehicle routing problems, maximum flow problems; project and resource management, operations sequencing and resource scheduling. Prerequisite(s): IENG 2302 & IENG 2307. Usually offered: Fall.

IENG3310 (UA SIE 377) Software for Engineers, Credit hours: 3
Programming in C. Modular program design and verification, pointers and structures, data structures and algorithms including: lists, trees, graphs, searching and sorting. Prerequisite(s): ENGR 1303. Usually offered: Fall.

IENG3311 (UA SIE 410A) Human Factors & Ergonomics in Design, Credit hours: 3
Consideration of human characteristics in the requirements for design of systems, organizations, facilities and products to enable human-centered design, which considers human abilities, limitations and acceptance. Prerequisite(s): Co-requisite IENG 3301. Usually offered: Fall.

IE Technical Elective, Credit hours: 3
See major advisor for course approval.

IENG3312 (UA SIE 321) Probabilistic Models in Operations Research, Credit hours: 3
Probability, Markov chains, Poisson processes, queuing models, reliability models. Prerequisite(s): IENG 3301. Usually offered: Spring.

IENG3313 (UA SIE 383, Integrated Manufacturing, Credit hours: 3
Introduction to the integrated manufacturing enterprise and automation. Topics include computer-aided design, process planning, computer numerical control machining, machine vision, application of robots and automation. Prerequisite(s): GNGR 1301, GPHY 1401 + GPHY 1101, ENGR 1303. Usually offered: Spring.

IENG3302 + IENG 3102, Manufacturing Processes + Lab, Credit hours: 4
Introduction to theory of manufacturing techniques and processes with an emphasis on metalworking processes for industrial applications. Students do approaches and limitations of manufacturing in the actual machine shop. Students begin with instruction on shop safety practices, which includes OSHA standards/industrial safety, as well as machine-specific safety practices. The students are then introduced to basic metal working techniques such as layout, use of hand tools, as well as set-up and operation of manual metalworking equipment including the metal lathe and milling machine. The students are introduced to the limitations of metalworking through a discussion of the material removal process. Prerequisite(s): ENGR 1303. Usually offered: Spring.

IENG3401 (UA SIE 370) Embedded Computer Systems, Credit hours: 4
Boolean algebra, combinational and sequential logic circuits, finite state machines, simple computer architecture, assembly language programming, and real-time computer control. The computer is used as an example of systems engineering design; it is analyzed as a system, not as a collection of components. Prerequisite(s): GNGR 1301 & Circuit (ECE 207). Usually offered: Spring.
IENG3314 (UA SIE 330R) Engineering Experimental Design, Credit hours: 3
Design and analysis of observational and factorial experiments employing numerical and graphical methods. Topics include control charts, probability plots, multiple regression analysis, confidence and prediction intervals and significance tests. Prerequisite(s): IENG 3301. Usually offered: Spring.

IENG430 Internship, Credit hours: 3

IE Technical Elective

IENG4304 (UA SIE 4 3 Simulation Modeling and Analysis, Credit hours: 3
Discrete event simulation, model development, statistical design and analysis of simulation experiments, variance reduction, random variate generation, Monte Carlo simulation. Prerequisite(s): IENG 3301. Usually offered: Spring.

IENG4301 (UA SIE 4 0 Quality Control & Six S, Credit hours: 3
Quality, improvement and control methods with applications in design, development, manufacturing, delivery and service. Topics include modern quality management philosophies, engineering/statistical methods (including process control, control charts, process capability studies, loss functions, and experimentation for improvement) and TQM topics (customer driven quality, teaming, Malcolm Baldrige, and ISO 9000). Prerequisite(s): IENG 3301. Usually offered: Fall.

IENG4305 (UA SIE 498A) Senior Capstone I, Credit hours: 3
A culminating experience for majors involving a substantive project that demonstrates a synthesis of learning accumulated in the major, including broadly comprehensive knowledge of the discipline and its methodologies. IENG 4305 and IENG 4306 must be taken in consecutive semesters. Prerequisite(s): IENG 4398. Usually offered: Fall.

IENG4316 (UA SIE 462 Production Systems Analysis, Credit hours: 3
Production systems, quantitative methods for forecasting, aggregate planning, inventory control, materials requirement planning, production scheduling, manpower planning and facility design. Prerequisite(s): IENG 3301 & IENG 3303. Usually offered: Spring.

IENG4307 (UA SIE 415) Engineering Entrepreneurship, Credit hours: 3
(IE Technical Elective). Principles of the engineering sales process in technology-oriented enterprises; selling strategy, needs analysis, proposals, technical communications, electronic media, time management and ethics; practical application of concepts through study of real-world examples. Prerequisite(s): Advanced Standing. Usually offered: Fall.

IENG4308 (UA SIE 408) Technical Writing, Credit hours: 3
Analysis and presentation of scientific and technical information. Prerequisite(s): GENG 1301 & GENG 1302. Usually offered: Fall.

IE Technical Elective, Credit hours: 3
See major advisor for course approval.

IENG4311 (UA SIE 464) Cost Estimation, Credit hours: 3
Focuses on principles of cost estimation and measurement systems with specific emphasis on parametric models. Approaches from the fields of hardware, software and systems engineering are applied to a variety of contexts
risk assessment, judgment & decision making, performance measurement, process improvement, adoption of new tools in organizations, etc.). Material is divided into five major sections: cost estimation fundamentals, parametric model development and calibration, advanced engineering economic principles, measurement systems, and policy issues. Prerequisite(s): Advanced Standing. Usually offered: Spring.

IENG4312 (UA SIE 430) Engineering Statistics, Credit hours: 3
Statistical methodology of estimation, testing hypotheses, goodness-of-fit, nonparametric methods and decision theory as it relates to engineering practice. Significant emphasis on the underlying statistical modeling and assumptions. Prerequisite(s): IENG 3301 & IENG 3314. Usually offered: Fall.

IENG4313 (UA SIE 408) Reliability Engineering, Credit hours: 3
This is a three-credit course configured for well-qualified seniors, graduate students, and engineering professionals and practitioners. It is concerned with determining the probability that a component or system, whether simple or complex, will function as intended. The scope of this course includes: (1) Root cause analysis of critical failures, (2) reliability models of components and systems, (3) development of statistical methods for estimating the reliability of a product; (4) use of software tools to perform model development and analysis, and (5) methodologies to influence system designs. Prerequisite: IENG 3301. Usually offered: Spring.

IENG4314 (UA SIE 440) Survey of Optimization Methods, Credit hours: 3
Survey of methods including network flows, integer programming, nonlinear programming, and dynamic programming. Model development and solution algorithms are covered. Prerequisite(s): IENG 3303. Usually offered: Spring.

