

- Standard Occupational Classification (SOC) – 2010 & 2018  
(Based on United States Department of Labor - Bureau of Labor Statistics)

**For Bachelor of Science in Business Administration**

2010 SOC Code*	2018 SOC Code	SOC Title and Direct Match Title
11-1011	11-1011	<b>Chief Executives:</b> Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, County Commissioner, Mayor, School Superintendent, University President
11-1021	11-1021	<b>General and Operations Managers:</b> Department Store General Manager, Department Store Manager, General Manager, General Superintendent, Manufacturing Operations Manager, Operations Manager
11-2011	11-2011	<b>Advertising and Promotions Managers:</b> Advertising Director, Advertising Executive, Advertising Manager, Internet Marketing Manager, Marketing Administrator, Marketing Director, Promotions Director, Promotions Manager, VP Advertising, VP Marketing, VP Promotions
11-2021	11-2021	<b>Marketing Managers:</b> Internet Marketing Manager, Marketing Administrator, Marketing Director, VP Marketing
11-2022	11-2022	<b>Sales Managers:</b> District Sales Manager, E-Commerce Director, Export Manager, Regional Sales Manager, Sales Account Manager, Sales Director, Territory Sales Manager
11-2031	11-2032	<b>Public Relations Managers:</b> Communication Manager, Public Affairs Director, Public Information Director, Public Information Relations Manager, Public Relations Director, Public Relations Manager, Publicity Director
	11-2033	<b>Fundraising Managers:</b> Donor Relations Manager, Foundation Director, Funding Coordinator, Fundraising Director
11-3011	11-3012	<b>Administrative Services Managers:</b> Business Office Manager, Business Unit Manager, Records and Information Manager, Records Management Director, University Registrar
11-3011	11-3013	<b>Facilities Managers:</b> Conference Center Manager, Director of University Housing, Stadium Manager
11-3021	11-3021	<b>Computer and Information:</b> Systems Managers: Application Development Director, Computer Operations Manager, Data Operations Director Data Processing Manager, Information Systems Manager, Internet Technology Manager, Management Information Systems Director
	11-3031	<b>Financial Managers:</b> Bank Branch Manager, Banking Center Manager, Banking Manager, Comptroller, Credit Manager, Financial Director, Financial Officer, Fiscal Manager, International Bank Manager, Residential Mortgage Manager
11-3051	11-3051	<b>Industrial Production Managers:</b> Industrial Production Manager, Manufacturing Director, Plant Chief, Plant Manager, Plant Superintendent, Production Control Manager
11-3061	11-3061	<b>Purchasing Managers:</b> Contract Administrator, Contracting Manager, Director of Strategic Sourcing, Procurement Manager, Purchasing Director Sourcing Manager
11-3071	11-3071	<b>Transportation, Storage, and Distribution Managers:</b> Called Storage Supervisor, Distribution Center Manager, Logistics Manager, Logistics Supply Officer, Transportation Manager, Warehouse Manager, Warehouse Operations Manager
	11-3111	<b>Compensation and Benefits Managers:</b> Compensation Director, Employee Benefits Coordinator, Employee Benefits Director, Employee Benefits Manager, Wage and Salary Administrator

	11-3121	<b>Compensation and Benefits Managers:</b>
11-3131	11-3131	<b>Training and Development Managers:</b> E-Learning Manager, Employee Development Director, Employee Development Manager, Labor Training Manager
11-9071	11-9071	<b>Gambling Managers:</b> Gambling Department Head, Gambling Manager, Slot Operations Director, Slots Manager, Table Games Manager
11-9081	11-9081	<b>Lodging Managers:</b> Bed and Breakfast Innkeeper, Hotel Director, Hotel Operations Manager, Lodging Facilities Manager
11-9131	11-9131	<b>Postmasters and Mail Superintendents:</b> Postal Supervisor, Postmaster
11-9141	11-9141	<b>Property, Real Estate, and Community Association Managers:</b> Apartment Manager, Building Rental Manager, Community Association Manager, Homeowner Association Manager, Land Acquisition Manager, Leasing Property Manager, Property Manager, Real Estate Manager
11-9151	11-9151	<b>Social and Community Service Managers:</b> Community Service Organization Director, Neighborhood Service Center Director, Youth Program Director
11-9199	11-9199	<b>Managers, All Other:</b> Environmental Control Administrator, Safety Coordinator, Utilities Manager
	13-1000	<b>Business Operations Specialists: All</b>
13-1011	13-1011	<b>Agents and Business Managers of Artists, Performers, and Athletes:</b> Artist Manager, Artist Representatives, Author's Agent, Band Manager, Booking Agent, Booking Manager, Flight Manager, Literary Agent, Modeling Agent, Talent Agent, Theatrical Agent
	13-1020	<b>Buyers and Purchasing Agents: All</b>
13-1021	13-1021	<b>Buyers and Purchasing Agents, Farm Products:</b> Theatrical Agent, Cotton Broker, Cotton Buyer, Fruit Buyer, Grain Buyer, Hog Buyer, Livestock Buyer, Oyster Buyer, Purchasing Agent Cotton Grain Livestock Other Firemen Products, Tobacco Buyer
13-1022	13-1022	<b>Wholesale and Retail Buyers, Except Farm Products:</b> Gold Buyer, Merchandise Buyer, Retail Buyer, Tie Buyer, Wholesale Buyer
13-1023	13-1023	<b>Purchasing Agents, Except Wholesale, Retail, and Farm Products:</b> Equipment Supplies and Tools Purchasing Agent, Radio Time Buyer
	13-1030	<b>Claims Adjusters, Appraisers, Examiners, and Investigators: All</b>
13-1031	13-1031	<b>Claims Adjusters, Examiners, and Investigators:</b> Claims Analyst, Health Claims Examiner, Health Insurance Adjuster, Independent Insurance Adjuster, Medical Claims Analyst, Medical Claims Examiner, Property and Casualty Insurance Claims Examiner, Property Damage Claims Adjuster, Reinsurance Claims Analyst Workers Compensation Claims Adjuster, Workers Compensation Claims Examiner
13-1051	13-1051	<b>Cost Estimators:</b> Construction Estimator, Construction Job Cost Estimator, Crating and Moving Estimator, Electrical Estimator, Job Estimator, Production Cost Estimator
13-1071	13-1071	<b>Human Resources Specialists:</b> Corporate Recruiter, Credentialing Coordinator, Employee Placement Specialist, Human Resources Generalist, Job Placement Officer, Job Placement Specialist, Job Recruiter, Personnel Coordinator, Personnel Officer, Personnel Recruiter, Personnel Specialist, Staffing Coordinator, Student Recruiter, Volunteer Coordinator
13-1075	13-1075	<b>Labor Relations Specialists:</b> Employee Relations Specialist, Industrial Relations Analyst, Industrial Relations Specialist, Labor Relations Consultant, Labor Relations Representative, Union Representative
13-1081	13-1081	<b>Logisticians:</b> Logistician, Logistics Analyst, Logistics Coordinator, Logistics Planner, Logistics Specialist

