

# International College

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International College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to Award Associate, Bachelor's, and Master's Degrees.

## **HISTORY OF THE COLLEGE**

International College is a degree granting college founded in January 1990. Policies concerning the College are formulated by the Board of Trustees.

The College offers Associate of Science, Bachelor of Science, and Master of Business Administration degree programs in career-related disciplines. In addition to granting degrees, the College offers Continuing Education Programs which include instruction in English as a second or foreign language and lifelong learning classes for senior citizens. Specifically designed programs and special courses are also available to businesses and professional firms seeking instruction or personalized seminars.

The College is a non-profit, tax exempt institution, whose purpose is to provide postsecondary education opportunities to students from the general Southwest Florida community. The College is located at 2654 East Tamiami Trail, Naples, Florida 34112 (telephone 941-774-4700). The College library is part of the complex. Adjacent to the classrooms and library resource center are offices for admissions information, student services, and administration.

A second campus center was opened for classroom instruction in nearby Ft. Myers in 1992. This center, located at 8695 College Parkway, Ft. Myers, Florida 33919 (telephone 941-482-0019) is easily accessible from I-75, the main highway artery between Naples and Ft. Myers. The new center is equipped for lecture and laboratory instruction. It has instant fax contact with the Naples Main Campus, and in addition to its own library resource center, there is accessibility to the reference materials available from the College's main library holdings on the Naples campus.

In addition to the two campus centers, International College offers certain undergraduate classes at learning sites in Sarasota and North Port, Florida.

## **ACCREDITATION, LICENSURE, AND RECOGNITIONS**

### **ACCREDITATIONS**

International College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 : Telephone number 404-679-4501) to award Associate, Bachelors's, and Master's degrees.

The Business Administration, Accounting, Management, and Computer Information Systems Programs are accredited by the International Assembly for Collegiate Business Education, P.O. Box 25217, Overland Park, Kansas, 66225, telephone (913) 631-3009.

### **LICENSURE**

International College, Naples, Florida is registered and licensed with the Florida State Board of Independent Colleges and Universities under Exemption Certificate Number 1305. Prospective students desiring additional information regarding the College may contact the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida, 32399, telephone (904) 488-8695.

### **RECOGNITIONS**

The College is recognized by various Federal and State agencies that require official documentation for the recognition of student academic achievement. The College or the College's accreditation is recognized officially by the following agencies:

- Bureau of Immigration and Naturalization Services
- Florida Board of Accountancy
- Florida Bureau for Teacher Certification
- Florida Department of Administration
- Florida State Approving Agency for Veterans Affairs

## **PHILOSOPHY AND OBJECTIVES OF INTERNATIONAL COLLEGE**

International College is a private, non-profit, coeducational institution dedicated to the development of students as fully self-actualized persons and to providing education for students of all faiths, ages and life circumstances. General and professional education at International College seeks to foster in its students measurable outcomes that will prepare them for life in the 21st century. These educational outcomes are:

- \* Critical Thinking
- \* Initiative
- \* Leadership Ability
- \* Effective Communication
- \* Research Ability
- \* Adaptability to Change
- \* Social Responsibility
- \* A Global Perspective
- \* Appreciation for Excellence
- \* Appreciation for Lifelong Learning

International College bases its educational programs on the following philosophy:

That International College, as an open, creative and community-conscious educational institution, must fulfill its mission in the climate of a changing world. That each student, as a unique person, deserves a personalized program of studies and varied experiences for personal growth without regard to race, color, sex, religion, creed, national origin, political opinions or affiliations, disabled veteran status, disability, or age as provided by law and in accordance with the College's respect for personal dignity.

That International College can best serve its students and the community by providing professional programs associated with business, computer technology, and other related disciplines that afford life and career enrichment.

## **MISSION**

International College is dedicated to the development of human potential in all of its diversity. The Mission of International College is to offer Associate, Baccalaureate, and Graduate degrees as well as other programs which enhance the students' ability to achieve career objectives. International College is a teaching institution which emphasizes the practical application of knowledge in career programs, provides contemporary and experiential delivery systems, including distance learning, conducive to the adult learner, as well as the rite of passage student, and includes within its curriculum a requisite foundation of liberal arts courses to help broaden the students' perspective. International College is committed to attending to the needs of the individual student on a personal level and is further committed to being an educational resource for the Southwest region of Florida by providing programs and services to the community. At the same time, the College recognizes its obligation to prepare its students to assimilate into a culturally diverse and global economy and, as such, seeks students of all cultures and nationalities.

## **ADMISSIONS**

The MBA program is comprised of advanced academic course work and, therefore, admission is only granted to applicants who display a high probability of success in graduate level study. Eligibility for admission is determined by the Graduate Program Committee, based on prior academic performance, GMAT test results, and/or other relevant demonstrations of preparation for graduate study.

Full admission to the MBA program requires the following:

1. Completion of the Application for Graduate Program Admission, and
2. A bachelor's degree from an accredited college or university, and
3. GPA of 3.0 or higher in the last two years of college-level course work, and
4. Acceptable scores on the Graduate Management Admissions Test (GMAT), and
5. Two letters of recommendation, and
6. Interview with, and approval of, the Graduate Program Admissions Committee.

Completion of the GMAT is required prior to full admission into the program. Applicants who have not yet obtained GMAT scores, may be granted Conditional Admission by the Graduate Program Committee for a period not to extend past the end of the first term of study, if other admission requirements have been met.

Generally, a GMAT score of 500, or higher, is acceptable for admission. Alternatively, a composite score of 1000, derived by summing the GMAT score plus an undergraduate GPA x 200, may be accepted for admission at the discretion of the Graduate Program Admissions Committee.

Conditional Admission may only be granted with the applicants written understanding and acceptance of responsibility for successfully completing all admission requirements. The college is not responsible for any expense incurred by a student who requests Conditional Admission and is later denied full admission, or continued enrollment, due to failing to meet full admission requirements.

Official transcripts from all colleges or universities attended prior to applying for admission at International College must be requested and sent to the College as soon as possible so that the admission process will not be delayed.

Note: The GMAT is a general aptitude test and does not require previous mastery of business subjects. The college admissions department can provide information on sites and upcoming testing dates for the GMAT exam.

### **FAMILIARITY WITH COLLEGE REGULATIONS**

On or before entrance, each student is given the Graduate Bulletin and various brochures and other publications which set forth the policies and regulations under which the College operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

### **TUITION AND FEES**

Tuition and Fees for courses offered at the College are listed on under the section titled Tuition and Fees Schedule.