IENG4315 (UA SIE 454) The Systems Engineering Process, Credit hours: 3
Process and tools for systems engineering of large-scale, complex systems: requirements, performance measures, concept exploration, multi-criteria tradeoff studies, life cycle models, system modeling, etc. Prerequisite(s): Advanced Standing. Usually offered: Fall.

Computer Science Curriculum

COMP1401 Computer Programming, Credit hours: 4
Covers the fundamentals of procedural / structured programming languages via practical exposure to the C/C++ programming language.

COMP1402 Object-Oriented Programming, Credit hours: 4
Covers the fundamentals of object-oriented programming languages via practical exposure to the Java programming language. Pre-requisite: COMP1401 – Computer Programming

COMP2301 Discrete Mathematics, Credit hours: 3
An introductory in discrete mathematics, the study of mathematical structures (objects) which are discrete. Covers the strategy and methods in proof, construct algorithm and apply various methods of counting principles in real life. Pre-requisite: -

COMP2302 Digital Systems, Credit hours: 3
Designed to introduce students to applied logics, which in turn, introduces them to the basics of the electronics of digital systems. Possible topics include Number Systems, Logic Gates, Boolean algebra, Arithmetic Operations, Logic Families, Counters, and an Introduction to Microcontrollers/Microprocessors. Pre/co-requisite: COMP2301 – Discrete Mathematics.

COMP2303 Computer Organization & Architecture, Credit hours: 3
Covers the overview of number systems and representation in computer systems, computer arithmetic, the CPU, registers, bus architectures, instruction types, micro operations, memory hierarchy, virtual memory, I/O devices, and control unit. Pre/co-requisite: COMP2302 – Digital Systems.

COMP2404 Data Structures, Credit hours: 4
(lecture and lab). Covers a variety of data structures and their algorithmic. Possible topics include arrays, lists, trees, hashing, sorting and heaps. There will also be a cursory introduction to the fields of complexity theory, analysis and the notion of NP-completeness. Pre-requisite: COMP1401 – Computer Programming.

COMP2305 Operating Systems, Credit hours: 3
Designed to introduce students to a wider range of Operating Systems (OS) and their implementation details. Possible topics include OS Architecture, process and threads, resource management, file systems, I/O, and security. Pre/co-requisite: COMP2303 – Computer Organization & Architecture.

COMP3301 Design and Analysis of Algorithm, Credit hours: 3
A study on how to effectively design algorithms using a number of design paradigms, including divide and conquer, dynamic programming, branch and bound, recursion, brute force and greedy algorithms. Other topics include P vs. NP, Computability, Turing Machines, and Complexity Theory. Pre-requisite: COMP2404 – Data Structures.
COMP3402 Database Management System, Credit hours: 4
(Lecture and Lab). A study of database management systems, relational databases and object-oriented databases. Possible topics include relational algebra, SQL, store procedures, user-defined functions, cursors, an embedded SQL program, client-server interfaces, entity relationship diagrams, normalization, concurrency, transactions, database security, constraints and object-relational databases. Pre-requisite: COMP2404 – Data Structures.

COMP330 Computer Networks, Credit hours: 3
Designed to equip students with fundamental concepts in the design and implementation of computer communication and networking in wired and wireless settings. Possible topics include applications of networks, network structure and architecture, network topology design, network switching methods, medium access sub layer, error handling, network layer, routing, transport layer, connection management, session layer, application layer. Pre-requisite: -

COMP3304 Software Engineering, Credit hours: 3
A comprehensive analysis of software engineering techniques and its applications. Possible topics include Introduction to Software Engineering; Software Process Models; Project Management and Requirement Engineering; System Modelling and Prototyping; Design Engineering; Verification and validation. Pre-requisite: COMP1402 – Object-Oriented Programming.

COMP3305 Web Programming, Credit hours: 3
Designed to equip students with abilities to design and develop dynamic websites using PHP and MySQL. Students will learn how to build dynamic web pages and active contents by integrating the HTML with server-side scripting language such as PHP and MySQL for the database. Pre-requisite: COMP1401 – Computer Programming; Co-requisite: COMP3402 – Database Management System.

COMP3306 Human Computer Interaction, Credit hours: 3

COMP3307 Information Theory, Credit hours: 3
An introduction to the basics of information theory. Possible topics include entropy, mutual information, data compression, Huffman coding, universal source coding, channel coding, error-correcting.

COMP3308 Principles of Information Security, Credit hours: 3
Designed to equip students with principle concepts in the field of information and computer security. Possible topics include classification of attacks, damage assessment, information classification; threats and malicious code; cyber law and standards, application / software related security - malware, antivirus; Internet security – packet filtering, firewalls, and virtual private networks. Pre-requisite: -

COMP3309 Artificial Intelligence, Credit hours: 3
Covers the history, theory, and computational methods of artificial intelligence. Possible topics include search, representation of knowledge and computational methods for reasoning, intelligent agents; logical agents: propositional logic, first-order logic, logical inference; uncertainty; and learning. Pre-requisite: COMP1401 – Computer Programming, COMP2301 – Discrete Mathematics, GMAT1310 – Statistics

ENGR2302 Numerical Methods, Credit hours: 3
(Lecture and Lab). Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to computational problems and visualization of information; platforms include spreadsheets, symbolic algebra packages, and mathematical analysis software. Pre-requisite: GMAT1505 – Calculus 1, GMAT2309 – Linear Algebra.

FST3301 Research Methods, Credit hours: 3
An introduction to research processes, including formulation of research problem, research design, sampling and measurement methods, research proposal writing, literature review, data collection, data processing, data analysis and reporting. Pre-requisite: GMAT1310 – Statistics.

COMP4301 Automata Theory, Credit hours: 3
An introduction to the theoretical foundations of computer science. Covers different models of computation and their limitations. Possible topics include formal grammars, finite-state automata, push-down automata, and Turing machines. Pre-requisite: COMP2301 – Discrete Mathematics.

COMP4304 Seminar, Credit hours: 3
An exposure to a variety of computing and computer science topics as presented by the instructor and several (guest) lecturers. Students will also have the opportunity to present their own preliminary research on several subjects of interest. Pre/co-requisite: FST3301 – Research Methods.
FST4301 Internship, Credit hours: 3
A formal apprenticeship, work-based training, temporary employment, or other form of a guided professional experience that a student undertakes externally at a company/organization or under the auspices of a professional or practitioner. Pre-requisite: approval from Academic Advisor and study program.