	13-1082	<b>Project Management Specialists:</b> Design Project Management Specialists, Movie Project Management Specialist
13-1111	13-1111	<b>Management Analysts:</b> Business Analyst, Business Consultant, Business Management Analyst, Business Process Consultant, Clerical Methods Analyst, Commercial Specialist, Industrial Analyst, Management Consultant, Records Management Analyst, University Institutional Researcher
13-1121	13-1121	<b>Meeting, Convention, and Event Planners:</b> Certified Meeting Professional, Conference Organizer, Conference Planner, Conference Planning Manager, Conference Services Director, Conference Services Manager, Convention Planner, Convention Services Manager, Corporate Meeting Planner, Event Planner, Events Manager, Wedding Planner
13-1131	13-1131	<b>Fundraisers:</b> Campaign Fundraiser, Donor Relations Officer
13-1141	13-1141	<b>Compensation, Benefits, and Job Analysis Specialists:</b> Benefits Analyst, Compensation Analyst, Compensation Specialist, Employee Benefits Specialist, Job Analyst Job Specification Writer, Occupational Analyst, Pension Administrator, Position Classification Specialist, Retirement Plan Specialist
13-1151	13-1151	<b>Training and Development Specialists:</b> Corporate Trainer, Employee Development Specialist, Insurance Employee Trainer, Job Training Specialist, Training Coordinator, Training Specialist
13-1161	13-1161	<b>Market Research Analysts and Marketing Specialists:</b> Advertising Analyst, Market Research Analyst, Market Research Specialist, Marketing Analyst, Marketing Consultant, Marketing Forecaster, Marketing Specialist, Search Marketing Specialist
13-1199	13-1199	<b>Business Operations Specialists, All Other:</b> Mystery Shopper, Ship Purser, All business operations specialists not listed separately.
13-2011	13-2011	<b>Accountants and Auditors:</b> Account Auditor, Accountant, Auditor, Auditor-In-Charge, Certified Public Accountant, Cost Accountant, CPA, Field Auditor, Financial Accountant, Financial Auditor, Funded Accountant, Internal Auditor, Payroll Auditor, Tax Accountant
13-2031	13-2031	<b>Budget Analyst:</b> Budget Analyst, Budget Coordinator, Budget Examiner, Budget Officer, Cost Analyst
13-2041	13-2041	<b>Credit Analysts:</b> Chief Credit Analyst, Credit Analyst, Credit Assessment Analyst, Credit Risk Analyst, Factorer
13-2051	13-2051	<b>Financial and Investment Analysts:</b> Corporate Financial Analyst, Corporate Securities Research Analyst, Corporate Statistical Financial Analyst, Institutional Commodity Analyst, Organizational Investment Analyst
13-2052	13-2052	<b>Personal Financial Advisors:</b> Certified Financial Planner, Estate Planner, Estate Planning Counselor, Financial Counselor, Individual Pension Advisor Individual Pension Consultant, Personal Financial Planner, Personal Investment Advisor
13-2053	13-2053	<b>Insurance Underwriters:</b> Automobile and Property Underwriter, Bond Underwriter, Insurance Analyst, Insurance Underwriter, Insurance Writer, Underwriting Account Representative, Underwriting Service Representative
	13-2054	<b>Financial Risk Specialists:</b> Financial Risk Analyst
13-2061	13-2061	<b>Financial Examiners:</b> Bank Compliance Officer, Bank Examiner, Financial Compliance Examiner, Home Mortgage Disclosure Act Specialist, Payroll Examiner Pension Examiner, Credit Counselor, Debt Management Counselor, Student Financial Aid Counselor, Enforce or ensure compliance with laws and regulations governing financial and securities institutions and financial and real estate transactions. May examine, verify, or authenticate records.
13-2071	13-2071	<b>Credit Counselors:</b> Credit Counselor, Debt Management Counselor, Student Financial Aid Counselor, Student Loan Counselor

13-2072	13-2072	<b>Loan Officers:</b> Branch Lending Officer, Commercial Lender, Loan Analyst, Loan Officer, Loan Reviewer, Payday Loan Officer, Real Estate Loan Officer
13-2081	13-2081	<b>Tax Examiners and Collectors, and Revenue Agents:</b> City Collector, Customs Appraiser, Income Tax Adjuster, Internal Revenue Agent, Internal Revenue Service Agent, Revenue Collector, Revenue Enforcement Agent, Tax Compliance Officer, Tax Compliance Representative, Tax Examiner, Tax Investigator, Tax Revenue Officer
13-2082	13-2082	<b>Tax Preparers:</b> Corporate Tax Preparer, Income Tax Advisor, Income Tax Preparer, License Tax Consultant, Tax Consultant, Tax Specialist
13-2099	13-2099	<b>Financial Specialists, All Other:</b> Bail Bondsman, Executor of Estate, Foreign Exchange Trader
15-1121	15-1211	<b>Computer Systems Analysts:</b> Data Processing Systems Analyst, Information Systems Analyst, Information Systems Planner, Programmer Analyst
	15-1212	Information Security Analysts
15-1151	15-1232	<b>Computer User Support Specialists:</b> Computer Customer Support Specialist, Computer Help Desk Representative, Computer Help Desk Specialist, End-User Support Analyst, Help Desk Analyst, Help Desk Technician, IT Support Specialist, PC Support Specialist
	15-1243	<b>Database Architects:</b> Data Architect, Data Integration Specialist
15-1131	15-1251	<b>Computer Programmers:</b> Applications Programmer, Computer Programmer, Junior Software Developer
15-1132	15-1252	<b>Software Developers:</b> Application Integration Engineer, Applications Developer
15-1133		Applications Developer
	15-1299	<b>Computer Occupations, All Other:</b> Computer Console Operator, Computer Laboratory Technician, Data Center Operator
15-1134	15-1254	<b>Web Developers:</b> Intranet Developer, Web Applications Developer, Web Content Developer, Web Developer
	15-1255	<b>Web and Digital Interface Designers:</b> Digital Designer, Web Content Specialist
	15-1243	<b>Database Architects:</b> Data Integration Specialist
15-2031	15-2031	<b>Operations Research Analysts:</b> Operations Analyst, Procedure Analyst, Process Analyst
15-1151	15-1232	<b>Computer User Support Specialists:</b> Computer Customer Support Specialist, Computer Help Desk Specialist, End-User Support Specialist
19-3022	19-3022	<b>Survey Researchers:</b> Pollster, Survey Methodologist, Survey Questionnaire Designer
	19-3050	<b>Urban and Regional Planners:</b> Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas.
11-3011	21-1012	<b>Educational, Guidance, and Career Counselors and Advisors:</b> Advise and assist students and provide educational and vocational guidance services.
	21-1090	<b>Miscellaneous Community and Social Service Specialists:</b> All
	25-1011	<b>Business Teachers, Postsecondary:</b> Teach courses in business administration and management, such as accounting, finance, human resources, labor and industrial relations, marketing, and operations research. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research.
	25-3040	<b>Tutors:</b> Standardized Test Tutor