### **STUDENT ACCOUNTS**

All students' accounts are due and payable at the time such charges are incurred. College regulations prohibit registration, graduation, granting credit, taking of final examinations, or release of grades or transcripts for students whose accounts are delinquent.

### **REFUND POLICY**

The operating budget of the College provides for the engagement of faculty, expenses, and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full academic term from all accepted students. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred costs. Refunds are made in a fair and equitable manner in accordance with the policies which follow:

It is the responsibility of the student to notify the College Registrar in writing if the student wishes to cancel or withdraw. Likewise, it is the responsibility of the student to make a refund request in writing to the Business Officer. Examples of the application of the following refund policy are available upon request in the Business Office. If the student wishes to appeal the calculation of a refund, the appeal is to be filed in writing with the Executive Vice President of Finance and Student Services.

Within 3 days of the date the student executes an enrollment agreement, he/she may cancel this contract and receive a full refund of any tuition or fees paid, less the application fee, which is non-refundable.

**FAILURE TO ENTER** - If the student does not enter classes, the full amount of any prepaid tuition is refundable. (Application fees are non-refundable.)

**WITHDRAWAL** - The last date of attendance is considered the date of withdrawal. If the student does not complete the program, a tuition charge will be made according to the following applicable schedule.

**ENTERING STUDENTS ENROLLED** - Tuition and fees for students entering International College for the first time will be charged on a pro-rata basis (rounded up to the nearest 10%) through 60% of the trimester, plus an administrative fee equal to the lesser of 5% of the charges or \$100. After 60% of the trimester, there is no refund.

**CONTINUING AND RE-ENTRY STUDENTS** - Tuition and fees shall be refunded in full, less an administrative fee of 5% of the term's tuition, if notice of withdrawal is received prior to the second class meeting. A refund of 25% of tuition and fees shall be made if the student withdraws prior to completion of the fourth week of the trimester. Continuing and re-entry students enrolled who withdraw during a mini trimester are charged as above in proportion to the number of days attendance equal to those of the full trimester.

**SINGLE CLASS WITHDRAWAL**

Students who officially withdraw from a single class, but do not withdraw completely from the College will be charged according to their last date of attendance in that class, as follows:

Last attended week one. . . . .	5% administrative fee
Last attended weeks 2 through 4. . . . .	75% charge
Last attended weeks 5 through 15. . . . .	100% charge

**PROCESSING OF REFUNDS**

Refunds of tuition and or other refundable charges due students will be made within thirty (30) calendar days of the students' official date of withdrawal. Refunds for the student who fails to notify the College of withdrawal will be processed within the earlier of thirty (30) calendar days from the day the College determines that the student has withdrawn or thirty (30) calendar days from the end of the trimester. The refund is based upon the student's last date of attendance. Refunds to Veterans will be made in accordance with current Veteran Administration regulation. Refunds to students receiving Title IV Financial Aid will be made in accordance with applicable regulations, and will be allocated in the following order:

- a. To eliminate outstanding balances on unsubsidized Federal Stafford loans received by the student for the period.
- b. To eliminate outstanding balances on subsidized Federal Stafford loans received by the student for the period.
- c. To eliminate any amount of other assistance awarded to the student under programs authorized by Title IV of the Higher Education Act for the period.
- d. To repay required refunds of other Federal, State or private institutional student financial assistance received by the student.
- e. To the student.

**RESERVATIONS AS TO PROGRAMS AND CHARGES**

The College reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to rearrange its programs from time to time as teaching polices make it desirable; and to withdraw subjects, courses, and programs if registration falls below the required number. Any specific course requirements in any area may only be changed or waived by the Executive Vice President of Academic Affairs upon written request from the student for reasonable cause. Course substitutions may be made by the Executive Vice President of Academic Affairs or by the Graduate Program Committee. The total hours specified in each area of the degree or the program total are the minimum requirements for completion.

### **INTERNATIONAL STUDENTS**

When foreign students apply for admission in a program approved by Immigration and Naturalization, official transcripts of completed secondary and applicable post secondary credits are required along with an evaluation by a professional agency and/or translation if necessary. The expense for this service is the responsibility of the student. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received from each course. Satisfactory evidence of successful command of the English language is required for all foreign students enrolling in any program, and a TOEFL Score of 500 or its equivalent is required for entry into a graduate degree program (not required for applicants whose native country has English as a primary language). A Form I-20 (Immigration Certificate Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and pre-payment of full-time fees and tuition for at least one academic term. The international student should first contact the College for approved programs of training since certain listed programs may not be available for foreign applicants. A non-refundable application fee of \$50 is required for foreign applicants. With the above exceptions, the conditions for admission of foreign students are identical to those for United States citizens.

### **INFORMATION RESOURCE CENTER AND LIBRARY**

The mission of the information resource center and library is to support the College in providing the best educational programs possible, to provide assistance to faculty and students in accessing information both at the College and at other remote sites, to provide opportunities for the student to learn from many different formats of information, and to provide life skills in access to information and resources.

The Information Resource Centers at the Naples and Ft. Myers campuses are part of the college wide network which provides access to the various databases, CD-ROM and online resources. The online catalog provides access to the print and audio-visual collections for the networked libraries. Document delivery is provided daily by print, fax, or e-mail. Inter-library loan services are available by request for books or full text articles.

The IRC subscribes to various online databases to assist students in their area of study. Westlaw and Lexis-Nexis are legal databases. Medline accesses medical information and Dialog offers approximately 600 databases with a wide range of topics. Students may also do research on the Internet or from the web pages maintained by the IRC. Our CD-ROM titles provide access to hundreds of journals and newspapers through EBSCO, Academic Index and Infotrac Business and Health Indexes. Encyclopedias and other CD-ROM titles as well as LUIS and First Search are all available to the students to assist in their research needs.

Graduate level resources are centered around the individual student's research requirements and include standard business resources, as well as any-time/anywhere data bases. Thus, graduate students receive passwords to allow them to access the fee-based, web-accessible business resources, such as Standard and Poor, Dun and Bradstreet, Dialog, CCH, Stat USA, and Investext from the college or from the student's home or office.

As a result of the emphasis on electronic delivery of information, high priority is placed by the IRC on student training in the new technologies. All students receive training and orientation through classes, hand-outs, minicomputer sessions or personal training requested from the professional librarian or library staff.

### **STUDENT DEVELOPMENT SERVICES**

Student Development Services include educational, career, personal and social counseling, career and personality assessment, orientation, alumni relations, judicial affairs, job placement, student activities, and special student services. Student Development is a branch of the Student Services of International College, including the Dean of Students, the Career Development Coordinator and the College Counselors. The Dean of Students administers the Student Development services, which are designed to address student concerns, adjustments to college, and the enhancement of student life.