COMP4305 Final Project 1, Credit hours: 3
(Independent study). An independent research on a question or problem in the field of computer science, in which students engage with the scholarly debates in the relevant disciplines, and - with the guidance of a faculty advisor - produce a substantial proposal that reflects a deep understanding of the topic. Pre-requisite: approval from Advisor and study program.

COMP4306 Final Project 2, Credit hours: 3
(Independent study). Continuation of COMP4305, in which students carry out their proposal, perform a substantial work that reflects a deep understanding of the topic, and - with the guidance of a faculty advisor - produce a comprehensive report. Pre-requisite: approval from Advisor and study program.

Elective Course Descriptions

COMP3310 Computer System Administrator, Credit hours: 3

COMP4302 Machine Learning, Credit hours: 3
Designed to equip students with the fundamentals of paradigms and techniques in machine learning. Covers introduction to machine learning, including supervised and unsupervised learning algorithms, reinforcement learning and an introduction to deep learning architectures. Pre-requisite: COMP1401 – Computer Programming, STA2023 – Statistics, COMP3309 – Artificial Intelligence.

COMP4303 Mobile Apps Development, Credit hours: 3
(Lecture and lab). Designed to equip students with knowledge and skills to develop applications (apps) for mobile devices, particularly Android devices. Pre-requisite: COMP1402 – Object-Oriented Programming.

Visual Communication Design Curriculum

VCDD1402 Narrative Concepts and Storytelling, Credit hours: 3
An introduction to the concepts and outcomes of different narrative forms, both historical and theoretical scope. Focus is on understanding the larger cultural contexts that inform narratives. Prerequisite(s): none. Usually offered: Fall.

VCDD1301 The Origin of Design, Credit hours: 3
The understanding of Design Fundamentals including design’s method and process. Comparing design practice in the past and present, interpreting as to reflect design as a way of thinking. Prerequisite(s): none. Usually offered: Fall.

VCDD1305 Introduction to Interactive Media, Credit hours: 3
An introduction to invaluable technical and conceptual skills for programming and asset production. Focus is on interaction with data in the form of text, graphics, moving image, and sound in a structured digital environment for appropriate purposes. Prerequisite(s): VCDD 1301 + VCDD 1402. Usually offered: Spring.

VCDD1404 Introduction to Online Publishing, Credit hours: 4
An introduction to the concepts and outcomes of different forms of online publishing. Focus on practice with aesthetics in order to affect a more comprehensive understanding of new digital possibilities and thought in the field of online publishing. Prerequisite(s): VCDD 1301 + VCDD 1402. Usually offered: Spring.

VCDD1403 Perception Analysis and Creation, Credit hours: 4
An introduction to human perceptual functioning as visualization techniques, which are central to the design of effective visualization. Focus on designing relevant area and orientations including cognitive psychology, action psychology, communication and digital media design. Prerequisite(s): VCDD 1301 + VCDD 1402. Usually offered: Spring.

VCDD2301 Introduction to 3D Imaging, Credit hours: 3
A basic understanding of the design process in creating solutions to 3 dimensional problems. Focus on developing decision-making processes that address the pragmatic and aesthetic issues presented by a design problem. Prerequisite(s): VCDD 1403 + VCDD 1404 + VCDD 1305. Usually offered: Fall.

VCDD2402 Video Diaries/Moving Image I, Credit hours: 4
An Introduction to digital technologies for moving Image. Focus on identifying contemporary approaches of remixing appropriated footage and demonstration
to editing platforms in Pre-Production, Production, and Postproduction processes. Prerequisite(s): VCDD 1403 + VCDD 1404 + VCDD 1305. Usually offered: Fall.

VCDD2403 Creative Narratives: Online Storytelling, Credit hours: 4
An introduction to transmedia storytelling and multiplatform writing. Focus on the changing of storytelling due to the emergence of social media and digital technology in video/moving images and media industry. Prerequisite(s): VCDD 2301 + VCDD 2402. Usually offered: Spring.

VCDD2304 Graphical User Interface, Credit hours: 3
A basic understanding of the design process in creating solutions to 3 dimensional problems. Focus on developing decision-making processes that address the pragmatic and aesthetic issues presented by a design problem. Prerequisite(s): VCDD 2301 + VCDD 2402. Usually offered: Spring.

VCDD2306 ICT-New Media, Credit hours: 3
Introduction to ICT as new media in design environment. Focus is on ICT concept and shifting that happen in the design environment. Prerequisite(s): None. Usually offered: Spring.

VCDD241 Video Diaries/Moving Image II, Credit hours: 4
Introduction to the non-linear moving image narrative. Focus is on exploring the documentary genre using the moving image Syntax foundation to explore the novel storytelling form to tackle on notions of truth, authenticity and user individual experience. Prerequisite(s): VCDD 2301 + VCDD 2402. Usually offered: Spring.

VCDD3302 Digital Humanities: Indonesian Cultural History, Credit hours: 3
An understanding of Indonesian Cultural History through the transformation passage from prehistory, classical age, middle age, colonial and independence age. Focus on both perceptual and practical ideas as well provoke a maturation process of knowledge in Indonesian culture theories. Prerequisite(s): VCDD 2402. Usually offered: Fall.

VCDD3301 Programming for Creative Design, Credit hours: 3
Introduction to the concepts and outcomes of different forms of programming languages through a theoretical and practical scope of contents and activities. Focus on creative practice with aesthetics in order to affect a more comprehensive understanding of new digital possibilities in the field of Interactive Digital Media. Prerequisite(s): VCDD 2304. Usually offered: Fall.

VCDD3403 Video Diaries/Moving Image III, Credit hours: 3
Reinforcement of in depth the scope of digital video production with introduction to digital video compositing. Focus on analyzing live action combined with animation in moving image. Prerequisite(s): VCDD 2402 + VCDD 2403. Usually offered: Fall.

VCDD3304 Visual Culture, Credit hours: 3
Survey in visual cultures from the Renaissance period to the present. Focus on how visual cultures influence society and art/design/media as a means of (visual) communication between the artist/designer and society. The Students then study, aesthetically evaluate, and critically analyse many works of visual culture across format, time period, social and cultural dynamics, and geography. Prerequisite(s): None. Usually offered: Fall.

Concentration Elective I, Credit hours: 3
See major advisor for course approval.

Non VCD Elective I, Credit hours: 3
See major advisor for course approval.

VCDD3409 Independent Project, Credit hours: 4
See major advisor for course approval. Prerequisite(s): VCDD 3301 + VCDD 3302 + VCDD 3403 + VCDD 3304 + VCDD 3305. Usually offered: Spring.