	25-9031	<b>Instructional Coordinators:</b> Curriculum and Assessment Director, Curriculum and Instruction Director, Curriculum Coordinator, Curriculum Designer, Curriculum Specialist, Instructional Materials Director, School Curriculum Developer
27-3031	27-3031	Public Relations Specialists: Press Agent, Press Secretary, Public Affairs Officer, Public Relations Counselor, Public Relations Officer, Public Relations Representative, Publicist, Advertising Editor, Publicity Agent, Publicity Writer
	41-1011	<b>First-Line Supervisors of Retail Sales Workers:</b> Assistant Store Manager, Cashier Manager, Cashier Supervisor, Sales Clerk Supervisor
41-1012	41-1012	<b>First-Line Supervisors of Non-Retail Sales Workers:</b> Insurance Sales Supervisor, Radio Time Sales Supervisor, Real Estate Sales Supervisor, Stock Broker Supervisor, Telemarketer Supervisor, Telemarketing Manager, Telesales Supervisor
	41-2021	<b>Counter and Rental Clerks:</b> Airplane Charter Clerk, Apartment Rental Clerk, Automobile Rental Clerk, Automotive Service Writer, Bicycle Rental Clerk, Boat Rental Clerk, Car Rental Agent, Storage Facility Rental Clerk
	41-2031	<b>Retail Salespersons:</b> Department Store Salesperson
41-3011	41-3011	<b>Advertising Sales Agents:</b> Advertising Account Executive, Advertising Agent, Advertising Solicitor, Display Advertising Sales Representatives, Inside Sales Advertising Executive, Outside Sales Advertising Executive, Radio Time Salesperson, Signs and Displays Salesperson
41-3021	41-3021	<b>Insurance Sales Agents:</b> Health Insurance Sales Agent, Insurance Broker, Life Insurance Agent, Life Insurance Salesperson, Pension Agent
	41-3090	<b>Miscellaneous Sales Representatives, Services:</b> Certified Corporate Travel Executives, Certified Travel Counselor
41-3099	41-3031	<b>Securities, Commodities, and Financial Services Sales Agents:</b> Commodities Broker, Commodity Trader, Equity Trader, Foreign Exchange Trader, Investment Banker, Municipal Bond Trader, Mutual Fund Sales Agents, Securities Trader, Stock Broker, Stock Trader
41-4011	41-4011	<b>Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products:</b> Electroplating Sales Representative, Engineering Supplies Sales, Pharmaceutical Sales Representative, Wholesale Ultrasonic Equipment Salesperson
41-4012	41-4012	<b>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products:</b> Bottling Equipment Sales Representatives, Freight Broker, Hotel Supplies Salesperson, Mortician Supplies Sales Representatives, Pulpwood Dealer, Wholesale Diamond Broker
41-9031	41-9031	<b>Sales Engineers</b>
43-3011	43-3011	<b>Bill and Account Collectors:</b> Accounts Collector, Bill Collector, Billing Representative, Collection Agent, Collections Clerk, Collections Representative, Debt Collector, Installment Agent, Installment Loan Collector, Insurance Collector, Payment Collector, Repossessor
43-3021	43-3021	<b>Billing and Posting Clerks:</b> Billing Clerk, Invoice Clerk, Invoice Control Clerk, Posting Clerk, Statement Clerk, Statement Distribution Clerk, Statement Processor
43-3031	43-3031	<b>Bookkeeping, Accounting, and Auditing Clerks:</b> Accounts Receivable Assistant, Accounts Receivable Clerk, Auditing Clerk, Bookkeeper, Fixed Capital Clerk, Foreign Exchange Position Clerk, Mortgage Accounting Clerk
	43-3051	<b>Payroll and Timekeeping Clerks:</b> Flight Crew Time Clerk, Payroll Bookkeeper, Personnel Scheduler, Time and Attendance Clerk, Time Clerk, Timekeeper
	43-3061	<b>Procurement Clerks:</b> Procurement Assistant, Purchasing Assistant, Purchasing Clerk

	43-3071	<b>Tellers:</b> Bank Teller, Commercial Teller, Exchange Teller, Foreign Bank Note Teller, Foreign Exchange Clerk, Loan Teller, Money Order Clerk, Receiving Teller, Savings Teller, Securities Teller
	43-3099	<b>Financial Clerks, All Other:</b> Bank Vault Custodian, Financial Operations Clerk, Financial Reserve Clerk, Safety Deposit Clerk
	43-4011	<b>Brokerage Clerks:</b> Brokerage Purchase-and-Sale Clerk, Commodities Clerk, Dividend Clerk, Securities Clerk
	43-4041	<b>Credit Authorizers, Checkers, and Clerks:</b> Charge Authorizer, Commercial Credit Reviewer, Credit Authorizer, Credit Charge Authorizer, Credit Checker, Credit Investigator, Credit Processor, Credit Rating Checker, Credit Reference Clerk, Credit Report Checker
43-4051	43-4051	<b>Customer Service Representatives:</b> Complaint Clerk, Contact Center Specialists, Customer Complaint Clerk, Customer Contact Specialist, Customer Relations Representative, Customer Support Representative, Gas Distribution and Emergency Clerk, Passenger Relations Representative, Policyholder Information Clerk, Warranty Clerk
	43-4081	<b>Hotel, Motel, and Resort Desk Clerks:</b> Assistant Innkeeper, Hotel Registration Clerk, Resort to Desk Clerk
	43-4131	<b>Loan Interviewers and Clerks:</b> Loan Interviewer, Loan Processor, Mortgage Closing Clerk, Mortgage Loan Closer, Mortgage Loan Processing Clerk, Mortgage Loan Processor, Mortgage Processor
	43-4151	<b>Order Clerks:</b> Catalog Clerk, Order Desk Clerk, Service Order Clerk, Subscription Clerk
43-4161	43-4161	<b>Human Resources Assistants, Except Payroll and Timekeeping:</b> Employment Clerk, HR Clerk, Personnel Clerk
	43-4199	<b>Information and Record Clerks, All Other:</b> Election Clerk, Flight Crew Scheduler, Probate Clerk, Student Admissions Clerk
	43-5061	<b>Production, Planning, and Expediting Clerks:</b> Expediter, Material Control Clerk, Material Expediter, Production Control Clerk, Production Control Coordinating Clerk, Production Control Coordinator, Production Scheduler, Work Ticket Distributor
	43-5071	<b>Shipping, Receiving, and Inventory Clerks:</b> Incoming Freight Clerk, Inventory Control Clerk, Inventory Taker, Receiving Clerk, Reconsignment Clerk, Route Delivery Clerk, Shipping and Receiving Clerk, Shipping Order Clerk, Stockroom Attendant, Supply Clerk, Tool Crib Attendant, Warehouse Clerk
	43-9041	<b>Insurance Claims and Policy Processing Clerks:</b> Insurance Claims Clerk, Insurance Clerk, Insurance Examining Clerk, Insurance Policy Issue Clerk, Underwriting Assistant, Underwriting Clerk
	43-9199	<b>Office and Administrative Support Workers, All Other:</b> Fingerprint Clerk, Investigation Clerk, Notary Public
	51-1011	<b>First-Line Supervisors of Production and Operating Workers:</b> Assembly Line Supervisor, Printing Supervisor, Printing Worker Supervisor
	51-9061	<b>Inspectors, Testers, Sorters, Samplers, and Weighers:</b> Machine Departs Quality Inspector, Petroleum Sampler, Quality Assurance Inspector, Quality Control Inspector, Quality Inspector
	53-1040	<b>First-Line Supervisors of Transportation and Material Moving Workers</b>