### **CAREER DEVELOPMENT AND PLACEMENT ASSISTANCE**

Career Development Services are provided to students who are preparing for a career, or are in need of job placement. The Career Development Coordinator offers career guidance seminars throughout the year to inform students on such topics as career decision-making, resume and cover letter preparation, career assessment, interviewing skills and

techniques, and job searches. Job placement assistance is a service provided to aid students in locating full-time or part-time employment. As a benefit to graduates, the College maintains an active lifetime placement service. Graduates are urged to keep in touch with the College in order to take advantage of future openings that may be available. The Career Development office hours are posted at each campus. Students are seen on a drop-by basis, but appointments are recommended. Services are free to International College students and graduates.

### **COUNSELING SERVICES**

Counseling Services are available to address student needs on career, academic, social, and/or personal areas through information services, group workshops or seminars, and individual counseling. The Counseling Staff also maintains a list of area resources and occasionally refers individuals to an outside agency for assistance. There is a Counselor available at both campuses, and office hours are posted. Walk-in services are available, but appointments are recommended. Services are free to International College students. Students may schedule a confidential counseling appointment directly with the College Counselors by telephone. Each Counselor has voice mail and will respond to student requests in a timely manner.

### **SPECIAL SUPPORT SERVICES**

Recognizing its commitment to providing equal access and equal opportunity, the College provides special support services which assist individuals with special needs in accessing and making use of campus services and facilities. Disabled students are encouraged to contact the Dean of Students to make arrangements for any needed assistance, to receive an orientation to the campus, and to discuss the support they will need to complete their academic program. Counseling staff also help individuals to integrate into the campus community. Anyone requiring special accommodations in order to participate in campus events should contact the Dean of Students four weeks prior to scheduled activities.

### **ORIENTATION**

Prior to attending classes, new students, as well as those returning to the College after a term or more of nonattendance, are required to participate in an orientation program. Attendance is mandatory. This program is designed to acquaint students with the policies of the College and includes instructional sessions required to participate in graduate courses.

### **ALUMNI ASSOCIATION**

Membership in the Alumni Association is open to all graduates of International College. The Alumni Association serves the needs of the graduates by providing contact with friends and connections made at the College. The Alumni Association helps pool resources, broadens the professional network and supports currently enrolled students, in addition to supporting the College. Activities are planned and a newsletter, "International Link" publishes the accomplishments, professional advancements, and news of the Alumni. Contact for the Alumni Association is through the Dean of Students.

### **THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

International College is dedicated to the principle of equal opportunity for qualified persons without regard to race, color, religion, sex, national origin, age or disability in its educational programs.

The term disability means with respect to an individual: (a) a physical or mental impairment that substantially limits one of more major life activities, (b) a record of such impairment, or (c) being regarded as having such impairment (42 USC 12102(2)).

The College does not discriminate against qualified individuals who, with or without reasonable accommodation, can perform the requisite and essential functions of the educational activities. Reasonable accommodations will be made available unless doing so would present undue hardship to the College.

It is the responsibility of the student with special access needs to inform the College of these special needs and to provide the requisite supporting documentation.



Notification to students of International College compliance with the ADA appears herein and in the Student handbook. The ADA Coordinator for the College is the Dean of Students. He is responsible for the coordination of compliance efforts and the investigation of complaints. If a student feels he/she has been discriminated against based upon a disability or in violation of ADA guidelines, he/she may file a grievance in accordance with the grievance policies outlined in the Student Handbook.

### **STUDENT RECORDS**

All educational records of students enrolled at the College are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, public Law 93-380, as amended. Students may inspect their educational records at any time; however, signed official transcripts from other schools become the property of the College and are not released to the student or a third party. A student desiring a copy of his/her former school records must contact the former school and request a student copy.

Student consent is required for the release of records covered by the Act to outside parties (i.e.; prospective employers), except for those agencies entitled to access under the provisions of the Act (i.e.; university officials, federal educational and auditing officials, and requests related to the application for, or receipt of financial assistance). Release of directory information does not require student consent and includes the name, address, and telephone number of the student, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. Particular questions concerning students' rights under the Act should be directed to the Registrar's Office.

### **STUDENT CONDUCT, ACADEMIC INTEGRITY, AND GRIEVANCE POLICY**

Each student is held responsible for conforming to local, state and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body. The student conduct and grievance policy in its entirety appears in the student handbook.

The College reserves the right to suspend or dismiss from the College any student at any time for misconduct or when such action is deemed to be in the best interest of the student or the student body of the College.

At the time of suspension, the student will be given written notification of the duration of the suspension. At the conclusion of the term of the suspension the student may apply in writing for readmission to the College. Should the College have evidence of further misconduct, the right to dismiss the student is reserved.

Dismissal is a terminal action. A student who has been dismissed from the College is not permitted to reenter.

### **ACADEMIC INTEGRITY**

Essential to the process of education, academic honesty is required of all students. Cheating on examinations or plagiarizing term papers are serious offenses, contrary to policy and could result in cause for dismissal.

### **GRIEVANCE POLICY**

Students who feel their rights have been violated are entitled to due process in the format of a hearing. A student wishing to request such a hearing should contact the Dean of Students. All such requests must be in writing.

### **APPEALS PROCESS**

Any appeals of the actions described above must be made in writing to the College President who will consider the appeal. The President will have the final authority over the matter.

### **FINANCIAL ASSISTANCE PROGRAMS**

The institution is in compliance with all requirements for eligibility to award Student Financial Aid under Title IV, Federal Higher Education Act (Financial Assistance). Currently, graduate students may be eligible for Federal Stafford

## Student Loans.

If the student is eligible, an appropriate award package will be developed. Prior to the actual disbursement of any financial aid, a student may have to complete a verification process which will document certain information provided. Information on the types of documentation required will normally be provided during the student's financial aid interview.

Students are cautioned that all awards are made based on the availability of program funds to the College and accuracy of the information provided to determine financial aid eligibility. Reductions in funding programs, over which the College

has no control, or changes in eligibility status due to the verification process, may amend initial awards. Students must maintain good standing and satisfactory progress toward completion of their respective program. (See "Standards of Academic Progress" listed herein.)

No students may receive financial aid if they owe a refund on any grant, are in default on any loan, or have borrowed in excess of established loan limits under Title IV financial aid programs at any institution or are enrolled in either an elementary or secondary school.