VCDD3408 Independent Project towards Major, Credit hours: 4
See major advisor for course approval. Prerequisite(s): VCDD 3301 + VCDD 3302 + VCDD 3403 + VCDD 3304 + VCDD 3305. Usually offered: Spring.

FST3301 Research Methodology, Credit hours: 3
Introduction to research processes, including formulation of research problem, research design, sampling and measurement methods, research proposal writing, literature review, data collection, data processing and reporting. Prerequisite(s): VCDD 3301 + VCDD 3302 + VCDD 3403 + VCDD 3304 + VCDD 3305. Usually offered: Spring.

VCDD330 Technopreneurship, Credit hours: 3
An introduction to the processes of motivation and innovation and of Technopreneurship. Focus on understanding of the principles of Technopreneurship including developing business plan; marketing in the global information age; financing and marketing; innovation and creativity, financial management; and product identification. Prerequisite(s): VCDD 3305. Usually offered: Spring.
VCDD3406 Video Diaries/Moving Image IV, Credit hours: 4
Reinforcement of in depth the scope of digital video production with focus on analyzing live action combined with animation in virtual domain. Prerequisite(s): VCDD 3403. Usually offered: Spring.

Non VCD Elective II, Credit hours: 3
See major advisor for course approval.

VCDD4303 Internship, Credit hours: 3
See major advisor for course approval. Prerequisite(s): VCDD 3307 + FST 3301 + VCDD 3408 + VCDD 3409 + VCDD 3406. Usually offered: Fall.

VCDD4301 Professional Practice Portfolio, Credit hours: 3
Preparation for professional life with focus on developing a portfolio that has a strong emphasis on relationship between the creative process of digital design and responsibility to the clients and society in relation to achieve effective interaction strategies and communication objectives. Prerequisite(s): VCDD 3307 + FST 3301 + VCDD 3408 + VCDD 3409 + VCDD 3406. Usually offered: Fall.

VCDD4302 Project-Based Directed Collaboration, Credit hours: 3
See major advisor for course approval. Prerequisite(s): VCDD 3307 + FST 3301 + VCDD 3408 + VCDD 3409 + VCDD 3406. Usually offered: Fall.

Concentration Elective II, Credit hours: 3
See major advisor for course approval.

VCDD4407 Final Project I (Design Object), Credit hours: 4
Defining the research problems, purpose, and scope of research, basic theories and design concept; then analyzing the problems, gathering data; creating a design solution based on the problems. Prerequisite(s): VCDD 4301 + VCDD 4302 + VCDD 4303. Usually offered: Spring.