## For Master of Business Administration

2010 SOC Code*	2018 SOC Code	SOC Title
11-1011	11-1011	<b>Chief Executives:</b> Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, County Commissioner, Mayor, School Superintendent, University President
11-1021	11-1021	<b>General and Operations Managers:</b> Department Store General Manager, Department Store Manager, General Manager, General Superintendent, Manufacturing Operations Manager, Operations Manager
11-2011	11-2011	<b>Advertising and Promotions Managers:</b> Advertising Director, Advertising Executive, Advertising Manager, Internet Marketing Manager, Marketing Administrator, Marketing Director, Promotions Director, Promotions Manager, VP Advertising, VP Marketing, VP Promotions
11-2021	11-2021	<b>Marketing Managers:</b> Internet Marketing Manager, Marketing Administrator, Marketing Director, VP Marketing
11-2022	11-2022	<b>Sales Managers:</b> District Sales Manager, E-Commerce Director, Export Manager, Regional Sales Manager, Sales Account Manager, Sales Director, Territory Sales Manager
11-2031	11-2032	<b>Public Relations Managers:</b> Communication Manager, Public Affairs Director, Public Information Director, Public Information Relations Manager, Public Relations Director, Public Relations Manager, Publicity Director
	11-2033	<b>Fundraising Managers:</b> Donor Relations Manager, Foundation Director, Funding Coordinator, Fundraising Director
11-3011	11-3012	<b>Administrative Services Managers:</b> Business Office Manager, Business Unit Manager, Records and Information Manager, Records Management Director, University Registrar
11-3011	11-3013	<b>Facilities Managers:</b> Conference Center Manager, Director of University Housing, Stadium Manager
11-3021	11-3021	<b>Computer and Information Systems Managers:</b> Application Development Director, Computer Operations Manager, Data Operations Director, Data Processing Manager, Information Systems Manager, Internet Technology Manager, Management Information Systems Director
11-3031	11-3031	<b>Financial Managers:</b> Bank Branch Manager, Banking Center Manager, Banking Manager, City Treasurer, Comptroller, Credit Manager, Financial Director, Financial Officer, Fiscal Manager, International Bank Manager, Residential Mortgage Manager
11-3051	11-3051	<b>Industrial Production Managers:</b> Industrial Production Manager, Manufacturing Director, Plant Chief, Plant Manager, Plant Superintendent, Production Control Manager
11-3061	11-3061	<b>Purchasing Managers:</b> Contract Administrator, Contracting Manager, Director of Strategic Sourcing, Procurement Manager, Purchasing Director Sourcing Manager
11-3071	11-3071	<b>Transportation, Storage, and Distribution Managers:</b> Called Storage Supervisor, Distribution Center Manager, Logistics Manager, Logistics Supply Officer, Transportation Manager, Warehouse Manager, Warehouse Operations Manager
11-3111	11-3111	<b>Compensation and Benefits Managers:</b> Compensation Director, Employee Benefits Coordinator, Employee Benefits Director, Employee Benefits Manager, Wage and Salary Administrator
11-3121	11-3121	<b>Human Resources Managers:</b> Employee Relations Manager, Job Analysis Manager, Labor Relations Director, Personnel Administrator, Personnel Director, Personnel Manager, Position Description Manager

11-3131	11-3131	<b>Training and Development Managers:</b> E-Learning Manager, Employee Development Director, Employee Development Manager, Labor Training Manager
11-9021	11-9021	<b>Construction Managers:</b> Construction Coordinator, Construction Superintendent, General Contractor, Masonry Contractor Administrator
11-9061	11-9051	<b>Food Service Managers:</b> Banquet Director, Banquet Manager, Cafeteria Director, Food and Beverage Manager, Food Service Director, Restaurant General Manager, Tavern Operator
11-9071	11-9071	<b>Gambling Managers:</b> Gambling Department Head, Gambling Manager, Slot Operations Director, Slots Manager, Table Games Manager
	11-9072	<b>Entertainment and Recreation Managers, Except Gambling:</b> Amusement Park Manager, Boat Club Manager, Fitness Club Manager, Golf Club Manager, Marina Club Manager, Skating Rink Manager, Ski Resort Manager, Tennis Club Manager, Theme Park Manager
11-9081	11-9081	<b>Lodging Managers:</b> Bed and Breakfast Innkeeper, Hotel Director, Hotel Operations Manager, Lodging Facilities Manager
	11-9111	<b>Medical and Health Services Managers:</b> Clinical Informatics Director, Health Information Services Manager, Healthcare Administrator, Hospice Plan Administrator, Medical and Health Information Manager, Medical Records Administrator, Nursing Home Manager
11-9131	11-9131	<b>Postmasters and Mail Superintendents:</b> Postal Supervisor, Postmaster
11-9141	11-9141	<b>Property, Real Estate, and Community Association Managers:</b> Apartment Manager, Building Rental Manager, Community Association Manager, Homeowner Association Manager, Land Acquisition Manager, Leasing Property Manager, Property Manager, Real Estate Manager
11-9151	11-9151	<b>Social and Community Service Managers:</b> Community Service Organization Director, Neighborhood Service Center Director, Youth Program Director
	11-9179	<b>Personal Service Managers, All Other:</b> Day Spa Director, Nail Salon Manager, Travel Agency Manager
11-9199	11-9199	<b>Managers, All Other:</b> Environmental Control Administrator, Safety Coordinator, Utilities Manager
	13-1000	<b>Business Operations Specialists:</b> All
13-1011	13-1011	<b>Art Related Managers:</b> Artist Manager, Artist Representatives, Author's Agent, Band Manager, Booking Agent, Booking Manager, Flight Manager, Literary Agent, Modeling Agent, Talent Agent, Theatrical Agent
	13-1020	<b>Buyers and Purchasing Agents:</b> All
13-1021	13-1021	<b>Buyers and Purchasing Agents, Farm Products:</b> Cotton Broker, Cotton Buyer, Fruit Buyer, Grain Buyer, Hog Buyer, Livestock Buyer, Oyster Buyer, Purchasing Agent Cotton Grain Livestock Other Firemen Products, Tobacco Buyer
13-1022	13-1022	<b>Wholesale and Retail Buyers, Except Farm Products:</b> Gold Buyer, Merchandise Buyer, Retail Buyer, Tie Buyer, Wholesale Buyer
13-1023	13-1023	<b>Purchasing Agents, Except Wholesale, Retail, and Farm Products:</b> Equipment Supplies and Tools Purchasing Agent, Radio Time Buyer
	13-1030	<b>Claims Adjusters, Appraisers, Examiners, and Investigators:</b> All
13-1031	13-1031	<b>Claims Adjusters, Examiners, and Investigators:</b> Claims Analyst, Health Claims Examiner, Health Insurance Adjuster, Independent Insurance Adjuster, Medical Claims Analyst, Medical Claims Examiner, Property and Casualty Insurance Claims Examiner, Property Damage Claims Adjuster, Reinsurance Claims Analyst, Workers Compensation Claims Adjuster, Workers Compensation Claims Examiner