### **FEDERAL STAFFORD STUDENT LOAN PROGRAM**

The Federal Stafford Student Loan Program, available to eligible students, is a low-interest loan made by a lender such as a bank, credit union, or savings and loan association to help pay for the cost of education. Maximum loan limits, set by Federal law, are applied based upon the student's yearly progress at the college. Repayment of the Stafford Loan generally begins six months after the students have graduated, left school, or dropped below a half-time class schedule.

There are two types of Stafford Loans:

1. Subsidized - Federal government pays the interest to the lender while the student is in school.
2. Unsubsidized - Interest accrues from the date of origination and is the responsibility of the borrower.

Eligible students who are enrolled at least on a half-time basis may borrow funds under this program.

### **THE INTERNATIONAL COLLEGE SCHOLARSHIP PROGRAM**

The goal of the International College scholarship program is intended to supplement the resources of students to the extent possible to enable them to begin or to continue college studies.

***Who may apply?*** Both new and continuing International College students enrolled at the current Graduate Bulletin tuition rate may apply for a scholarship. Each scholarship has its own application and requirements. Applications are available in the Financial Aid office on both the Naples and Fort Myers Campuses. Interested persons must complete an application for processing by the International College Scholarship Committee and submit it by the deadlines posted in the Financial Aid Office. Final application deadlines are posted on the campus bulletin boards and printed in student publications in order to remind students of the scholarship opportunities. Scholarship Workshops are offered by Student Development to assist students with the scholarship process.

### **Eligibility Requirements and Guidelines**

1. The purpose, availability to areas of study, qualifications and selection criteria are detailed on the application forms for each scholarship. Students must read carefully all requirements and guidelines as each scholarship differs, and adherence to the rules will greatly influence the awarding of scholarships. Any questions, comments, or clarification needs concerning these scholarships should be addressed to the Financial Aid Officers or the Dean of Students.
2. An applicant must meet all admission requirements of International College. Scholarships are available only to students enrolled at the Naples or Fort Myers campus paying the current catalog tuition rate.

3. Students may apply for as many scholarships per trimester as desired; however, each scholarship requires a separate and complete application, and each applicant is limited to one scholarship per fifteen (15) week trimester. In order to maintain a fair distribution to all students, the International College Scholarship Committee rarely extends the awarding of more than \$2,000 cumulatively in private scholarships per student. Awarded scholarships must be applied in the trimester for which they are designed, or they will be forfeited. Scholarships are applied to the student's account in the eighth week of the trimester. Students may reapply for previously applied scholarships by completing a resubmittal form by the scholarship deadline for the term desired. The Dean of Students will contact the applicant if another interview or additional documentation is necessary for future consideration.
4. The appearance, presentation, and completeness of the application form will be taken into account in the awarding of scholarships. Incomplete or illegible applications will not be considered. All applications and reference letters become the property of International College and will not be returned.
5. All International College scholarship applicants must provide a letter of character reference from a non-related person stating that the applicant is of good character and deserving of a scholarship. Any application found to contain false or misleading information will be eliminated from further consideration by the Committee.
6. Essays will be judged on style and content as well as writing that is clear, articulate, logically organized, and which demonstrates an outstanding grasp of the philosophical and psychological issues involved in the assigned topics.
7. The International College Scholarship Committee may ask applicants to attend an interview meeting as part of the process. Failure to appear may result in termination of any further consideration by the Scholarship Committee. In case of mitigating circumstances, it is the responsibility of the applicant to contact the Dean of Students in advance of the interview meeting.
8. In awarding the scholarships, the International College Scholarship Committee judges the applicants based upon (1) academic transcripts, (2) the candidate's application essay, if required, (3) reference letters(s), (4) personal interviews, and (5) application completeness. All efforts are made to maintain fairness and equality in awarding of scholarships, and, in all cases, the Scholarship Committee's awarding of the scholarship is final.

### **PRIVATE GRADUATE SCHOLARSHIPS**

#### **The Chase Manhattan Bank Scholarship**

Chase Manhattan Bank Scholarships are provided to selected MBA students each academic term. Beginning with the Winter 2000 term, five \$1000.00 scholarships will be awarded each year.

### **LOCAL SCHOLARSHIPS**

Local scholarships are provided to International College students according to guidelines established in most cases by the donors. Applications must follow the guidelines prescribed by the sponsor.

#### **The Florida Institute of Certified Public Accountants (FICPA) Scholarship**

The Florida Institute of Certified Public Accountants (FICPA) Scholarship assists students who are enrolled in the MBA program, or the 5-year accounting track, and who are working toward qualifying to sit for the Florida C.P.A. exam.

### **INSTITUTIONAL SCHOLARSHIPS**

Institutional scholarships are provided by the College to encourage continuing students to undertake graduate studies.

#### **The Graduate Program Scholarship**

In order to encourage the pursuit and completion of a graduate program, International College is extending a special Graduate Program Scholarship for students who have been awarded a bachelor's degree from International College. This is a tuition scholarship available in the form of a total award of \$500.00 to be used for two successive terms before the student has achieved 27 trimester hours of credit toward an International College master's degree. The student must

maintain a 3.0 cumulative G.P.A. while using this scholarship. The tuition scholarship will be credited at the rate of \$250.00 per term. The Graduate Program Scholarship is available only for full-time students enrolled for at least 9 credit hours per term. There is no limit to the number of Graduate Program Scholarships offered. It is the responsibility of the student to complete an application form in order to receive this scholarship. It is not automatically applied to qualifying individuals.

## **ACADEMIC PROGRAMS**

### **MBA PROGRAM OF STUDY**

The Master of Business Administration is a general business professional degree program, intended to prepare graduates for managerial roles in business and non-profit enterprises. Graduates of the program will be equipped with the knowledge and skills required to lead and contribute to organizational success at the executive level. Mastery of the critical competencies such as planning, decision making, environmental scanning, financial analysis, marketing, global business, and business research are included in the MBA program of study. MBA graduates are required to successfully complete prescribed course work in the three degree component areas of Common Body of Knowledge, Business Core, and Electives and satisfactorily complete the MBA Comprehensive Examination.

### **Common Body Of Knowledge Component (CBK) - 18 Credits**

The Common Body of Knowledge (CBK) courses are designed to provide a basic background of academic preparation for advanced course work. The CBK courses assume that the student has little or no prior academic preparation in each area of study. The CBK courses are considered minimum preparation in introductory business before advanced study may proceed. Completion of CBK courses demonstrates the students proficiency in eight areas of business knowledge. Students who have demonstrated specific competencies in undergraduate course work, may be granted waivers for courses in the CBK component. Equivalency waiver requirements are shown under *Waiver Policy*.