VCDD4408 Final Project II (Senior Thesis), Credit hours: 4
Defining the research problems, purpose, and scope of research, basic theories and design concept; then analyzing the problems, gathering data; creating a design solution based on the problems. Prerequisite(s): VCDD 4301 + VCDD 4302 + VCDD 4303. Usually offered: Spring.
<table>
<thead>
<tr>
<th>NAME (F, P)</th>
<th>ACADEMIC DEGREES &amp; COURSEWORK</th>
</tr>
</thead>
</table>
| Abdin Kaya (F) | B.S. in Mathematics, TC Bogazici Universitesi, Turkey, 2003  
M.S. in Mathematics, Faith University, Turkey, 2011  
Ph. D. in Mathematics, Faith University, Turkey, 2014 |
| Adesti Komalasari (F) | B.S in English Education - Sanata Dharma University, Indonesia, 2007  
M.S. in American Studies - Universitas Gadjah Mada, Indonesia, 2009 |
| Aditiya Harjon (F) | B.S in Mechanical Engineering (Hons.), Universiti Tenaga Nasional (UNITEN), Malaysia, 2014  
M.Phil in Mechanical Engineering, The University of Melbourne, Australia, 2018 |
| Ammar Mohamed Aamer Aamer (F) | B.S. in Industrial Engineering, The University of Tennessee, Knoxville-USA, 1998  
M.S. in Industrial Engineering, The University of Tennessee, Knoxville-USA, 1999  
Ph.D. in Industrial & Information Engineering, The University of Tennessee, Knoxville-USA, 2005 |
| Andrey Hasiholan Pulungan (F) | Bachelor of Economics in Accounting, Gadjah Mada University, Indonesia, 2003  
Master of Commerce in Accounting, Australian National University, Australia, 2009 |
| Andriati Fitrianingrum (F) | Bachelor of Political Science, Airlangga University, Indonesia, 1992  
Magister Management in Financial Management, Gadjah Mada University, Indonesia, 1995  
M.A. in Business, Macquarie University, Australia, 2009  
Ph.D. in Accounting, Australian National University, Australia, 2015 |
| Ari Barkah Djamil (F) | Bachelor of Economic Accounting, Mercu Buana University, Indonesia, 1997  
M.S. in Internal Auditing and Management, City University Business School, London, United Kingdom, 1999 |
| Arya Harditya (F) | B.A. in Multimedia Design, Curtin University of Technology, AU, 2006  
M.A. in Digital Media, University of Sussex, United Kingdom, 2015 |
| Bakti Abdillah Putra (F) | S.H.Int. (Bachelor's Degree in International Relations), Universitas Padjadjaran, Indonesia, 2013  
M.Int.Comm. (Master of International Communication), Macquarie University, Australia, 2018 |
| Bambang Setiono (F) | Bachelor of Accounting, State School of Accountancy (STAN), Indonesia, 1983  
Master of Accounting from University of Denver, U.S.A,1992  
Ph.D. in Accounting and Finance from Manchester University, United Kingdom, 1996 |
| Budi Poniam (F) | B.S. in Physics, University of Indonesia, Indonesia, 1995  
M.S. in Mathematics, University of Indonesia, Indonesia, 2016 |
| C I Wayan Eka Budiartha (F) | B.Ed in English Education, Sanata Dharma, Indonesia, 2000  
M.S. in Linguistics, Nanzan University, Japan, 2009  
Candidate Doctor of Philosophy in Applied Linguistics, Atma Jaya University, Indonesia |
| Christian Pangaribuan | B.S. in Business Administration, Ohio State University, USA, 1997  
M.B.A., University of New Haven, USA, 1999 |
| Deshinta Puspa Ayu (F) | B.Ed in Mathematics Education, STKIP Kabangkitan Nasional Jakarta, Indonesia, 2014  
M.Ed in Mathematics Education, Universitas Sebelas Maret, Indonesia, 2016 |
| Desyarti Safarini (F) | B.Ed in Mathematics Education - Universitas Negeri Jakarta, Indonesia, 2007  
M.S. in Applied Mathematics, Universitas Bina Nusantara, Indonesia, 2009 |
| Dhitto Puti Sarasvati R. (F) | Bachelor of Engineering (B.Eng) in Mechanical Engineering, institute Technology of Bandung, Indonesia, 2007  
Master of Education (M.Ed) in Mathematics Education, University of Bristol, United Kingdom, 2009 |
| Erna Maria Lokollo (F) | Bachelor of Engineering in Agricultural, Bogar Agricultural University/IPB, Indonesia, 1980  
M.S in Agricultural Economics, Bogar Agricultural University/IPB, Indonesia, 1986  
Diplome Universite de Nice- Le CMEF, France, French, 1987-1988  
Ph.D. in Agricultural Economics and Consumer Sciences, University of Illinois at Urbana Champaign, Illinois, USA, 2000 |
<table>
<thead>
<tr>
<th>NAME (F, P)</th>
<th>ACADEMIC DEGREES &amp; COURSEWORK</th>
</tr>
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</table>
| Faradillah Hariani (F) | B.Ed in Mathematics Education, Universitas Negeri Surabaya, Indonesia, 2013  
M.S.in Mathematical Modelling, University of Birmingham, United Kingdom, 2015 |
| Farid Triawan (F) | Bachelor of Engineering, Institut Teknologi Bandung, Indonesia, 2005  
Master of Engineering, Tokyo Institute of Technology, Japan, 2009  
Dr. Eng, Mechanics of Material, Tokyo Institute of Technology, 2012 |
| Hatim Gazali (F) | Bachelor of Theology, Institut Agama Islam Negeri Sunan Kalijaga, Indonesia, 2006  
M.A in Religious Studies, Universitas Gadjah Mada, Indonesia, 2010 |
| Hilarius Bambang Winarka (F) | Insinyur (Bachelor of Engineering) in Mining, UPN Veteran Yogyakarta, Indonesia, 1993  
Magister Manajemen (Master of Management) in International Business, PPM Postgraduate School of Management, Indonesia, 2000  
Doctor of Philosophy in Communication Science, Sahid University, Indonesia, 2018 |
| Ignatius Budi Sutanto Hadisujoto (F) | B.S. in Mechanical Engineering, Tarumanagara University, Indonesia, 1996  
M.S. in Mechanical Engineering, The University of Texas at Austin, USA, 2005  
Ph.D in Mechanical Engineering, The University of Texas at Austin, USA, 2013 |
| Ivan Destian Butarbutar (F) | Bachelor of Economy in Management, Universitas Gadjah Mada (UGM), Indonesia, 2000  
Master of Business (M.Bus.), The Australian National University, Australia, 2006  
Ph.D in Business, Monash University, Australia, 2012 |
| Iwan Setiawan (F) | B.S. in Biochemistry, Saginaw Valley State University, USA, 2007  
Ph.D in Chemistry, Michigan State University, USA, 2014 |
| Iwan Syahril (F) | B.A. in International Relations, Universitas Padjadjaran, Indonesia, 1998  
M.Ed. in Curriculum and Teaching, Columbia University, US, 2009  
Ph.D. in Curriculum, Instruction, and Teacher Education, Michigan State University, US, 2016  
Ph. D in Education Policy, Michigan State University, US, 2016 |
| Maria Risma Novianti (F) | B.Ed in Bac English Education, Universitas Sanata Dharma, Indonesia, 201  
M.A in American Studies, Universitas Gadjah Mada, Indonesia, 2015 |
| Maria Josef Retno Budi Wahyuni (F) | B.A in Visual Communication Design - Universitas Trisakti, Indonesia, 2013  
Master in, Design, Visual Communication Design, Universitas Trisakti, Indonesia, 2010 |
| Media Arugeraah Ayu (F) | Bachelor in Agro Industrial Technology (Ir), IPB, Indonesia, 1991  
M.S. in Industrial Engineering and Management, Asian Institute of Technology, Thailand, 1994  
Ph. D in Information Science and Engineering, Australian National University, Australia, 2007 |
| Muhammad Agni Catur Bhakti (F) | B.Eng. in Electrical Engineering (Computer Engineering concentration), University of Indonesia, 2000  
M.S in Information Technology, Petronas University of Technology, Malaysia, 2008  
Ph. D in Information Technology, Petronas University of Technology, Malaysia, 2011 |
| Muhammad Gunawan Alif (F) | Ir. (Civil Engineer, majoring in transportation engineering), Faculty of Engineering Universitas Indonesia, Indonesia, 1984  
Ph.D in Management Faculty of Economics, Universitas Indonesia, Indonesia, 2007 |
| Muhammad Ardiansyah (F) | B.S. in Agronomy, Institut Pertanian Bogor, Indonesia  
M.S. in Agricultural Economics, Oklahoma State University, USA, 1993  
Ph.D in Agricultural Economics, Oklahoma State University, USA, 2002 |
| Namirah Fatmanissa (F) | B.Ed. in Mathematics Education, Sampoerna School of Education, Indonesia, 2013  
M.Ed in Mathematics Education, Universitas Pendidikan Indonesia, Indonesia, 2018 |
| Pananda Pasaribu (F) | B.S. in Agribusiness, Bogor Agricultural University, Indonesia 2007  
M.S.M in Corporate Finance, the University of Indonesia, Indonesia 2009  
Ph.D in Finance, the University of Leeds, United Kingdom, 2015 |
| Rachmat Arsyadi | Bachelor of Graphic Design, Universitas Trisakti, Indonesia, 2002  
Master of Design, Universitas Trisakti, Indonesia, 2017 |
| Refka Wika Amini (F) | B.S. in Organic Chemistry, University of Brawijaya, Indonesia, 2014  
M.S. in Organic Chemistry, National Central University, Taiwan, 2017 |
| Santo Tjhin (F) | Bachelor of Art, Tarumanagara University, Indonesia, 2003  
Master of Management in Entrepreneurship, Universitas Trisakti, Indonesia, 2011  
Master of Design, Universitas Trisakti, Indonesia, 2016 |
<table>
<thead>
<tr>
<th>NAME (F, P)</th>
<th>ACADEMIC DEGREES &amp; COURSEWORK</th>
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<tbody>
<tr>
<td>Wahyoe Soedarmono (F)</td>
<td>Bachelor of Science in Math, Universitas Negeri Surakarta, Indonesia, 2005</td>
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<tr>
<td></td>
<td>Master of Science in Economy, Univ. De La Rochelle, France, 2007</td>
</tr>
<tr>
<td></td>
<td>Ph.D. Finance and Banking, Univ. De Limoges, France, 2011</td>
</tr>
<tr>
<td>Belyamin (P)</td>
<td>Diploma of Mechanical Engineering from Polytechnic of Indonesia University, Indonesia, 1985</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Engineering from The Polytechnic of Huddersfield, UK, 1989</td>
</tr>
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<td></td>
<td>Master in Engineering, The University of Liverpool, UK, 1991</td>
</tr>
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<td>Ph.D. in Engineering, Bogor Agricultural University, Indonesia, 2008</td>
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<td>Bun Suncetto (P)</td>
<td>Bachelor in Business Administration, Indonesian Institute of Management, Indonesia</td>
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<td></td>
<td>Master in Business Administration, Pittsburgh State University, US</td>
</tr>
<tr>
<td></td>
<td>Master in Management, University of Dallas, US</td>
</tr>
<tr>
<td>Gagus Ketut Sunnardianto (P)</td>
<td>Bachelor in Science, State University of Surabaya, Indonesia, 2009</td>
</tr>
<tr>
<td></td>
<td>Master in Science, University of Indonesia, Indonesia, 2012</td>
</tr>
<tr>
<td></td>
<td>Master in Engineering, Osaka University, Japan, 2014</td>
</tr>
<tr>
<td></td>
<td>Ph.D. in Engineering, Osaka University, Japan, 2017</td>
</tr>
<tr>
<td>Gamze Ogcu (P)</td>
<td>B.S., Yeditepe University, Turkey, 2006</td>
</tr>
<tr>
<td></td>
<td>M.S., Yeditepe University, Turkey, 2009</td>
</tr>
<tr>
<td></td>
<td>Ph.D. in Engineering, Fatih University, Turkey, 2015</td>
</tr>
<tr>
<td>Hafilia R. Ismanto (P)</td>
<td>Bachelor in Architecture, University of Indonesia, Indonesia, 1984</td>
</tr>
<tr>
<td></td>
<td>Master in Management, PPM School of Management, Indonesia, 2005</td>
</tr>
<tr>
<td>Imam Malik (P)</td>
<td>Bachelor in Islamic Communication and Broadcasting, Ibrahimy University, Indonesia</td>
</tr>
<tr>
<td></td>
<td>Master in Religion and Cross Cultures, Gajah Mada University, Indonesia</td>
</tr>
<tr>
<td>Irwan Prosetya Gunawan (P)</td>
<td>Bachelor in Engineering, Telkom Institute of Technology, Indonesia, 1996</td>
</tr>
<tr>
<td></td>
<td>Master in Engineering, RMIT University, Australia, 1998</td>
</tr>
<tr>
<td></td>
<td>Ph.D. in Electronic Systems Engineering from University of Essex, United Kingdom, 2006</td>
</tr>
<tr>
<td>Jonathan Saputra (P)</td>
<td>Bachelor in Education, Sekolah Tinggi Keguruan dan Ilmu Pendidikan Kebangkitan Nasional, Indonesia, 2013</td>
</tr>
<tr>
<td></td>
<td>Master in Mathematics, Bandung Institute of Technology, Indonesia, 2018</td>
</tr>
<tr>
<td>Jullend (P)</td>
<td>Bachelor in Informatics Engineering, Palangkaraya University, Indonesia</td>
</tr>
<tr>
<td></td>
<td>Master in Computer Science, University of Indonesia, Indonesia</td>
</tr>
<tr>
<td>NAME (F, P)</td>
<td>ACADEMIC DEGREES &amp; COURSEWORK</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Khoirul Anam (P) | Bachelor in Islamic Theology from Jogjakarta Islamic State University, Indonesia  
Master in Religion and Cross Cultures from University of Gajah Mada, Indonesia                                                         |
| Nisa Felicia (P) | Bachelor in Agriculture, Universitas Gadjah Mada, Indonesia, 2002  
Masters of Education (M.Ed) in Curriculum and Pedagogy, National University of Malaysia, Malaysia, 2008  
Ph.D. in Educational Administration and Policy Studies, State University of New York at Albany, USA, 2016 |
| Sri Hastuty (P)  | Bachelor in Engineering, Surabaya Institute of Technology, Indonesia  
Master in Engineering, Bandung Institute of Technology, Indonesia  
Master in Engineering from Tokyo Institute of Technology, Japan  
Ph.D. in Engineering, Tokyo Institute of Technology, Japan                                                                                   |
| Tiara Husnul Khotimah (P) | Bachelor in Mathematics, Universitas Pendidikan Indonesia, Indonesia, 2011  
Master in Mathematics, Bandung Institute of Technology, Indonesia, 2014                                                                         |
| Wilson R.I. Tobing (P) | Bachelor of Economy in Accounting, Universitas Indonesia (UI), Indonesia, 1982  
Master of Science in Taxation, Universitas Indonesia (UI), Indonesia, 2004  
Ph.D. in Finance, University of Santo Tomas, Filipina, 1991                                                                                   |
### Administration and Staff Directory