13-1051	13-1051	<b>Cost Estimators:</b> Construction Estimator, Construction Job Cost Estimator, Crating and Moving Estimator, Electrical Estimator, Job Estimator, Production Cost Estimator
13-1071	13-1071	<b>Human Resources Specialists:</b> Corporate Recruiter, Credentialing Coordinator, Employee Placement Specialist, Human Resources Generalist, Job Placement Officer, Job Placement Specialist, Job Recruiter, Personnel Coordinator, Personnel Officer, Personnel Recruiter, Personnel Specialist, Staffing Coordinator, Student Recruiter, Volunteer Coordinator
13-1075	13-1075	<b>Labor Relations Specialists:</b> Employee Relations Specialist, Industrial Relations Analyst, Industrial Relations Specialist, Labor Relations Consultant, Labor Relations Representative, Union Representative
13-1081	13-1081	<b>Logisticians:</b> Logistician, Logistics Analyst, Logistics Coordinator, Logistics Planner, Logistics Specialist
	13-1082	<b>Project Management Specialists:</b> Design Project Management Specialists, Movie Project Management Specialist
13-1111	13-1111	<b>Management Analysts:</b> Business Analyst, Business Consultant, Business Management Analyst, Business Process Consultant, Clerical Methods Analyst, Commercial Specialist, Industrial Analyst, Management Consultant, Records Management Analyst, University Institutional Researcher
13-1121	13-1121	<b>Meeting, Convention, and Event Planners:</b> Certified Meeting Professional, Conference Organizer, Conference Planner, Conference Planning Manager, Conference Services Director, Conference Services Manager, Convention Planner, Convention Services Manager, Corporate Meeting Planner, Event Planner, Events Manager, Wedding Planner
13-1131	13-1131	<b>Fundraisers:</b> Campaign Fundraiser, Donor Relations Officer
13-1141	13-1141	<b>Compensation, Benefits, and Job Analysis Specialists:</b> Benefits Analyst, Compensation Analyst, Compensation Specialist, Employee Benefits Specialist, Job Analyst, Job Specification Writer, Occupational Analyst, Pension Administrator, Position Classification Specialist, Retirement Plan Specialist
13-1151	13-1151	<b>Training and Development Specialists:</b> Corporate Trainer, Employee Development Specialist, Insurance Employee Trainer, Job Training Specialist, Training Coordinator, Training Specialist
13-1161	13-1161	<b>Market Research Analysts and Marketing Specialists:</b> Advertising Analyst, Market Research Analyst, Market Research Specialist, Marketing Analyst, Marketing Consultant, Marketing Forecaster, Marketing Specialist, Search Marketing Specialist
13-1199	13-1199	<b>Business Operations Specialists, All Other:</b> Mystery Shopper, Ship Purser, All business operations specialists not listed separately.
13-2011	13-2011	<b>Accountants and Auditors:</b> Account Auditor, Accountant, Auditor, Auditor-In-Charge, Certified Public Accountant, Cost Accountant, CPA, Field Auditor, Financial Accountant, Financial Auditor, Funded Accountant, Internal Auditor, Payroll Auditor, Tax Accountant
13-2031	13-2031	<b>Budget Analysts:</b> Budget Analyst, Budget Coordinator, Budget Examiner, Budget Officer, Cost Analyst
13-2041	13-2041	<b>Credit Analysts:</b> Chief Credit Analyst, Credit Analyst, Credit Assessment Analyst, Credit Risk Analyst, Factorer
13-2051	13-2051	<b>Financial and Investment Analysts:</b> Corporate Financial Analyst, Corporate Securities Research Analyst, Corporate Statistical Financial Analyst, Institutional Commodity Analyst, Organizational Investment Analyst
13-2052	13-2052	<b>Personal Financial Advisors:</b> Certified Financial Planner, Estate Planner, Estate Planning Counselor, Financial Counselor, Individual Pension Advisor, Individual Pension Consultant, Personal Financial Planner, Personal Investment Advisor

13-2053	13-2053	<b>Insurance Underwriters:</b> Automobile and Property Underwriter, Bond Underwriter, Insurance Analyst, Insurance Underwriter, Insurance Writer, Underwriting Account Representative, Underwriting Service Representative
	13-2054	<b>Financial Risk Specialists:</b> Financial Risk Analyst
13-2061	13-2061	<b>Financial Examiners:</b> Bank Compliance Officer, Bank Examiner, Financial Compliance Examiner, Home Mortgage Disclosure Act Specialist, Payroll Examiner Pension Examiner, Credit Counselor, Debt Management Counselor, Student Financial Aid Counselor, Enforce or ensure compliance with laws and regulations governing financial and securities institutions and financial ad real estate transactions. May examine, verify, or authenticate records.
13-2071	13-2071	<b>Credit Counselors:</b> Credit Counselor, Debt Management Counselor, Student Financial Aid Counselor, Student Loan Counselor
13-2072	13-2072	<b>Loan Officers:</b> Branch Lending Officer, Commercial Lender, Loan Analyst, Loan Officer, Loan Reviewer, Payday Loan Officer, Real Estate Loan Officer
13-2081	13-2081	<b>Tax Examiners and Collectors, and Revenue Agents:</b> City Collector, Customs Appraiser, Income Tax Adjuster, Internal Revenue Agent, Internal Revenue Service Agent, Revenue Collector, Revenue Enforcement Agent, Tax Compliance Officer, Tax Compliance Representative, Tax Examiner, Tax Investigator, Tax Revenue Officer
13-2082	13-2082	<b>Tax Preparers:</b> Corporate Tax Preparer, Income Tax Advisor, Income Tax Preparer, License Tax Consultant, Tax Consultant, Tax Specialist
13-2099	13-2099	<b>Financial Specialists, All Other:</b> Bail Bondsman, Executor of Estate, Foreign Exchange Trader
15-2031	15-2031	<b>Operations Research Analysts:</b> Operations Analyst, Procedure Analyst, Process Analyst
19-3022	19-3022	<b>Survey Researchers:</b> Pollster, Survey Methodologist, Survey Questionnaire Designer
	19-3050	<b>Urban and Regional Planners:</b> Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas.
11-3011	21-1012	<b>Educational, Guidance, and Career Counselors and Advisors:</b> Advise and assist students and provide educational and vocational guidance services.
	21-1090	<b>Miscellaneous Community and Social Service Specialists:</b> All
25-1011	25-1011	<b>Business Teachers, Postsecondary:</b> Teach courses in business administration and management, such as accounting, finance, human resources, labor and industrial relations, marketing, and operations research. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research.
25-1063	25-1063	<b>Economics Teachers, Postsecondary:</b> Econometrics Professor, Industrial Economics Professor, Labor Economics Professor, Macroeconomics Professor, Microeconomics Professor
25-1199	25-1199	<b>Postsecondary Teachers, All Other:</b> Packaging Professor
	25-3031	Substitute Teachers, Short-Term
	25-3040	<b>Tutors:</b> Standardized Test Tutor
	25-9031	<b>Instructional Coordinators:</b> Curriculum and Assessment Director, Curriculum and Instruction Director, Curriculum Coordinator, Curriculum Designer, Curriculum Specialist, Instructional Materials Director, School Curriculum Developer
	25-9044	<b>Teaching Assistants, Postsecondary:</b> Assistant Instructor, University Teaching Assistant