### **Business Core Component - 18 Credits**

The Business Core courses include several advanced business courses constituting a core set of advanced business competencies required of all MBA graduates. Business Core courses are designed to develop competencies which the business community requires of MBA graduates and skills that differentiate the MBA graduate as an executive level decision maker.

### **Elective Component - 12 Credits**

The MBA Elective courses provide the student with an opportunity to strengthen their academic preparation in specific areas of business and management. The Elective component is designed by the student and faculty advisor to meet the individual needs of the student.

## **GRADUATION REQUIREMENTS**

### **Degree Completion Requirements**

To qualify for the Master of Business Administration degree, candidates must:

1. Be fully admitted to the MBA program, and
2. Complete 48 semester credit hours of required courses with a grade point average of at least 3.0, with no course grade below a "C", as follows:

18 credits in Common Body of Knowledge (CBK) Courses

18 credits in Business Core Courses

12 credits in Elective Courses

OR

satisfy all of the CBK waiver policy and complete at least 36 semester credit hours of required courses with a grade point average of at least 3.0, with no course grade below a "C", as follows:

18 credits in Business Core Courses

18 credits in Elective Courses

OR

satisfy a portion of the CBK waiver policy and complete at least 36 semester credit hours of required courses with

- a grade point average of at least 3.0, with no course grade below a “C”, as follows:  
 3-15 credits in Common Body of Knowledge (CBK) Courses  
 18 credits in Business Core Courses  
 12-15 credits in CBK and Elective Courses

3. Successfully complete the Comprehensive Examination, and
4. Meet all program requirements within five years of initial enrollment.
5. Satisfy all financial obligations with the College.

Note 1: The last 27 semester credits must be completed at International College.

Note 2: In cases where students have previously completed equivalent course work with a grade of “B” or better, the Graduate Program Committee may waive up to 18 credits of Common Body of Knowledge (CBK) course work.

### **MBA Academic Course Structure**

Graduates of the MBA program must successfully complete the following degree components with a minimum grade of “C” in all course work and an overall GPA of 3.0.

#### **Common Body of Knowledge Component (CBK)**

	<u>Sem. Hour Credits</u>
ACG 5025 Financial Accounting for Managers	3
ECO 5705 Managerial Economics	3
MAN 5055 Management Processes (O/L)	3
MAR 5815 Marketing Management	3
ISM 5021 Management Information Technology (O/L)	3
QMB 5305 Statistics for Management	3
<b>Total Common Body of Knowledge Component</b>	<b>18</b>

#### **Business Core Component**

FIN 6406 Financial Analysis for Management	3
GEB 6375 Business Ethics, Social Responsibility and Diversity (O/L)	3
MAN 6601 Global Dimensions of Management (O/L)	3
MAN 6107 Executive Leadership	3
BUL 6445 Legal Environment of Business	3
GEB 6895 Strategic Business Management	3
<b>Total Business Core Component</b>	<b>18</b>

#### **Elective Component**

ECO 6705 Applied Economics for Business	3
GEB 6903/6 Directed Research Project	3 or 6
GEB 6225 Business Research Methods (O/L)	3
MAN 6130 Management Communications	3
MAN 6311 Management of Human Resources	3
MAN 6930 Seminar in Management (O/L)	3
MAR 6930 Seminar in Marketing (O/L)	3
MAR 6816 Strategic Marketing Methods	3
MAN 6603 Operations Management	3
MAN 6245 Managing Organizational Behavior (O/L)	3
<b>Total Elective Component</b>	<b>12</b>

<b>Total Semester Hours Required for Graduation</b>	<b>36-48</b>
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### **Means of Evaluating Student Achievement**

Achievement of course objectives will be measured by examinations, projects, and other measurements deemed appropriate by the professor and/or Graduate Program Committee. Achievement of program objectives will be measured by a successful completion of a comprehensive examination.

### **Academic Program Planning**

The student and faculty advisor will prepare a detailed *Approved Program of Study* to guide each student to successful program completion in a timely manner. The *Approved Program of Study* will become part of the student's official academic records. Changes to the *Approved Program of Study* may not be made without the approval of the faculty advisor.

### **Estimated Degree Completion Time**

A full-time student may complete the MBA program within six terms (two calendar years). Those students who qualify for maximum CBK course waivers may complete the program in as little as four terms.

### **Instructional Methodology**

The graduate faculty utilizes a variety of instructional methods including traditional classroom lecture sessions, case studies, research projects, team activities, simulations, and cohort on-line study courses. The objective of employing varied pedagogies is to enrich the student with multiple approaches to understanding and solving business problems that mirror the managerial experience.

### **Graduate Program Faculty**

Faculty members who serve the graduate student body are appointed by the President upon the recommendation of the Executive Vice-President of Academic Affairs, with the concurrence of the Graduate Program Committee. Faculty members must possess an earned doctorate in the field in which they are teaching or a related field. Selection to serve on the graduate faculty is based upon academic credentials, teaching experience, professional practitioner experience, and other scholarly achievements in their field.

### **CBK Waiver Policy**

A maximum of 18 credits of CBK course work may be waived by the Graduate Program Committee if the student has completed preparatory undergraduate course work with a grade of "B" or higher from an accredited institution within the past five years. Course waivers will only be considered if the student has met the minimum equivalency requirements shown below:

<u>CBK Courses</u>		<u>Minimum Waiver Requirements</u>
ACG 5025	Accounting for Managers	6 credits of accounting principles
ECO 5705	Managerial Economics	6 credits of micro/macroeconomics
MAN 5055	Management Processes	3 credits of management principles
MAR 5815	Marketing Management	3 credits of marketing principles
ISM 5021	Management Information Technology	6 credits of CIS/MIS
QMB 5305	Statistics for Management	3 credits of introductory statistics

### **GRADUATE GRADING POLICY**

Academic achievement is based on the following grading system:

Grade Evaluation	Grade Points per Credit Hour
A Superior performance	4
B Satisfactory Performance	3
C Below Average Performance	2
D Unacceptable performance	1
F Failure	0

IN Incomplete	0	
WF Withdrawal after 1st six weeks		0
WP Withdrawal within 1st six week	Not Calculated	

**STANDARDS OF ACADEMIC PROGRESS**

***1. Maximum Program Length***

Students must complete their graduate program of study within five years of the date of first enrollment.

***2. Minimum Academic Achievement***

Graduate students must maintain an overall GPA of 3.0 in all courses. No grades below a “C” will count toward graduation requirements, but all grades will be computed in the overall grade point average. Failure to maintain a GPA of 3.0 will result in the student going on Academic Probation.