#### Administration Roster

**Qualifications of Full-Time**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Data Officer</td>
<td>Alfiansyah</td>
<td>B.Eng. in Mechanical Engineering, Syiah Kuala University of Banda Aceh, Indonesia, 2002</td>
</tr>
<tr>
<td>Faculty Administration</td>
<td>Alit Kartika</td>
<td>B.Soc in Secretarial Administration, Institute Business and Multimedia ASMI, Indonesia, 2010</td>
</tr>
<tr>
<td>Innovation in Teaching &amp; Learning Manager</td>
<td>Anddy Steven</td>
<td>B.A. in English Literature, Bina Nusantara University, Indonesia, 2004; M.Ed. in Educational Technology, Pelita Harapan University, Indonesia, 2014</td>
</tr>
<tr>
<td>SU Information System</td>
<td>Arina Putri</td>
<td>Associate of Applied Physics, Bandung Institute of Technology, Indonesia, 2015</td>
</tr>
<tr>
<td>Student Recruitment Officer</td>
<td>Arisih Dewi Laraswati</td>
<td>B.Sc. in Computer Science, Esa Unggul University, Indonesia, 2016</td>
</tr>
<tr>
<td>Student Organization Development and Alumni Affairs Officer</td>
<td>Arry Andriansyah</td>
<td>B.Ed. in Education, State University of Jakarta, Indonesia, 2018</td>
</tr>
<tr>
<td>Direct Channel Manager</td>
<td>Audy. P. Umboh</td>
<td>B.L. in Law, Pancasila University, Indonesia, 2000</td>
</tr>
<tr>
<td>IT Operations Coordinator</td>
<td>Aulia Tirta</td>
<td>Bachelor Degree in Computer, Bina Nusantara University, Indonesia, 2008</td>
</tr>
<tr>
<td>Procurement Officer</td>
<td>Bella Maulisa</td>
<td>B.Ec. in Logistic, Trisakti University, Indonesia, 2011</td>
</tr>
<tr>
<td>Student Counsellor</td>
<td>Caessilia Ika Widanti</td>
<td>M.Psych in Psychology, University of Indonesia, Indonesia, 2008</td>
</tr>
<tr>
<td>Finance Coordinator</td>
<td>Carolina Sari</td>
<td>B.Acc. in Accounting, Perbanas Institute of Economy, Indonesia, 2002; M.Acc. in Accounting, Tarumanegara University, Indonesia, 2016</td>
</tr>
</tbody>
</table>

*Other qualifications and comments:*

- Develop EAP courses which were aligned with EAP & writing courses of Lone Star College system.
- Two years and a half of regional accreditation experience (SACSCOC & NEASK).