27-3031	27-3031	<b>Public Relations Specialists:</b> Advertising Editor, Press Agent, Press Secretary, Public Affairs Officer, Public Relations Counselor, Public Relations Officer, Public Relations Representative, Publicist, Publicity Agent, Publicity Writer
	27-3090	<b>Miscellaneous Media and Communication Workers</b>
	41-1011	<b>First-Line Supervisors of Retail Sales Workers:</b> Assistant Store Manager, Cashier Manager, Cashier Supervisor, Sales Clerk Supervisor
41-1012	41-1012	<b>First-Line Supervisors of Non-Retail Sales Workers:</b> Insurance Sales Supervisor, Radio Time Sales Supervisor, Real Estate Sales Supervisor, Stock Broker Supervisor, Telemarketer Supervisor, Telemarketing Manager, Telesales Supervisor
	41-2031	<b>Retail Salespersons:</b> Department Store Salesperson
	41-3011	<b>Advertising Sales Agents:</b> Advertising Account Executive, Advertising Agent, Advertising Solicitor, Display Advertising Sales Representatives, Inside Sales Advertising Executive, Outside Sales Advertising Executive, Radio Time Salesperson, Signs and Displays Salesperson
	41-3021	<b>Insurance Sales Agents:</b> Health Insurance Sales Agent, Insurance Broker, Life Insurance Agent, Life Insurance Salesperson, Pension Agent
41-3031	41-3031	<b>Securities, Commodities, and Financial Services Sales Agents:</b> Commodities Broker, Commodity Trader, Equity Trader, Foreign Exchange Trader, Investment Banker, Municipal Bond Trader, Mutual Fund Sales Agents, Securities Trader, Stock Broker, Stock Trader
	41-3090	<b>Miscellaneous Sales Representatives, Services:</b> Certified Corporate Travel Executives, Certified Travel Counselor
41-4012	41-4012	<b>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products:</b> Bottling Equipment Sales Representatives, Freight Broker, Hotel Supplies Salesperson, Mortician Supplies Sales Representatives, Pulpwood Dealer, Wholesale Diamond Broker
41-9099	41-9099	<b>Sales and Related Workers, All Other:</b> Auctioneer, Blood Donor Recruiter, Pawn Shop Clerk
43-1011	43-1011	<b>First-Line Supervisors of Office and Administrative Support Workers:</b> Accounts Payable Supervisor, Billing Department Supervisor, Billing Supervisor, Clerical Supervisor, Data Entry Supervisor, Medical Billing Supervisor, Office Services Supervisor, Payroll Supervisor, Records Supervisor, Telling Supervisor, Timekeeping Supervisor
	43-4041	<b>Credit Authorizers, Checkers, and Clerks:</b> Charge Authorizer, Commercial Credit Reviewer, Credit Authorizer, Credit Charge Authorizer, Credit Checker, Credit Investigator, Credit Processor, Credit Rating Checker, Credit Reference Clerk, Credit Report Checker
43-4051	43-4051	<b>Customer Service Representatives:</b> Complaint Clerk, Contact Center Specialists, Customer Complaint Clerk, Customer Contact Specialist, Customer Relations Representative, Customer Support Representative, Gas Distribution and Emergency Clerk, Passenger Relations Representative, Policyholder Information Clerk, Warranty Clerk
	43-4199	<b>Information and Record Clerks, All Other:</b> Election Clerk, Flight Crew Scheduler, Probate Clerk, Student Admissions Clerk
	51-1011	<b>First-Line Supervisors of Production and Operating Workers:</b> Assembly Line Supervisor, Printing Supervisor, Printing Worker Supervisor

# INTENSIVE ENGLISH PROGRAM

## ■ Mission Statement

The Intensive English Program supports San Francisco Bay University's mission by equipping non-native speakers with the English language skills needed to successfully advance towards their academic and career goals. Along with providing an orientation to academic culture in the U.S. and fostering a diverse international community, the IEP helps students overcome the linguistic difficulties involved in studying a subject in English in a university setting.

## ■ Purpose

The IEP at SFBU is open to non-native speakers of English who want to improve their English language skills quickly. This program is designed for students preparing for university study, working professionals, and learners who want to increase their ability to communicate in English in general. Classes meet on the SFBU campus and/or online. The course of study is based on a communicative, student-centered approach with listening, speaking, reading, writing, and grammar components. Fluency and accuracy in both spoken and written English are emphasized. Classes are small, and they will never exceed 15 students. The small class size allows each participant a maximum amount of individual attention and an opportunity to develop conversational skills in an intimate setting.

## ■ Faculty

All IEP faculty members possess the following qualities: Master's degree in TESOL, Applied Linguistics, English, or closely related field; at least three years of experience teaching in a higher education/postsecondary environment, preferably in an intensive program; knowledge of modern pedagogy and learner-centered approaches, particularly Communicative Language Teaching (CLT); knowledge of English for Academic Purposes (EAP); excellent proficiency in English; and willingness to work with the IEP team on student success strategies.

## ■ Programmatic Accreditation

The Intensive English Program is accredited by the Commission on English Language Program Accreditation (CEA) for the period December 2020 to December 2025, and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact the Commission on English Language Program Accreditation, 1001 N. Fairfax St., Suite 630, Alexandria, VA 22314, (703) 665-3400, [www.cea-accredit.org](http://www.cea-accredit.org).

## ■ Application Requirements

To apply for the IEP, applicants must complete and submit the IEP application form online and pay the requisite application fee (non-refundable). Please visit our website at [www.sfbu.edu/iep](http://www.sfbu.edu/iep). Upon receiving your application form and the application fee, an adviser will contact you to advise you on the status of your application and the next steps to take.

**F-1 International Students:** In addition to the general application requirements, an international applicant is required to submit the following additional documents:

1. Copy of passport
2. A financial support document – provide a recent financial support document indicating a minimum amount of \$38,600 available to pursue study in the first academic year at SFBU.