***3. Probation***

All students placed on Academic Probation will be counseled by the Office of Academic Affairs. A student placed on Academic Probation will have the subsequent term to achieve a 3.0 GPA. If the student does not achieve a 3.0 GPA by the end of the subsequent term, the student will be suspended.

***4. Suspension***

A student placed on Academic Suspension may not return for further study for at least one term, during which time a written request to reenter must be submitted to The Graduate Program Committee for their recommendation to the Executive Vice-President of Academic Affairs. Only upon written confirmation of approval to reenter from the Executive Vice-President of Academic Affairs may the student return to classes. Only those students whose GPA could be improved to 3.0 will be considered for reentry. The student’s status, upon reentry, will be Final Academic Probation. If the student does not achieve a 3.0 GPA by the end of the Final Academic Probation term, the student will be dismissed.

***5. Dismissal***

Dismissal is a final action and a student who has been dismissed is not permitted to reenter the college.

**SCHEDULE CHANGES/ADD-DROP**

There is no add/drop period.

**ATTENDANCE REQUIREMENTS**

Students are required to attend each class session unless conditions over which they have no control prevent their being present. Excessive absences, excused or unexcused, may cause the student to be withdrawn from the class.

The College is in session throughout the year except for holidays and vacations as listed on the College calendar. Summer class offerings are available for students who chose to attend and accelerate their program.

**TRANSFER CREDITS**

Acceptance of graduate transfer credits is contingent upon applicability to the MBA program and may only be approved by the Graduate Program Committee. No more than 9 semester hours of credit may be accepted subject to the following restrictions:

1. Transfer credits must be completed within the previous five (5) years at an accredited institution with a grade of “B” (3.0) or higher. “Pass” or “Satisfactory” grades will not be accepted for transfer.
2. Graduate credit based upon internships, externships, portfolio, or other experiential learning bases will not be considered for transfer.

3. Graduate credits earned after entry into the MBA program will not be considered for transfer.
4. Courses accepted for transfer must be relevant to the MBA program and equivalent to specified program courses, as judged by the Graduate Program Committee.

### **SEMESTER HOUR OF CREDIT**

A semester hour of credit is equivalent to approximately 15 lecture class hours of instruction with appropriate out-of-class study. Laboratory hours count a minimum of 30 class hours as equal to one semester hour of credit and internships count 45 class hours to equal one semester hour credit. A class hour of instruction is a 50 minute period.

### **ACADEMIC LOAD**

A graduate student taking nine or more credit hours in an appropriate program is defined as a full-time student. A normal course load for full-time graduate students is at least three courses (9 credits). Students wishing to take additional courses must obtain permission from the Graduate Program Director.

### **REPETITIONS, INCOMPLETES, AND WITHDRAWALS**

Repeat grades may be substituted for previous course failures in the calculation of the student's cumulative grade point average for the three times permissible as stated in the Graduate Bulletin. All courses receiving grades (including repeated courses) will be counted as courses (credits) attempted for calculating percentage completion rates. Under no circumstances may a student extend as a regular active student beyond one and one half time (150%) the normal program length of a program in order to complete that program.

Incompletes or "IN" grades are counted as official grades with a grade point value of "0" if not removed within ten days after the official ending date of the trimester. "IN" grades will convert to "F", failure, which also has a grade point value of "0".

Withdrawals may receive either an "WP" or "WF" grade. A "WP" grade may be issued for withdrawals within the first six weeks of a trimester and does not carry a grade point value. "WP" grades may also be issued for documented extenuating or mitigating circumstances that have been approved by the academic committee or the Executive Vice President of Academic Affairs. A "WF" grade is given to a student who withdraws from a course after the sixth week of the trimester and carries a grade point value of "0".

The credit values of "IN", "WP", and "WF" grades will be counted as part of the credits attempted at each of the evaluation points in the Successful Course Completion scale.

### **MITIGATING CIRCUMSTANCES**

The Academic Committee or the Executive Vice President of Academic Affairs may waive interim satisfactory progress standards for occurrences beyond the control of the student. Documentation of the extenuating or mitigating event and the demonstration by the student of the adverse effect on the student's academic progress must be provided.

### **TRANSCRIPT INFORMATION**

Upon written application by the student to the Registrar's office and the payment of the fee for each student copy ordered, the College will furnish transcripts of each student's scholastic record. These transcripts will state, "issued to student". No transcript may be issued for a student who is in arrears. Official transcripts, as requested by students, are not given to students or mailed to private addresses, but are mailed directly to institutions or persons considering the applicant for admission or for employment.

During peak periods, particularly at the end of each semester there may be a two week delay. Transcripts are processed in the order in which applications are received.



### **FACULTY ASSISTED COURSES**

Courses listed in the Graduate Bulletin may be offered in a tutorial setting when approved by the Program Director. Weekly sessions are held with an assigned faculty member with a minimum of a midterm and final evaluation required.

### **COURSE DESCRIPTIONS**

<b>ACG 5025</b>	<b>Financial Accounting for Managers</b> A study of accounting concepts and required standards for the presentation of financial information. The course provides the student with the basis of income, valuation of assets, as well as the uses and limitations of financial statements. Prerequisites: None	3 credits
<b>BUL 6445</b>	<b>Legal Environment of Business</b> A comprehensive study of the legal process as it applies to business enterprises. The political environment and the impact of public policy on business is studied and reviewed relevant to integrating public ideologies and expectations of the manager. Prerequisites: None	3 credits
<b>ECO 5705</b>	<b>Managerial Economics</b> A study of economic models used for analyzing data and utilizing the results to improve the managerial decision process. Microeconomics and macroeconomics are reviewed from the managerial perspective, as tools for enhancing business performance and planning. Prerequisites: None	3 credits
<b>ECO 6705</b>	<b>Applied Economics for Business</b> An advanced study of the application of economic data in business planning. Extensive use of case studies are utilized to demonstrate the practical applications of economics by the executive in all facets of the business enterprise. Prerequisites: ECO 5705	3 credits
<b>FIN 6406</b>	<b>Financial Analysis for Management</b> Corporate financial analysis and control of capital. This courses develops decision making skills in areas of projecting, securing, and control of long-term assets and funding, including analysis of the cost of capital. Prerequisites: ACG 5025	3 credits
<b>GEB 6225</b>	<b>Business Research Methods (O/L)</b> A study of the philosophy and methodology of conducting business research and reporting. Areas of study include primary and secondary data collection, on-line search methods, and the analysis and compilation of conclusions for decision making. A final research paper will focus on the student's area of concentration. Prerequisites: QMB 5305	3 credits
<b>GEB 6375</b>	<b>Business Ethics, Social Responsibility, and Diversity (O/L)</b> A study of the establishment and management of organizational standards for ethics, social responsibility, and cultural diversity. Case studies will augment the instruction of societal and legal requirements for responsible corporate behavior. The student is required to complete and document a community service project during the term of study. Prerequisites: None	3 credits
<b>GEB 6895</b>	<b>Strategic Business Management</b>	3 credits

An integrative capstone course of study of the formulation and implementation of organizational strategy and policy by the chief executive. The course utilizes case studies to simulate actual business conditions and requires students to exercise advanced planning concepts to achieve the organization's objectives.