---

#### Position Name | Credentails | Other Qualifications and Comments

- **Institutional Research and Quality Assurance Manager** Christian Setyono Nugroho
  - B.Eng. in Civil, Atma Jaya University of Yogyakarta, Indonesia, 1998
  - M.Eng. in Construction Management, Atma Jaya University of Yogyakarta, Indonesia, 2000

- **SPAC Officer** Cut Malahayati
  - Bachelor in Medicine Science, Trisakti University, Indonesia, 2002
  - Master of Education, TESOL, Pelita Harapan University, Indonesia, 2018

- **Government Relations Officer** Dairion
  - Bachelor of Economic – Andalas University, Indonesia, 1997

- **Manager** David Lopez
  - M.Ed. in Curriculum and Instruction, The University of Texas at El Paso, U.S., 2012

- **Academic Registry Staff** Dedi Saputra
  - Associate Degree in Accounting, STIE Indonesia Jakarta, Indonesia, 2012

- **Treasury Staff** Diah Purnamasyari
  - B.Acc. in Accounting, Gunadarma University, Indonesia, 2001

- **Faculty Administration** Dian Mayasari
  - Associate Degree in Public Relations, University of Indonesia, 2002
  - B.A. in Public Relations, University of Indonesia, 2005

- **Research Assistance** Dian Rahmawati
  - B.Ed. in English Education, Islamic State University Syarif Hidayatullah, Indonesia, 2015
  - M.Ed. in Educational Leadership and Policy, Monash University, Australia, 2018