- A current bank letter and bank statement; or
- A loan letter from a lending institution; or
- Copies of fixed deposits.

An affidavit of support or sponsor letter is required if the funds are not in the applicant's name.

3. A transfer student (from a U.S. institution) is required to submit a photocopy of his/her
  - previous I-20 form,
  - visa, and
  - I-94 (U.S Department of Homeland Security issued arrival / departure form).

### • **Placement Test**

New IEP students must attend a new student orientation before the first day of the IEP session. During or prior to the orientation, students will take a placement test to identify their level of English proficiency. Students will be placed into a level based on their results. The placement test might be waived if the original copy of a TOEFL or IELTS test report form, obtained within two years prior to applying, is provided by the student.

### • **Minimum Entry Requirements**

IEP students must be at least 18 years of age by the first day of class. Students must have a proficiency level higher than a true beginner in the English language to be accepted into the IEP. Elementary Level is the upper elementary, or CEFR A2, level, within IELTS band 4, and it equates approximately to a TOEFL iBT score of 31 and a TOEFL Essentials band score of 3.5. Online IEP students must have regular access to an electronic device with audio and video capabilities, and a reliable internet connection.

### • **Tuition, Costs, and Refund**

The IEP is delivered in levels. Students enroll in one level at a time, with no obligation to continue. The estimated total cost to complete Elementary Level (7.5 weeks) is \$2,405.00. The estimated total cost to complete Lower Intermediate Level, Upper Intermediate Level, or Advanced Level (15 weeks each) is \$4,750.. This estimation includes tuition, registration fees, application fee, and books. The IEP offers both full-time and part-time options to meet the needs of students. The breakdown of program costs is as follows:

#### • **Tuition for full-time students (four courses, 20 hours/week)**

- \$2000 per 7.5-week session.

#### • **Tuition for part-time students (one course, 5 hours/week)**

- \$500 per 7.5-week session.

#### • **Tuition for part-time students (two courses, 10 hours/week)**

- \$1000 per 7.5-week session.

#### • **Tuition for part-time students (three courses, 15 hours/week)**

- \$1500 per 7.5-week session.

### • **Books**

Registered IEP students have the option of purchasing the books for each level from the IEP office at SFBU. The cost of books for each course is estimated at \$50 - \$110.

- **Student's Right to Cancel**

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid if notice of cancellation is received by SFBU through attendance at the first class meeting, or the 7th day after enrollment, whichever is later. Students shall provide notice of cancellation in writing through the MySFBU Student Portal using the following navigation links: My Requests > Non-Academic > Transfer Out/Withdrawal. Cancellation shall be effective when successfully submitted.

- **Refund Policy**

Students who withdraw by the end of the first class meeting in a period of attendance, or 7 days after enrollment, whichever is later, will receive a full refund. Following the first class meeting and up through completion of 75 percent of the period of attendance, students may withdraw from SFBU and obtain a pro rata refund of unearned institutional charges. The application fee is non-refundable.

SFBU shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the student's educational program.

A withdrawal may be effectuated preferably by the student's written notice, as described above under cancellation, or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance, as further detailed below.

A student is deemed to have been withdrawn when any of the following occurs: (1) the student drops all enrolled courses in a period of attendance, (2) the student submits a written notice to withdraw through the portal, as described in the cancellation section, (3) SFBU suspends or expels the student due to misconduct, unsatisfactory academic performance, or overdue fees, (4) the student fails to return from a leave of absence, or (5) the student misses a total of five hours or more of any course, based on the decision of the Attendance Committee.

A student that drops one or more courses, but not all courses, will receive a pro rata refund of tuition for the dropped courses.

- **Calculation of Refund**

Refund amount = total paid by student minus the amount owed.

Amount Owed = (total institutional charge/ hours in program) multiplied by the hours attended or scheduled to attend prior to withdrawal.

- **Intensive English Program Objectives**

1. Students will develop fluency and accuracy in both spoken and written English.
2. Students will develop effective oral communication strategies to interpret auditory input and express concrete and abstract ideas, in formal as well as informal settings, and with increasingly native-like pronunciation.
3. Students will demonstrate comprehension of a variety of texts of increasing complexity, evaluate texts using critical reading skills, and identify useful and reliable sources when doing research.
4. Students will write sentences, paragraphs, and essays using connecting expressions and developing ideas with supporting evidence; follow the conventions of standard paragraph and essay format; and synthesize and cite information from various sources.
5. Students will accurately use grammatical structures of greater complexity as well as employ vocabulary of increasing variety and precision.

- **Structure of the Intensive English Program**

The IEP teaches practical English skills for general, academic, and professional purposes. Based on the Common European Framework of Reference (CEFR), the four levels of the IEP range from upper elementary to advanced. Elementary Level and Lower Intermediate Level concentrate on General English, while Upper Intermediate Level and Advanced Level focus on English for Academic Purposes (EAP). All IEP courses can be offered on campus or online via synchronous livestreaming. Please note: International students with F-1 immigration status may enroll only in on-campus IEP courses.

- **Elementary Level and Lower Intermediate Level**

In Elementary Level and Lower Intermediate Level, students concentrate on developing fundamental English skills in an interactive classroom setting. Course work emphasizes those skills necessary for effective oral and written communication. Instruction covers all areas of language development: practical vocabulary, basic language structures, and the essentials of reading, writing, listening and speaking, and grammar.

- **Upper Intermediate Level and Advanced Level**

In Upper Intermediate Level and Advanced Level, students continue to develop fluency and accuracy. Course work focuses on both comprehensive skills and English for Academic Purposes (EAP). This includes essay and research paper writing and the development of critical reading, listening, and note-taking skills.

After successfully completing IEP Upper Intermediate Level B with a minimum grade of B in all four courses, IEP students meet the English language proficiency requirement for admission to SFBU degree programs.

Each level is comprised of 4 courses (Listening & Speaking, Reading, Writing, and Grammar), and each course consists of 5 hours of classroom instruction per week, making a total of 20 hours per week.