Prerequisites: FIN 6406, MAN 6601, MAN 6107, BUL 6445

- |                       |                                                                                                                                                                                                                                                                                                                                      |                |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>GEB 6903/6</b>     | <b>Directed Research Project</b>                                                                                                                                                                                                                                                                                                     | 3 or 6 credits |
| interest member. This | An advanced directed research project in an area of business or management that is of particular interest to the student. The research project will be conducted under the supervision of a faculty member. This course may be taken for 3 or 6 credits, but must be completed within one term.                                      |                |
|                       | Prerequisites: Advanced graduate standing and permission of faculty advisor.                                                                                                                                                                                                                                                         |                |
| <b>ISM 5021</b>       | <b>Management Information Technology (O/L)</b>                                                                                                                                                                                                                                                                                       | 3 credits      |
|                       | A study of the analysis and application of information systems. Data, business information and knowledge management, hardware and software tools, and personnel issues are the central management considerations in this course of study.                                                                                            |                |
|                       | Prerequisites: None                                                                                                                                                                                                                                                                                                                  |                |
| <b>MAN 5055</b>       | <b>Management Processes (O/L)</b>                                                                                                                                                                                                                                                                                                    | 3 credits      |
| foundation            | A course of study of the origins and current practices of management. The course includes a foundation in decision making, human resources, motivation, leadership, global management, planning, organizational structure, group behavior, ethics, and organizational culture.                                                       |                |
|                       | Prerequisites: None                                                                                                                                                                                                                                                                                                                  |                |
| <b>MAN 6107</b>       | <b>Executive Leadership</b>                                                                                                                                                                                                                                                                                                          | 3 credits      |
|                       | Advanced studies in leadership theory and practice. Leadership models are studied within the context of a variable situational environment, coupled with the individual characteristics of the leader.                                                                                                                               |                |
|                       | Prerequisites: MAN 5055                                                                                                                                                                                                                                                                                                              |                |
| <b>MAN 6130</b>       | <b>Management Communications</b>                                                                                                                                                                                                                                                                                                     | 3 credits      |
|                       | A study of techniques, documents, processes, and procedures for effective managerial communication. Students will analyze and identify various modes of communication and practice delivery of executive direction and information in the most effective manner. The course will focus on written and oral communication techniques. |                |
|                       | Prerequisites: None                                                                                                                                                                                                                                                                                                                  |                |
| <b>MAN 6245</b>       | <b>Managing Organizational Behavior (O/L)</b>                                                                                                                                                                                                                                                                                        | 3 credits      |
|                       | Advanced concepts and practices in organizational behavior and its impact on outcomes are studied in group settings. Intragroup and intergroup behavior dynamics are studied for establishing the most effective approach to managing for optimal organizational results.                                                            |                |
|                       | Prerequisites: MAN 5055                                                                                                                                                                                                                                                                                                              |                |
| <b>MAN 6311</b>       | <b>Management of Human Resources</b>                                                                                                                                                                                                                                                                                                 | 3 credits      |
|                       | A survey course for line and staff management of human resources in a contemporary organization. The course includes human resource planning, recruitment, selection, training, and employee retention methods.                                                                                                                      |                |
|                       | Prerequisites: MAN 5055                                                                                                                                                                                                                                                                                                              |                |
| <b>MAN 6601</b>       | <b>Global Dimensions of Management (O/L)</b>                                                                                                                                                                                                                                                                                         | 3 credits      |
|                       | A study of the considerations and complexities of managing an organization in a global business arena. International opportunities and threats are studied within the context of the varying roles of                                                                                                                                |                |

international environments.

management as impacted by the differing legal, economic, cultural, ethical, and regulatory

Prerequisites: MAN 5055

- MAN 6603      Operations Management      3 credits**  
A study of the theories and applications of operations management in the business enterprise. Topics include production, scheduling, quality control, resource allocation, time management, materials requirements planning, and systems analysis.  
Prerequisites: MAN 5505, QMB 5305
- MAN 6930      Seminar in Management (O/L)      3 credits**  
A seminar in management studies applied to relevant and current business topics. Contemporary cases are utilized to apply learning in this highly participative course.  
MAN 6107
- MAR 5815      Marketing Management      3 credits**  
A study of the managerial perspective in the business marketing function. Management of marketing issues and critical decision making is stressed in the areas of strategy, advertising, market research, public relations, and selling in domestic and foreign environments.  
Prerequisites: None
- MAR 6816      Strategic Marketing Methods      3 credits**  
An advanced study of strategic marketing methodology in complex consumer and industrial markets. Case studies of actual marketing problems will augment this study of the critical strategic component of marketing.  
Prerequisites: MAR 5815
- MAR 6930      Seminar in Marketing (O/L)      3 credits**  
A seminar in marketing studies to develop the application of marketing concepts. Contemporary case studies augment the participatory environment of this course.  
Prerequisites: MAR 5815
- QMB 5305      Statistics for Management      3 credits**  
A study of the practical application of statistics to business research and management problems. Students will learn statistical methods employed by executive decision makers, who must sort out and analyze large amounts of data in order to achieve organizational goals.  
Prerequisites: None

**ACADEMIC CALENDAR**

FALL TERM 1999

September 9	Fall Term Begins
September 16	Last Date to Register
November 25-26	Thanksgiving Holiday
December 23	Fall Term Ends
December 24-January 1	Christmas/New Year Holiday

WINTER TERM 2000

January 2-19	Winter Break
January 15	Martin Luther King Holiday
January 20	Winter Terms Begins
January 27	Last Date to Register
April 21-23	Easter Holiday
May 4	Winter Term Ends

SUMMER TERM 2000

May 15	Summer Term Begins
May 22	Last Date to Register
May 29	Memorial Day Holiday
July 4	Independence Day Holiday
August 26	Summer Term Ends

**TUITION AND FEES SCHEDULE**

**TUITION**

Basic Tuition for all Credit Hour Courses ..... \$375.00 per credit hour

**OTHER FEES AND CHARGES:**

Application Fee (Non-Refundable) .....	\$50.00
Computer Laboratory Fee .....	\$50.00

Student Services Fees Payable Each Semester

Information Resource Center .....	\$75.00
Registration Fee .....	\$25.00
Student Service Fee .....	\$35.00

Graduation Fee .....	\$150.00
Late Registration Fee .....	\$25.00

Transcript Fee .....	\$ 3.00
Catalog Fee .....	\$ 3.00

**Withdrawal Fee**

An administrative withdrawal fee, not to exceed \$100.00 will be charged a student withdrawing from the College as described under the published College refund policy.