- **Admission** Dimas Aria Bima
  - Bachelor in Accounting, Atma Jaya University, Indonesia
<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>CREDENTIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Sales Officer</td>
<td>Dimas Mediarto</td>
<td>Associate Degree in Broadcasting, University of Indonesia, 2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.A. in Communication, University of Padjajaran, 2009</td>
</tr>
<tr>
<td>Academic Registry Staff</td>
<td>Dyah Puspitarini</td>
<td>B.Sc. in Information Technology, Gunadarma University, Indonesia, 2003</td>
</tr>
<tr>
<td>Vice Rector of Government and Corporate Relation (Acting Head of Student Recruitment)</td>
<td>Elan Merdy</td>
<td>B.Acc. in Accounting, Philippines School of Business Administration, Philippines, 1994</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.B.A in Business Administration, De La Salle University, Philippines, 1996</td>
</tr>
<tr>
<td>Testing Center Manager</td>
<td>Eroseika Tobing</td>
<td>B.Sc. in Seed Technology, Bogor Institute of Agriculture, Indonesia, 1993</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.I.S. in Management Information System, West Coast University, U.S., 1996</td>
</tr>
<tr>
<td>Academic Registry Manager</td>
<td>F. Adhi Permana</td>
<td>B.A. in Political Science, Diponegoro University, Indonesia, 2001</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.Ed. in Education Administration, Muhammadiyah University of Prof. Dr. Hamka, Indonesia, 2015</td>
</tr>
<tr>
<td>Student &amp; Alumni Affairs Manager</td>
<td>Farrah Mahdally</td>
<td>B.A. in English Literature, Pamulang University, Indonesia, 2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.Sc. in Human Resource, IMM, Indonesia, 2012</td>
</tr>
<tr>
<td>Human Resources Manager</td>
<td>Fithri Rosalia</td>
<td>Bachelor of Psychology, Indonesia University, Indonesia, 2001</td>
</tr>
<tr>
<td>Call Centre Staff</td>
<td>Galih Yuditya Irene</td>
<td>Bachelor in Pharmacy, University Muhammadiyah Prof Dr.Hamka, Indonesia, 2015</td>
</tr>
<tr>
<td>SU IT Support</td>
<td>Gheilar M. Fasah</td>
<td>Bachelor in Literature, Universitas Nasional, Indonesia, 2016</td>
</tr>
<tr>
<td>Academic Registry Staff</td>
<td>Gilang Jatnika</td>
<td>B.Acc. in Accounting, Pancasila University, Indonesia, 2015</td>
</tr>
<tr>
<td>Library Coordinator</td>
<td>Guruh Tri Nugroho</td>
<td>B.A. in Library and Information Science, Indonesia University, 2006</td>
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<tr>
<td></td>
<td></td>
<td>Master in Library and Information Science, Universitas Indonesia, 2014</td>
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<td>Bachelor in Pharmacy, University Muhammadiyah Prof Dr.Hamka, Indonesia, 2015</td>
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<td>Bachelor in Literature, Universitas Nasional, Indonesia, 2016</td>
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<td>Bachelor in Information Technology, B.Sc. in Information Technology, Gunadarma University, Indonesia, 2003</td>
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<td>B.A. in Library and Information Science, Indonesia University, 2006</td>
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<td>Master in Library and Information Science, Universitas Indonesia, 2014</td>
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<td>Bachelor in Information Technology, B.Sc. in Information Technology, Gunadarma University, Indonesia, 2003</td>
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<tr>
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<td>B.A. in Library and Information Science, Indonesia University, 2006</td>
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<td>Master in Library and Information Science, Universitas Indonesia, 2014</td>
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<tr>
<th>POSITION</th>
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<tbody>
<tr>
<td>Dean of Academic Operation</td>
<td>Hairun Gani, MBA</td>
<td>B.Sc. in International Business, San Francisco State University, USA, 1998</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MBA in Business Management, Helsinki School of Economics and Business Administration, Finland, 2001</td>
</tr>
<tr>
<td>Machinist</td>
<td>Ifat</td>
<td>B.Eng. in Mechanical Engineering, Tadulaka University, Indonesia, 2015</td>
</tr>
<tr>
<td>ME Lab Engineer</td>
<td>Indra Pertama Putra</td>
<td>B.Eng. in Mechanical Engineering, Tadulaka University, 2016</td>
</tr>
<tr>
<td>Agency Channel &amp; Direct Channel Manager</td>
<td>Julia Simatupang</td>
<td>B.Sc. in Social Welfare, Padjadjaran University, Indonesia, 2000</td>
</tr>
<tr>
<td>Student Recruitment Officer</td>
<td>Kevin Wijaya HP</td>
<td>B.A. in Finance, University of Iowa, U.S., 2017</td>
</tr>
<tr>
<td>SU IT Support</td>
<td>Khoirul Huda</td>
<td>B.Sc. in Computer, Universitas Gunadarma, Indonesia, 2015</td>
</tr>
<tr>
<td>Dean of Student Success</td>
<td>Laura E. Fornadel</td>
<td>B.A. History, University of Georgia, U.S., 2006</td>
</tr>
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<td></td>
<td>B.A. Political Science, University of Georgia, U.S., 2006</td>
</tr>
<tr>
<td>GA Officer</td>
<td>Lusy H. Safitri</td>
<td>High School Diploma at SMAN 2, Ambon, 1995</td>
</tr>
<tr>
<td>Head of CETL</td>
<td>Manoharan G. Karthigesu</td>
<td>B.Sc. (Hons) in Computing and Information Systems, University of London, UK, 2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Teaching (Secondary) – Technology and Software, Charles Sturt University, Australia, 2018</td>
</tr>
<tr>
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<td></td>
<td>M.Ed. in Science and Environment, Deakin University, Australia, 2010</td>
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<tr>
<td>Faculty Administration</td>
<td>Maryke Ayu Kinasih</td>
<td>Associate Degree in Secretary, ISWI Secretarial Academy, Indonesia, 2000</td>
</tr>
<tr>
<td>Collection Development Officer</td>
<td>Narfyani Wahyudi</td>
<td>B.A. in Library &amp; Information Science, University of Indonesia, 2014</td>
</tr>
<tr>
<td>POSITION</td>
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<tr>
<td>Digital Marketing Officer</td>
<td>Natalisa</td>
<td>B.A. in Communication, Bunda Mulia University, Indonesia, 2013</td>
</tr>
<tr>
<td>SPAC Manager</td>
<td>Novi Kusumaningrum</td>
<td>B.Sc. in Human Ecology, the Ohio State University, U.S., 2000</td>
</tr>
<tr>
<td>Call Center / CRM Manager</td>
<td>Pieter Liu</td>
<td>Bachelor in Management, Bina Nusantara University, Indonesia, 2002</td>
</tr>
<tr>
<td>Building Fac. Officer</td>
<td>Pingkan F. Amelia</td>
<td>M.Arch. in Architecture, Trisakti University, Indonesia, 2013</td>
</tr>
<tr>
<td>Technology Lab Coordinator</td>
<td>Putri Yuni Lestari</td>
<td>B.Sc. in Computer Science, Bina Nusantara University, Indonesia, 2014</td>
</tr>
<tr>
<td>Finance &amp; Operations Manager</td>
<td>Rahajeng Tyas Astari</td>
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</tr>
<tr>
<td>Rectorate Office Support</td>
<td>Rainy Maghrieta</td>
<td>B.Sc. in Financial Management, Upper Iowa University, U.S., 2008</td>
</tr>
<tr>
<td>Student Recruitment Officer</td>
<td>Ranny Krisnayanti</td>
<td>Bachelor in Politics and International Relations (S.I.P) Padjadjaran University, Indonesia, 2010</td>
</tr>
<tr>
<td>Career Services Officer</td>
<td>Ratih Triutama Wijayanti</td>
<td>Bachelor in Medical, Jakarta Christian University, Indonesia, 2013</td>
</tr>
<tr>
<td>Support</td>
<td>Rayi Pamungkas</td>
<td>B. Ed. in Education (S.Pd), Indraprasta University, Indonesia, 2016</td>
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<tr>
<td>Student Recruitment Officer</td>
<td>Rebecca Giovani Magdalena T</td>
<td>B.Sc. in accounting concentration in Auditing, Bina Nusantara University, 2011</td>
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<tr>
<td>Manager</td>
<td>Reynold Hutabarat</td>
<td>B.Ed. in Education, Indonesia University of Education, Indonesia, 2006</td>
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<tr>
<td>Creative Coordinator - SU &amp; SA</td>
<td>Rifki Faisal</td>
<td>Bachelor in Design Communication Visual, Institute Technology Bandung, Indonesia, 2004</td>
</tr>
<tr>
<td>Call Centre Staff</td>
<td>Sesdiana Riza</td>
<td>B.Ed. in English Education, Padjadjaran State University, Indonesia, 2017</td>
</tr>
</tbody>
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<tr>
<th>POSITION</th>
<th>NAME</th>
<th>CREDENTIALS</th>
<th>OTHER QUALIFICATIONS AND COMMENTS</th>
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<tbody>
<tr>
<td>Science Lab Coordinator (Assistant Dean for Academic and Student Affairs)</td>
<td>Shinta D. Ariantika</td>
<td>B.Sc. in Science, Gajah Moda University, Indonesia, 2013</td>
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</tr>
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<td>PR &amp; Communication Officer</td>
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<td>Bachelor of Communication, London School of Public Relation, Indonesia, 2006</td>
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<tr>
<td>Rectorate Office Manager</td>
<td>Sofia Sari Barata</td>
<td>IATA/UFTAA Tourism Diploma - Instituut Schoevers BV Amsterdam, Netherland, 1999</td>
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<tr>
<td>AP &amp; Tax Officer</td>
<td>Sri Purwanti</td>
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<tr>
<td>SU Marketing &amp; Communication Manager</td>
<td>Tony Gunawan</td>
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<tr>
<td>SPAC Officer</td>
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<td>Instructor Assistant for Mathematic Subject, Business Department, San Francisco State, USA (August 1997-December 1998)</td>
</tr>
<tr>
<td>Bursary</td>
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<tr>
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<td>Widdy Wijanti</td>
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<td>M.Ed. in Applied Linguistics, Atma Jaya Catholic University, Indonesia, 2012</td>
</tr>
<tr>
<td>Student Recruitment Officer</td>
<td>Yoshua Libertie Samudra</td>
<td>Bachelor of Management, President University, Indonesia, 2012</td>
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<tr>
<td>Tasting Center Staff</td>
<td>Yustiar Dwihana</td>
<td>Bachelor in Information Technology, Pamulang University, Indonesia, 2018</td>
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