Advanced Level B	CEFR C1	IELTS band 7.0	TOEFL 94-101	IEP410B Listening & Speaking IEP420B Reading IEP430B Writing IEP440B Grammar	Advanced Level B Student Learning Outcomes*
Advanced Level A	CEFR B2	IELTS band 6.5	TOEFL 79-93	IEP410A Listening & Speaking IEP420A Reading IEP430A Writing IEP440A Grammar	Advanced Level A Student Learning Outcomes*
Upper Intermediate Level B	CEFR B2	IELTS band 6.0	TOEFL 60-78	IEP310B Listening & Speaking IEP320B Reading IEP330B Writing IEP340B Grammar	Upper Intermediate Level B Student Learning Outcomes*
Upper Intermediate Level A	CEFR B2	IELTS band 5.5	TOEFL 46-59	IEP310A Listening & Speaking IEP320A Reading IEP330A Writing IEP340A Grammar	Upper Intermediate Level A Student Learning Outcomes*

Lower Intermediate Level B	CEFR B1	IELTS band 5.0	TOEFL 35-45	IEP210B Listening & Speaking IEP220B Reading IEP230B Writing IEP240B Grammar	Lower Intermediate Level B Student Learning Outcomes*
Lower Intermediate Level A	CEFR B1	IELTS band 4.5	TOEFL 32-34	IEP210A Listening & Speaking IEP220A Reading IEP230A Writing IEP240A Grammar	Lower Intermediate Level A Student Learning Outcomes*
Elementary Level	CEFR A2	IELTS band 4.0	TOEFL 31	IEP110 Listening & Speaking IEP120 Reading IEP130 Writing IEP140 Grammar	Elementary Level Student Learning Outcomes*

\*Student Learning Outcomes for each level are available on the SFBU website at [https://www.SFBU.edu/iep/learning\\_outcomes](https://www.SFBU.edu/iep/learning_outcomes)

## • Grading System, Progression through the Program, and Repeating Courses

A letter grade (A, B, C, D, F, or W) will be assigned for each course at the end of every session. Students must earn a grade of C (70%) or better in an IEP course in order to take that course at the next level. Students who pass an IEP course with a grade of C (70%) or better are not eligible to take that course at a lower level.

Letter Grade	Percentage
A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	0%-59%
W	Withdrawal

A student can fail (earn a grade of D or F) only one IEP course during the course of study; a second failing grade in any IEP course will result in the student's removal from the IEP. If circumstances out of the student's control contributed to the failure, the student must provide supporting documentation from a professional. An SFBU administrative committee will determine whether to approve the student's request to repeat the second failed course.

IEP Appeals for Grade Changes: Grades assigned by each course instructor conform to individual policies as stated in the published course syllabus. A grade submitted by an instructor is considered final and may be changed only for one of the following reasons:

1. Error in recording a score for a student product (test, quiz, paper, etc.)
2. Miscalculation of a score, including the cumulative score for a session.
3. Omission from consideration of valid student products that were submitted in time.

No other reason constitutes a basis for an appeal for grade change. All appeals for grade changes must be submitted to the ESL Administrator no later than the end of add/drop week of the following session. Under no condition will a grade change be permitted after a degree has been awarded. A grade will not be changed after one session from the date of its issuance unless it has been repeated.



- **Incomplete Grades**

An IEP instructor may give a student an extension of one week (an incomplete) after the current IEP session ends, if the student was unable to finish the requirements of the course due to an emergency at the end of the session.

- **Academic Advising**

A cumulative GPA of at least 2.0 (C average) must be maintained. IEP students whose cumulative GPA falls below 2.0 will be placed on academic probation for one 7.5-week IEP session. Students on academic probation who fail to raise their cumulative GPA above 2.0 in that 7.5-week session will be dismissed from the program.

- **Attendance Policy**

Students who miss one class meeting are required to meet with the ESL Administrator.

Students who miss a total of five hours or more of any one course will be referred to Counseling. These students may be withdrawn from that course, based on the decision of the Attendance Committee.

***Notice to F-1 International Students:***

International students with F-1 immigration status must follow immigration rules. In general, students must maintain a full course of study to keep their immigration status. Failure to do this will lead to withdrawal from the University and automatic termination of the SEVIS record.

- **Session Break for F-1 International Students**

F-1 International students are allowed to take a break for two (2) consecutive sessions (equivalent to one trimester) after every four (4) sessions. Students who are eligible and wish to take session breaks must register for breaks through their student portal. Students are allowed to take session breaks upon approval. Failure to comply with this procedure will lead to withdrawal from the University and auto-termination of their SEVIS record.

- **Full-time and Part-time Course Load**

Students are considered full time if they are enrolled in all four courses of a level in the IEP. Students enrolled in fewer than four IEP courses are considered part time.

- **Adding and Dropping Courses**

Students may add or drop an IEP course during the first week of class before the second class meeting. It is not possible to add an IEP course after it has had two class meetings.

Students may drop an IEP course with a grade of W after the second class meeting and through the end of week 6. After the end of week 6, it is not possible to drop an IEP course.

- **University Policies**

IEP students must refer to the following university policies listed at the beginning of this catalog:

- Educational Records
- Recordkeeping Policy
- Academic Integrity Policy

- Student Discipline
- Policies and Statements Addressing the Investigation and Treatment of Students, Staff, and Faculty Regarding Sexual Harassment and Assault
- Student Grievance Policy and Procedure
- Facilities
- Housing

- **Course Descriptions**

Courses are listed by levels.

	<b>Listening &amp; Speaking</b>	<b>Reading</b>	<b>Writing</b>	<b>Grammar</b>
<b>Elementary Level</b>	IEP110	IEP120	IEP130	IEP140
<b>Lower Intermediate Level A</b>	IEP210A	IEP220A	IEP230A	IEP240A
<b>Lower Intermediate Level B</b>	IEP210B	IEP220B	IEP230B	IEP240B
<b>Upper Intermediate Level A</b>	IEP310A	IEP320A	IEP330A	IEP340A
<b>Upper Intermediate Level B</b>	IEP310B	IEP320B	IEP330B	IEP340B
<b>Advanced Level A</b>	IEP410A	IEP420A	IEP430A	IEP440A
<b>Advanced Level B</b>	IEP410B	IEP420B	IEP430B	IEP440B

## **Elementary Level**

### **IEP110 Listening & Speaking**

This upper elementary (CEFR A2) listening and speaking course develops a variety of oral communication skills as well as vocabulary and critical thinking skills. Listening skills include identifying main ideas, details, steps, examples, and reasons from an audio text. Students also practice taking notes using various strategies. Speaking and presentation activities involve making small talk and eye contact; giving examples, reasons, and sources of information; expressing opinions; agreeing and disagreeing; and presenting with graphics. This course also presents question intonation as well as how to pronounce contractions, verb endings, unstressed syllables, *be going to*, and *can* and *can't*.

### **IEP120 Reading**

This upper elementary (CEFR A2) reading course concentrates on the reading and interpretation of informative articles, but also examines the literary elements of short stories. This course develops the skills of skimming, scanning, previewing, predicting, taking notes, and completing a summary. It also emphasizes identifying examples and reasons; interpreting visual data; and understanding main ideas, details, pronoun references, quotes, and purpose. This course develops vocabulary as well as various critical reading skills such as inferring meaning from context, evaluating, synthesizing, personalizing, applying ideas, and analyzing sequence and arguments.

### **IEP130 Writing**

This upper elementary (CEFR A2) writing course establishes a strong foundation in sentence basics and moves the student writer into paragraphs, using past, present, and future verb forms. This course also presents vocabulary, connecting expressions, sentence variety and errors, and various grammar points, such as adjective clauses, adverbs, modals, and prepositional phrases.

### **IEP140 Grammar**

This upper elementary (CEFR A2) grammar course covers present simple and progressive, past simple, and future verb forms, as well as past time clauses. It also includes adjectives and adverbs, together with their comparative and superlative forms; count and noncount nouns and quantifiers; and gerunds and infinitives.