Books and supplies are sold as needed and are available in the College bookstore or may be purchased at local bookstores. There is no requirement to purchase books and supplies in the College bookstore.

**INTERNATIONAL COLLEGE  
A Florida Non-Profit, Tax Exempt Organization,  
A Postsecondary Educational Institution**

**BOARD OF TRUSTEES**

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<i>Vice-Chairman</i> .....	C.J. Hueston, President, Corporate Dimensions, Inc.
<i>Secretary</i> .....	Donald C. Jones, President, International College Foundation
<i>Ex-Officio</i> .....	Terry P. McMahan, President, International College
<i>Trustee Emeritus</i> .....	Lorenzo Walker, Former State Representative, Dean of the Florida House

Thomas C. Cronin, Chairman, First National Bank of Fort Myers  
 Douglas F. Devaux, Chairman, International College Foundation  
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 Arthur Keiser, President, Keiser College  
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 Michael J. Prioletti, Vice President, Robert W. Baird & Co., Inc.  
 Michael J. Volpe, Attorney, Trieser, Kobza & Volpe, Chtd.

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 Warren Pelton  
 David Pfaff

Michael Prioletti  
 J. Lorenzo Walker  
 Grover Whidden  
 John R. Wood  
 David Zicarelli

**INSTITUTIONAL OFFICERS AND STAFF**

President ..... Terry P. McMahan  
 Executive Vice President of Academic Affairs and Secretary ..... Jeanette Brock  
 Executive Vice President of Finance and Student Services and Treasurer ..... John W. White  
 Vice President and General Counsel ..... Donald C. Jones  
 Vice President of Information Resources and Services ..... Melody Hainsworth  
 Academic Dean ..... Louis Traina  
 Dean of Students ..... Ron Bowman  
 Director of Institutional Effectiveness ..... Frederick Cenedella  
 Director of Development ..... Deborah Ward  
 Director of Admissions ..... Rita Lampus  
 Director of Financial Aid ..... Joseph Gilchrist  
 Career Development Coordinator ..... Kristy Meghreblian  
 Librarian (N) ..... Akos Delneky  
 Librarian (FTM) ..... Jan Edwards  
 Administrative Assistant to the President ..... Jenny Pierce  
 Administrative Assistant Academic Affairs (N) ..... Kimberly VanHousen  
 Administrative Assistant Academic Affairs (FTM) ..... Kelly Miller  
 Business Officer (N) ..... Marta Marruz  
 Business Officer (FTM) ..... Manley Pryce  
 Director of Information Technology ..... Darlene Wilson  
 Computer Network Systems Manager (N) ..... Michael Allen  
 Computer Network Systems Manager (FM) ..... Terry Burton  
 Counselor ..... Micki Erickson  
 International Programs Coordinator ..... Nina Velasco

**STUDENT SERVICES**

Academic Services  
 Director of Student Records/ Registrar  
 Assistant Registrar  
 Admissions Coordinators

Corporate Admissions Coordinator  
 Sarasota Learning Site Coordinator  
 International Admissions Coordinator  
 High School Admissions Coordinator  
 Edison University Coordinator  
 Library Assistants  
 Financial Aid Officers

**NAPLES**

Louis Traina  
 Carol Morrison  
 Lydia Porter  
 Priscilla DeCoil  
 Karol Little

Jacqueline Rose  
 Deborah Cameron  
 David Ricketson  
 Sherry Easton  
 Theresa Garratt  
 Elaine Sinoff  
 Ellen Ashley

**FT. MYERS**

Louis Traina  
 Carol Morrison  
 Lydia Porter  
 Gail Downham  
 Richard Modglin  
 Sherry Lex  
 Jacqueline Rose  
 Deborah Cameron  
 David Ricketson  
 Sherry Easton  
 Theresa Garratt  
 Caroline Volz  
 Stacey Hamlin

Cashiers  
Receptionist (day)  
Receptionist (evening)  
Physical Plant

Simona Brinson  
Kimberly VanHousen  
Stephanie Riech  
Patty Burke  
Orlando Otero

Cort Sayer  
Kelly Miller  
Lucille O'Connell  
Jeanne Reader  
McHale Service

**GRADUATE ACADEMIC PROGRAMS**

Dean of Business and Acting MBA Program Director . . . . . Frederick Nerone

Graduate Program Committee  
Frederick Nerone (Chair)  
Erik Oldenburg  
Jeanette Brock  
Carol Morrison

**INTERNATIONAL COLLEGE GRADUATE PROGRAM FACULTY**

**NAPLES**

Adkins, James	JD BA	University of Wisconsin Lake Superior State College	Full-time
Andrews, Christine	D.B.A. MBA BA	Cleveland State University State University of New York State University of New York	Part-time
Chancy, Melinda	Ph.D. MBA BS	Walden University Nova University University of Florida	Full-time
Cole, Donald	Ed.D. MA BA	Nova University Montclair State College Montclair State College	Part-time
Throneberry, Mary Beth	Ph.D. MS BBA	University of Mississippi University of Memphis University of Memphis	Full-time
Landrum, Gene	Ph.D. BBA	Walden University Tulane University	Full-time
Nerone, Frederick	Ph.D. MA BS	The Union Institute Central Michigan University Wayne State University	Full-time
Oldenburg, Erik	Ph.D. MS B.Ed.	Etudes Universitaires Internationales Stockholm University Stockholm University	Full-time
Reina, Leonard	JD MS BS	South Texas University Florida International University Florida State University	Part-time
Thomas, Richard	Ph.D. MA BS	University of Pittsburgh Duquesne University Stevens Institute of Technology	Part-time
Schnackenberg, Richard	Ph.D. MA BA	University of Wisconsin at Madison University of Wisconsin at Madison Wabash College	Full-time